

Republic of the Philippines
DEPARTMENT OF EDUCATION
Region XI



DIVISION OF DIGOS CITY
OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT
Roxas Corner Lopez-Jaena Streets, Digos City, 8002, Philippines
Telefax: 082 553 8396

DIVISION MEMORANDUM

No. 386, s. 2016

TO : Chief Curriculum Implementation Division(CID)
Chief School Governance and Operations Division (SGOD)
Public Schools District Supervisors
Elementary and Secondary School Heads

FROM : **DEE D. SILVA, DPA, CESO VI**
Schools Division Superintendent

SUBJECT : **LIST OF VALIDATED ELIGIBLE APPLICANTS FOR THE 2016 PRINCIPALS TEST**

DATE : July 25, 2016

DepEd Schools Division of Digo:

RELEASED 6463

Date: JUL 26 2016 Time: 5:10

By: *[Signature]*

1. Pursuant to the OFFICE ADVISORY OA-GO-2016-GOA-004 dated July 15, 2016 entitled, "Updates on the 2016 Principals' Test" and DepED Memorandum No. 80, s. 2016 dated May 17, 2016 on the conduct of 2016 Principal's Test on November 6, 2016.
2. As provided in item No. 3 of the attached Advisory, eligible applicants are hereby advised to accomplish the following steps on or before August 12, 2016;
 - 2.1 Submission of the Two (2) pcs 2" x 2" identical ID photo with name tag taken with in the last three (3) months with signature at the back to the SDO personnel, and
 - 2.2 The payment of the registration fee of Five Hundred pesos (Php. 500.00) to the SDO cashier for the issuance of an acknowledgement receipt only.
3. The SDO Personnel Section shall submit all the 2" x 2" pictures to the RO-QAD while the registration fees collected shall be remitted by the SDO Cashier to the RO Cashier on or before August 16, 2016.
4. The RO Cashier shall issue the individual official receipts with unique tracking code addressed to the examinee. This shall be given to all test takers through the SDOs before August 31, 2016. The official receipt of each applicant shall serve as an examination permit on November 6, 2016.
4. The SDO Personnel Section shall submit all the 2"x2" pictures to the RO-QAD on or before August 16, 2016.
5. Attention is hereby directed to SDO personnel and cashier on the breakdown of the registration fee as stipulated in the Office advisory – GO- 2016 – GOA – 004 item no. 3 – c while the Human resource Development Section shall focus on item no. 6, a – c.
6. Other updates on the 2016 Principals' Test are contained in the enclosures for reference and guidance.
7. Immediate dissemination of this Memorandum is desired.

For and in the absence of the SDS:

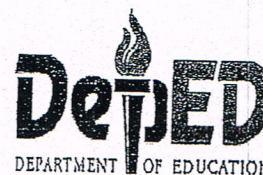
[Signature]
EMMANUEL P. HUGO

Chief-School Governance and Operations Division
Officer-In-Charge

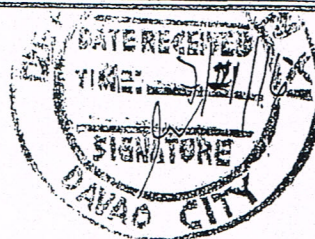
DepEd Schools Division Office
RECEIVED 643
Date: Jul 25 2016 Time: 11:29
By: J



Republika ng Pilipinas
KAGAWARAN NG EDUKASYON
REHIYON XI
Lungsod ng Dabaw
Tanggapang Panrehiyon



Address: F. Torres Street, Davao City (8000) website address: [http:// www..region11.deped.gov.ph](http://www.region11.deped.gov.ph)
RD's Office Telefax Nos. (082); 221 6147, Admin. Office; 225 0816 QAD, landline no. 224 0751 email ad. qad_roxi@yahoo.com



July 21, 2016

REGIONAL MEMORANDUM:

No. 171, s. 2016

LIST OF VALIDATED ELIGIBLE APPLICANTS FOR THE 2016 PRINCIPALS TEST

To: Schools Division Superintendents
Public Elementary and Secondary School Heads
All Other Concerned

1. Pursuant to the OFFICE ADVISORY OA - GO - 2016 - GOA-004 dated July 15, 2016 entitled, "Updates on the 2016 Principals' Test" and DepED Memorandum No. 80 s. 2016 dated May 17, 2016 on the conduct of 2016 Principals' Test, the Department of Education through the Quality Assurance Division (QAD) is releasing the enclosed list of validated eligible applicants for the 2016 Principals' Test on November 6, 2016.
2. As provided in item No. 3 of the attached Advisory, eligible applicants are hereby advised to accomplish the following steps on before August 12, 2016;
 - 2.1. Submission of the Two (2) pcs. 2" x 2" identical ID photo with name tag taken with in the last three (3) months with signature at the back to the SDO personnel; and
 - 2.2. The payment of the registration fee of Five Hundred pesos (Php.500.00) to the SDO cashier for the issuance of an acknowledgement receipt only.
3. The SDO Cashier shall then remit the collected registration fees to the RO Cashier while the SDO Personnel Section shall submit all the 2"X2" pictures to the RO - QAD on or before August 16, 2016.
4. The RO Cashier shall issue the individual official receipts with the unique tracking code addressed to the examine. This shall be given to all test takers through the SDOs before August 31, 2016. **The official receipt of each applicant shall serve as an examination permit on November 6, 2016.**
5. Attention is hereby directed to RO and SDO personnel and cashiers on the breakdown of the registration fee as stipulated in the Office Advisory - GO - 2016 - GOA - 004 item no. 3 - c while SDOs through Human Resource Development Section shall focus on item no. 6, a - c.

