



*Tanggapan ng Kalihim*  
*Office of the Secretary*

APR 09 2008

DepED MEMORANDUM  
No. **173**, s. 2008

CONDUCT OF THE 2008 SCHOOLS DIVISION  
SUPERINTENDENT EXAMINATION

To: Undersecretaries  
Assistant Secretaries  
Bureau/Service/Center Directors  
Regional Directors  
Schools Division Superintendents  
Presidents of State Colleges and Universities

1. The 2008 Schools Division Superintendent Examination, otherwise known as the Educational Management Test (EMT), will be administered by the Department of Education on June 29, 2008 in a venue to be announced later.
2. Regional, division and district supervisors; public elementary and secondary school principals; division chiefs in the bureaus/services/centers in the central office and the regional offices; administrators and professors in the field of education in state colleges and universities; and professors in private colleges and universities who hold Certificates of Registration as professional teachers issued by the Professional Regulation Commission (PRC) may be allowed to take the EMT upon proper filing of applications.
3. Applicants must possess the following qualifications and submit the requirements:
  - a. **Education** – at least MAEd., MAT, MS, MPA or any related master's degree with educational orientation – **Transcript of Records**
  - b. **Experience** – at least five (5) years experience in administration and supervision – **Service Record**
  - c. **Performance** – duly certified ratings for the last two (2) semesters which must at least be very satisfactory
4. The examination shall cover the following Subjects/Competencies:
  - a) Foundation of Education
  - b) Advance Curriculum Development & Innovation
  - c) Current Trends and Issues
  - d) Legal Basis and Jurisprudence in Education

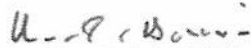
- e) Advance Research, Measurement and Evaluation
- f) Interpersonal Skills, Human Relations and Organizational Behavior Standards
- g) Educational Planning and Resources Management
  - Educational Plans and Programs
  - Human Resource Management
  - Institutional Management
  - Fiscal Management
  - Physical Management
  - Instructional Leadership

5. The following procedures shall be observed:

- 1) Applicants secure application forms from the division offices.
- 2) Applicants submit the required documents and pay the examination fee of One Thousand Pesos (P1,000.00) to the Schools Division Superintendent.
- 3) The Schools Division Superintendent shall evaluate the documents submitted by applicants and submit to the Regional Directors concerned the list of qualified applicants with their duly validated documents and examination fees on or before 30 April 2008.
- 4) Regional Directors, who shall ensure that only qualified applicants are accepted, shall consolidate the lists and submit all applications and examination fees to the Personnel Division, DepED Central Office (Attention: Ms. Leonila G. Josen, Officer-In-Charge) on or before 05 May 2008.
- 5) The Cash Division in the DepED Central Office shall issue the receipts acknowledging payment of examination fees.
- 6) The Personnel Division shall consolidate and confirm the list of qualified applicants.

6. Examinees are required to be in the designated venue at least one (1) hour before the start of the examination which shall be at exactly 8:00 a.m.

7. Wide dissemination of this Order is requested.

  
RAMON C. BACANI  
*Undersecretary  
Officer-In-Charge*

Reference:

DepED Memorandum No. 233, s. 2008

Allotment: 1—(D.O. 50-97)

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

EXAMINATION  
SUPERINTENDENTS  
TEST

**2008 Schools Division Superintendent Examination  
Educational Management Test (EMT)  
June 29, 2008**

Application Form

Passport size  
photo taken w/ in  
3 mos. w/ full  
name tag

**A. PERSONAL CIRCUMSTANCES**

1 SURNAME FIRST NAME MIDDLE NAME

2 Complete Mailing Address 3 ZIP CODE

4 Date of Birth 5 Place of Birth 6 Age

8 Civil Status   9 Name of Spouse (if married)

Single Married male female

Widow/er Separated

**B. PRESENT EMPLOYMENT**

10 Title of Present position	11 Date Appointed/ Designated	12 Salary Grade
13 Office and Office Address		14 Tel. Nos. and Email

**C. EDUCATION**

(please use separate sheet, if necessary)

Level of Education	School Attended	Inclusive Dates	Degree Received	Academic Honors Received
15 College				
16 Graduate				
17 Post Graduate				

PRC Certificate of Registration number \_\_\_\_\_ issued on \_\_\_\_\_ PBET \_\_\_\_\_ LET \_\_\_\_\_

**D. OTHER INFORMATION**

- 18 Have you ever been dismissed from any employment, forced to resign, or disciplined as a result of any administrative case? \_\_\_\_\_ If "yes", state the nature of the charge and penalty.
- 19 Do you have any pending administrative or criminal case? \_\_\_\_\_ If "yes", state the nature of the case and where it is pending.
- 20 Have you ever been arrested, accused or convicted for any violation of law or ordinance before any court, or have you been charge with or tried for any breach or infraction of military, or police discipline before any tribunal or any authority? \_\_\_\_\_ If "yes", state the nature of the charge and penalty.

21 I DECLARE UNDER THE PENALTIES OF PERJURY THAT THIS APPLICATION HAS BEEN ACCOMPLISHED IN GOOD FAITH, VERIFIED BY ME AND TO THE BEST OF MY KNOWLEDGE AND BELIEF, IS TRUE, CORRECT AND COMPLETE STATEMENT PURSUANT TO THE PROVISIONS OF PERTINENT LAWS & REGULATIONS OF THE REPUBLIC OF THE PHILIPPINES.

\_\_\_\_\_ Date \_\_\_\_\_ Signature of Applicant \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 2008.

Administering Officer (Printed Name/ Signature) \_\_\_\_\_ Position/ Office \_\_\_\_\_

OR No: \_\_\_\_\_ Date: \_\_\_\_\_ Amount: \_\_\_\_\_

Printed name of Collecting Officer: \_\_\_\_\_ Signature: \_\_\_\_\_

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**APPLICATION RECEIPT**

Received the application for the 2008 EMT on \_\_\_\_\_, 2008

Printed name of Processor: \_\_\_\_\_ Signature: \_\_\_\_\_

OR No: \_\_\_\_\_ Date: \_\_\_\_\_ Amount: \_\_\_\_\_

Applicant's Printed Name: _____	Passport size photo taken w/ in _____
Signature: _____	Birthdays: _____ Sex: _____