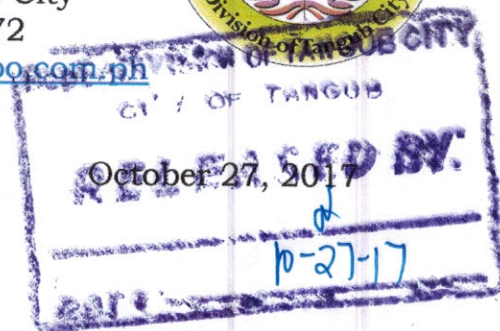
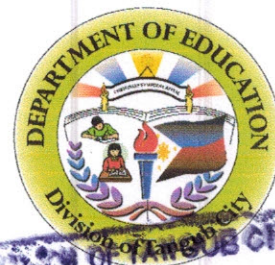




Republic of the Philippines
Department of Education
Region X
DIVISION OF TANGUB CITY
Anecito Siete St., Tangub City
Telefax: (088) 395-3372
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DIVISION MEMORANDUM

No. 225, s. 2017

To: School Governance and Operations Division
Division ITO
District Coordinating Principals
Principals/SHS Assistant Principals/ Head Teachers
Public Elementary and Secondary Schools
This Division

From: **VICTORIA V. GAZO, Ph. D., CESO V**
Schools Division Superintendent

SUBJECT: **Orientation and Hands on for the Principals Test Online Application System**

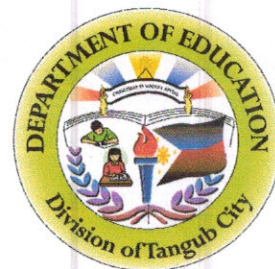
Date: October 27, 2017

1. Relative to DepED Memorandum No. 174, S. 2017, re: **2017 Principals Test**, this Division informs the field for the submission of pertinent documents needed for the said examination on December 17, 2017.
2. There will be an Orientation and Online hands on about the Principals Test Online Application System (**PTOAS**) to all Principals' Test Takers on November 3, 2017 at the Division Conference Hall at 3:00 PM.
3. Attached is the time frame and the specific activities per schedule dates.
4. Immediate and wide dissemination of this Memorandum is enjoined.

VVG/rbgr/10-27-17



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Enclosure No. to Division Memorandum No. 225, S. 2017

A. Documentary Requirements

The applicant is required to prepare the soft copy of the following documents before the start of the registration:

1. Performance rating of Very Satisfactory (VS) for the last 2 rating periods certified by the SDO; and
2. Signed Service Record. If Applicable,
3. Designation as Teacher-In-Charge signed by the Superintendent; and
4. 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**.

B. Time Frame of Activities

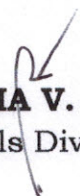
The following are the schedules in relation to the 2017 Principals' Test:

October 23-27, 2017	Regional Orientation for the Division Coordinators and ITOs on the Online Application
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

Prepared by:


RENE BOY G. ROXAS
SEPS-HRD

NOTED:


VICTORIA V. GAZO, Ph. D., CESO V
Schools Division Superintendent