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Republic of the Philippines
Department of Education
Caraga Region XIII
J.P. Rosales Avenue, Butuan City



September 9, 2018

REGIONAL MEMORANDUMNo. 480, s. 2018**REGIONAL TRAINING OF TRAINERS OF PRINCIPALS' TEST ONLINE APPLICATION SYSTEM (PTOAS) 2018**

To: Schools Division Superintendent
Assistant Schools Division Superintendent
This Region

1. The Principal's Test serves as a mechanism for selecting school heads in the public education sector. The test is open to all interested applicants for Principal I positions. The Bureau of Human Resources and Organizational Development – Human Resource Development Division (BHROD-HRDD) administers and conducts the test in coordination with the Schools Division Offices (SDOs) through the Quality Assurance Division of the Regional Office.
2. The Principals' Test Online Application System (PTOAS) 2018 was established to improve the application process of the Principals' Test for aspiring school principals. The expected participants in the RTOT on PTOAS 2018 are Information Technology Officer (ITO), Evaluator and Cashier of the 12 SDOs. The training will be managed by the Quality Assurance Division and Information Technology (IT) Unit of the Regional Office.
3. The Regional Training of Trainers on the PTOAS 2018 set for **September 12-14, 2018** at a venue to be announced later. The training aims to:
 - a. Train the ITO, Evaluator, and Cashier of the 12 SDOs on the Principals' Test Online Application System (PTOAS);
 - b. Present the overview and application process of the Principals' Test Online Application System (PTOAS); and
 - c. Conduct system simulation and share plans per division in the application process.
4. The participants of the RTOT of PTOAS 2018 are expected to bring a laptop, extension wire, and mobile wifi connection for system simulation, a copy of the pre-evaluated itinerary of travel from their accounting officer, and copy of the Travel Authority.
5. The traveling expenses of the participants shall be charged to BHROD-HRDD Funds which will be downloaded to the Regional Office.
6. Attached are the number of expected participants from the SDOs and training matrix.
7. Immediate and wide dissemination of this memorandum to all concerned is highly desired.


FRANCIS CESAR B. BRINGAS, CESO V
OIC-Regional Director

To be indicated in the Perpetual Index under the following subjects:
PROGRAMS ASSESSMENT TEST

QAD6/edm
6 September 2018

Expected Number of Participants

SDOs	ITO	Evaluator	Cashier	TOTAL
Agusan del Norte	1	1	1	3
Agusan del Sur	1	1	1	3
Bayugan City	1	1	1	3
Bislig City	1	1	1	3
Butuan City	1	1	1	3
Cabadbaran City	1	1	1	3
Dinagat Islands	1	1	1	3
Siargao Islands	1	1	1	3
Surigao City	1	1	1	3
Surigao del Norte	1	1	1	3
Surigao del Sur	1	1	1	3
Tandag City	1	1	1	3
DepEd RO				5
TOTAL				41

TRAINING MATRIX

Day 1: September 11, 2018	Billeting of Participants at 1:00 PM on a venue to be announce later
TIME	Day 2: September 12, 2018
8:00 – 9:00 AM	Registration
9:00 – 9:30 AM	Opening Program
9:30 – 10:00 AM	PTOAS Roadmap
10:00 -10:15 AM	BREAK
10:15 – 10:45 AM	Overview of PTOAS
10:45 – 12:00 Noon	Process of PTOAS
12:00 – 1:00 PM	Lunch
1:00 – 1:15 PM	MOL
1:15 – 2:30 PM	System Simulation
2:30 – 5:00 PM	Hands on Activity (on working break)
	Day 3: September 13, 2018
8:00 – 8:30 AM	MOL and Recap on Day 2
8:30 – 9:45 AM	Activity 3: Give Me My Role
9:45 -10:30 AM	Feedback per SDO
10:30 – 10:45 AM	User Guide, FAQs, Video Tutorial
10:45 – 11:00 AM	Help Desk Escalation Procedure
11:00 – 12:00 Noon	2018 Principals' Test Preparation and Timeline
12:00 – 1:00 PM	Lunch
1:00 – 1:15 PM	MOL
1:15 – 2:30 PM	RTOT Planning by Division
2:30 – 2:45 PM	Break
2:45 – 5:00 PM	Sharing of RTOT Plan's per Division
	Day 4: September 14, 2018
8:00 – 9:00 AM	MOL and Recap on Day 3
9:00 – 12:00 AM	- Continuation Sharing of RTOT Plans per Division - Simulation in Processing Applications - Next Steps
12:00 – 1:00 PM	Home Sweet Home