REGION MEMORANDUM
QAD No. 19, s. 2017

REGIONAL ORIENTATION FOR THE ONLINE APPLICATION FOR THE 2017 PRINCIPALS’ TEST

TO: Schools Division Superintendents
    SGOD Chiefs

1. As per the information disseminated by the Department of Education through the Bureau of Human Resource and Organizational Development, the nationwide conduct of the 2017 Principals’ Test shall be in December 2017. Relative to this, there will be a **Regional Orientation in preparation for the Online Application on October 26-27, 2017 at The Farm @ Carpenter Hill, Koronadal City.**

2. Participants to this orientation are the Division ITOs and HRMOs (or the division focal person for the Principals’ Test who shall take charge of the document online evaluation) and the Regional Principals’ Test Coordinators and the ICT Unit.

3. The following objectives are hoped to be achieved during the orientation:
   a. Capacitate the Division ITOs and HRMOs (or Division Principals’ Test Coordinator) with the online application system, in preparation for the 2017 Principals’ Test;
   b. Delineate tasks among the region and division personnel involved in the conduct of the test; and
   c. Discuss the timeline for the conduct of 2017 PT.

4. Participants are advised to arrive at the venue before 7:00 AM on October 26, 2017. Breakfast will already be served. Last meal to be served shall be PM snacks on October 27, 2017.

5. Furthermore, they are required to bring their own laptop, extension cords, usb and 5 sample Principals’ Test applications (may be taken from the applications for the 2016 PT).

6. Immediate dissemination of this memorandum is desired.

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OIC-Regional Director