



Republic of the Philippines
DEPARTMENT OF EDUCATION
Negros Island Region

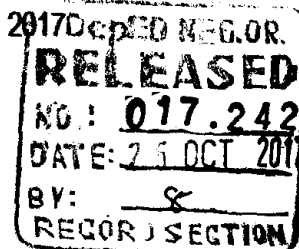
SCHOOLS DIVISION OF NEGROS ORIENTAL
Office of the School Governance and Operations Division
Capitol Area, Dumaguete City

www.depednegor.net

negros.oriental@deped.gov.ph

SGOD Office (035) 225 - 6180

October 24, 2017



TRAVEL ORDER

NO. 902, s. 2017

TO : **MS LANI YURONG**
DIVISION HRMO

: **MS ANALOU G. SAGA**
ADAS - II

OFFICE : Personnel Section, Division of Negros Oriental

PURPOSE : To attend the **TWO-DAY TRAINING ORIENTATION ON THE USE OF THE PRINCIPALS' TEST ONLINE APPLICATION SYSTEM**

DATE OF TRAVEL : October 26-27, 2017

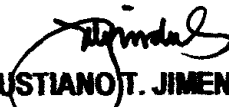
VENUE/PLACE : ECOTECH TRAINING CENTER, SUDLON, LAHUG, CEBU CITY

ALLOWED/CHARGED TO: (Division MOOE funds subject to the usual accounting and auditing rules and regulations)

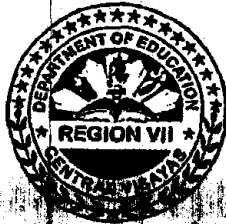
☒ X : Travelling and other incidental expenses (Division MOOE Funds)

☐ X : Board and Lodging (CO BHRD-HRDD GAS Funds)

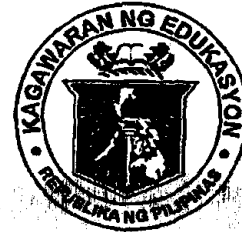
Note: For details of the training, please refer to the attached memorandum.


P. **SALUSTIANO T. JIMENEZ, CESO VI**
OIC-Office of the Assistant Regional Director
Concurrent Schools Division Superintendent

SGOD
LTC/klm



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
REHIYON VII, GITNANG VISAYAS
REGION VII, CENTRAL VISAYAS
Sailon, Lahug, Cebu City



OCT 23 2017

REGIONAL MEMORANDUM
No. **0777**, s. 2017

TWO-DAY TRAINING ORIENTATION ON THE USE OF THE PRINCIPALS' TEST ONLINE APPLICATION SYSTEM

To: Schools Division Superintendents
Heads, Public Elementary and Secondary Schools

1. This Office, through the Quality Assurance Division, shall conduct the ~~a~~ 2-day Training Orientation on the Use of the Principals' Test Online Application System on October 26-27, 2017 at Ecotech Center, Lahug, Cebu City.

2. Each Schools Division, including those from Negros Oriental Province, is expected to send two participants to this training orientation, who are the following:

- 2.1 Human Resource Management Officer or a representative from the Personnel Section
- 2.2 Division IT Officer or another IT staff as representative

3. The participants from the Regional Office are Ms. Merden L. Bryant (Regional Principals' Test Focal Person), Ms. Johnmyline P. Jagdon (Regional IT Officer), and Dr. Brazil B. Sanchez (Regional Human Resource Management Officer). They will be assisted by one Central Office Staff.

4. The aim of this activity is to train and orient the participants on how to use the Principals' Test Online Application System, in preparation for the 2017 Principals' Test, which is scheduled to be administered in December 2017.

5. Expenses relative to the conduct of this training orientation, as shown in the tabular breakdown below, are subject to the usual accounting rules and regulations.

EXPENSES	CHARGEABLE TO	
	CO, BHROD-HRDD GAS Fund	SDO-MOOE
Board and Lodging of all participants	*	
Supplies and Materials (Reproduction of Manual)	*	
Travel and Other Incidental Expenses of one Central Office Staff	*	
Travel and other Incidental Expenses of SDO participants		*

6. The Schools Divisions are also advised to inform the field of the following:

6.1 2017 Principals' Test timelines:

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 Final List of Examinees and Testing Venues through Regional Memorandum


6.2 Qualifications of those who can take the 2017 Principals' Test:

- Head Teacher (one-year experience)
- Teacher-in-Charge or Master Teacher (2 years of experience)
- Teacher III or SPED Teacher (5 years of experience)
- Public School Teacher (5 years managerial and supervisory experience)

6.3 Requirements of qualified takers:

- Certificate of Eligibility (system generated)
- Performance Ratings (Very Satisfactory) for the last two (2) rating periods
- Service Record
- Designation as Teacher-in-Charge signed by the SDS (if applicable)
- Certification of managerial and administrative experience from DepEd-recognized private institution or CHED-recognized private higher education institution (if applicable)

6. Immediate and wide dissemination of and compliance with this Memorandum is directed.


JULIET A. JERUTA, PH.D., CESO V
Director III/OIC- Regional Director
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