



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS

Mercedes Avenue, Pasig City

OFFICE OF THE SECRETARY

April 14, 1997

DECS MEMORANDUM
No. 136, s. 1997

1997 SCHOOLS SUPERINTENDENTS EXAMINATION

To: Bureau and Regional Directors
Schools Superintendents
Presidents, State Colleges and Universities
Heads of Private Schools, Colleges and Universities

1. The 1997 Schools Superintendents' Examination otherwise known as the Educational Management Test (EMT) will be conducted by the Professional Regulation Commission (PRC) through the Board for Professional Teachers (BPT) in Manila on July 26-27.

2. Those who will pass the Management Aptitude Battery (MATB) which will be given by the Career Executive Service Board (CESB) on May 25 in Manila, Cebu City and Davao City will be qualified to take the Educational Management Test.

Previous qualifiers in the MATB examinations may use their eligibility to take the Educational Management Test.

3. Regional, division, and district supervisors, school principals (P-1 to P-5), master teachers I and II, school heads, education administrators and professors of both and private schools, colleges and universities may be allowed to take the MATB and the EMT upon proper filing of applications.

4. The qualification requirements and the corresponding documents for both the MATB and the EMT are:

- a. Educational Attainment: at least full-fledged MA, M.Ed, MAT, MS, MPA or any related master's degree with educational orientation- Transcript of Records;
- b. Experience: at least three (3) years in the present position - Service Records;
- c. Performance Rating: at least Very Satisfactory or its equivalent - Latest Certified Performance Rating; and
- d. Age: not beyond 60 years old - Birth Certificate

Applicants for the MATB shall file their applications in any of the following offices:

- Manila - Personnel Unit
DECS - National Capital Region
Misamis St., Bago Bantay, Quezon City
(Attention: Mrs. Amparo Torrenueva)
- Cebu City - Personnel Division, DECS Region VII
Lahug, Cebu City
(Attention: Director Eladio Dioko)
- Davao City - Personnel Division, DECS Region X
Davao City
(Attention: Director Susana Cabahug)

Deadline for filling application for MATB: April 30
Deadline for filling application for EMT for those who will pass the MATB: July 5.

Application forms are available at the different DECS regional and division offices.

5. A registration fee of three hundred pesos (P300.00) for the MATB shall be paid upon submission of the application form and the required supporting documents as stipulated in item No. 4 of this Memorandum to the Personnel Division of the Offices concerned.

Those who will take the EMT after having passed the MATB shall pay the examination fee of seven hundred pesos (P700.00) upon submission of the application form for the EMT together with the required documents to the Personnel Division, DECS Central Office, (Attention: Mrs. Rosita L. Santiago).

6. The General Average Rating (GAR) for passing this examination is 75% with no rating below 50% in any subject.

7. Veterans preference shall not be considered in the computation of the General Average Rating (GAR).

8. The following will be the coverage of the examination.

SCOPE OF THE 1997 SUPERINTENDENCY EXAMINATION

AREAS	WEIGHT	NO. OF ITEMS
I. Foundation of Education	13%	75
II. Advance Curriculum Development and Innovation	8%	50
III. Current Trends and Issues	13%	75
IV. Legal Basis and Jurisprudence in Education	23%	140
V. Advance Research, Measurement and Evaluation	10%	60
VI. Interpersonal Skills, Human Relations and Organization Behavioral Standards	8%	50

VII. Educational Planning and
Resource Management

25%

150

1. Educational Plans and Programs
2. Human Resource Management
3. Institutional Management
4. Fiscal Management
5. Physical Management
6. Instructional Leadership

Total

100%

600 items

9. The Board for Professional Teachers in charge of the 1997 Schools Superintendents' Examination is composed of:

Dr. Nilo L. Rosas	-	Chairman
Dr. Aurelio O. Elevazo	-	Vice-Chairman
Dr. Lucila F. Tibigar	-	Member
Dr. Fe A. Hidalgo	-	Member
Dr. Martha A. Mogol	-	Member

10. It is expected that this matter be given the widest dissemination as the usual cooperation of all DECS officials with the PRC and the Board for Professional Teachers is enjoined.


RICARDO T. GLORIA
Secretary

Reference:

DECS Memorandum: No. 227, s. 1996

Allotment: 1-2-3-4--(M.O. 1-87)

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

COMMITTEES
OFFICIALS
PROMOTIONS

SUPERINTENDENTS
TESTS