



DepEd – DIVISION OF QUEZON

Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Cell # 09175824627 or at 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."

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DEPED - QUEZON ICT UNIT	
UPLOADED	
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 Teacher-In- Charge (TIC) for 2 years; or Master Teacher (MT) for 2 years; or 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. Gaeta, 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/ych2zh54> – 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.principalstestapplication.deped.gov.ph> - Official Registration





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STEP 4: ONLINE REGISTRATION

Applicant must create an account to register his/her Official DepEd Email account through the following steps: (must fill in required field in red asterisk)

DepEd PRINCIPALS' TEST ONLINE APPLICATION SYSTEM

TEST SITE ONLY

LOGIN

DepEd Email Address:

Password:

[Forgot your password?](#)

[Privacy Notice](#)

DepEd PRINCIPALS' TEST ONLINE APPLICATION SYSTEM

Privacy Notice

This privacy notice discloses the privacy practices for the Principals' Test Online Application System (PTOAS). This notice applies solely to information collected by this website.

- The information collected in this site will be used to direct your application to your respective Schools Division/Regional Office.
- It will also be used to process and update you on the status of your application.
- It will be permanently stored in the principals' test takers database.
- We take precautions to protect your information. When you submit sensitive information via the website, your information is protected both online and offline.
- Only authorized DepEd personnel who administer to and analyze the Principal's Test are granted access to personally identifiable information the exchange of which will be facilitated through email and web applications. The computers/servers in which we store personally identifiable information are kept in a secure environment.
- You have the right to ask for a copy of any personal information DepEd holds about you, as well as the right to ask for its correction.

If found erroneous on reasonable grounds, you may contact bhrod.hrd@deped.gov.ph

☒ Check here to indicate that you have read and agree to the Privacy Notice.

Create your Account

LOGIN INFORMATION (Please take note of your login information)

* DepEd Email Address
firstname.lastname@deped.gov.ph

* Password (Minimum of 8 characters)

* Confirm Password
Hi, the passwords don't match. Kindly retype your password.

APPLICANT INFORMATION

* First Name	Middle Name	* Last Name	Name Extension
FIRST NAME	MIDDLE NAME	LAST NAME	---

* Date of Birth: YEAR MONTH DAY * Sex: SELECT

* Mobile Number
0900 000 0000

* Landline Number (Include Area-Code)
0900 000 0000

* Do you need special assistance? (If or if pregnant, Senior Citizen or Person with Disability)
YES NO

SCHOOL INFORMATION

* School Name / Office Name
DEPED DIVISION OF QUEZON

* School ID
XXXXXXXXXX

* School Address / Office Address
SITIO FORI BRGY TALIPAN PAGBILAO QUEZON

HOME ADDRESS

* House Number, Block, Lot Number, Street, Subdivision/Village, Barangay
ST. JUDE

* Region
REGION IV-A (CALABARZON)

* Province
SELECT

* City/Municipality
SELECT

- After a successful registration, a Reference Number will generate thru the system and shall serve as the unique identifier for the applicant throughout the Principals' Test.
- A notification of successful registration will be sent to the applicant's registered email address, containing applicants' information provided during the online registration and the reminders on the application period, process and documentary requirements.
- Applicant will receive notifications on the status of application through E-mail.

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STEP 5: ONLINE APPLICATION

Using the registered email address, the applicant must log in to the PTOAS to proceed with the online application and follow the next steps:

- a. Applicant must fill out the online application form by providing all the necessary information.

- b. Applicant must upload scanned copies of the "pre-evaluated" documents. Ensure that the documents are clearly scanned and saved in pdf format with file size not exceeding 10mb per file.

- c. Discrepancy or wrong entry of data of applicants in registration can be edited here.

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d. The status of applicants can be viewed here.

PRINCIPALS' TEST ONLINE APPLICATION SYSTEM

PRINCIPAL, DUMMY 4

APPLICATION STATUS

Date	Status
2018-09-13 14:46:38	For Payment
2018-09-13 14:13:30	Forwarded to RO for Review
2018-09-13 14:12:11	For SDO Review

User Account

Reference Number: 2018-03053

Application Form

Application Status

Manage Account

Change Password

Help

Log Out

e. Be reminded that falsification of qualifications and/or documents shall be subjected to investigation with grounds on grave dishonesty as mandated by the Civil Service Commission (CSC) rules and regulations.

STEP 6: PROCESSING OF APPLICATION

The **EVALUATOR** receives and verifies the submitted documents of the applicant online by checking the following:

- completeness of the application and uploaded attachments; and
- authenticity of the information provided and documents uploaded and ensuring that the attachments bear the stamp "pre-evaluated" and duly signed by the evaluator.

The **EVALUATOR** acts on the following application whether:

- Forward to Regional Office for Review** (submitted complete and authenticated documents)
 - The application shall be forwarded to the Regional Office for validation
 - An email notification shall be sent to the applicant regarding the status of the application
- For Compliance** (submitted incomplete documents)
 - The application will be returned to the applicant for further action.
 - An email notification will be sent to the applicant indicating the actions needed to comply and/or the documents needed to be submitted
- Disapprove** (applicant did not meet the qualification)

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- c.1 The application shall no longer move forward.
- c.2 An email notification shall be sent to the applicant detailing the reasons for disapproval.

STEP 7: PROCESSING OF CERTIFICATE OF ELIGIBILITY (COE) AND EXAMINATION FEE

- a. The evaluator prints the system-generated COEs of the applicants approved by the Regional Office.
- b. The evaluator signs the COE before the approval of the SDS.
- c. The COE is signed by the SDS or the Vice-Chair (i.e., ASDS) in the event that the Chair is not available.
- d. Upon claiming of the COE, the applicant must attach two (2) copies of passport size (4.5cm x 3.5cm) ID picture taken within the last six (6) months with tag signature over printed name (lastname, firstname, m.i.) in the spaces provided.
 - One (1) copy at the upper portion (Applicant's copy)
 - One (1) copy at the lower portion (Regional Office copy)
- e. The applicant shall sign the COE at the designated spaces provided before proceeding to the next step.

STEP 8: PAYMENT

- a. Upon signature, the applicant must proceed to the Cashier Section to pay an examination fee of Five Hundred Fifty Pesos (Php 550.00)
- b. The examination fee of Five Hundred Fifty Pesos (Php 550.00) will be utilized to the following:
 - b.1 Ten Pesos (Php 10.00) for Legal Research Fund stipulated in DepEd Order No. 14, s. 2015
 - b.2 Five Hundred Forty Pesos (Php 540.00) will cover expenses relative to the preparations and administration of the Principals Test such as Operation Expenses, Travel and Accommodation Expenses, Delivery/Shipment of used Test Booklet back to DepEd Central Office and Honoraria of all personnel involved in the conduct of the Principals Test.
- c. Upon receipt of the payment, the Cashier stamps the COE as "PAID" and affix his/her signature. An email notification will be sent to the applicant indicating that the application has been approved and a payment for the examination has been received.

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- d. The cashier secures the lower portion of the COE (RO copy) and return the upper portion of the COE (applicant's copy) to the applicant.
 - e. The applicants copy shall serve as the test taker's test permit and should be presented on the day of the exam together with their valid ID.
5. For updates, inquiries and technical assistance, kindly join FB Group: Quezon Principals Test 2018
6. Immediate and widest dissemination of this Memorandum is desired.

 **MERTHEL M. EVARDOME, CESO VI**

Schools Division Superintendent

ictwbp09/25/2018

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