



Republic of the Philippines
Department of Education

26 JUL 2013

DepEd MEMORANDUM
No. **132**, s. 2013

2013 PRINCIPALS' TEST

To: Bureau Directors
Regional Directors
Regional Secretary, ARMM
Schools Division/City Superintendents
All Others Concerned

1. The Department of Education (DepEd) through the National Educators Academy of the Philippines (NEAP) shall administer simultaneously the **2013 Principals' Test** on December 8.

2. The 2013 Principals' Test is open to all aspirants for Principal I position and all applicants under the Reclassification of School Head Positions (RSHP) as required under DepEd Order No. 97, s. 2011 entitled *Revised Guidelines on the Allocation and Reclassification of School Head Positions*.

3. The examination shall serve as a mechanism for selecting competent school heads (SHs) in the public basic education sector who will perform their functions upon assumption to duty. The aspirant must have an experience of at least five (5) years in aggregate as head teacher, teacher-in-charge, master teacher and teacher III, consistent with DepEd Memorandum No. 140, s. 2009 entitled *Corrigendum to DepEd Memorandum No. 97, s. 2009* (2009 National Qualifying Examination for Principals).

4. The Principals' Test will cover the following performance domains:

- a. School Leadership;
- b. Instructional Leadership;
- c. Creating a Learning Climate;
- d. Professional Human Resource Development;
- e. Parent Involvement and Building Communities;
- f. School Management and Daily Operations;
- g. Personal Integrity and Interpersonal Sensitivity;
- h. English Language Proficiency; and
- i. Reading Comprehension.

5. The time allocation for the examination shall be four (4) hours.

6. The following are the deadlines and guidelines in the filing and processing of application forms:

- a. The deadline for filing the application form at the respective division offices (DOs) shall be on or before **November 4, 2013**;

- b. All regional offices (ROs) shall submit the complete number of test takers by DO to the NEAP Central Office (CO) on or before **November 8, 2013** through depedneap_central@yahoo.com;
- c. The ROs are advised to disseminate the template of the application form to the DOs for reproduction;
- d. All aspirants shall secure a copy of the application form from their respective DOs or download through www.deped.gov.ph and file the same at the DO where the applicant belongs;
- e. The DOs shall be responsible in processing the application forms and eligibility of the applicant to take the 2013 Principals' Test; and
- f. There shall be no extension of deadline of filing of application forms at the DOs as well as the transmittal of the complete report of the number of examinees per DO to the NEAP CO.

7. The registration fees, collections and guidelines in the transfer of funds to the NEAP CO are as follows:

- a. The registration fee is placed at Eight Hundred Fifty Pesos (P 850.00) to defray various costs relative to the administration and management of examination (e.g. production of test booklets, production of scannable answer sheets, automated generation and processing of the results, airfreight and handling fees of test booklets and scannable answer sheets, communications, transportation expenses of the examination teams from NEAP CO, professional fees/honoraria of all staff i.e., CO, ROs, DOs involved in the pre and post work, actual conduct of the examination, quality assurance, orientation of staff involved in the administration and monitoring of the activity, development and production of Examiners Manual, item writing workshops, supplies and materials, administration and management cost, item analysis, among others);
- b. The registration fees shall be collected by the NEAP Rs (NEAP in the Region) Competency Assessment Unit/Regional Testing Center and each examinee shall be issued a corresponding official receipt by the collecting officer of the NEAP Rs;
- c. The total collection shall then be transferred by the NEAP in the Regional Testing Center to the NEAP CO upon transmittal to the former of a Billing Statement by the latter; and
- d. The funds shall be transferred to the NEAP CO three days after receipt of the Billing Statement. The NEAP CO shall issue an official receipt upon submission of evidence of transfer of funds by the NEAP in the Regional Testing Center.

8. The Regional Coordinator is responsible in overseeing and supervising the preparation and in the actual conduct of the examination at the regional level.

