



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



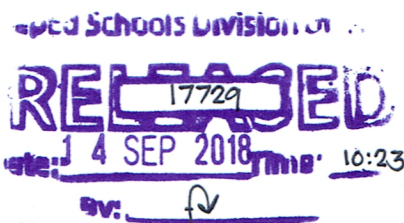
DIVISION MEMORANDUM
No. 246, S. 2018

13 September 2018

DIVISION ORIENTATION ON 2018 PRINCIPALS' TEST

**TO: DIVISION CHIEFS
SECTION HEADS
PUBLIC SCHOOLS DISTRICT SUPERVISORS
PUBLIC ELEMENTARY SCHOOL HEADS
PUBLIC JUNIOR/SHS SCHOOL HEADS
ALL QUALIFIED INTERESTED TAKERS**

1. Pursuant to the upcoming 2018 Principals' Test which is scheduled on November 18, 2018, a Division Orientation on the Qualification Standards, Documentary Requirements, and the Process Flow of the Conduct of the 2018 Principals' Test will be conducted at the Division Conference Hall, on September 19, 2018 at 8am – 12 Noon. A simulation will follow in the afternoon.
2. Based on the guidelines given during the 2018 Principals' Test Regional Training of Trainors (RTOT) at the Grand Regal Hotel on September 10-12, 2018, the following are qualified to take the 2018 Principals' Test provided they meet the experience requirements as of October 31, 2018:
 - a) One year as Head Teacher; or
 - b) Two years as Teacher-in-Charge; or
 - c) Two years as Master Teacher; or
 - d) Five years as Teacher III or SPED Teacher; or
 - e) Five years as incumbent public school teacher who has five years of managerial and supervisory experience in a DepEd-recognized private institution or Commission on Higher Education (CHED) recognized higher education institution.
 - f) Education Program Specialists and Senior Education Program Specialists who possess the minimum Qualification Standards (QS) for Principal 1 position stipulated in DO No. 39, s. 2007 entitled "Modified Qualification Standards for the Positions of Head Teachers and Principals."
3. Those who failed to pass the 2015, 2016 and 2017 Principals' Tests are also eligible to take the 2018 Principals' Test.
4. Interested and qualified teachers who will be attending the Division Meeting-Orientation shall be excused from their classes provided arrangements are made with their School Heads to ensure the "no disruption of classes" policy.
5. Transportation and meals shall be on personal expense.
6. For your information and wide dissemination.




WINNIE E. BATOON, EdD
Officer-In-Charge
Office of the Schools Division Superintendent *cy*

Encl: None

To be indicated in the Perpetual Index under the following subjects: PRINCIPALS' TEST
CUY-HRD: 13 Sept 2018: DIVISION ORIENTATION ON 2018 PRINCIPALS' TEST

DIVISION ORIENTATION ON THE 2018 PRINCIPALS' TEST**Date: September 19, 2018****Venue: Division Conference Hall, Digos City****Program Matrix**

Time	Schedule Of Activities	Person Responsible	Objectives	Outputs
7:30-8:00	Registration	Rosario Diamante	To register the participants	Attendance
8:00-8:15	Opening Program - Pambansang Awit - Invocation - Welcome Remarks by:	AVP Sollie B. Oliver, LLB, MATE SGOD Chief	To set the preliminaries to formally start the program	Program Start
8:15- 8:30	Message:	Winnie E. Batoon, Ed.D OIC- SDS	To motivate the participants	Participants are inspired to give their best in the Test
8:30-9:00	Principals' Test Roadmap	Cecile C. Uy	To inform the participants of the development of the Principals' Test	Participants gain knowledge on the background of the Principals' Test
9:00-10:00	2018 Principals' Test Guidelines (QS and Application Procedure) and Timeline	Cecile C. Uy	To orient the participants on the qualifications and documentary requirements, and the timeline of the 2018 Principals' Test	Participants get a clear understanding on the Guidelines and Timeline of the 2018 Principals' Test
10:00- 10:30	Overview of the PTOAS	Stephen R. Pascual	To provide the participants with a historical background on the PTOAS	Participants understand and appreciate the use of the PTOAS
10:30 - 11:50	Workshop/Simulation: Registration and Application	Stephen R. Pascual	To engage the participants in the actual process of application for the 2018 Principals' Test	Participants gain knowledge and skill on how to go through the application process using the PTOAS
11:50-12:00	Closing Prayer	Participant		
1:00 PM onwards	Continuation of Simulation (Individual Tutoring if needed)	Stephen R. Pascual	To familiarize more the participants with the PTOAS through	Participants gets a thorough hands on experience

EMCEE: CECILE UY