



Republic of the Philippines
 Department of Education
 CORDILLERA ADMINISTRATIVE REGION
 Wangal, La Trinidad, Benguet

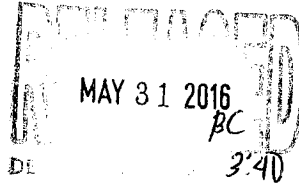


May 25, 2016

REGIONAL MEMORANDUM
 NO. 154-2016 2016

2016 PRINCIPALS' TEST

To: Schools Division Superintendents
 Public Elementary and Secondary Schools Heads
 All other Concerned



1. Pursuant to DepEd Memorandum no. 80 S. 2016, the Conduct of the 2016 PRINCIPALS' TEST will be on November 6, 2016. You are directed to disseminate this DepEd Memorandum and encourage teachers /head teachers who met the requirements to take this test on said date to for better selection.
2. The School Division Offices-Personnel Section are tasked to facilitate the application and submit the list of eligible applicants arranged according to unique tracking code signed by the Schools Division Superintendent (SDS) on or before June 20, 2016 to the DepEd-CAR, Regional Office-Quality Assurance Division.
3. For online application, the applicants must apply online in the website assigned per region provided in the attached DepEd Memorandum no. 80 s. 2016 from May 16-June 18, 2016. The online form shall no longer be accessible after the deadline. Other methods of submission such as printing of online application, scanning and sending by email shall not be accepted.
4. For email submission, only the applicants shall submit the scanned documents prepared during step 1 to the email address, *car@deped.gov.ph*. For easy reference, they shall indicate the following in their email: (a) Subject heading: Surname, first Name; (b) In line text: SDO, School name and cellphone number; (c) Date and time the online form was accomplished. Only the applications of those who both answered the online application form and emailed the complete documents within the application period shall be processed.
5. The submission of ID Pictures and Registration Fee shall be July 8-29, 2016. Only validated eligible applicants shall: (a) submit two pieces of identical 2"x2" ID picture with name tag taken in the last three months (with signature at the back) to the SDO personnel; and (b) pay the registration fee of five hundred pesos (P500.00) at the SDO Cashier on or before July 29, 2016. The SDO shall only issue an acknowledgement receipt. (The registration fee of five hundred pesos shall cover various expenses relative to the preparations and implementation of the examination such as freight of Certificates of Rating, supplies and materials, travel, lodging, meals and other expenses of organizers and monitors, communication expenses, honoraria of personnel and other incidental expenses).

Telephone Numbers:

Office of the Director IV	-422-1318	Budget and Finance Division	-422-5155	Cash Section	-309-3017	Record Section	-309-3015
Fax Machine	-422-4074	Elementary Education Division	-422-7096	Physical Facilities Unit/ICT	-309-3011	Payroll Services Unit	-424-3993
Office of the Director III	-309-3013	Alternative Learning System	-422-5187	Regional Planning Unit	-309-1234	Special Services Division	-424-5167
Administrative Division	-422-1804	Secondary Education Division	-309-3014	Supply Unit	-422-2198	Commission on Audit	-422-7434

6. Issuance of Official Receipt shall commence on July 30 and end on August 31, 2016: (a) The SDO Cashier shall remit the registration fees to the RO Cashier. While SDO Personnel Section shall submit all the 2"x2" pictures to the RO-QAD on or before August 5, 2016; (b) The RO Cashier shall issue the individual official receipt with the unique tracking code addressed to the examinee. This shall be given to all test takers through the SDOs before August 31, 2016. The official receipt issued by the RO shall serve as the examination permit.
7. Test applicants are warned against individual or organizations which claim to have access to the content of the examination. Applicants, individuals or organizations who shall have direct or indirect request for test content and/or perform an act of bribery (monetary or gifts) to Central Office (CO), Regional Office (RO) and SDO employees shall be subject for investigation and/or filing of corresponding administrative case. Such cases encountered shall be reported to deped.principalstest@gmail.com.
8. Falsification of qualifications and/or documents by the applicants or involved SDO/RO employees shall be subject to investigation with grounds on grave dishonesty as mandated by Civil Service Commission rules and regulations.
9. Attached is the DepEd Memorandum no. 80. S. 2016 including the enclosures no. 1 and 2 for further information and other guidelines stipulated in the said DepEd Memorandum.
10. Immediate dissemination of this Memorandum is desired.


ELLEN B. DONATO, ED.D., CESO III
Director 1V

Encl.:

As stated