



Republic of the Philippines  
Department of Education  
Region VII, Central Visayas



**DIVISION OF CEBU PROVINCE**

IPHO Bldg., Sudlon, Lahug, Cebu City

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June 27, 2016

Division Memorandum  
No. 320 s. 2016

**2016 PRINCIPALS' TEST**

To : Assistant Schools Division Superintendent  
Education Supervisors / Coordinators  
District Supervisors / OICs  
Elementary and Secondary School Heads

1. Attached is Regional Memorandum No. 0373 s.2016 dated June 22, 2016 entitled " 2016 PRINCIPALS' TEST," for information and guidance of all concerned.
2. For additional details, refer to the attached memorandum.
3. Immediate dissemination of and strict compliance of this memorandum is directed.

  
RHEA MAR A. ANGTUD, Ed.D., CESO VI  
Schools Division Superintendent



REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
KAGAWARAN NG EDUKASYON  
DEPARTMENT OF EDUCATION  
**REHIYON VII, GITNANG VISAYAS**  
**REGION VII, CENTRAL VISAYAS**  
Sudlon, Lahug, Cebu City



REGIONAL MEMORANDUM  
No. **0373**, s. 2016

JUN 22 2016

**2016 PRINCIPALS' TEST**

To: Schools Division/City Superintendents  
Officers-in-Charge of Regular and Interim Divisions

1. Pursuant to DepEd Memorandum No. 80, s. 2016, the Department of Education (DepEd), through the National Educators Academy of the Philippines (NEAP) and the Bureau of Human Resource and Organizational Development (BHROD), and Quality Assurance Division of DepED-Region VII shall administer the **2016 Principals' Test** in the Region on November 6, 2016. The examination shall serve as a mechanism for selecting competent school heads (SHs) in the public basic education sector.
2. The 2016 Principals' Test is open to all aspirants for a Principal I position as required under DepEd Order (DO) No. 39, s. 2007 entitled *Modified Qualification Standards for the Positions of Head Teachers and Principals* and DO No. 97, s. 2011 entitled *Revised Guidelines on the Allocation and Reclassification of School Heads Positions*. Passing the Principals' Test is one of the requirements for appointment to a Principal Position.
3. Through the Regional Director's direction, Quality Assurance Division of DepEd Region VII, shall head the Principals' Test Regional Technical Working Group (RTWG). The RTWG shall be composed of representatives from the Human Resource Division and Personnel Section. The RO-QAD shall be responsible in the coordination with Central Office, evaluation of applicants, and supervising the preparation and the actual administration of the test. The RTWG shall submit the detailed budget proposal and financial report in the agreed timeline.
4. The applicant should meet any of the following eligibility requirements by **November 6, 2016**:
  - a. One year as Head Teacher; or
  - b. Two years as Teacher-in-Charge or Master Teacher; or
  - c. Five years as Teacher III or SPED Teacher; or
  - d. 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
5. The examination shall cover situational critical thinking questions relevant to the role of a SH anchored on the domains of the National Competency-Based Standards for School Heads (NCBSSH) stipulated in DO No. 32, s. 2010 entitled *National Adoption and Implementation of the National Competency-Based Standards for School Heads*.
  - a. School Leadership;
  - b. Instructional Leadership;
  - c. Creating Student-Centered Learning Climate;
  - d. Human Resource Management and Professional Development;
  - e. Parent Involvement and Community Partnership
  - f. School Management and Operations; and
  - g. Personal and Professional Attributes and Interpersonal Effectiveness

6. In order to pass the examination, the test takers must obtain at least 70% correct answers in all domains. Official final results shall be released through a DepEd Memorandum followed by the distribution of printed Certificates of Rating of all test takers.

7. Beginning 2018 Principals' Test, applicants shall only be allowed to take the examination for three consecutive times. Applicants who did not pass consecutively in the years 2015, 2016 and 2017 shall undergo a specialized preparatory course before they will be allowed to apply again.

8. Below is the revised process of application.

**Step 1: Securing of the five documents below:**

- a. Scanned copy of **Certification of Eligibility**(See Enclosure) from the Schools Division Office (SDO) Personnel Section. This should certify that the applicant met the minimum qualifications and has no pending administrative case, as recommended by the SDO Legal/Administrative Officer and certified by the Schools Division Superintendent (SDS). Each certificate will have a unique tracking code provided by the SDO, which is a combination of the CODE of the SDO and the three-digit applicant number. The following are the Codes of the different SDOs in DepEd Region VII:

SDO	CODE
Bogo City	091
Bohol	092
Carcar City	093
Cebu	094
Cebu City	095
City of Naga	096
Danao City	097

SDO	CODE
Lapu-Lapu City	098
Mandaue City	099
Siquijor	100
Tagbilaran City	101
Talisay City	102
Toledo City	103

For instance, Juan L. Dela Cruz and Maria C. Silang are the first and 34<sup>th</sup> applicant who applied for a Certification of Eligibility from Mandaue City Division, respectively, then their unique codes shall be:

	APPLICANT'S NAME	UNIQUE TRACKING CODE
1	Dela Cruz, Juan L.	099-001
34	Silang, Maria C.	099-034

- b. Scanned copy of performance rating of Very Satisfactory (VS) for the last two rating periods (PAST/PASAG in SY 2014-2015 and accomplished IPCRF using the RPMS in SY 2015-2016) certified by the SDO;
- c. Scanned copy of signed Service Record
- d. Scanned copy of designation as Teacher-in-Charge signed by the SDS (if applicable); and
- e. Certification of managerial and administrative experience from DepEd-recognized private institution or CHED-recognized higher education institution (if applicable).

