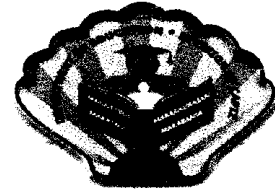




Republic of the Philippines  
Department of Education  
Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**  
Banica, Roxas City



Telefax No. (036) 6210-974 / Tel. No. (036) 6216

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October 27, 2017

DIVISION MEMORANDUM  
NO. 191 S. 2017

**Composition of Schools Division Technical Working Group (SDTWG) for the 2017 Principals Test**

To: Acting Assistant Schools Division Superintendent  
Chief Education Supervisors, SGOD & CID  
Education Program Supervisors  
Public Schools District Supervisors/Officers In – Charge of the District  
Public Elementary, Secondary & Integrated Schools  
All others concerned

1. In compliance with DepEd Memorandum No. 147 s. 2017 entitled, "2017 Principals' Test" which is scheduled on December 17, 2017, this office constitutes the Schools Division Technical Working Group (SDTWG) for the 2017 Principals' Test with their corresponding roles and responsibilities:

**a. Schools Division Principals' Test Coordinator** – Marlon P. Destreza, SGOD Chief

- i. Provides overall direction and supervision to ensure orderly and systematic application and evaluation/validation process in their Schools Division Offices in accordance with Central Office policies and guidelines.

**b. Schools Division Officer Administrative Officer** – Mrs. Nenita Y. Fabiana

- i. Ensures that the Schools Division Personnel Officer/Representative evaluated thoroughly the documents submitted by the qualified examinees;
- ii. Validates the evaluated application by signing the Certification of the qualified examinee in the box provided for the Evaluator/Validator; and
- iii. Secures the signature of the Schools Division Superintendent (SDS) as the approving authority of the Certification.

**c. Schools Division Office Personnel Officer/Representative** – Mrs. Sharon S. Barrientos

- i. Evaluates the documents submitted through the Principals' Test Online Application System;
- ii. Initials under the name of the Schools Division Administrative Officer in the box provided for the Evaluator/Validator; and

- iii. Submits the lower portion of the Certification (Regional Office copy) to the RO – QAD.

**d. Schools Division Office Cashier – Mrs. Cecil Joy D. Diocson**

- i. Collects payment from the applicants;
- ii. Indicates payment status in the box provided in the Certification;
- iii. Prepares masterlist of examiners who paid the examination fee; and
- iv. Remits the collected examination fees to the RO Cashier.

**e. Schools Division Information Technology Officer – Mr. Emmanuel V. Lati**

- i. Creates administrative account for the SDO Evaluator; and
- ii. Provides technical assistance in the operation of the Online Application System.

2. All members of the Principals' Test SDTWG are advised to attend an Orientation on Monday, 8:00 AM , October 30, 2017 at Capiz Division Multi – Purpose Hall.
3. Wide dissemination of this memorandum is desired.

  
**MIGUEL MAC D. APOSIN, Ed.D., CESO V**  
Schools Division Superintendent 