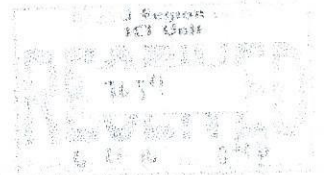




DEPARTMENT OF EDUCATION
OFFICE OF THE ASSISTANT SECRETARY
FOR GOVERNANCE AND OPERATIONS



OFFICE ADVISORY
OA-GO-2016-GOA-003

TO : Regional Directors
Schools Division Superintendent
Public Elementary and Secondary Schools Heads
All Other Concerned

To: SPSs
for your appropriate
action please.
Paula. God Bless

FROM : JESUS L.R. MATEO
Assistant Secretary

DEPARTMENT OF EDUCATION
6/21/16
C4421

SUBJECT : Revised deadlines for the 2016 Principals' Test

DATE : June 15, 2016

With reference to the Depled Memorandum No. 80, s. 2016 dated May 17, 2016 on the conduct of 2016 Principals' Test, please be informed of the following changes:

| ORIGINAL | REVISED | |
|----------------------|-----------------------|--|
| June 20, 2016 | SAME | Step 1: Securing of the five (5) documents |
| May 16 to June 18 | May 16 to July 2 | Step 2: Online application and submission of requirements via email |
| June 20 | July 4 | Step 3: Submission of the list of eligible applicants from SDO personnel section to RO-QAD |
| June 20 to July 8 | July 4 to July 15 | Step 4: Validation and submission of the list of qualified applicants in the Regional Office to the National Technical Working Group (NTWG) |
| July 15, 2016 | SAME | NTWG will announce the number of test takers per SDO and proceed for payment |
| July 8 to 29 | July 18 to August 5 | Step 5: a. Pay the Registration fee - PhP 500.00 b. Submit 2 pieces 2 x 2 ID pictures with name tag (with signature of applicant at the back) to the SDO personnel |
| August 3 | August 8 | Step 6: SDO Personnel submit the 2 x 2 ID pictures to RO-QAD |
| July 30 to August 31 | August 7 to August 31 | Issuance of Official Receipt by the RO Cashier to the SDO (Official Receipt shall serve as the Examination Permit) |
| November 6, 2016 | SAME | EXAMINATION DAY |

TO: Assistant Schools Division Superintendent
OIC, Office of the Assistant Schools Division Superintendent
Chiefs CID/SGOD
Public Schools District Supervisors
Elementary & Secondary School Heads

June 22, 2016

FOR INFORMATION AND GUIDANCE OF ALL CONCERNED.

CHERRYLOU D. DE MESA
OIC, Schools Division Superintendent