



Division Memorandum

No. 629, s 2018

To : Assistant Schools Division Superintendents  
CID and SGOD Chief Education Supervisors  
Division Education Program Supervisors  
Concerned Public Schools District Supervisors/ District In-Charge  
Concerned Elementary and Secondary School Heads

From: **WILFREDA D. BONGALOS, Ph.D., CESO V**  
Schools Division Superintendent *18*  
*9/27/18*

Subject: **CORRIGENDUM TO DM NO. 593 S. 2018 RE: PTOAS PROCESS FLOW, QUALIFICATIONS, AND SCHEDULE OF ACTIVITIES PRIOR TO THE CONDUCT OF 2018 PRINCIPALS' TEST**

Date: September 25, 2018

1. This office hereby informs the aspiring principal test takers the change of PTOAS schedule of activities as follows:

Date	Activity
September 18-27, 2018	Pre-evaluation of Applicants at the Personnel Section Scanning of Pre-evaluated Documents at the Division ICT Unit
October 1-14, 2018	Online Registration and Application at the Division ICT Unit
November 5, 2018	Release of Final List of Examinees and Assignment of Testing Venues through Regional Memorandum

01 OCT 2018

Tel. Nos: (035)225-2838 / 225-0867/422-7644 (Division Supt's Office); (035) 225-1822 (CID); (035) 225-1623 (Legal Section); (035)225-6180 (SGOD); (035) 422-7843 (Cash Section); (035) 422-8511 (Planning Section); (035) 225-6987 (Record's Section); (035) 422-5283 (Admin. Section); (035) 422-0267 (Personnel Section); (035) 225-2376 (Guard/Medical/Dental Sections); (035) 225-7012 (Educ. Facilities Section); (035) 225-1840 & (035) 225-1640 (Acct. Budget Section); (035) 422-3921 (Supply Section)

the list. Alert SDO evaluator in case your name is not on the list.



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region VII, Central Visayas

**SCHOOLS DIVISION OF NEGROS ORIENTAL**

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November 18, 2018

2018 Principal's Test through a Regional  
Memorandum

2. The composition of the Division PTOAS Core Team are as follows:

**a. SDO Evaluator – Analou G. Saga**

- Pre-evaluate the requirements of applicants
- Evaluate the online submission of requirements
- Print COE

**b. SDO Cashier – Alicia M. Sagolili**

- Accepts payments
- Generates master list of paid test takers

**c. DITO – Remylin V. Gao-gao**

- Create PTOAS SDO Accounts
- Verify/ provide Applicants' active DepEd Accounts
- Assist the Applicants' online registration and application

3. Attached is the simplified PTOAS Process Flow.

4. For widest dissemination.

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# PTOAS 2018

**ATTENTION: Interested 2018 PriTe (Principal's Test) Takers**

**NOTE: Online application is from OCTOBER 1 - 14, 2018 only. HURRY!**

**Here are some steps you follow to be able to take the 2018 Principal's Test on  
November 18, 2018:**

1. Secure the ff.: Dep.Ed email, service record, 2 latest performance ratings (both VS), including designation order/s or certifications if applicable
2. Go to the division office and let the SDO evaluator evaluate your docs. If approved, ensure that each page of your docs are stamped PRE-EVALUATED.
3. Scan each type of pre-evaluated document/s and convert each scanned type to pdf file.
4. Access 2018 PTOAS at [www.principalstestapplication.deped.gov.ph](http://www.principalstestapplication.deped.gov.ph) and register using Dep.Ed. email address.
5. Once registered, logs in at PTOAS using Dep.Ed. email and fill out PTOAS application Form, then upload scanned pre-evaluated documentary requirements.
6. Visit PTOAS and email address regularly to be aware of notifications and updates.
  - 6.1 If update is you need to comply something upload the required compliance and reupload all other scanned documents.
  - 6.2 If the update if FOR PAYMENT, prepare the examination fee of P550.00 and 2 passport-sized ID pictures (with name tag and signature)
7. Go to the Division Office and claim Certificate of Eligibility (COE) from the SDO Evaluator.
8. Paste your ID pics on your COE & sign the COE
9. Proceed to SDO Cashier and pay the examination fee. Ensure that you get the applicant's copy of the COE. Keep it. You need it during the actual test as test permit.
10. Wait for the regional issuance of the final list of test takers and check whether your name is on the list. Alert SDO evaluator in case your name is not on the list.