



November 20, 2017

DIVISION MEMORANDUM

No. 801, s. 2017

FIRST UPDATE ON THE 2017 PRINCIPALS' TEST

TO : Assistant Superintendents
Chiefs of SGOD and CID
Division Supervisors/Coordinators
SEPS and EPS 2
District Supervisors/OICs
Elementary and Secondary School Heads

1. For the information and guidance of all concerned, attached herewith is Regional Memorandum 0890 s. 2017 entitled, "First Update on the 2017 Principals Test" informing all test takers on the changes in the schedule relative to the 2017 Principals' Test, to wit:

ACTIVITIES	OLD DEADLINE	NEW DEADLINE
Online Application	November 10, 2017	November 21, 2017
Evaluation and Validation of Documents	November 17, 2017	November 24, 2017
Payment of Examination Fee		November 27, 2017
Release of Final List of Examinees and Testing Venues through a Regional Memorandum		November 30, 2017

2. For details please attached memorandum.
3. For the information and guidance of all concerned.


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Schools Division Superintendent

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REGIONAL MEMORANDUM

No. **0890**, s. 2017

FIRST UPDATE ON THE 2017 PRINCIPALS' TEST

To: Schools Division Superintendents
Heads, Public Elementary and Secondary Schools

1. With reference to Unnumbered Memorandum from Atty. Revsee Escobedo, Assistant Secretary, dated November 10, 2017, please be informed that due to System Maintenance of the Principals' Test Online Application System (PTOAS), there are changes in the schedule relative to the 2017 Principals' Test, which are as follows:

ACTIVITIES	OLD DEADLINE	NEW DEADLINE
Online Application	November 10, 2017	November 21, 2017
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2. There are almost 1000 applicants with the same status—FOR PAYMENT. With the deadline set on November 27, 2017, the Schools Divisions are advised to devise strategies to facilitate completion of their application. It is appreciated if a call and/or a text is accorded to each applicant.

3. The Certificates of Ratings (CORs) of the 2016 Principals' Test Examinees are already in the Regional Office and will be forwarded to each Schools Division through one of the respective participants of each division on the QATAME capability building program at Crown Regency Residences, Guadalupe, Cebu City on November 15-17, 2017.

3. This division representative should forward the envelope of CORs to the Schools Division Superintendent.

4. The Schools Division Superintendent shall assign division personnel to distribute the COR to each examinee of the 2016 Principals' Test, which was held on April 9, 2017. This chosen staff shall maintain confidentiality of the results. Hence, he/she shall give a COR only to an examinee himself/herself or to any authorized representative.

5. Immediate and wide dissemination of and compliance with this Memorandum is directed.

Juliet A. Jeruta
JULIET A. JERUTA, Ph.D., CESO V
Director III/OIC- Regional Director

JAJ/STJ/LCJ/QAD/MerdenBryant