



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region III
DIVISION OF CITY SCHOOLS
City of San Jose del Monte



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November 2, 2017

DIVISION MEMORANDUM

No. 204. 2017

To : Assistant Schools Division Superintendent
Division Chief
Elementary & Secondary School Heads
School ICT Coordinators
All Others Concerned

1. Per DepEd Memorandum No. 174, s. 2017 on the 2017 Principals' Test scheduled on December 17, 2017, this City Schools Division will conduct a one-day evaluation, validation and technical assistance on the online application on Tuesday, November 7, 2017, at the Division Library Hub. The schedule is as follows:
8 – 11 a.m. For Districts 1-5 applicants
1 – 4 p.m. For Districts 6 -10 applicants
2. To qualify for the test, applicants must meet any of the following experience requirements by November 30, 2017:
 - 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 Special Education (SPED) Teacher; or
 - d. Five years as incumbent public school teacher with five years of managerial and supervisory experience in a DepEd-recognized private institution or Commission on Higher Education (CHED)-recognized higher educational institution.
3. Interested applicants must bring the documentary requirements for evaluation and validation :
 1. Duly signed IPCRF with a performance rating of, at least, Very Satisfactory (VS) for the last 2 rating periods;
 2. Duly signed Service Record; and, IF APPLICABLE,
 3. Designation as Teacher-In-Charge signed by the Superintendent; and
 4. Certification of managerial and administrative experience from DepEd-recognized private institution or CHED-recognized higher education institution.
4. Immediate and wide dissemination of this memorandum is desired.


GERMELINA H. PASCUAL, CESO V
Schools Division Superintendent