



# DepEd – DIVISION OF QUEZON

Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Cell # 09175824627 or at [www.depedquezon.com.ph](http://www.depedquezon.com.ph)  
"Creating Possibilities, Inspiring Innovations"



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September 25, 2018

## DIVISION MEMORANDUM

DM No. 259, s. 2018

### 2018 PRINCIPALS' TEST ONLINE APPLICATION SYSTEM (PTOAS)

**To: Public Schools District Supervisors  
Elementary and Secondary School Heads  
Education Program Specialists  
Senior Education Program Specialists  
TICs and OICs  
All Concerned**

1. In preparation for the 2018 Principals' Test, this office informs those interested and qualified applicants in the Principals Test to apply thru Online Application System following the schedule below:

| Date                     | Activity  |
|--------------------------|---|
| September 26 – October 5 | Pre-evaluation  |
| October 1 – 12, 2018     | Online Application  |
| October 8 – 12, 2018     | Evaluation and Validation of Application  |
| November 5, 2018         | Release of the Final List of Examinees and Assignment of Testing Venues through a Regional Memorandum |


## 2. QUALIFIED APPLICANTS

- a. Applicants who have failed to pass the 2015, 2016 and 2017 Principals' Tests are **allowed** to take the 2018 Principals' Test.
- b. Education Program Specialists and Senior Education Program Specialists are allowed to take the Principals' Test provided that they possess the minimum Qualification Standards (QS) for Principal I position stipulated in DO No. 39, s. 2007 entitled "Modified Qualification Standards for the Positions of Head Teachers and Principals."

DEPEDQUEZON-TM-SDS-04-009-000

Email address: [quezon@deped.gov.ph](mailto:quezon@deped.gov.ph)

Comments: Txt HELEN – 09178902327 (Smart/Sun/TalknTxt) 2327 (Globe and TM)  
Cell No: 09175824629

|  |         |
|--|---------|
| <br>DEPED - QUEZON<br>ICT UNIT<br><b>UPLOADED</b> |         |
| Date/Time:   | 9-26-18 |
| By:  | Gina    |
| Ref. no.   |         |



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As per DepEd Order No. 39, s. 2007 with reference to CSC Resolution  
Resolution No. 070520

| POSITION TITLE | SG | LEVEL | EDUCATION  | EXPERIENCE   | TRAINING                      | ELIGIBILITY       |
|----------------|----|-------|--|--|-------------------------------|-------------------|
| Principal I    | 18 | 2     | Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units | Head Teacher (HT) for 1 year; or<br>Teacher-In-Charge (TIC) for 2 years; or<br>Master Teacher (MT) for 2 years; or<br>Teacher for 5 years. | 40 hours of relevant training | RA 1080 (Teacher) |

### 3. EXPERIENCE REQUIREMENTS

The following applicants must meet any of the following experience requirements as of **October 31, 2018**:

- One year as Head Teacher; or
- Two years as Teacher-in-Charge; or
- Two years as Master Teacher; or
- Five years as Teacher III or SPED Teacher; or
- 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.

### 4. APPLICATION PROCESS

#### STEP 1: PREPARATION AND SUBMISSION OF REQUIRED DOCUMENTS

Applicants must secure the following documents for evaluation:

- Official DepEd Email account, refer to DM 120, s. 2018 for requesting reset of password or creation of account by Mr. Wilbert B. Porteza, I.T Officer.
- Approved Individual Performance Commitment and Rating Form (IPCRF) in the last two (2) consecutive rating periods: June 2016 - March 2017 and June 2017 - March 2018 with a rating of at least Very Satisfactory (VS) duly certified by the ASDS-In-Charge. Document format can be downloaded thru link see PTOAS offline version.

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- c. Teacher in Charge (TIC) and Head Teacher (HT) acting as School Head is required to secure the Office Performance Commitment Rating Form (OPCRF) in the last two (2) consecutive rating periods: June 2016 - March 2017 and June 2017 - March 2018 with a rating of at least Very Satisfactory (VS) duly signed by the Schools Division Superintendent. Document format can be downloaded thru link see PTOAS offline version.

If applicable, certification of managerial and administrative experience from DepEd recognized private institution or CHED - recognized higher education institution.

- d. Service Record duly certified by Ms. Wennie O. Gaela, HRMO.

### STEP 2: PRE-EVALUATION

- a. Applicants must submit all documents to the Division Evaluator at the Office of the personnel section for evaluation, and all documents per page must be stamped correctly.
- b. Once the evaluated documents are approved, the applicant must scan approved evaluated documents then proceed to the online registration. If for compliance, the applicant should resubmit his/her documents within 5 working days after receiving a notification for non-compliance.










### STEP 3: ONLINE APPLICATION DRY RUN

Evaluated documents of applicants must undergo trial site to experience logging in before proceeding to the official registration site for correctness of data in relation to Certificate of Eligibility.

- a. <https://www.demo.principalstestapplication.deped.gov.ph> – online version for trial site

- b. <https://tinyurl.com/yeh2zh54> – for offline version

(after downloading the offline version, select and double click the icon index to start the program)

-  create\_user
-  create\_user2
-  forgot
-  help
-  **index**
-  manageUserAccount
-  Privacy
-  status
-  updateUserPassword

- c. <http://www.principaltestapplication.deped.gov.ph> - Official Registration

