

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

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

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SGOD Office (035) 225 - 6180

June 2, 2016


**DIVISION MEMORANDUM**

No. 324 s. 2016

**2016 PRINCIPALS' TEST**

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

1. Attached is **DepEd Memorandum No. 80, s. 2016**, disseminating the **Guidelines for the 2016 Principals' Test** which will be conducted on **November 6, 2016**.
2. For details, refer to the attached **DepEd Memorandum**.
3. All documents must be submitted at the **Schools Division Office** on or before **June 18, 2016**.
4. For the information, guidance and compliance of all concerned.

  
**LELANI T. CABRERA, CESE**  
Assistant Schools Division Superintendent  
Officer In-Charge  
*cc/only*

03 JUN 2016



Republic of the Philippines  
**Department of Education**

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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**.

**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.

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

**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 [dep.ed.principalstest@gmail.com](mailto:dep.ed.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 accounting and auditing rules and regulations.

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

**UNIQUE TRACKING CODE****UNIQUE TRACKING CODE**

CODE of Schools Division Office	Applicant number (3 digits)
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*Example:*

DIPOLOG CITY - 118

APPLICANT'S NAME	UNIQUE TRACKING CODE
1. Dela Cruz, Juan L.	118 - 001
32. Rizal, Jose P.	118 - 032
121. Bonifacio, Andres D.	118 - 121

SCHOOLS DIVISION OFFICE	CODE
<b>REGION 1</b>	
Alaminos	001
Batac City	002
Candon City	003
Dagupan City	004
Ilocos Norte	005
Ilocos Sur	006
La Union	007
Laoag City	008
Pangasinan 1	009
Pangasinan 2	010
San Carlos City	011
San Fernando City	012
Urdaneta City	013
Vigan City	014
<b>REGION 2</b>	
Batanes	015
Cagayan	016
Cauayan City	017
Iligan City	018
Isabela	019
Nueva Vizcaya	020
Quirino	021
Santiago	022

Tuguegarao City	023
<b>REGION 3</b>	
Angeles City	024
Aurora	025
Balanga City	026
Bataan	027
Bulacan	028
Cabanatuan City	029
Gapan City	030
Mabalacat City	031
Malolos City	032
Meycauayan City	033
Muñoz (Science City)	034
Nueva Ecija	035
Olongapo City	036
Pampanga	037
San Fernando City	038
San Jose City	039
San Jose Del Monte	040
Tarlac	041
Tarlac City	042
Zambales	043
<b>REGION 4A</b>	
Antipolo City	044
Bacoor City	045

Batangas	046
Batangas City	047
Biñan City	048
Calamba City	049
Cavite	050
Cavite City	051
Dasmariñas City	052
Imus City	053
Laguna	054
Lipa City	055
Lucena City	056
Quezon	057
Rizal	058
San Pablo City	059
Sta. Rosa City	060
Tanauan City	061
Tayabas City	062
<b>REGION 4B</b>	
Calapan City	063
Marinduque	064
Occidental Mindoro	065
Oriental Mindoro	066
Palawan	067
Puerto Princesa City	068
Romblon	069
<b>REGION 5</b>	
Albay	070
Camarines Norte	071
Camarines Sur	072
Catanduanes	073
Masbate	074
Sorsogon	075
Iriga City	076
Legazpi City	077
Ligao City	078
Masbate City	079
Naga City	080
Sorsogon City	081
Tabaco City	082

<b>REGION 6</b>	
Aklan	083
Antique	084
Capiz	085
Guimaras	086
Iloilo	087
Iloilo City	088
Passi City	089
Roxas City	090
<b>REGION 7</b>	
Bogo City	091
Bohol	092
Carcar City	093
Cebu	094
Cebu City	095
City Of Naga	096
Danao City	097
Lapu-Lapu City	098
Mandaue City	099
Siquijor	100
Tagbilaran City	101
Talisay	102
Toledo City	103
<b>REGION 8</b>	
Baybay City	104
Biliran	105
Borongan City	106
Calbavog City	107
Catbalogan City	108
Eastern Samar	109
LeYTE	110
Maasin City	111
Northern Samar	112
Ormoc City	113
Samar (Western)	114
Southern LeYTE	115
Tacloban City	116
<b>REGION 9</b>	
Dapitan City	117



