



Division Memorandum

No. 593, 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 *WB*
9/18/18

Subject: **PTOAS PROCESS FLOW, QUALIFICATIONS, AND SCHEDULE OF ACTIVITIES PRIOR TO THE CONDUCT OF 2018 PRINCIPALS' TEST**

Date: September 18, 2018

1. The Information and Communications Technology Service (ICTS) and the Bureau of Human Resources and Organizational Development – Human Resource Development Division (BHRD-HRDD) has established the Principals' Test Online Application System (PTOAS) 2018 to improve the application process of the Principals' Test.
2. In line with this, the ff. Schedule of Activities must be observed prior to the conduct of the 2018 Principals' Test:

Date	Activity
September 18-21, 2018	Pre-evaluation of Applicants
September 24-October 12, 2018	Online Registration and Application

19 SEP 2018



October 13-31, 2018	Evaluation and Validation of Applications
November 5, 2018	Release of Final List of Examinees and Assignment of Testing Venues through Regional Memorandum

3. Process Flow Chart will be posted at the Schools Division Office to guide the Applicants.
4. Qualifications of the 2018 Principals' Test Applicants are stipulated in the DepEd RO7 Advisory no. 108 s. 2018 (see attached advance copy).
5. 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
6. Computers will be set-up at Division ICT Unit to be used for the actual Online Registration and Application.
7. Immediate dissemination and compliance of this memorandum is desired.



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DEPARTMENT OF EDUCATION
REHIYON VII, GITNANG VISAYAS
REGION VII, CENTRAL VISAYAS
Sudlon, Lahug, Cebu City



DepEd RO7 Advisory No. 102, s. 2018

This Advisory is issued for the advanced information of the Management of Schools Divisions, Division IT Officers, Human Resource Management Officers, Administrative Officers V, and interested 2018

Principals' Test Applicants

(Visit <http://www.deped.gov.ph/regions/region-vii/advisories>)

ADVANCED INFORMATION FOR THE 2018 PRINCIPALS' TEST

1. Based on the inputs during the 2018 Principals' Test Online Application System (PTOAS) National Training of Trainers (RTOT) held at Bohol Tropics Resort, Tagbilaran City on September 5-7, 2018, this Office hereby provides the following advanced information to the field:

1.1 Qualifications of the 2018 Principals' Test Applicants

- 1.1.1 One year as Head Teacher; or
- 1.1.2 Two years as Teacher-in-Charge; or
- 1.1.3 Two years as Master Teacher; or
- 1.1.4 Five years as Teacher III or SPED Teacher; or
- 1.1.5 Five years as incumbent public school teacher who has five years managerial and supervisory experience in a DepEd-recognized private institution or Commission on Higher Education (CHED) recognized higher education institution.
- 1.1.6 Education Program Specialists and Senior Education Program Specialists with five-year teaching experience (public or private teaching experience)

- 1.2 Those who have failed to pass the 2015, 2016, and 2017 Principals' Test shall now be allowed to take the 2018 Principals' Test.

1.3 Required Documents of each 2018 Principals' Test Applicant

- 1.3.1 Official DepEd email account (maybe requested for activation and creation from respective Information Technology Officer)
 - 1.3.2 Approved Individual Performance Commitment and Rating Form (IPCRF) with a rating of at least Very Satisfactory (VS) in the last two (2) consecutive rating periods duly certified by the authorized personnel in the Schools Division Office Teacher-in-Charge (TIC) and Head Teachers (HT) acting as school heads are required to secure Office Performance Commitment and Rating Form (OPCRF); and
 - 1.3.3 Service Record duly signed by the Administrative Officer V (Chief Administrative Officer) of the Schools Division Office (Regional Office).
- If applicable,
- 1.3.4. Designation Order as Teacher-in-Charge (TIC) or Officer-in-Charge (OIC) signed by the Schools Division Superintendent;
 - 1.3.5 Certification of managerial and supervisory experience from DepEd-recognized private institution or CHED-recognized higher education institution

