



Republic of the Philippines  
**Department of Education**

10 MAR 2015

DepEd MEMORANDUM  
No. **18**, s. 2015

**2015 PRINCIPAL'S TEST**

To: Bureau Directors  
Regional Directors  
Regional Secretary, ARMM  
Schools Division Superintendents  
Heads, Public and Private Elementary and Secondary Schools  
All Others Concerned

1. The Department of Education (DepEd), through the National Educators Academy of the Philippines (NEAP), shall administer the **2015 Principal's Test** on June 21, 2015. The examination shall serve as a mechanism for selecting competent school heads in the public education sector.
2. The Principal's Test is open to all aspirants for Principal I position as required under DepEd Order No. 97, s. 2011 entitled *Revised Guidelines on the Allocation and Reclassification of School Heads Positions*.
3. The following are the criteria in evaluating the qualifications and eligibility of the applicants who will take the test:
  - a. Experience of at least any of the following: one year as head teacher, two years as teacher-in-charge, two years as master teacher, or five years as teacher III;
  - b. Forty hours of relevant trainings (with attachments) certified by the school School Division Office (SDO);
  - c. A performance rating of Very Satisfactory (VS) for the last two years (with attachments), certified by the Regional Office (RO) and SDO; and
  - d. Certification of no pending administrative case.
4. The Principal's Test will cover the following topics anchored on DepEd Order No. 32, s. 2010 entitled *National Adoption and Implementation of the National Competency-Based Standards for School Heads* and Enhanced Basic Education Program:
  - 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;
  - g. Personal and Professional Attributes and Interpersonal Effectiveness; and
  - h. 21<sup>st</sup> Century Managerial and Leadership Skills.

5. The test shall be held simultaneously in all identified regional testing centers (RTCs) in all regions on **June 21, 2015** with a time allocation of four hours, starting from 8:00 a.m. to 12:00 noon.

6. The following are the guidelines in the filing and processing of application forms:

- a. The ROs are advised to disseminate the template of the standardized application form (copy enclosed) to the SDOs for reproduction. Application forms are not for sale;
- b. All aspirants shall secure a copy of the application form from their respective SDOs and shall file the duly accomplished form at the SDO where the applicant belongs;
- c. Aspirants shall submit the application form and registration fee at their respective SDOs on or before **March 20, 2015**;
- d. The SDOs shall be responsible in evaluating and processing the application forms to determine the qualifications and eligibility of the applicants;
- e. All ROs shall submit the complete list of examinees to NEAP CO through email address at [deped.neap@gmail.com](mailto:deped.neap@gmail.com) on or before **March 27, 2015**;
- f. There shall be no extension in the deadline of filing of application forms at the SDOs, as well as in the transmittal of the complete list of examinees per SDO to NEAP Central Office (CO);
- g. All examinees from Autonomous Region in Muslim Mindanao (ARMM) can file their application forms and take the examination in any of the following ROs: IX, X, XI, XII, and Caraga;
- h. The identified examination venues will be announced through DepEd Advisory; and
- i. DepEd CO, RO and SDOs are not authorized to conduct review sessions for this examination.

7. The registration fee and guidelines in the transfer of funds to NEAP CO are as follows:

- a. The registration fee is Five Hundred Pesos (P 500.00). The amount will be utilized for the various expenses relative to the following:
  - management and administration of the test (example: production of test booklets, production of scannable answer sheets, automated generation and processing of the results, airfreight and handling fees of scannable answer sheets and test booklets), development and production of Examiners Manual, certificates of rating;
  - communications, supplies and materials, lodging, meals, and transportation expenses of the teams from NEAP CO;
  - professional fees and honoraria of personnel from CO, ROs, and SDOs involved in the conduct of the tests, including pre-work and post-work; and
  - quality assurance, item analysis, among others.
- b. The registration fee shall be collected by the SDO cashier or any official collecting officer in the SDO. Each examinee shall be issued a corresponding official receipt by the collecting officer;
- c. The total collection shall be transferred by the SDO to the RO. After which, the RO will transfer the total collection to NEAP CO three days after receipt of the billing statement from the latter. An official receipt will be issued by the NEAP CO upon submission of evidence of transfer of funds by the RO; and

d. The ROs shall submit a financial report seven days after the conduct of the examination.

8. The RD shall designate two regional coordinators who will be responsible in overseeing and supervising the preparation and the actual administration of the test at the regional level. The name of the regional coordinator-designate and the field personnel (roving officer, proctor, school principal, among others) who will be involved in the test administration, as well as the identified RTCs shall be submitted to NEAP CO not later than **March 13, 2015**.