The SDO Personnel Section shall submit to the RO-QAD the list of eligible applicants arranged according to unique tracking code signed by the SDS on or before **June 20, 2016**.

**Step 2: Online Application (until June 18, 2016):**

Applicants must apply online in the website assigned to DepED Region VII, which is <http://deped.in/2016PT7>. Application period is from **May 16 to June 18, 2016**. The online form shall no longer be accessible after the deadline. Other methods of submission such as printing online application, scanning and sending by mail, fax or email **shall not be accepted**.

**Step 3: Email submission (until June 18, 2016):**

Applicants shall submit the scanned document prepared during Step 1 to the email address assigned to DepED Region VII, which is [principalstest7@gmail.com](mailto:principalstest7@gmail.com). For easy reference, they shall indicate the following in their email:

- a. Subject heading: *Surname, First name*;
- b. In line text: SDO, school name and cellphone number; and
- c. Date and time the online form was accomplished

Only the applications of those who both answered the online application form and emailed the complete documents within the application period shall be processed.

**Step 4: Validation in the Regional Office (June 20-July 8, 2016):**

- a. Using the **List of Eligible Applicants** submitted by the Personnel Section of SDOs and **Consolidated Data of Online Applications**, the RO-QAD shall validate the documents submitted by the applicants through email.
- b. RO-QAD shall submit through email the list of qualified applicants to the National Technical Working Group (NTWG).
- c. NTWG shall release a Memorandum with the list of validated name of applicants for processing of registration fee.

**Step 5: Submission of ID Pictures and Registration Fee (July 8-July 29, 2016):**

Only validated eligible applicants shall:

- a. Submit two pieces of identical 2" x 2" ID picture with name tag taken in the last three months (with signature at the back) to the SDO personnel; and
- b. Pay the registration fee of Five Hundred Pesos (P500.00) at the SDO Cashier on or before July 29, 2016. SDO shall only issue an acknowledgment receipt.

The registration fee of Five Hundred Pesos (P 500.00) shall cover various expenses relative to the preparations and implementation of the examination such as freight of Certificates of Rating, supplies and materials, travel, lodging, meals, and other expenses of organizers and monitors, communication expenses, honoraria of personnel and other incidental expenses.

**Step 6: Issuance of Official Receipt (July 30-August 31, 2016):**

- a. The SDO Cashier shall remit the registration fees to the RO Cashier whereas the SDO Personnel Section shall submit all the 2" x 2" pictures to the RO-QAD on or before **August 5, 2016**.
- b. The RO Cashier shall issue the individual official receipt 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 issued by the RO shall serve as the examination permit.**

9. 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. Test applicants are warned against individuals or organizations which claim to have access to the content of the examination. Applicants, individuals or organizations who shall have direct or indirect request for test content and/or perform an act of bribery (monetary or gifts) to Central Office (CO), RO and SDO employees shall be subject for investigation and/or filing of corresponding administrative case. Such cases encountered shall be reported to [deped.principalstest@gmail.com](mailto:deped.principalstest@gmail.com).

10. SDOs, through the Human Resource Development Section (HRDS), are highly encouraged to help prepare the applicants through the following:

- a. Forming support groups similar to Learning Action Cells in school mentored by high performing SHs with integrity;
- b. Familiarizing applicants with the school processes, operations, reports, challenges and actual scenarios faced by different types of SHs; and
- c. Organizing immersion opportunities on school processes and operations in different school typologies.

All initiatives and activities shall be **strictly free of charge and not to be conducted during class/office hours**. Schools Division INSET funds may be used for meals and materials reproduction subject to the usual accounting and auditing rules and regulations.

11. Falsification of qualifications and/or documents by the applicants or involved SDO/RO employees shall be subject to investigation with grounds on grave dishonesty as mandated by Civil Service Commission rules and regulations.


12. The RTWG must propose a minimum of three and a maximum of five regional testing centers in strategic locations subject to the approval and inspection of the NTWG. The approved testing centers shall be announced through a DepEd memorandum or advisory.

13. To ensure the orderly conduct and integrity of the examination, the RD shall be guided by the Manual of Operations. This includes logistical arrangements, coordination process, and qualifications of prescribed testing venue and personnel. The NTWG shall also conduct an orientation to all regional coordinators on or before **September 2016**.

14. For further inquiries, all concerned may contact:

- a. The 2016 Principals' Test Regional Technical Working Group led by Quality Assurance Division  
Telephone Number: **(032) 231-1071**  
Email Address: [ro7qad@gmail.com](mailto:ro7qad@gmail.com)  
Facebook Account: **Deped Region Seven Qad**
- b. The 2016 Principals' Test National Technical Working Group  
Email Address: [deped.principalstest@gmail.com](mailto:deped.principalstest@gmail.com)  
Facebook Page: <http://www.facebook.com/DepEdNEAP>

15. Wide and immediate dissemination of this Memorandum is directed.

  
ATTY. FIEL Y. ALMENDRA  
Director III  
Officer-in-Charge