



NOV 02 2017

RELEASED

Division Memorandum

No. 364 s. 2017

To: Public Schools District Supervisors
Public Elementary and Secondary School Heads
Teacher-In-Charge
Public Elementary and Secondary Teachers
All Others Concerned

From: **FEDERICO P. MARTIN, E.D.D, CESO VI**
Schools Division Superintendent

Subject: **2017 PRINCIPALS TEST ONLINE APPLICATION**

Date: November 2, 2017

1. This is to announce the conduct of the 2017 Principals Test - Online Application System
2. **Schedule:**
 - October 30-November 10, 2017- Online Application
 - October 30-November 17, 2017- Evaluation and Validation of Documents
 - November 13-17, 2017- Determination of Testing Venues
 - November 20, 2017- Release of the Final List of Examinees and Testing Venues Through a Regional Memorandum

**Applicants who failed to pass the 2015 and 2016 Principal's Tests and will be unable to pass the 2017 examination shall be required to undergo a specialized preparatory course before applying for the test. Guidelines on the implementation of the said intervention will be issued soon.*

3. **Experience Requirements:**
 - a. One year as Head Teacher; or
 - b. . Two years as Teacher-in-Charge or Master Teacher; or
 - c. Five years as Teacher III or Special Education (SPED) Teacher; or
 - d. Five years as incumbent public school teacher with five years of managerial and supervisory experience in a DepEd-recognized private institution or Commission on Higher Education (CHED)-recognized higher education institution.
4. **Documentary Requirements:**
 - a. Performance rating of Very Satisfactory (VS) for the last 2 rating periods certified by the SDO; and
 - b. Signed Service Record
If Applicable,
 - c. Designation as Teacher-In-Charge signed by the Superintendent; and
 - d. Certification of managerial and administrative experience from DepEd-recognized private institution or CHED-recognized higher education institution.

These documents will be submitted online in order to complete the application process. All documents should be scanned and saved in PDF format with file size not exceeding three (3) MB per file

Register and Apply Here: <https://principalstestapplication.deped.gov.ph/>

Step by step process on the registration and application: DM 174, s. 2017 – 2017 Principals' Test

5. Immediate dissemination of this memorandum is desired