



Republic of the Philippines
DEPARTMENT OF EDUCATION
 Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE
 Dipolog City 7100

DEPARTMENT OF EDUCATION
 DIVISION OF ZAMBOANGA DEL NORTE

RELEASED

24 MAY 2016

DIVISION MEMORANDUM

NO. 131, s. 2016

TO : **Division Personnel Section**
All Public Schools District Supervisors
School Heads, Public Elementary and Secondary Schools
Elementary and Secondary Teachers
 This Division

FROM : **NATIVIDAD P. BAYUBAY, CESO VI**
 Officer In-Charge *MB* . 5/24/16
 Office of the Schools Division Superintendent

SUBJECT : **2016 PRINCIPAL'S TEST**

DATE : May 24, 2016

The 2016 Principal's Test is open for interested applicants from May 16, 2016 to June 18, 2016 who meet any of the following eligibility requirements by November 6, 2016:

- One year as Head Teacher;
- Two years as Teacher-in-Charge or 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.

The following documents are required for submission online:

- Scanned copy of Certification of Eligibility from the Schools Division Office (SDO) Personnel Section. This should certify that the applicant met the minimum qualification and has no pending administrative case, as recommended by the SDO Legal/ Administrative Officer and certified by the Schools Division Superintendent (SDS). Each certificate will have a unique tracking code provided by the SDO (copy enclosed in DM 80, s. 2016)
- Scanned copy of performance rating of Very Satisfactory (VS) for the last two rating periods (PAST/ PASAG) in SY 2014- 2015 and accomplished IPCRF using the RPMS in SY 2015- 2016) certified by the SDO;
- Scanned copy of signed Service Record;
- Scanned copy of designation as Teacher-in-Charge signed by the SDS (if applicable); and
- Certification of managerial and administrative experience from DepEd- recognized private institution or CHED- recognized higher education institution (if applicable).

Applicants must apply online in the website <http://deped.in/2016PT9> and the scanned documents stated above will be emailed through principalstest9@gmail.com. The online form shall no longer be accessible after the deadline. Other methods of submission such as printing of online application, scanning and sending by mail, fax or email **shall not be accepted**.

The **SDO Personnel Section** shall submit to the RO- QAD the list of eligible applicants arranged according to unique tracking code signed by the SDS on or before June 20, 2016.

A revised application process is presented and all interested applicants are encouraged to refer to **DepEd Memorandum No. 80, s. 2016 2016 Principal's Test** dated May 17, 2016 for further instructions.

For information and guidance.