



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OFFICE - CAPIZ

27 July 2023

DIVISION MEMORANDUM
NO. **355** S/2023

ADMINISTRATION OF THE EDUCATIONAL MANAGEMENT TEST

To: OIC, Assistant Schools Division Superintendent
Chief Education Supervisor
Curriculum Implementation Division
School Governance and Operations Division
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned

1. Attached is DepEd Memorandum No. 040, s. 2023 titled "*Administration of the Educational Management Test*".
2. Immediate dissemination of this Memorandum is desired.


MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent

Encl.: As stated
Reference: As stated
To be indicated in the Perpetual Index
under the following subject:

EXAMINATION
OFFICIALS
QUALIFICATIONS
REQUIREMENTS
SUPERINTENDENTS
TEACHERS
TEST



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Republic of the Philippines
Department of Education

JUL 24 2023

DepEd MEMORANDUM
No. **040**, s. 2023

ADMINISTRATION OF THE EDUCATIONAL MANAGEMENT TEST

To: Undersecretaries
Assistant Secretaries
Minister, Basic, Higher and Technical Education, BARMM
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public and Private Elementary and Secondary School Heads
All Others Concerned

1. As per DepEd Order (DO) No. 88, s. 2012 titled *Conduct of the Schools Division Superintendents Examination*, the Schools Division Superintendents Examination, also known as the **Educational Management Test (EMT)**, shall be administered by the Department of Education (DepEd), through the Bureau of Education Assessment (BEA), this August in the National Capital Region. The date of the administration will be announced in a separate memorandum.
2. Regional, division, and district supervisors, public elementary and secondary school principals, division chiefs in the bureaus/services in the central office and regional offices, administrators, and professors in the private colleges and universities, who hold Certificate of Registration as professional teachers issued by the Professional Regulatory Commission (PRC) shall be allowed to take the test upon the filing of applications provided that they meet the qualifications in Item 3.
3. Applicants must possess the following qualifications and submit the corresponding requirements:

QUALIFICATION		REQUIREMENT
a. Education	At least a Master of Arts (MA), Master of Arts in Education (MAEd), Master of Arts in Teaching (MAT), or any related master's degree with an educational specialization	Transcript of Records
b. Experience	At least five years of experience in administration and instructional supervision with a salary grade of at least P3 (SG 21)	Service Record
c. Performance	Duly certified ratings for the last two semesters which must be at least Very Satisfactory (VS)	Performance Rating

d. Eligibility	Career Eligible Service (CSEE), and Career Executive Officers (CEO) Written Examination	Career Executive Service Eligible Officers	Certification by Civil Service Commission (CSC) or Career Executive Service Board (CESB)
e. Age	Not beyond 61 years old on the date of examination		Not applicable

4. The examination shall cover the following domains:
 - a. Educational Leadership and Management (ELM);
 - b. Policy Action and Strategic Planning (PASP);
 - c. Curriculum, Instruction, and Management (CIA);
 - d. Research and Evaluation (RE); and
 - e. Integration (Essay).

5. The following steps shall be strictly observed:
 - a. Applicants shall apply online by accessing the 2023 EMT Application link: bit.ly/2023-EMT. The applicants must accomplish the 2023 EMT Application Form and submit the same together with the required documents on or before August 04, 2023. The requirements shall be in PDF format.
 - b. The Bureau of Human Resource and Organizational Development-Personnel Division (BHROD-PD) shall evaluate the qualifications and completeness of the required documents. Applicants shall be notified of the results of the evaluation through their email addresses.
 - c. The list of qualified EMT takers shall be sent to the respective region and/or schools division office (SDO).
 - d. Qualified applicants must pay the registration fee of Two Thousand Pesos (P2,000) only to the Division Collecting Officers.
 - e. All EMT registration fee collections (supported by an official list of examinees certified by the schools division superintendents [SDS]) shall be remitted intact to the Cash Division Central office, either through cash or demand draft. Likewise, the designated BEA collecting officer shall issue an official receipt (OR) to acknowledge receipt of collections.
 - f. Collections shall be deposited to the Land Bank of the Philippines (LBP)- NETRC Trust Account No. 3342-1010-3.
 - g. Applicants are required to email a copy of their deposit slip, or screenshot of the bank transfer as proof of payment through the 3rdlevel@deped.gov.ph.

6. Examinees are required to be at the testing venue at least one (1) hour before the start of the examination which shall be at exactly 8:00 a.m.

7. On the day of the examination, examinees shall submit their duly accomplished and signed EMT Application Form to the BHROD-PD staff/Registration Area.

8. Disbursements which are chargeable to said collections shall be subject to existing auditing and accounting rules and regulations.

9. Immediate dissemination of this Memorandum is desired.

By Authority of the Secretary:


GINA O. GONONG
Undersecretary

References:

DepEd Order (Nos. 88, s. 2012) and 15, s. 2015

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

EXAMINATION
OFFICIALS
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SUPERINTENDENTS
TEACHERS
TEST





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

Photo recently taken
 within last six months

EDUCATIONAL MANAGEMENT TEST (EMT)
 (Schools Division Superintendents Examination)

Date: _____

(Passport Size)

A. Personal Information			
Surname			Mailing Address
Given Name			
Middle Name			Tel. No.
Name Extension			Email Address
Date of Birth	Age		Mobile No.
Place of Birth			Civil Status
Office Assignment			Office Tel. Nos.
Present Position (Designation)			Name of Spouse
Date Appointed			Occupation

B. Education				
Level	Degree	School / University	Inclusive Years	Academic Awards
College				
Graduate Studies				

C. Eligibility			
Name of Eligibility / Examination	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 a 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 of 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)

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)

Dir/RD/SDS-Witness

Witness
(Signature over Printed Name)

SUBSCRIBED AND SWORN before me this _____ day of _____, 202_____.

Administering Officer
(Signature over Printed Name)

Position/Office

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

NOTICE TO APPLICANTS:

1. The following documents shall accompany this form when filed:
 - a. Transcript of records
 - b. Duly authenticated service records
 - c. Certified copies of performance ratings for the last two semesters
 - d. Authenticated/Certified birth certificate
 - e. Certification/Report of Rating (Eligibility/Examination) from CESB/CSC; and
 - f. Three photographs (passport size) taken not more than six months before filing of application
2. Registration fee is two thousand pesos (Php2,000.00) payable in cash or demand draft. Division Office shall then submit the list of qualified applicants with the duly validated documents to the Personnel Division, Central Office on or before August 04, 2023. (Late submission shall no longer be accepted.)
4. Examinees shall be in the examination venue at least one hour before the start of the examination.
5. For further inquiries, please contact Mr. Albert Jerome C. Andres, Chief Administrative Officer of the Personnel Division, DepEd Central Office at telephone numbers (02) 8636-6546 or 8633-9345.

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

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APPLICATION RECEIPT

Received the application for the 20____ Educational Management Test (EMT).

Processor/Date Processed

Signature	_____
Applicant	_____
Birthdate	_____
Sex	_____
Region/Division	_____

Photo recently taken within last six months
(Passport Size)