



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region III – Central Luzon

**SCHOOLS DIVISION OF SAN JOSE DEL MONTE CITY**  
San Ignacio St., Poblacion, City of San Jose del Monte 3023



September 21, 2018

**DIVISION MEMORANDUM**

No. 144, s. 2018

TO: All SDO Personnel  
All School Heads  
All Others Concerned

**DIVISION ORIENTATION ON 2018 PRINCIPALS' TEST**

1. This Office announces the conduct of Division Orientation on 2018 Principals' Test for aspiring takers on September 24, 2018, 2:00 p.m. at Conference Hall, San Jose del Monte Central School, Poblacion, City of San Jose del Monte.
2. The orientation aims to give applicants information on general guidelines on the conduct of 2018 Principals' Test and knowledge on how to accomplish the Principals' Test Online Application System (PTOAS).
3. Qualifications of the 2018 Principals' Test applicants are as follows:
  - a. One (1) year as Head Teacher; or
  - b. Two (2) years as Teacher In-Charge; or
  - c. Two (2) years as Master Teacher; or
  - d. Five (5) years as Teacher III or SPED Teacher; or
  - e. Five (5) years as Incumbent Public School Teacher who has five (5) years managerial and supervisory experience in a Deped recognized private institution or Commission on Higher education (CHED) recognized higher education institution; or
  - f. Education Program Specialist and Senior Education Program Specialist who will meet the minimum Qualification Standards for Principal I Position stipulated in DepEd Order No. 39, s. 2007
4. Applicants must meet any one of the experience requirements for the entire career. Aggregated sum of the position experience requirement is not allowed.
5. Those who failed to pass the 2015, 2016, 2017 Principals' Test shall be allowed to take the 2018 Principals' Test.



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Region III – Central Luzon  
**SCHOOLS DIVISION OF SAN JOSE DEL MONTE CITY**  
San Ignacio St., Poblacion, City of San Jose del Monte 3023



6. Documentary requirements for each applicant:
  - a. Official DepEd email account may be requested for activation/ creation from the Division ITO;
  - b. Approved Individual Performance Commitment and Rating Form (IPCRF), with a rating of at least Very Satisfactory (VS) in the last two (2) consecutive periods, duly certified true and correct by the authorized SDO personnel;
  - c. Teacher In-Charge (TIC) and Head Teacher (HT) acting as school heads are required to secure Office Performance Commitment and Rating Forms (OPCRF), approved by the approving authority;
  - d. Service Record duly signed by the SDO Administrative Officer IV (HRMO);
  - e. If applicable:
    - e1. Designation Order as TIC or OIC signed by the Schools Division Superintendent;
    - e2. Certification of managerial and supervisory experience from DepEd-recognized private institution or CHED-recognized higher institution.
7. Immediate dissemination of this memorandum to all concerned is enjoined.

  
**GERMELINA H. PASCUAL, CESO V**  
Schools Division Superintendent