



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
**CORDILLERA ADMINISTRATIVE REGION**

Wangal, La Trinidad, Benguet, 2601  
Website: [www.depedcar.ph](http://www.depedcar.ph) | Email: [car@deped.gov.ph](mailto:car@deped.gov.ph)



**REGIONAL MEMORANDUM**

No. 333-2018



October 4, 2018

To : Schools Division Superintendents  
Secondary and Elementary Public School Heads  
All others concerned

**2018 PRINCIPALS' TEST ONLINE APPLICATION AND EVALUATION OF DOCUMENTS**

1. This is to inform the field divisions on the conduct of the 2018 Principals' Test which was tentatively scheduled on **November 18, 2018**.
2. Attached is *DepED Memorandum no. 158, s. 2018 re: 2018 PRINCIPALS' TEST* for which application details, activities, qualifications and other concerns regarding the test are stipulated.
3. Widest and immediate dissemination of this memorandum is desired.

  
**MAY B. ECLAR, Ph.D., CESO V**  
*Regional Director*

QAD/ALP/mab

**Contact Numbers (Area Code: 074):**

Office of the Regional Director	422-1318	Administrative Division	422-1804	CLMD	422-7096	HRDD	422-9590
Fax	422-4074	Cash Section	423-2215	LRMDS	422-0615	NEAP-R	422-5500
Office of the ARD	422-9590	Payroll Section	424-3993	ESSD	423-2218	PPRD	422-9590
ICT Unit	422-1318	Records Section	423-2213	Finance Division	422-5155	QuAD	422-5187
Public Affairs Unit	422-1318	Supply Section	422-2198	FTAD	424-5187	COA	422-7434
Legal Unit	423-2214	General Services Unit	422-1804				



Republic of the Philippines  
**Department of Education**

01 OCT 2018

DepEd MEMORANDUM  
No. **158**, s. 2018

**2018 PRINCIPALS' TEST**

To: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Secretary, ARMM  
Regional Directors  
Schools Division Superintendents  
Public Elementary and Secondary School Heads  
All Others Concerned

1. Passing the Principals' Test is one of the requirements for appointment to School Principal and Assistant School Principal positions in public elementary and secondary schools, pursuant to the following DepEd Orders (DOs):

- a. DO No. 42, s. 2007 entitled **The Revised Guidelines on Selection, Promotion and Designation of School Heads;**
- b. DO 97, s. 2011 entitled **Revised Guidelines on the Allocation and Reclassification of School Head Positions;** and
- c. DO 41, s. 2016 entitled **Additional Guidelines to DepEd Order No. 19, s. 2016 (Guidelines on the Organizational Structures and Staffing Patterns of Stand-Alone and Integrated Public Senior High Schools (SHS)).**

2. In this regard, the Department of Education (DepEd), through the Bureau of Human Resource and Organizational Development (BHROD) and the Quality Assurance Divisions of the Regional Offices (RO-QAD), shall administer the **2018 Principals' Test** tentatively on **November 18, 2018**.

3. The schedule of activities prior to the conduct of the test is as follows:

<b>Date</b>	<b>Activity</b>
October 3-16, 2018	Online Application
October 8-31, 2018	Evaluation and Validation of Documents
November 5, 2018	Release of the Final List of Examinees and Testing Venues Through a Regional Memorandum

4. To qualify as test takers, applicants must meet any of the following experience requirements as of October 31, 2018:
  - a. One year as Head Teacher, or
  - b. Two years as Teacher-in-Charge, or
  - c. Two years as Master Teacher, or
  - d. Five years as Teacher III or SPED Teacher, or
  - e. Five years as incumbent public school teacher who has five years of managerial and supervisory experience in a DepEd-recognized private institution or Commission on Higher Education (CHED) recognized higher education institution.
  
5. Education Program Specialists and Senior Education Program Specialists shall be allowed to take the Principals' Test provided that they meet the minimum Qualification Standards (QS) for Principal 1 position stipulated in DO 39, s. 2007 entitled **Modified Qualification Standards for the Positions of Head Teachers and Principals**.
  
6. Unsuccessful test takers or examinees in the Principals' Test administered in 2015, 2016 and 2017 shall be given the chance to take the 2018 Principals' Test. However, failure to pass the 2018 examination, they shall be required to undergo a specialized preparatory course before applying for the next Principals' Test. Guidelines on the implementation of the said intervention will be issued soon.
  
7. The test shall cover the competencies anchored on the domains of the National Competency-Based Standards for School Heads (NCBSSH) stipulated in DO 32, s. 2010 entitled **National Adoption and Implementation of the National Competency-Based Standards for School Heads**. The test shall serve as a mechanism for determining the readiness of aspiring School Heads to take on the role of a school leader, instructional leader, and school manager. As such, the seven domains of the NCBSSH were clustered into three, namely:
  - a. **Cluster Domain 1: School Leader**
    - i. School Leadership
    - ii. Personal and Professional Attributes and Interpersonal Effectiveness
  
  - b. **Cluster Domain 2: Instructional Leader**
    - i. Instructional Leadership
    - ii. Creating Student-Centered Learning Climate
  
  - c. **Cluster Domain 3: School Manager (Governance)**
    - i. Human Resource Management and Professional Development
    - ii. Parent Involvement and Community Partnership
    - iii. School Management and Operations
  
8. To pass the examination, test takers must obtain a rating of at least 70% in each of the three cluster domains.
  
9. **Official Results shall be released through a DepEd Memorandum** followed by the distribution of printed Certificates of Rating (COR) of all test takers through the RO-QAD.
  
10. The detailed guidelines on the conduct of the 2018 Principals' Test is enclosed.

11. For more information, contact:

**The Human Resource and Development Division**

4/F Mabini Bldg., Department of Education (DepEd) Central Office

DepEd Complex, Meralco Avenue, Pasig City

Email Address: [bhrod.hrdd@deped.gov.ph](mailto:bhrod.hrdd@deped.gov.ph)

Facebook Group: <https://www.facebook.com/groups/BHROD/>

12. Immediate dissemination of this Memorandum is desired.

  
**LEONOR MAGTOLIS-BRIONES**  
Secretary

Encl.:

As stated

References:

DepEd Order Nos.: (39 and 42 s. 2007; 97 s. 2011 and 41, s. 2016)

1 and 85, s. 2003; 36, s. 2009; 32, s. 2010 and 14, s. 2015

DepEd Memorandum Nos.: 80, s. 2016 and 174, s. 2017

To be indicated in the Perpetual Index  
under the following subjects:

EXAMINATION  
OFFICIALS  
QUALIFICATIONS  
REQUIREMENTS  
SCHOOL HEADS  
TEACHERS  
TEST