



Republic of the Philippines
Department of Education
Region VII, Central Visayas
CITY SCHOOLS DIVISION-TAGBILARAN
City of Tagbilaran



September 6, 2018

MEMORANDUM

TO : **Engr. Jose Mariñas, III**
Mrs. Marife Rallos
Jocelyn Cutin

SUBJECT: **2018 PRINCIPAL'S TEST ONLINE APPLICATION SYSTEM (PTOAS)**
REGIONAL TRAINING OF TRAINERS (RTOT)

DATE : **September 12-14, 2018**

Through the basis of Regional Memorandum dated September 4, 2018. There will be a conduct of regional training of trainers to be held on September 12-14, 2018 (inclusive of travel time) at Azia Suites & Residences, 8 Rahmann Extension, Barangay Kamputhaw, Cebu City.

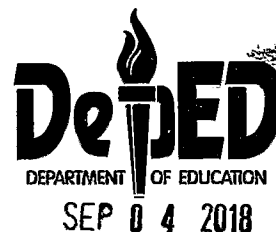
1. The activity aims to enhance the participants on how to use the 2018 Principal's Test Online Application System for the upcoming 2018 Principal's Test scheduled to be on November 18, 2018.
2. Participants are expected to bring their own/ DepEd – issued laptops, smartphones, extension wires, and/or mobile internet.
3. Participants from the Schools Division are advised to prepare their TEV documents to support their claims for transportation expenses, including incidental expenses, so they can submit them during the RTOT, for possible onsite reimbursement. For downloading of templates please refer to the attached Regional Memorandum.
4. Please read attached file for your guidance.
5. Immediate and wise dissemination of and compliance with this Memorandum is desired.

for:

VIRGINIA C. ZAPANTA, Ed. D., CESO V
Schools Division Superintendent *acc*



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
REGION VII, CENTRAL VISAYAS
Sudlon, Lahug, Cebu City



REGIONAL MEMORANDUM

No. **0642**, s. 2018

2018 PRINCIPALS' TEST ONLINE APPLICATION SYSTEM (PTOAS) REGIONAL TRAINING OF TRAINERS (RTOT)

To: Schools Division Superintendents
QAD Chief Education Program Supervisors
QAD Education Program Supervisors
Regional IT Officer

1. This Office, through the Quality Assurance Division (QAD), shall conduct the a 3-day Training Orientation on the Use of the Principals' Test Online Application System on September 12-14, 2018 (inclusive of travel time) at Azia Suites & Residences, 8 Rahmann Extension, Barangay Kamputhaw, Cebu City.

2. Each Schools Division is expected to send three participants to this training orientation, who are the following:

- 2.1 Schools Division Office ITO,
- 2.2 Schools Division Office Evaluator (personnel with good ICT skills, which can be the SGOD Chief, Human Resource Management Officer or SEPS-SMME)
- 2.2 Schools Division Office Cashier.

3. The participants from the Regional Office are Dr. Benjamin D. Tiongzon (QAD Chief), Ms. Merden L. Bryant (Regional Principals' Test Coordinator), Ms. Cynthia S. Miro (Assistant Regional Principals' Test Coordinator), Ms. Johnnyline P. Jagdon (Regional Office IT Officer), and all the rest of the education program supervisors from QAD, who serve as Regional Office Validators.

4. The aim of this activity is to train and orient the participants on how to use the 2018 Principals' Test Online Application System, in preparation for the 2018 Principals' Test, which is scheduled to be administered on November 18, 2018.

5. The participants are expected to bring their own/DepEd-issued laptops, smartphones, extension wires, and/or mobile internet.

6. Expenses relative to the conduct of this training orientation—board and lodging and transportation expenses of the participants—are chargeable against the funds to be downloaded by ICTS to DepED Regional Office VII, subject to the usual accounting rules and regulations.

