



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VII, Central Visayas
SCHOOLS DIVISION OF NEGROS ORIENTAL
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July 18, 2018


DIVISION MEMORANDUM
No. 433 s. 2018

**RELEASE OF THE CERTIFICATE OF RATINGS (CORs) OF THE TAKERS
OF THE 2017 PRINCIPALS' TEST**

TO : Assistant Schools Division Superintendent
Chiefs, CID & SGOD
DEPSs/EPSSs/Division Coordinators
District Supervisors/District In-Charge
Public Elementary & Secondary School Heads
All Others Concerned

1. Attached is **Regional Memorandum No. 0516, s. 2018** disseminating the instruction on the release of the Certificate of Ratings (CORs) of the takers of the 2017 Principals' Test
2. Attention is hereby directed to paragraphs 5,6 and 7.
3. You may claim your COR from the Human Resource and Management Office, same office where you filed your papers for the examination.
4. For the information and guidance of all concerned.

For the Schools Division Superintendent:


RACHEL B. RICARDAL, Ed.D.
Chief Education Supervisor
School Governance and Operations Division
Office-In-Charge

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REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
REGION VII, CENTRAL VISAYAS
Sudlon, Lahug, Cebu City



JUL 13 2018

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REGIONAL MEMORANDUM
No. 0516 s. 2018

**RELEASE OF THE CERTIFICATE OF RATINGS (CORs) OF THE TAKERS
OF THE 2017 PRINCIPALS' TEST**

To: Schools Division/City Superintendents
Public Elementary and Secondary Schools
All Others Concerned

1. This Office hereby announces that the Certificate of Ratings (CORs) of the takers of the 2017 Principals' Test have already been received by the Quality Assurance Division (QAD) and sorted alphabetically by Schools Division.
2. Schools Divisions are directed to claim from QAD the CORs of their takers through their Human Resource Management Officers (HRMOs), SGOD Chiefs or any authorized division personnel to take the CORs.
4. The HRMOs or SGOD Chiefs must show their division IDs when they claim the CORs. Other division personnel authorized to claim the CORs must not only show their IDs but also authorization letters signed by their Schools Division Superintendents.
5. The Division HRMOs must take charge in releasing the CORs to the takers. They must release it only to the takers themselves by requiring them to show their IDs. If a taker or group of takers ask their School Heads (SHs) or Public Schools Division Supervisors (PSDSs) to claim his/her/their CORs for them, the authorized SHs or PSDSs must show authorization letters signed by the taker or each of the group of takers.
6. The Division HRMOs must ensure careful recording of the release of each COR to the takers or their representatives in a logbook.
7. The Division HRMOs or SGOD Chiefs, including the SHs and PSDSs, who would be handling the CORs are reminded to guard the safety and security of the CORs, including the privacy of their content. Make sure that the CORs are received by the owners. Always be reminded that it is only the owners of the CORs who can view the content of their CORs.
8. Immediate and wide dissemination of this Memorandum is hereby desired.

Juliet A. Jeruta
JULIET A. JERUTA, PH.D., CESO V
Director III/OIC-Regional Director
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JAJ/STJ/BDT/QAD/Menden Buzant

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