



Tanggapan ng Kalihim
Office of the Secretary

MAY 06 2005

DepEd MEMORANDUM
No. 144, s. 2005

2005 SCHOOLS DIVISION SUPERINTENDENT EXAMINATION

To: Undersecretaries
Assistant Secretaries
Bureau/Service/Center Directors
Regional Directors
Schools Division Superintendents
Elementary/Secondary School Principals
Presidents of State Colleges and Universities
Heads of Private Schools, Colleges and Universities

1. The 2005 Schools Division Superintendent Examination, otherwise known as the Educational Management Test (EMT), will be administered by the Department of Education at INNOTECH, Quezon City on May 28, 2005 at 8:00 A.M. Examinees are required to be in the examination room at Pearl Hall at 7:30 A.M.

2. Regional, division and district supervisors, school principals, education administrators and professors of both public and private schools, colleges and universities, who are passers/qualified examinees of any of the following may be allowed to take the EMT upon proper filing of application:

2.1 Career Executive Service (CES) eligibles, Career Service Executive (CSEE) eligibles and passers of the regular Management Aptitude Test Battery (MATB) who are interested in becoming Schools Division Superintendents and meet the qualification requirements;

2.2 Passers of the 1995 and 1997 MATB specially administered for DepEd; and

2.3 Examinees to the 2004 MATB who obtained ratings from 60% and above.

3. Applicants should possess the following qualification requirements and must submit the corresponding documents upon filing of the application:

a. **Educational Attainment-** at least completed MA Ed., MAT, MS, MPA or any related master's degree with educational orientation – Transcript of Records.

- b. **Experience** -- at least three (3) years in the present position -- Service Record.
- c. **Performance Rating** -- at least Very Satisfactory or its equivalent -- Latest Performance Rating in the last two (2) semesters duly certified.
4. Veterans preference shall not be considered in the computation of the General Average Rating (GAR).
5. Application forms are to be secured from the different division offices. Applicants to the EMT shall pay an examination fee of One Thousand Pesos (P1,000.00) upon submission of the application forms together with the required documents to the Regional Directors concerned.
6. Regional Directors shall submit all applications and examination fees to the Personnel Division, DepEd Central Office (Attention: Mrs. Leonila G. Joson, Officer-In-Charge) on or before May 20, 2005. The Cash Division in the DepEd Central Office shall receive the examination fees and issue the receipts acknowledging the payments.
7. Examination shall be held at the SEAMEO-INNOTECH on May 28, 2005 at exactly 8:00 A.M. It is advised that those coming from outside Metro Manila coordinate with the INNOTECH Administration on tel. no. 927-3021 (Attn: Ms. Arlene Artajo) for board and lodging which shall be shouldered by the applicants. This is on a first come-first served basis.
8. Wide dissemination of this Memorandum is desired.


FLORENCIO B. ABAD
Secretary

Reference:
None

Allotment: 1—(D.O. 50-97)

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

EXAMINATIONS
QUALIFICATIONS
SUPERINTENDENTS