7. Participants from the Schools Divisions are advised to prepare beforehand their TEV documents to support their claims for transportation expenses, including incidental expenses, so they can submit it during the RTOT, for possible onsite reimbursement. They are advised to download the TEV templates from the Facebook group **ROSEVEN PTOAS CONQUERORS**.

8. QAD has made an estimate of the transportation expenses based on the current fare rates of buses, vans-for-hire, taxis and boats. Please refer to the estimation posted in the aforementioned Facebook group. The Schools Division IT Officers are advised to inform QAD whether they confirm or make adjustments to the estimated transportation expenses on or before September 7, 2018. Only slight changes will be allowed. Note that your starting point must be your official station.

9. For further queries, please contact Dr. Benjamin D. Tiongzon, Ms. Merden Bryant, or Ms. Cynthia Miro at the QAD Office's telephone number (032) 231-1071.

10. This Memorandum serves as **Travel Order** to the regional participants.

11. Immediate and wide dissemination of and compliance with this Memorandum is desired.

JULIET A. JERUTA, PH.D., CESO IV
Director IV/Regional Director

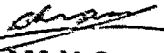

JAJ/STJ/BDT/QADmerdenbryant

"Educating for a Strong Republic"

Republic of the Philippines
Department of Education
INFORMATION AND COMMUNICATIONS TECHNOLOGY SERVICE
Pasig City, Philippines

MEMORANDUM

To : Regional Directors
Schools Division Superintendents
All Other Concerned

From : 
ABRAM Y.C. ABANIL
Director IV 

Subject : Rollout of Principals' Test Online Application 2018 National
and Regional Training of Trainers

Date : 16 August 2018

The Information and Communications Technology Service (ICTS) and the Bureau of Human Resources and Organizational Development – Human Resource Development Division (BHROD-HRDD) has established the *Principals' Test Online Application System (PTOAS) 2018* to improve the application process of the Principals' Test for aspiring school principals. In order to efficiently conduct the rollout of the PTOAS, the ICTS and the BHROD–HRDD will hold the following activities:

1. National Training of Trainers (National TOT); and
2. Regional Training of Trainers (Regional TOT)

Expected participants for the **National TOT** are the following:

- Regional Information Technology Officer (ITO)
- Quality Assurance Division Chief (QAD); and
- Regional Testing Coordinator (RTC)

Expected participants for the **Regional TOT** are:

- Schools Division Office ITO
- Schools Division Office Evaluator; and
- Schools Division Office Cashier.

The National TOT will be held at Tagbilaran City, Bohol on September 5 to 7, 2018, while the Regional TOT is a 3-day activity that will happen between September 10 and 14, 2018 in their respective regions. (Details on exact venue will be announced through an advisory.)

The ICTS will shoulder of the travelling expenses (TEVs) of the participants, subject to the usual accounting and auditing rules and regulations. Further, this memorandum also serves as this Offices' request to download the TEVs. Thus, the concerned Office must send a scanned copy of their letter accepting the funds to be downloaded.

In case the downloaded fund is not sufficient to pay for the TEVs of the participant, the Office concerned is expected to provide the breakdown of expenses to be paid vis-à-vis the amount downloaded and a letter request for additional TEV funds.

Please expect that downloaded fund may be delayed than scheduled, hence, it is advised that the concerned Office initially shoulder the expense, especially for those who will travel by air.

Regional ITOs are expected to submit the complete name, position, gender, email address and mobile number of their participants on or before Tuesday, August 21, 2018 by filling out an online registration at: bit.ly/PTOAS_NTOT

All participants **MUST** bring and use their own laptops throughout the activity. They are also advised to bring their own pocket Wi-Fi or portable modems, as well as power strips/extension cords.

Should you have questions or concerns please feel free to contact Mr. Rex Berdandino (rex.berdandino@deped.gov.ph) and copy-furnish Ms. Karen Escudro (encarnacion.escudro@deped.gov.ph) and Mr. Manuel Pascual (manuel.pascual002@deped.gov.ph), or call (02) 635-7369 or 0927-513-0463.

For guidance and appropriate action. Thank you