



JAN 20 2010

DepEd MEMORANDUM  
No. **26**, s. 2010

2010 NATIONAL QUALIFYING EXAMINATION FOR PRINCIPALS

- To: Bureau Directors  
Directors of Services, Centers and Heads of Units  
Regional Directors  
Schools Division/City Superintendents
1. The Department of Education (DepEd) through the National Educators Academy of the Philippines (NEAP) shall administer simultaneously the 2010 National Qualifying Examination for Principals on March 20, 2010.
  2. The examination shall serve as mechanism for selecting competent school heads in the public basic education sector who will be able to perform their functions as school heads upon assumption to duty.
  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 and Professional Development;
    - e. Parent Involvement and Community Partnership;
    - f. School Management and Daily Operations;
    - g. Personal Integrity and Interpersonal Effectiveness;
    - h. English Language Proficiency ; and
    - i. Reading Comprehension.
  4. The time allocation for the entire examination is 3 hours and 30 minutes comprised of 170 items.
  5. Consistent with DepEd Memorandum No. 140, s. 2009 dated April 2, 2009, the aspirants must have an experience of at least five (5) years in the aggregate as Head Teacher, Teacher-in-Charge, Master Teacher and Teacher III.
  6. 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 February 26, 2010;
    - b. All division offices shall submit the list of applicants to the NEAP through the regional office on or before March 4, 2010;
    - c. The regional offices are hereby advised to farm out the template of the application form to the division offices for reproduction;

Reference:

DepEd Memorandum: (No. 140, s. 2009)

Allotment: 1—(D.O. 50-97)

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

EXAMINATIONS  
OFFICIALS  
SCHOOLS

Sally: 2010 nat'l. qualifying exam for principals  
January 7, 2010

- 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.

7. The registration fee 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, honorarium of all staff involved in the examination, development and production of Examiners Manual, supplies and materials, administration and management cost, etc.;
- b. The registration fees shall be collected by the NEAP in the Region Competency Assessment Unit/Regional Testing Centers and each examinee shall be issued a corresponding official receipt by the collecting Regional Testing Center/NEAP in the Region;
- c. The total collection shall then be transferred by the NEAP in the Region Testing Center to the NEAP Central 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 Central upon submission of evidence of transfer of funds.

8. The Regional Directors are requested to designate the Competency Assessment Team Leader of the NEAP in the Region as the Regional Coordinator who will be fully responsible in overseeing and supervising the preparation and in the actual conduct of the examination at the regional level. The name of the Regional Coordinator designate should be transmitted to the NEAP no later than January 16, 2010.

9. The NEAP shall set a National Planning Workshop and Orientation of Regional Coordinators to discuss the pre-work, actual conduct and post-work requirements of the examination to ensure timely execution of the conduct of its related activities in order to achieve its smooth and orderly conduct. The exact date and venue of the workshop orientation will be announced via an Advisory to be issued by the NEAP for the purpose.

10. The examination will be held simultaneously on March 20, 2010 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 High School	Tuguegarao City
III	Angeles Central Elementary School	San Fernando, Angeles City
IV-A	To Be Announced (TBA)	TBA
IV-B	TBA	TBA
V	Tabaco National High School	Tabaco City
VII	Abellana National High School	Cebu City
VIII	Palo Central Elementary School	Palo, Leyte
IX	Zamboanga City High School (Main)	Zamboanga City
X	Cagayan de Oro City High School	Cagayan de Oro City
XI	Davao City National High School	Davao City
XII	Koronadal National High School	Koronadal, South Cotabato
NCR	San Francisco High School	Misamis Street, Bago Bantay, Quezon City
CAR	Baguio City National High School	Baguio City

11. All examinees from ARMM can file their application forms and take the examination in either Regional Offices IX, X, XI and XII.

12. To ensure the smooth conduct and integrity of the examination, the following specifications are hereby prescribed for strict compliance of the Regional Testing Centers/Competency Assessment Units:

- 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 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 desks as examination chairs; and
- j. laboratory rooms shall not be used as testing rooms.

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

14. For further inquiries, please contact Mr. Antonio G. Ordovez, Jr., National Project Manager, NEAP at mobile no.: 0918-3367-467 or Ms. Salve Tarrobag, Resource Coordinator at tel. nos.: (02) 635-4796.

15. Immediate dissemination of this Memorandum is desired.

  
**JESLI A. LAPUS**  
Secretary