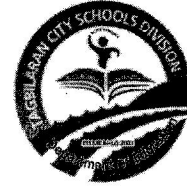




Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF CITY SCHOOLS – TAGBILARAN CITY
City of Tagbilaran



September 18, 2018

DIVISION MEMORANDUM
NO. 544, s.2018

CONDUCT OF ORIENTATION DOCUMENTS ON THE 2018 PRINCIPALS' TEST ONLINE APPLICATION SYSTEM (PTOAS) AND PRE-EVALUATION OF REQUIRED DOCUMENTS

To: **OIC - Assistant Schools Division Superintendent
Chiefs, SGOD & CID
All Public Elementary and Secondary School Heads
Interested Qualified Applicants**

1. Attached is the **DepEd Regional Advisory Number 108, s. 2018, re: Advance Information for the 2018 Principals' Test**, this Office thru the School Governance and Operations Division (SGOD), Personnel and Records Section and Information and Communication Unit (ICTU) will conduct a **Division Orientation on the Principals' Test Online Application System (PTAOS) and Pre-Evaluation of Required Documents on September 19, 2018, 1:30 PM** at Tagbilaran City Division Conference Room.
2. Qualifications of the 2018 Principals' Test Applicants;
 - 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 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 with five-year teaching experience (public or private teaching experience).
3. Those who have failed to pass the 2015, 2016, and 2017 Principals' Test shall now be allowed to take the 2018 Principals' Test.
4. Expected participants to this Orientation are the prospective 2018 Principals' Test Takers, SGOD Chief, EPS II (HRTD), AO V (General Services), SDO Personnel, Cashier and ITO.

5. Participants are advised to bring the following:

- a) Laptop and extension wire.
- b) Official DepEd email account (maybe requested for activation and creation from respective Information Technology Officer).
- c) Approved Individual Performance Commitment and Rating Form (IPCRF) with a rating of at least Very Satisfactory (VS) in the last two (2) consecutive rating periods duly certified by the authorized personnel in the Schools Division Office Teacher-in-Charge (TIC) and Head Teachers (HT) acting as school heads are required to secure Office Performance Commitment and Rating Form (OPCRF); and Service Record duly signed by the Administrative Officer V (Chief Administrative Officer) of the Schools Division Office (Regional Office).

If applicable,

- d) Designation Order as Teacher-in-Charge (TIC) or Officer-in-Charge (OIC) signed by the Schools Division Superintendent;
 - e) Certification of managerial and supervisory experience from DepEd-recognized private institution or CHED-recognized higher education institution.
6. Travel and other incidental expenses of participants shall be charged to school MOOE subject to the usual accounting and auditing rules and regulations.
7. Immediate dissemination of this memorandum is desired.


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