



DepED MEMORANDUM  
No. 97, s. 2009

MAR 13 2009

**2009 NATIONAL QUALIFYING EXAMINATION FOR PRINCIPALS**

To: Bureau Directors  
Directors of Services/Centers and Heads of Units  
Regional Directors  
Schools Division/City Superintendents  
Heads, Public Elementary Schools

1. The Department of Education (DepED) through the National Educators Academy of the Philippines (NEAP) shall administer simultaneously the 2009 National Qualifying Examination for Principals on May 17, 2009.
2. The examination shall serve as a mechanism for selecting competent school heads in the public basic education sector whose integrity and competence are beyond reproach. The examination is also viewed to predict that qualifiers will be able to perform their functions as school heads.
3. This will cover the following school leadership experience dimensions:
  - a. School Leadership;
  - b. Instructional Leadership;
  - c. Creating A Learning Climate;
  - d. Professional Human Resource Development;
  - e. Parent Involvement and Building Communities;
  - f. School Management and Daily Operations;
  - g. Personal Integrity and Interpersonal Sensitivity;
  - h. English Language Proficiency; and
  - i. Reading Comprehension.

The time allocation for the entire examination is 3 hours and 30 minutes comprised of 170 items.

4. Consistent with the provisions of DepED Order Nos. 42, s. 2007 dated July 4, 2007 and 85, s. 2003 dated November 27, 2003, the aspirant must be any of the following:
  - a. Master Teacher I for at least 2 years;
  - b. Master Teacher II for at least 1 year;
  - c. Head Teacher for at least 1 year;
  - d. Teacher-in-Charge for at least 2 years;
  - e. Teacher III for at least 3 years;
  - f. Teacher II for at least 4 years; and
  - g. Teacher I for at least 5 years.

5. The following are the deadlines and guidelines in the filing and processing of application forms:

- a. The deadline for filing the application form at the respective division offices shall be on or before April 30, 2009;
- b. All division offices shall submit the list of applicants to the NEAP through the regional office on or before May 8, 2009;
- c. The regional offices are hereby advised to farm out the template of the application form to the division offices where the application form was secured;
- d. All aspirants shall secure a copy of the application form from their respective division offices and file the same at the division office where the application form was secured;
- e. The division offices shall be responsible in processing the application forms to determine the qualifications and eligibility of the aspirants to take the examination; and
- f. There shall be no extension of deadline of filing of application forms at the division offices as well as the transmittal of the list of examinees to the NEAP.

6. The registration fees amount, collection and guidelines in the transfer of funds to NEAP are as follows:

- a. The registration fee is placed at Eight Hundred Fifty Pesos (PhP850.00) to defray various costs associated with the conduct of the examination e.g production of scannable test booklets, computerized generation of the results, airfreight and handling fees of scannable test booklets, communications, transportation expenses of examination teams from NEAP, development and production of Examiners Manual, supplies, administration and management cost, etc.;
- b. The registration fees shall be collected by the Regional Testing Centers and each examinee shall be issued a corresponding official receipt by the collecting Regional Testing Center;
- c. The total collection shall then be transferred by the Regional Testing Center to the NEAP upon transmittal to the former of a Billing Statement by the latter; and
- d. The funds shall be transferred to the NEAP 3 days after receipt of the Billing Statement and shall be issued an official receipt by the NEAP upon submission of evidence of transfer of funds.

7. Subject to the concurrence of the concerned regional directors, the following are designated as the Regional Coordinators/Regional Co-Project Managers for NEAP, for the purpose of the examination, to help manage and oversee the conduct of this examination under the supervision and guidance of the NEAP Central Office:

- Ester Sobrepana - R.O. I
- Caridad Taaca - R.O. II
- Zeta Santos - R.O. III

- Rene Pastorfide - R.O. IV-B
- Claire Nasayao - R.O. V
- Milagros Villanueva - R.O. VII
- Imelda Parado - R.O. VIII
- Luz Yanez - R.O. IX
- Teresita Tambagan - R.O. XI
- Fatima Adza - R.O. XII
- Carol Nieves - CARAGA

The NEAP shall develop the terms of reference of the regional coordinators/regional co-project managers for NEAP, for the purpose of the examination to be farmed out to concerned parties in due course.

For Regions IV-A, VI, X, NCR and CAR, the names of their respective regional co-project managers for NEAP shall be forwarded to the NEAP by March 31, 2009.

8. The examination will be held simultaneously on May 17, 2009 in the following testing centers from 8:30 a.m. to 12:00 nn:

<b>Region</b>	<b>Testing Center</b>	<b>Location</b>
I	La Union National High School	San Fernando City, La Union
II	Cagayan National HS	Tuguegarao City
III	Angeles Central ES	San Fernando, Angeles City
IV-A	To be announced (TBA)	TBA
IV-B	TBA	TBA
V	Tabaco National HS	Tabaco City
VII	Abellana National HS	Cebu City
VIII	Palo Central ES	Palo, Leyte
IX	Zamboanga City HS	Zamboanga City
X	Cagayan de Oro City HS	Cagayan de Oro City
XI	Davao City National HS	Davao City
XII	Koronadal National HS	Koronadal, South Cotabato
CAR	Baguio National HS	Baguio City
NCR	San Francisco HS	Misamis St., Bago Bantay, Quezon City

9. To ensure the smooth conduct and integrity of the examination, the following specifications are hereby prescribed for strict compliance of the Regional Testing Centers:

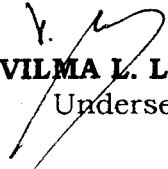
- a. assign only 24 examinees in every testing room;
- b. designate at least one (1) chief examiner;
- c. assign one (1) supervising examiner for every three (3) testing rooms;
- d. allocate one (1) examiner and one (1) proctor per testing room;
- e. provide a secure and spacious area for test booklet distribution and retrieval;

- f. assign one (1) roving general errand staff for every 10 testing rooms;
- g. provide medical staff and legal officer;
- h. ensure all testing rooms are well lighted and avoid testing rooms across or right beside a rest room;
- i. avoid the use of children's desk as examination chairs; and
- j. laboratory rooms shall not be used as testing room.

All staff to be involved in the preparation and administration of the examination shall be sourced from the regions, division offices, and NEAP.

10. For further inquiries, please contact Mr. Antonio G. Ordovez, Jr., National Project Manager, NEAP at mobile no.: 0918-3367-467 or Ms. Narcisa Magno, Researcher at tel. nos.: (074) 442-6887 or (02) 635-4796.

11. Immediate dissemination of this Memorandum is desired.

  
**VILMA L. LABRADOR**  
Undersecretary

References:

DepED Order: (Nos. 84, s. 2003 and 42, s. 2007)

Allotment: 1- (D.O. 50-97)

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

EXAMINATIONS

OFFICIALS

SCHOOLS