



APR 23 2010

DepEd MEMORANDUM  
No. **176**, s. 2010


CONDUCT OF THE 2010 SCHOOLS DIVISION SUPERINTENDENTS EXAMINATION

To: Undersecretaries  
Assistant Secretaries  
Bureau Directors  
Regional Directors  
Schools Division/City Superintendents

1. The 2010 Schools Division Superintendents Examination, otherwise known as the Educational Management Test (EMT), will be administered by the Department of Education (DepEd) on June 27, 2010 in a venue to be announced later.
2. Regional, division, and district supervisors; public elementary and secondary schools principals; division chiefs in the bureaus/services/centers in the central office and regional offices; administrators and professors in the field of education in state colleges and universities; and professors in private colleges and universities who hold Certificates of Registration as professional teachers issued by the Professional Regulation Commission (PRC) may be allowed to take the EMT upon proper filing of applications.
3. Applicants must possess the following qualifications and submit the corresponding requirements:
  - a. Education – at least MAEd, MAT, MS, MPA or any related master’s degree with educational orientation – Transcript of Records;
  - b. Experience – at least five (5) years experience in administration and supervision – Service Record;
  - c. Performance – duly certified ratings for the last two (2) semesters which must at least be very satisfactory; and
  - d. Career Executive Service (CES)/Career Service Executive (CSE) eligibles and passers of the Career Executive Officer (CEO) Examination – Certification by the Civil Service Commission.
4. The examination shall cover the following subjects/competencies:
  - a. Policy Action and Educational Planning;
  - b. Educational Administration and Management;
  - c. Curriculum Implementation and Outcome Management;
  - d. Research and Evaluation; and
  - e. Integration (Essay).



5. The following procedures shall be observed:
  - a. Applicants secure application forms from the division offices;
  - b. Applicants submit the required documents and pay the examination fee of One Thousand Five Hundred Pesos (PhP1,500.00) to the Division Office Collecting Officer;
  - c. The Schools Division Superintendent shall evaluate the documents submitted by the applicants and submit to the Personnel Division, Central Office the list of qualified applicants with their duly validated documents and examination fees on or before June 1, 2010;
  - d. All EMT examination fee collections (supported with an official list of examinees certified by the Schools Division Superintendent) shall be remitted intact to Cash Division, Central Office either in cash or demand draft. Likewise, designated National Education Testing and Research Center (NETRC) Collecting Officer shall issue an official receipt to acknowledge receipt of collections. On the other hand, examinees may pay directly to the Central Office Cash Division; and
  - e. Collections shall be deposited to NETRC Philippine Veterans Bank (PVB) trust account to partially cover the expenses that will be incurred in the implementation of said testing project such as printing of test booklets and answer sheets, traveling expenses of monitors, supplies and materials and other incidental expenses.
6. Examinees are required to be in the assigned venue at least one (1) hour before the start of the examination which shall be exactly at 8:00 a.m.
7. Disbursements which are chargeable against said collections shall be subject to existing auditing and accounting rules and regulations.
8. For the guidance and strict compliance of all concerned.



**MONA D. VALISNO**  
Secretary

Reference:

DepEd Memorandum: No.173, s. 2008

Allotment: 1—(D.O. 50-97)

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

EXAMINATIONS  
SUPERINDENDENTS  
TESTS