6. Other updates on the 2016 Principals' Test are contained in the enclosures for reference and guidance.
7. For further inquiries, clarifications on the validated list of names, please contact RO-QAD, landline telephone # 082-224-0751.
8. Immediate dissemination of this Memorandum is desired.



ATTY. ALBERTO T. ESCOBARTE, CESO IV
Director IV/r

Inclosure: As stated.

References:

DepEd Memorandum No. 80 s. 2016
Office Advisory-OA-GO-2016-GOA-(003, 004)

To be indicated in the Perpetual Index
Under the following subjects:

CHANGE
COMMITTEE
OFFICIALS
QUALIFICATIONS
STRAND: Governance and Operations
TEACHERS
TEST

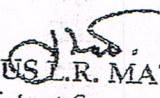
Roq3/QAD- mjd: RM-2016 Principals Test
July 21, 2016



DEPARTMENT OF EDUCATION
OFFICE OF THE ASSISTANT SECRETARY
FOR GOVERNANCE AND OPERATIONS

OFFICE ADVISORY
OA-GO-2016-GOA- 004

TO : Regional Directors
Schools Division Superintendents
Public Elementary and Secondary Schools Heads
All Others Concerned

FROM :  JESUS L.R. MATEO
Assistant Secretary

SUBJECT : *Updates on the 2016 Principals' Test*

DATE : July 15, 2016

With reference to DepEd Memorandum (DM) No. 80, s. 2016 dated May 17, 2016 on the conduct of 2016 Principals' Test, the National Technical Working Group hereby provides updates on the application process.

1. More than 20,000 online application forms and documents were received by the Regional Technical Working Groups led by the Regional Office - Quality Assurance Division (RO-QAD). The deadline for Steps 2 and 3 was July 2, 2016 at 12 noon. As stipulated in the DM 80, s. 2016, only the applications of those who answered the online application form along with the complete documentary requirements within the application period shall be processed.
2. Due to technical concerns encountered in some regions during Step 4: Validation Phase, the ROs are directed to release a regional memorandum indicating the list of validated applicants (without the tracking number) per division on or before July 23, 2016 (Saturday). The RO-QAD shall send a copy of the said memorandum to deped.principalsitest@gmail.com.
3. Once the regional memorandum has been released, applicants may now proceed by accomplishing the following on or before August 12, 2016:
 1. Submit 2 pcs. of identical 2 x 2 ID picture with name tag and signature at the back taken within the last three months to the SDO.
 2. Pay the registration fee of Five Hundred Pesos (P500) to the SDO Cashier (SDO shall only issue an acknowledgement receipt).
- a. The SDO Cashier shall then remit the collected registration fees to the RO Cashier and the SDO Personnel Section shall submit all the 2x2 pictures to the RO-QAD on or before August 16, 2016.



DEPARTMENT OF EDUCATION

OFFICE OF THE ASSISTANT SECRETARY
FOR GOVERNANCE AND OPERATIONS

OFFICE ADVISORY

OA-GO-2016-GOA-_____

- b. The RO Cashier shall issue the individual official receipts with the unique tracking code addressed to the examinee. This shall be given to all test takers through the SDOs before August 31, 2016. The official receipt from the RO shall serve as the exam permit.
 - c. For the guidance of the RO and SDO personnel and cashiers, the breakdown of the registration fee is as follows:
 - Four Hundred Ninety Pesos (P 490.00) is for the operating expenses
 - Ten Pesos (P10.00) is for the Legal Research Fund as stipulated in DepEd Order No. 14, s.2015. The remittance to Bureau of Treasury is stipulated in the said order.
4. As announced in DM 80, s. 2016 and subsequently in Office Advisory No. OA-GO-2016-GOA-003, the examination will be on November 6, 2016. The regional testing centers will be announced later.
5. The National Technical Working Group would like to reiterate that NEAP and BHROD value the credibility and integrity of the examination; they are NOT, in any way, affiliated with individuals or institutions offering and providing review sessions or materials. Test applicants are warned against individuals or organizations that claim to have access to the content of the examination. Applicants, individuals or organizations who will have direct or indirect request for test content and/or perform an act of bribery (monetary or gifts) to CO, RO and SDO employees will be subjected to investigation and/or filing of corresponding administrative case. Should there be any cases encountered, please report them directly to deped.principalstest@gmail.com.
6. SDOs, through the Human Resource Development Section, are STRONGLY encouraged to help prepare the applicants through:
 - a. formation of support groups similar to Learning Action Cells mentored by high performing school heads;
 - b. familiarizing applicants with the school processes, operations, reports, challenges and actual scenarios faced by the school heads;
 - c. organizing immersion opportunities on school processes and operations in different school typologies.