



DIVISION MEMORANDUM

No. 134, s. 2018

TO : All School Heads
Principals' Test Qualified Applicants
Schools Division Technical Working Group

FROM : **CATALINA P. PAEZ, PhD, CESO VI**
Schools Division Superintendent

DATE : September 19, 2018

SUBJECT : **DIVISION ORIENTATION-WORKSHOP ON THE GUIDELINES AND CONDUCT OF THE 2018 PRINCIPALS' TEST ONLINE APPLICATION SYSTEM (PTOAS)**

1. This has reference with DepEd Regional Advisory No. 363, s. 2018 with regards to the requirements and preparatory activities on the conduct of 2018 Principals' Test;
 2. In line with this, the Schools Division Technical Working Group (SDTWG) will conduct an orientation on the guidelines of the Principals' Test and workshop on the use of the Principals' Test Online Application System (PTOAS) on September 22, 2018 at 8:30 in the morning at the Schools Division Office Conference Hall;
 3. The orientation / workshop aims to:
 - a. give the applicants an overview of the Online Application System;
 - b. pre-validate the documentary requirements of the applicants;
 - c. teach the applicants/users on how to use Principals' Test Online Application System; and
 - d. inform the applicants of the activities prior to the conduct of the 2018 Principals' Test.
 4. The target participants are the Principals' Test Qualified Applicants
 5. Applicants are required to bring the following:
 - a. Approved IPCRF with a rating of at least VS in the last two (2) consecutive periods duly certified true and correct by authorized SDO personnel;
 - b. Service record duly signed by the SDO Administrative Officer V;
 - c. OPCRIF approved by the approving authority if TIC and HT acting as School Heads;
 - d. Designation as TIC or OIC signed by the SDS;
 - e. Certification of managerial and supervisory experience from DepEd-recognized private institution or CHED-recognized higher institution;
 - f. Laptop, Internet Connection and Extension Cord for PTOAS Account Creation and online application; and
 - g. applicants must have Active Official DepEd e-mail account (creation and reactivation may be requested at the office of the Division ITO).
 6. The applicant shall bring the hard copies and soft copies (scanned in pdf format and not larger than 3 MB) of their documents.
-



Republic of the Philippines
DEPARTMENT OF EDUCATION

Region III
Schools Division Office

SCIENCE CITY OF MUNOZ

Tel No. (044) 806 -2192 | Fax No. (044)456-5103



-
7. No registration fee shall be collected. Meals and snacks shall be shouldered by the participants.
 8. Immediate dissemination of this memorandum to all concerned is desired.