Office of the Director (ORDir), Tel. Nos.: (032) 231-1433; 231-1309; 414-7399; 414-7325; Office of the Assistant Director, Tel. No.: (032) 255-4542
Field Technical Assistance Division (FTAD), Tel. Nos.: (032) 414-7324 Curriculum Learning Management Division (CLMD), Tel. Nos.: (032) 414-7323
Quality Assurance Division (QAD), Tel. Nos.: (032) 231-1071 Human Resource Development Division (HRDD), Tel. No.: (032) 255-5239
Education Support Services Division (ESSD), Tel. No.: (032) 254-7062 Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-9030;
414-7065 Administrative Division, Tel. Nos.: (032) 414-7326; 414-4367; 414-7366; 414-7322; 414-4367
Finance Division, Tel. Nos.: (032) 256-2375; 253-8061; 414-7321

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1.4 Schedule of Activities prior to the conduct of 2018 Principals' Test

Date	Activity
September 10-14, 2018	Regional Orientation on the Conduct of the 2018 Principals' Test and Roll-out of the 2018 Principals' Test Online Application System (PTOAS)
September 24-October 12, 2018	Online Application
October 13-31, 2018	Evaluation and Validation of Applications
November 5, 2018	Release of the Final List of Examinees and Assignment of Testing Venues through Regional Memorandum

2. Immediate and wide dissemination of this Regional Advisory is directed.


JULIETA A. JERUTA, Ph.D., CESO IV
Director IV/Regional Director

JAJ/STJ/BDT/QAD/mmd/inf/qaat/2018

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- A.1 Pre-Registration:** Secures the following :
- 1.1 Official DepEd email account c/o DITO
 - 1.2 Performance Rating of VS for the last 2 consecutive rating periods
 - 1.2.1 Teacher: IPCRFs
 - 1.2.2 TIC or HT acting as SH: OPCRFs
 - 1.3 Service Record
 - 1.3.1 Public School/SDO/RO/CO (signed by an AO)
 - 1.3.2 Private School (signed by Administrator)
- If applicable,
- 1.4 Designation Order as TIC/OIC signed by SDS
 - 1.5 Certification of managerial and supervisory experience from DepEd-recognized private institution or CHED-recognized HEI
- A.2 Pre-Registration:** Submit all required documents to the designated SDO Evaluator for evaluation

A.3 Pre-Registration: SDO Evaluator receives and assesses

the application by checking the ff.:

3.1 Experience qualification in accordance with DepEd Memo

3.2 Completeness, authenticity and veracity of documents submitted

A.4 Pre-Registration: SDO Evaluator acts on the application whether:

4.1 APPROVE (the applicant meets the qualifications and submitted complete and authenticated documents

4.1.1 stamps "Pre-Evaluated" on all pages and signs all pages of the documents

4.1.2 instructs applicant to register and apply through the PTOAS

4.2 FOR COMPLIANCE (the applicant meets qualifications but submitted incomplete documents

4.2.1 instructs applicant to comply/submit lacking documents

4.3 DISAPPROVE (the applicant did not meet the qualifications)

4.3.1 explain to applicant the reason for disapproval

B. Online Registration and Application:

B.1 Online Registration

1.1 Access PTOAS at

<http://www.principalstestapplication.deped.gov.ph>

1.2 Register using DepEd email account

1.3 Take note of Reference Number

1.4 Check DepEd email for notification that online registration is successful

1.5 Remember that notifications on the status of application can be checked from the PTOAS account or DepEd email; thus, a need to visit PTOAS account daily/regularly

A.5 Pre-Registration: If the evaluated document is:

5.1 APPROVE

**5.1.1 Scans approved (with stamp)
pre-evaluated documents**

**5.1.2 Proceeds to online registration and
application using PTOAS**

5.2 FOR COMPLIANCE

**5.2.1 Resubmits/comply lacking documents
within 5 working days (availed only if
within the application period)**

B. Online Registration and Application:

B.2 Online Application

2.1 Logs in at the PTOAS using DepEd email address

2.2 Fills out PTOAS application form

2.3 Uploads scanned copies of pre-evaluated documents (pdf file and does not exceed 10 MB per file)

2.4 Remembers that falsification of qualifications shall be subjected to investigation with grounds on grave dishonesty as mandated by CSC-RR.

