



Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
SCHOOLS DIVISION OFFICE  
Lagawe, Ifugao



Division Memorandum

No. s. 2016

To: CID and SGOD  
Elementary and Secondary School Heads  
Teachers-in-Charge and Teachers  
All Others Concerned

From: SALLY B. ULLALIM, CESO V  
Schools Division Superintendent

Date: June 2, 2016

Subject: Conduct of 2016 Principals' Test

---

Attached are DepEd Memorandum No. 80 and Regional Memorandum No. 154, s. 2016 for your reference and guidance. Unique tracking code will be issued by the Division Office.





Republic of the Philippines  
**Department of Education**

---

17 MAY 2016

DepEd MEMORANDUM  
No. 80, s. 2016

**2016 PRINCIPALS' TEST**

To: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Secretary, ARMM  
Regional Directors  
Schools Division Superintendents  
Public Elementary and Secondary Schools Heads  
All Others Concerned

1. The Department of Education (DepEd), through the National Educators Academy of the Philippines (NEAP) and the Bureau of Human Resource and Organization Development (BHROD), and all Quality Assurance Divisions of each Regional Office-Quality Assurance Division (RO-QAD), shall administer the **2016 Principals' Test** 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 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. The regional director shall assign the RO-QAD to head the Principals' Test Regional Technical Working Group (RTWG). The RTWG shall be composed of representatives from Human Resource Division and Personnel Section. The RO-QAD shall be responsible in the coordination with Central Office, evaluation of applicants, 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 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, 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 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 (copy enclosed). Template shall be provided;
- 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**.



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 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, 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 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 (copy enclosed). Template shall be provided;
- 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 per region provided below. 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 of 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 documents prepared during Step 1 to the email of their respective regions provided below. 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.

<b>Region</b>	<b>Step 2: Online Application</b>	<b>Step 3: Email</b>
1	<a href="http://deped.in/2016PT1">http://deped.in/2016PT1</a>	principalstest1@gmail.com
2	<a href="http://deped.in/2016PT2">http://deped.in/2016PT2</a>	principalstest2@gmail.com
3	<a href="http://deped.in/2016PT3">http://deped.in/2016PT3</a>	principalstest3@gmail.com
4A	<a href="http://deped.in/2016PT4A">http://deped.in/2016PT4A</a>	principalstest4A@gmail.com
4B	<a href="http://deped.in/2016PT4B">http://deped.in/2016PT4B</a>	principalstest4B@gmail.com
5	<a href="http://deped.in/2016PT5">http://deped.in/2016PT5</a>	principalstest5@gmail.com
6	<a href="http://deped.in/2016PT6">http://deped.in/2016PT6</a>	principalstest6@gmail.com
NIR	<a href="http://deped.in/2016PTNIR">http://deped.in/2016PTNIR</a>	principalstestnir@gmail.com
7	<a href="http://deped.in/2016PT7">http://deped.in/2016PT7</a>	principalstest7@gmail.com
8	<a href="http://deped.in/2016PT8">http://deped.in/2016PT8</a>	principalstest8@gmail.com
9	<a href="http://deped.in/2016PT9">http://deped.in/2016PT9</a>	principalstest9@gmail.com
10	<a href="http://deped.in/2016PT10">http://deped.in/2016PT10</a>	principalstest10@gmail.com
11	<a href="http://deped.in/2016PT11">http://deped.in/2016PT11</a>	principalstest11@gmail.com
12	<a href="http://deped.in/2016PT12">http://deped.in/2016PT12</a>	principalstest12@gmail.com
Caraga	<a href="http://deped.in/2016PT13">http://deped.in/2016PT13</a>	principalstest13@gmail.com
CAR	<a href="http://deped.in/2016PTCAR">http://deped.in/2016PTCAR</a>	principalstestcar@gmail.com
ARMM	<a href="http://deped.in/2016PTARMM">http://deped.in/2016PTARMM</a>	principalstestarmm@gmail.com
NCR	<a href="http://deped.in/2016PTNCR">http://deped.in/2016PTNCR</a>	principalstestncr@gmail.com

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

- a. RO-QAD shall validate the documents and SDOs the documents submitted by applicants and the online applications.
- 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 names 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 (P 500.00)** at the SDO Cashier on or before **July 29, 2016**. The SDO shall only issue an acknowledgement 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. While 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 BHRD 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 [depd.principalstest@gmail.com](mailto:depd.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 the 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



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 RDs 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**.

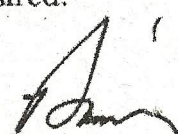
14. For further inquiries, all concerned may contact:

**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. Immediate dissemination of this Memorandum is desired.

  
**BR. ARMIN A. LUISTRO FSC**  
Secretary

Encl.:  
As stated

References:  
DepEd Order: (Nos. 97, s. 2011; 32, s. 2010 and 39, s. 2007)  
DepEd Memorandum No. 18, s. 2015

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

CHANGE  
COMMITTEE  
OFFICIALS  
QUALIFICATIONS  
STRAND: Governance and Operations  
TEACHERS  
TEST





Republic of the Philippines  
Department of Education  
CORDILLERA ADMINISTRATIVE REGION  
Wangal, La Trinidad, Benguet

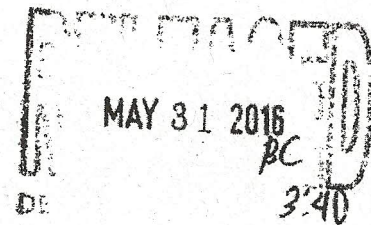


May 25, 2016

REGIONAL MEMORANDUM  
NO. 154-2016 S. 2016

2016 PRINCIPALS' TEST

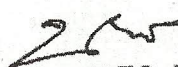
To: Schools Division Superintendents  
Public Elementary and Secondary Schools Heads  
All other Concerned



1. Pursuant to DepEd Memorandum no. 80 S. 2016, the Conduct of the 2016 PRINCIPALS' TEST will be on November 6, 2016. You are directed to disseminate this DepEd Memorandum and encourage teachers /head teachers who met the requirements to take this test on said date to for better selection.
2. The School Division Offices-Personnel Section are tasked to facilitate the application and submit the list of eligible applicants arranged according to unique tracking code signed by the Schools Division Superintendent (SDS) on or before June 20, 2016 to the DepEd-CAR, Regional Office-Quality Assurance Division.
3. For online application, the applicants must apply online in the website assigned per region provided in the attached DepEd Memorandum no. 80 s. 2016 from May 16-June 18, 2016. The online form shall no longer be accessible after the deadline. Other methods of submission such as printing of online application, scanning and sending by email shall not be accepted.
4. For email submission, only the applicants shall submit the scanned documents prepared during step 1 to the email address, depedcarregional109@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; (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.
5. The submission of ID Pictures and Registration Fee shall be July 8-29, 2016. Only validated eligible applicants shall: (a) submit two pieces of identical 2"x2" 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. The SDO shall only issue an acknowledgement receipt. (The registration fee of five hundred pesos 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



6. Issuance of Official Receipt shall commence on July 30 and end on August 31, 2016: (a) The SDO Cashier shall remit the registration fees to the RO Cashier. While SDO Personnel Section shall submit all the 2"x2" 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.
7. Test applicants are warned against individual 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), Regional Office (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).
8. 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.
9. Attached is the DepEd Memorandum no. 80. S. 2016 including the enclosures no. 1 and 2 for further information and other guidelines stipulated in the said DepEd Memorandum.
10. Immediate dissemination of this Memorandum is desired.

  
ELLEN B. DONATO, ED.D., CESO III  
Director 1V

Encl.

As stated