Dipolog City	118
Isabela City	119
Pagadian City	120
Zamboanga City	121
Zamboanga Del Norte	122
Zamboanga Del Sur	123
Zamboanga Sibugay	124
<b>REGION 10</b>	
Bukidnon	125
Cagayan De Oro City	126
Camiguin	127
El Salvador City	128
Gingoog City	129
Iligan City	130
Lanao Del Norte	131
Malaybalay City	132
Misamis Occidental	133
Misamis Oriental	134
Oroquieta City	135
Ozamis City	136
Tangub City	137
Valencia City	138
<b>REGION 11</b>	
Compostela Valley	139
Davao City	140
Davao Del Norte	141
Davao Del Sur	142
Davao Oriental	143
Digos City	144
Mati City	145
Panabo City	146
IGACOS	147
Tagum City	148
<b>REGION 12</b>	
Cotabato (North)	149
Cotabato City	150
General Santos City	151
Kidapawan City	152
Koronadal City	153

Sarangani	154
South Cotabato	155
Sultan Kudarat	156
Tacurong City	157
<b>CARAGA</b>	
Agusan Del Norte	158
Agusan Del Sur	159
Bavugan City	160
Bislig City	161
Butuan City	162
Cabadbaran City	163
Dinagat Islands	164
Siargao	165
Surigao City	166
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Surigao Del Sur	168
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Abra	170
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Baguio City	172
Benguet	173
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Las Piñas City	179
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Manila	183
Marikina City	184
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Navotas City	186
Parañaque City	187
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Pasig City	189

Quezon City	190
San Juan City	191
Taguig City - Pateros	192
Valenzuela City	193
<b>ARMM</b>	
Basilan	194
Lamitan City	195
Lanao Del Sur 1A	196
Lanao Del Sur 1B	197
Lanao Del Sur 2	198
Maguindanao 1	199
Maguindanao 2	200
Marawi City	201
Sulu	202
Tawi-Tawi	203
<b>NEGROS ISLAND REGION</b>	

Bacolod City	204
Bago City	205
Bais City	206
Bayawan City	207
Cadiz City	208
Dumaguete City	209
Escalante City	210
Guihulngan City	211
Kabankalan City	212
La Carlota City	213
Negros Occidental	214
Negros Oriental	215
Sagay City	216
San Carlos City	217
Silay City	218
Tanjav City	219

**TEMPLATE OF CERTIFICATE OF ELIGIBILITY**

<-----Header of the SCHOOLS DIVISION OFFICE ----->

Unique Tracking Code

**CERTIFICATE OF ELIGIBILITY**

This is to certify that the applicant has met the minimum qualifications for the 2016 Principals' Test and has **NO** pending administrative case.

Surname

First Name

Middle Name

Current Designation/ Item

School/ Office

Eligibility as of November 6, 2016	From	To
<input type="checkbox"/> one (1) year as Head Teacher		
<input type="checkbox"/> two (2) years as Teacher-In-Charge		
<input type="checkbox"/> two (2) years as Master Teacher		
<input type="checkbox"/> five (5) years as Teacher III		
<input type="checkbox"/> five (5) years as SPED Teacher		
<input type="checkbox"/> five (5) years as incumbent public school teacher who had 5 years of managerial & supervisory experience in DepEd recognized private institutions or CHED recognized higher education institutions		

PERFORMANCE RATING		
Rating Period	Rating Received	
SY 2014 - 2015	<input type="checkbox"/> Outstanding	<input type="checkbox"/> Very Satisfactory
SY 2015 - 2016	<input type="checkbox"/> Outstanding	<input type="checkbox"/> Very Satisfactory

Evaluated by:

Attested by:

Legal Officer/  
Administrative Officer

Schools Division  
Superintendent