9. To ensure a smooth and orderly conduct of the 2013 Principals' Test, the NEAP CO shall conduct the National Planning Workshop and Orientation of Regional Coordinators to discuss the pre and post work requirements and mechanics during the actual administration of the examination related activities. The exact date and venue of the workshop and orientation will be announced through a DepEd Advisory to be issued by the NEAP CO.

10. The examination will be held on **December 8, 2013** from 8:00 a.m. to 12:00 noon simultaneously in the following testing centers:

Region	Regional Testing Center	Location
I	La Union National High School	San Fernando City, La Union
II	Cagayan National High School	Tuguegarao City
III	TBA (To be announced)	San Fernando, Angeles City
IV-A	TBA	Cainta, Rizal
IV-B	Puerto Princesa National High School Jose J. Leido, Jr. Mem. Nat'l High School	Puerto Princesa City Oriental Mindoro
V	Ligao National High School	Ligao City
VI	Iloilo National High School (INHS) Negros Occidental National High School (NONHS)	Iloilo City Bacolod City
VII	Abellana National High School	Cebu City
VIII	Leyte National High School	Tacloban City
IX	Zamboanga City High School (Main)	Zamboanga City
X	Cagayan de Oro City High School	Cagayan de Oro City
XI	Davao City National High School	Davao City
XII	Koronadal National High School	Koronadal, South Cotabato
NCR	San Francisco High School	Misamis Street, Bago Bantay Quezon City
CAR	Baguio City National High School	Baguio City
Caraga	Agusan del Sur National High School	Butuan City

11. All examinees from the Autonomous Region for Muslim Mindanao (ARMM) can file their application forms and take the examination in the following ROs: IX, X, XI and XII and Caraga.

12. To ensure the smooth conduct and integrity of the examination, the NEAP CO Examination Committee and staff have crafted the following guidelines for strict compliance of the Regional Testing Coordinators:

- a. assign only 24 examinees in every testing room;
- b. designate at least one chief examiner;
- c. assign one supervising examiner for three testing rooms;
- d. allocate one examiner and one proctor per testing room;
- e. provide a secure spacious area for test booklet distribution and retrieval;
- f. assign one roving general errand staff for every testing room;
- g. provide medical staff and legal officer;
- h. ensure all testing rooms are well-lighted;
- i. avoid the use of children's desks as examination chairs;
- j. refrain from selecting the testing rooms across or right beside a rest room, and laboratory rooms as testing rooms;
- k. assign three (3) marshalls per hallway for crowd control and general assistance services to examinees;
- l. coordinate with local power supplier to spare the testing center for any eventual brownout;

- m. publish list of examinees in conspicuous location with font size 20, typed double-spaced for easy reading, arranged alphabetically and spread across four bulletin boards at two meters apart to avoid crowding;
 - n. mount vicinity maps and directional signages for the convenience of examinees; and
 - o. dispose used test materials through paper shredding.
13. All staff to be involved in the preparation, administration and management of the examination shall be tapped from the ROs, DOs and NEAP CO.
14. For further inquiries, concerned officials, personnel and staff may contact any of the following:
- **Mr. Antonio G. Ordovez, Jr.**
National Project Manager
National Educators Academy of the Philippines (NEAP)
DepEd Central Office
5/F Bonifacio Bldg., Meralco Avenue, Pasig City
Telephone Nos.: (02) 635-4796; (02) 633-9455
Mobile Phone No.: 0918- 336-7467
 - **Ms. Narcisa C. Magno**
Resource Coordinator, NEAP
Baguio City
Telephone Nos.: (074) 442-6887; (074) 444-9524
15. Immediate dissemination of this Memorandum is desired.


BR. ARMIN A. LUISTRO FSC
Secretary

References:

- DepEd Memorandum: Nos. 132, s. 2012; (143, s. 2011
and 140, s. 2009)
- DepEd Order: (No. 97, s. 2011)

To be indicated in the Perpetual Index
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