



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VIII

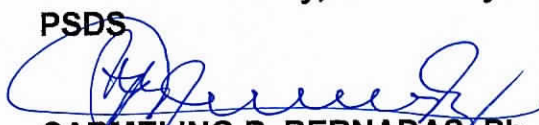


SCHOOLS DIVISION OFFICE OF CATBALOGAN CITY
2nd Floor Laohoo Bldg. Del Rosario Street, Catbalogan City

DIVISION MEMORANDUM

No. 333 s. 2018

TO : Public Elementary, Secondary Schools
PSDS

FROM :  CARMELINO P. BERNADAS, Ph. D., CESO VI
o/c Schools Division Superintendent

SUBJECT : PRINCIPALS' TEST

DATE : September 20, 2018

1. This is to inform all qualified applicants for the 2018 Principals' Test that this office is accepting applications for the pre-evaluation of documents **prior to the applicant's online registration.**
2. The online submission of the required documents shall be on **September 24, 2018 to October 5, 2018.** It is highly advised however that interested applicants shall submit their documents to the Division Office Personnel Unit for pre-evaluation as early as possible.
3. Applicants for the 2018 Principals' Test must secure the following for submission and pre-evaluation:
 - a. Official DepEd email account.
 - b. Duly certified true copy of approved Individual Performance & Commitment Rating Form (IPCRF) with a rating of at least Very Satisfactory (VS) in the last two (2) consecutive rating periods.
 - c. Latest Service Records
 - d. If applicable, Designation/Special Order as TIC or Officer-in-Charge signed by the SDS. This designation should be reflected in the Service Record.
 - e. Certification of managerial and administrative experience from DepEd recognized higher education institution.



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4. The following are qualified to apply:
 - a. Applicants with any of the following experience requirements as of **October 31, 2018**:
 - a.1 One (1) year as Head Teacher
 - a.2 Two (2) years as Teacher-in-Charge
 - a.3 Two (2) years as Master Teacher
 - a.4 Five (5) years as Teacher III or SPED Teacher
 - b. EPS and SEPS shall be allowed to take the Principals' Test provided that they possess that minimum Qualification Standards (QS) for Principal I position stipulated in D.O. 39, s. 2007.
 - c. Five (5) years as incumbent public school teacher who has five (5) years managerial and supervisory experience in a private school.
 - d. Year 2015, 2016, and 2017 test takers who failed to pass are now allowed to take the 2018 Principals' Test.
5. Applicants must submit all documents (hard copy) to the **Division Officer Personnel Unit** for **pre-evaluation**.
6. An application fee of P550.00 shall be collected from the applicants after their online registration and after release of the Certificate of Evaluation (COE).
7. Further inquiries pertaining to this memo shall be addressed to the Personnel Unit of Catbalogan City Division Office.
8. Wide and immediate dissemination of this memorandum is desired.

Reference: D.O. 7, s. 2015, D.O. 39 s.2007

To be indicated in the perpetual index under the following subjects:

POLICY

HIRING

PERSONNEL

PRINCIPALS' TEST



BuNGKARAS - Building New Generation Knowledge and Attitudes by Raising Advanced and Innovative School Leaders
"Uderalato nga maabik DepEd nga makail!" (Empowered and Innovative leadership results to dynamic DepEd)

Email: depedcatbalogancitydivision15@gmail.com
Facebook Page: DepEd Catbalogan City Division
Telefax: (005) 251-3196 (055) 543 8268