



**Department of Education**  
Region III  
**DIVISION OF ANGELES CITY**  
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**DIVISION ADVISORY**

No. 239, s. 2018

**To:** Heads of Public Elementary and Secondary Schools  
Senior Education Program Specialists  
Education Program Specialists

**From:** Schools Division Superintendent

**Subject:** Advance Information on the 2018 Principals' Test  
A. Requirements and Preparatory Activities

**Date:** June 19, 2018

**RELEASED**

SEP 12 2018

DepED Angeles City  
Division of City Schools

This is to inform all concerned of the advance information per the National Training of Trainers (NTOT) of the Principals' Test Online Application System (PTOAS) on September 5-7, 2018 at the Bohol Tropics Resort, Tagbilaran City.

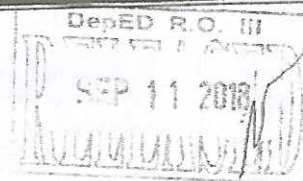
Details are found in the attached Regional Advisory No. 363, s. 2018, for reference and information.

  
**LEILANI S. CUNANAN, CESO VI**  
Schools Division Superintendent



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
**REGION III**

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**ADVISORY**

No. 363, s. 2018

To : Schools Division Superintendents  
All Others Concerned

From : THE REGIONAL DIRECTOR

Subject : Advanced Information on the 2018 Principals' Test  
A. Requirements and Preparatory Activities

Date : September 11, 2018

1. The following advanced information per the National Training of Trainers (NTOT) of the Principals' Test Online Application System (PTOAS) on September 5-7, 2018 at the Bohol Tropics Resort, Tagbilaran City:
  - A. Qualification of the 2018 Principals' Test applicants
    - a. One (1) year as Head Teacher: or;
    - b. Two (2) years as Teacher In-Charge: or;
    - c. Two (2) years as Master Teacher: or;
    - d. Five (5) years as Teacher III or SPED Teacher: or;
    - e. Five (5) years as Incumbent Public School Teacher who has five years managerial and supervisory experience in a DepEd recognized private institution or Commission on Higher Education (CHED) recognized higher education institution.
    - f. Education Program Specialist and Senior Education Program Specialist with five (5) years teaching experience (public or private)
2. Those who have failed to pass the 2015, 2016, 2017 Principals' Test shall now be allowed to take the 2018 Principals' Test.
3. Documentary requirements of each applicant:
  - a. Official DepEd email account, may be requested for activation / creation from your respective ITO;





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- b. Approved Individual Performance Commitment and Rating Form (IPCRF), with a rating of at least Very Satisfactory (VS) in the last two (2) consecutive periods, duly certified true and correct by the authorized SDO Personnel;
  - c. Teacher In-Charge (TIC) and Head Teacher (HT) acting as school heads are required to secure Office Performance Commitment and Rating Forms (OPCRF), approved by the Approving Authority;
  - d. Service Record duly signed by the SDO/RO Administrative Officer V / Chief Administrative Officer;
  - e. If applicable;
    - e1. Designation Order as TIC or OIC signed by the Schools Division Superintendent;
    - e2. Certification of managerial and supervisory experience from DepEd-recognized private institution or CHED-recognized higher institution;
4. Schedule of activities prior to the conduct of the 2018 Principals' Test:

DATE	ACTIVITY
September 12-14, 2018	Regional Orientation on the Principals' Test Online Application System (PTOAS) and General Guidelines for Applicants.
September 24 – October 12, 2018	Online Application
October 13-31, 2018	Evaluation and validation of Applicants and Documentary Requirements
November 5, 2018	Release of the Final List of Qualified Examinees, Assignment of Testing Venues through a Regional Memorandum

5. Immediate and wide dissemination of this Regional Advisory is directed.

  
**BEATRIZ G. TORNO, Ph. D., CESO IV**  
Regional Director

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