C. Processing of Application (SDO Review)

2. SDO Evaluator acts on the application

whether:

2.1 FORWARD TO RO FOR REVIEW (submitted complete and authenticated documents)

2.2 FOR COMPLIANCE (uploaded incomplete documents)

2.3 DISAPPROVE (applicant did not meet the application)

C. Processing of Application (SDO Review)

1. Through the PTOAS, SDO Evaluator verifies submitted documents of the applicants by checking the ff.:

- 1.1 completeness of the application and uploaded attachments**
- 1.2 authenticity of the information provided and documents uploaded by ensuring that the attachments bear the stamp "pre-evaluated" and duly signed by the SDO Evaluator**

C. Processing of Application (SDO Review)

3. Receives and acts on the notification on the status of application from the PTOAS and DepEd email accounts

3.1 If status is FORWARD TO RO FOR REVIEW, wait for more notifications.

3.2 If FOR COMPLIANCE, upload lacking documents including previously uploaded documents and wait for results of SDO Review.

3.3 If DISAPPROVE, don't move forward.

C. Processing of Application (RO Review)

4. Through the PTOAS, RO Validator validates the ff.:

4.1 Qualification of the applicants in accordance with DepEd Memo

4.2 Completeness of the application and uploaded attachments

4.3 authenticity of the information provided and documents uploaded by ensuring that the attachments bear the stamp "Pre-Evaluated" and duly signed by the SDO Evaluator

4.4 No pending case in coordination with RO Legal Officer

C. Processing of Application (RO Review)

5. RO Validator acts on the application whether:

5.1 APPROVED FOR PAYMENT (the applicant is qualified and submitted valid documents)

5.2 DISAPPROVE (applicant did not meet the application)

C. Processing of Application (RO Review)

6. Receives notification on the status of application from the PTOAS and DepEd email accounts and acts on it

6.1 If status is APPROVED FOR PAYMENT, prepare the ff:

6.1.1 two copies of passport size ID picture taken within the last 6 months in order to secure Certificate of Eligibility (COE)

6.1.2 examination fee of P550.00

6.2 If DISAPPROVE, don't move forward.

D. Processing of COE and Examination Fee

- 1. SDO Evaluator prints and signs the system-generated COEs of the applicants approved by the RO.**

D. Processing of COE and Examination Fee

- 2. SDO Evaluator sees to it that the COE is signed by the SDTWG Chair (i.e., SDS) or the designated SDTWG Vice-Chair (i.e., ASDS).**

D. Processing of COE and Examination Fee

- 3. Claims COE from the SDO Evaluator**

D. Processing of COE and Examination Fee

4. Attach passport size ID pictures on the COE

4.1 1 copy at the upper portion (applicant's copy)

4.1.2 One copy at the lower portion (RO copy)

D. Processing of COE and Examination Fee

5. Signs the COE at the designated spaces provided

D. Processing of COE and Examination Fee

6. Proceeds to the SDO Cashier to pay the examination fee of P550.00

D. Processing of COE and Examination Fee

7. SDO Cashier receives payment.

D. Processing of COE and Examination Fee

8. SDO Cashier tags application as "PAID" in the PTOAS.

D. Processing of COE and Examination Fee

9. SDO Cashier stamps "PAID" on the COE and affixes his/her signature on the COE.

D. Processing of COE and Examination Fee

10. SDO Cashier secures the lower portion of the COE (RO Copy), and return the upper portion of the COE (Applicant's Copy) to the applicant

D. Processing of COE and Examination Fee

11. Safekeeps the Applicant's Copy of the COE (test taker's test permit and should be presented together with a valid ID during the administration of the Principals' Test)

D. Processing of COE and Examination Fee

12. SDO Cashier generates a master list of paid test takers from the PTOAS.

D. Processing of COE and Examination Fee

- 13. SDO Cashier remits the payment of examination fees, and transmit lower portion of the COE (RO Copy) along with a master list of paid test takers to the RO Cashier.**

D. Processing of COE and Examination Fee

- 14. RO Cashier prepares the Individual Official Receipts based on the submitted master list of paid test takers/RO Copy of the COE**

D. Processing of COE and Examination Fee

15. RO Cashier transmits the Individual Official Receipts to the SDO Cashier for distribution to the applicants.

D. Processing of COE and Examination Fee

16. RO Cashier submits the list of paid applicants together with the lower portion of the COE (RO Copy) to the RO QAD.

D. Processing of COE and Examination Fee

17. The RO shall issue a regional memorandum indicating the final master list of test takers. If the test taker's name is not included in the list, applicants may contact their respective SDO or RO.

D. Processing of COE and Examination Fee

18. Checks whether his/her name is in the final master list of test takers. If his/her name is not included in the list, applicants may contact their respective SDO or RO.