



APR 23 2010

DepEd MEMORANDUM
No. **176**, s. 2010

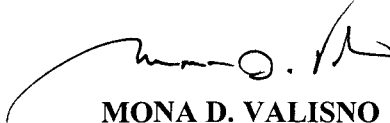
CONDUCT OF THE 2010 SCHOOLS DIVISION SUPERINTENDENTS EXAMINATION

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Regional Directors
Schools Division/City Superintendents

1. The 2010 Schools Division Superintendents Examination, otherwise known as the Educational Management Test (EMT), will be administered by the Department of Education (DepEd) on June 27, 2010 in a venue to be announced later.
2. Regional, division, and district supervisors; public elementary and secondary schools principals; division chiefs in the bureaus/services/centers in the central office and 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 corresponding 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; and
 - d. Career Executive Service (CES)/Career Service Executive (CSE) eligibles and passers of the Career Executive Officer (CEO) Examination – Certification by the Civil Service Commission.
4. The examination shall cover the following subjects/competencies:
 - a. Policy Action and Educational Planning;
 - b. Educational Administration and Management;
 - c. Curriculum Implementation and Outcome Management;
 - d. Research and Evaluation; and
 - e. Integration (Essay).



5. The following procedures shall be observed:
 - a. Applicants secure application forms from the division offices;
 - b. Applicants submit the required documents and pay the examination fee of One Thousand Five Hundred Pesos (PhP1,500.00) to the Division Office Collecting Officer;
 - c. The Schools Division Superintendent shall evaluate the documents submitted by the applicants and submit to the Personnel Division, Central Office the list of qualified applicants with their duly validated documents and examination fees on or before June 1, 2010;
 - d. All EMT examination fee collections (supported with an official list of examinees certified by the Schools Division Superintendent) shall be remitted intact to Cash Division, Central Office either in cash or demand draft. Likewise, designated National Education Testing and Research Center (NETRC) Collecting Officer shall issue an official receipt to acknowledge receipt of collections. On the other hand, examinees may pay directly to the Central Office Cash Division; and
 - e. Collections shall be deposited to NETRC Philippine Veterans Bank (PVB) trust account to partially cover the expenses that will be incurred in the implementation of said testing project such as printing of test booklets and answer sheets, traveling expenses of monitors, supplies and materials and other incidental expenses.
6. Examinees are required to be in the assigned venue at least one (1) hour before the start of the examination which shall be exactly at 8:00 a.m.
7. Disbursements which are chargeable against said collections shall be subject to existing auditing and accounting rules and regulations.
8. For the guidance and strict compliance of all concerned.



MONA D. VALISNO

Secretary

Reference:

DepEd Memorandum: No.173, s. 2008

Allotment: 1—(D.O. 50-97)

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

EXAMINATIONS
SUPERINDENDENTS
TESTS



Republic of the Philippines
 Department of Education
 DepED Complex, Meralco Avenue, Pasig City

EDUCATIONAL MANAGEMENT TEST (EMT)
 (Superintendent's Examination)
 June 27, 2010

Photo recently taken
 within last six (6)
 months
 (Passport Size)

Scanned/Digitally-
 Imaged/Photocopied picture
 are **not** accepted.

A. Personal Information

Surname			Mailing Address	
Given Name				
Middle Name			Tel. No.	
Name Extension			Sex	
Date of Birth		Age	Mobile No.	
Place of Birth			Civil Status	
Present Position			Name of Spouse	
Date appointed			Occupation	
Assignment			Office Tel. Nos.	

B. Education

Level	Degree	School/University	Inclusive Dates	Academic Awards
College				
Graduate Studies				

C. Eligibility

Name of Eligibility	Ratings	Date of Examination	Place of Examination

D. Other Information

1. Have you ever been dismissed from any employment, forced to resign, or otherwise disciplined as a result of an administrative case? Yes No (If "Yes", state the nature of the charge and the penalty)

2. Do you have any pending administrative or criminal case? Yes No (If "Yes", state the nature of the case and where it is pending)

3. Have you ever been arrested, accused or convicted of any violation of law or ordinance before any court, or have you been charged with or tried for any breach or infraction of military, or police discipline before any tribunal or authority? Yes No (If "Yes", state the nature of the charge and the penalty)

4. Have you taken the EMT before? Yes No (If "Yes", give the date)

APPLICATION RECEIPT

Received the application for the Educational Management Test (EMT).

 Processor/Date Processed
 (Signature over printed name)

Signature	
Applicant	
Birthdate	
Sex	
Region/Div.	

O.R. No.: _____
 Date: _____

Photo recently taken
 within last six (6)
 months
 (Passport Size)

Scanned/Digitally-
 Imaged/Photocopied picture
 are **not** accepted.

This serves as examination permit

I HEREBY DECLARE UNDER THE PENALTIES OF PERJURY THAT THIS APPLICATION HAS BEEN ACCOMPLISHED BY ME AND TO THE BEST OF MY KNOWLEDGE AND BELIEF, IS A TRUE, CORRECT AND COMPLETE STATEMENT PURSUANT TO THE PROVISIONS OF PERTINENT LAWS, RULES AND REGULATIONS OF THE REPUBLIC OF THE PHILIPPINES.

Date

Applicant

(Signature over printed name)

SUBSCRIBED AND SWORN before me this ____ day of _____, 2010.

Administering Officer

(Signature over printed name)

Position/Office

Note: The administering officer may be one of the following: *Administrative Officer, any member of the judiciary, Legal Officer or the Head of Office.*

NOTICE TO APPLICANTS

1. Regional, division, and district supervisors; public elementary and secondary school principals; division chiefs in the bureaus/services/centers in the central office and 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 PRC may be allowed to take the EMT.
2. The following documents shall accompany this form when filed:
 - a. Transcript of records, MA Ed., MAT, MS, MPA or any related master's degree w/ educ'l orientation
 - b. Duly authenticated service records
 - c. Certified copies of performance ratings for the last two (2) semesters
 - d. Two (2) photographs (passport size) taken not more than six (6) months before filing of application
3. Admission fee is one thousand five hundred (Php 1,500.00) payable in cash or demand draft.
4. Accomplished application form shall be filed at the Division Office, for evaluation. The Regional Office may consolidate applications and shall be submitted to the Personnel Division of DepED Central Office.
5. Deadline for filing of application is **June 1, 2010**.
6. For further inquiries, please contact Ms. Leonila G. Joson, Officer-In-Charge of the Personnel Division, DepED Central Office at telephone numbers (02) 633-6682; 633-9345 or 636-6546.

Please bring the following on examination day:

1. Examination permit/application receipt
2. Blue/Black Ballpen/s
3. Lead pencil/s No. 2 and erasers
4. Valid Identification (ID) cards