

Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Negros Island Region

**SCHOOLS DIVISION OF NEGROS ORIENTAL**  
**Office of the School Governance and Operations Division**  
Capitol Area, Dumaguete City

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SGOD Office (035) 225 - 6180

June 21, 2016


**DIVISION MEMORANDUM**

No. 35 s. 2016

**REVISED DEADLINES FOR THE PRINCIPALS' TEST**

TO: District Supervisors/District In-Charge  
Elementary and Secondary School Heads  
All Others Concerned

1. Attached is **OFFICE ADVISORY, OA-GO-2016-GOA-003** from the Office of the Assistant Secretary for Governance and Operations, dated **June 15, 2016** disseminating the **Revised Deadlines for the 2016 Principals' Test**.
2. For details, see attached communication.
3. Applicants are encouraged to do their online application before the deadline set, to avoid future problem.
4. For the information, guidance and compliance of all concerned.

  
**LELANIE T. CABRERA, CESE**  
*Assistant Schools Division Superintendent*  
*Officer In-Charge*  
06/21/16



DEPARTMENT OF EDUCATION

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OFFICE OF THE ASSISTANT SECRETARY  
FOR GOVERNANCE AND OPERATIONS

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OFFICE ADVISORY  
OA-GO-2016-GOA- 003

*Pl: 6/17/16*

TO : Regional Directors  
Schools Division Superintendents  
Public Elementary and Secondary Schools Heads  
All Other Concerned

FROM :   
JESUS L.R. MATEO  
Assistant Secretary

SUBJECT : *Revised deadlines for the 2016 Principals' Test*

DATE : June 15, 2016

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With reference to the DepEd Memorandum No. 80, s. 2016 dated May 17, 2016 on the conduct of 2016 Principals' Test , please be informed of the following changes:

ORIGINAL	REVISED	
June 20, 2016	SAME	Step 1: Securing of the five (5) documents
May 16 to June 18	May 16 to July 2	Step 2: Online application and submission of requirements via email
June 20	July 4	Step 3: Submission of the list of eligible applicants from SDO personnel section to RO-QAD
June 20 to July 8	July 4 to July 15	Step 4: Validation and submission of the list of qualified applicants in the Regional Office to the National Technical Working Group (NTWG)
July 15, 2016	SAME	NTWG will announce the number of test takers per SDO and proceed for payment
July 8 to 29	July 18 to August 5	Step 5: a. Pay the Registration fee - PhP 500.00 b. Submit 2 pieces 2 x 2 ID pictures with name tag (with signature of applicant at the back) to the SDO personnel
August 5	August 8	Step 6: SDO Personnel submit the 2 x 2 ID pictures to RO-QAD
July 30 to August 31	August 7 to August 31	Issuance of Official Receipt by the RO Cashier to the SDO (Official Receipt shall serve as the Examination Permit)
November 6, 2016	SAME	EXAMINATION DAY

NEAP/PDD

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