9. To ensure the orderly conduct and integrity of the examination, the NEAP CO personnel and staff have crafted the following guidelines for strict compliance of the RTCs:

- a. assign only 24 examinees in every testing room;
- b. assign one supervising examiner for every five testing rooms;
- c. allocate one examiner per testing room;
- d. assign only three roving proctors per testing center;
- e. provide one medical officer/personnel per testing center;
- f. provide three janitors to ensure clean testing rooms and restrooms before, during, and after the test;
- g. assign two security guards for security purposes;
- h. provide a secured spacious area for test booklet distribution and retrieval;
- i. ensure that all testing rooms are well-lighted and well-ventilated;
- j. avoid the use of children's desks as examination chairs;
- k. avoid selecting the testing rooms across or right beside a restroom;
- l. laboratory rooms shall not be used as testing rooms;
- m. coordinate with local power supplier to spare the testing center for any eventual brownout;
- n. publish in conspicuous locations the list of examinees (printed in font size 20, typed double-spaced, arranged alphabetically, and spread across four bulletin boards at two meters apart to avoid crowding); and
- o. mount vicinity maps and directional signages for the convenience of examinees.

10. For more information, all concerned may contact **Ms. Maria Elena B. Deacosta** or **Mr. Adison Lozano**, National Educators Academy of the Philippines (NEAP), Department of Education Central Office (DepEd CO), DepEd Complex, Meralco Avenue, Pasig City at telephone no.: (02) 633-7237 or at telefax no.: (02) 633-9455.

11. Immediate dissemination of this Memorandum is desired.

  
**BR. ARMIN A. LUISTRO FSC**  
Secretary

Encl.: As stated

References: DepEd Order: (No. 97, s. 2011)

DepEd Memorandum: Nos. 132, s. 2013 and (97, s. 2009)

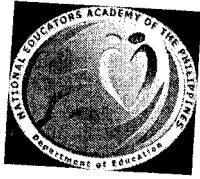
To be indicated in the Perpetual Index under the following subjects:

EXAMINATIONS  
OFFICIALS  
PROMOTIONS

QUALIFICATIONS  
TESTS  
WORKSHOPS

(Enclosure to DepEd Memorandum No. 18, s. 2015)

This form is not for sale. Reproduction is allowed. Please print in legal size paper (8.5" x 14").



Department of Education  
National Educators Academy of the Philippines  
**APPLICATION FOR PRINCIPAL'S TEST**

2 x 2 picture  
(with signature at the back)

REGION	DIVISION	APPLICANT NUMBER

**INSTRUCTIONS:**

Please read the application requirements in the attached DepEd Memo. DO NOT APPLY IF NOT QUALIFIED.  
Write legibly using black ink. All applications must be filed personally by the applicant.  
If submitted information was proven inaccurate or falsified, applicant is automatically disqualified to take the exam.

NAME (Surname)		(First Name)		(Middle Name)	
DATE OF BIRTH (mm/dd/yyyy)	AGE	GENDER <input type="checkbox"/> Male <input type="checkbox"/> Female	CIVIL STATUS <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Others		
PERMANENT ADDRESS:					
MOBILE NUMBER		TELEPHONE NUMBER		EMAIL ADDRESS	
DepEd Employee Number		CURRENT POSITION		NAME OF SCHOOL AND ADDRESS	
<b>EXPERIENCE</b>					
Must meet any of the following:		Inclusive Dates	Number of Years	Name of School and Address	
<input type="checkbox"/> Head Teacher (at least 1 year)					
<input type="checkbox"/> Teacher-In-Charge (at least 2 years)					
<input type="checkbox"/> Master Teacher (at least 2 years)					
<input type="checkbox"/> Teacher III (at least 5 years)					
RELEVANT TRAININGS ATTENDED (Use separate sheet if necessary)		Inclusive Dates	Number of Hours	Organizer	
1.					
2.					
3.					
<b>PERFORMANCE</b>					
Rating Period (mm/yyyy - mm/yyyy)		Evaluator's Name		Rating Received	
1.				<input type="checkbox"/> Outstanding <input type="checkbox"/> Very Satisfactory	
2.				<input type="checkbox"/> Outstanding <input type="checkbox"/> Very Satisfactory	

I hereby declare that the information provided in this form is true and correct to the best of my knowledge and belief.

Signature over Printed Name of Applicant

Date Accomplished

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**THIS PORTION IS FOR THE EVALUATOR AT THE SCHOOLS DIVISION OFFICE.**

Paid Registration Fee (attach official receipt in the Exam Permit)

ACTION TAKEN:

Approved  Disapproved

REASON: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF EVALUATOR  
OVER PRINTED NAME AND POSITION

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**CUT THIS PORTION**

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Department of Education  
National Educators Academy of the Philippines  
Principal's Test  
**EXAM PERMIT**

2 x 2 picture  
(with signature at the back)

NAME (Surname)	(First Name)	(Middle Name)

REGION	DIVISION	APPLICANT NUMBER

**BRING THE FOLLOWING ON EXAM DAY**

- |  |                          |
|--|--------------------------|
| 1. This Exam Permit with attached official receipt | 3. Valid DepED issued ID |
| 2. Lead pencil/s No. 1 or 2 and eraser             |                          |