



Republic of the Philippines
Department of Education
Region IV – A CALABARZON
DIVISION OF TAYABAS CITY
Tayabas City



DIVISION MEMORANDUM NO. 307

**TO : OIC-ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
CHIEFS, EDUCATION PROGRAM SUPERVISORS, CID AND SGOD
UNIT HEADS, PUBLIC ELEMENTARY AND SECONDARY SCHOOLS
ALL OTHERS CONCERNED**

FROM : CATHERINE P. TALAVERA, Ph.D.
OIC-Schools Division Superintendent

SUBJECT: DIVISION PROCESS FLOW FOR 2017 PRINCIPALS' TEST

DATE : November 6, 2017

Pursuant to DM No. 174 s. 2017 entitled 2017 Principals' Test, and Division Memorandum 303 entitled 2017 Principals' Test, Schools Division of Tayabas City shall follow the Division Process Flow for the 2017 Principals' Test Online Administration System (PTOAS).

The process Flow is Divided into two (2) parts. The first part covers the online registration for PTOAS and the second part covers issuance and payment of the system generated certification. Please see attachments.

Immediate and wide dissemination of this memorandum is desired.

*SGOD/ 2017 Principals' Test /
DM~~307~~-November 06, 2017*



We are an emerging division where excellence is a habit and allegiance for quality is a pledge.

Email us at: tayabas.city@deped.gov.ph

Website: www.depedtayabascity.ph

tel. no. : (042) 797-0591

telefax no. : (042) 797- 0054), (042) 797-0773

Online Registration of Principals' Test Online Application System (PTOAS)

STEP	ACTION	PERSON INVOLVED	DATE
1. Log on to http://www.principalstestapplication.deped.gov.ph	a. To create an account. b. Register your official and email address (firstname.surname@deped.gov.ph) and password.	Applicant	October 30 – Nov. 10 at 5pm
2. Log on to your official DepEd account.	To receive confirmation and examinee number.	Applicant	
3. Submit requirements (original copy and 2 duplicate to HR.	a. To validate requirements as to correctness and completeness. b. To consolidate list of applicants.	Applicant HR	
4. Forward List of applicants to AO.	To verify pending case.	HR AO	
5. After validation, log on to your PTOAS account.	To upload scanned and validated requirements in PDF format.	Applicant	
6. Online Approval	For qualifications of the applicant's eligibility.	TWG Joan	October 30 – Nov. 16 at 5pm
7. Forward to RO.	For confirmation of requirements and test qualifiers.		
8. RO revalidates the requirements.	To approve SDO qualified applicants.	RO	October 30 – Nov. 17 am
9. RO sends confirmation	To generate final list of		

Issuance of System Generated Certification and Payment

