



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division OF Negros Oriental

DepEd Negros Oriental
RELEASED
NO.: ~~023-2851~~
DATE: ~~17 AUG 2023~~
BY: ~~4~~
REGORO SECTION

TRAVEL AUTHORITY FOR OFFICIAL TRAVEL

Region: VII
BUREAU/DIVISION/SCHOOL: DepEd Negros Oriental

CONTROL NO.

723

Date of Filing	August 16, 2023
NAME	DR. MARCELO K. PALISPIS DR. JOELYZA M. ARCILLA DR. NILITA L. RAGAY
Permanent Station	SDO Division Office
Purpose of Travel (must be supported by attachments)	To attend the Administration of the Educational Management Test
Host of Activity	DepEd Central office
Inclusive Dates (Inclusive of Travel Time)	August 26-28, 2023
Destination	DepEd, National Capital Region
Fund Source (Pap Code/...)	Disbursement which are chargeable to said collection shall be subject to existing auditing and accounting rules and regulations.

I hereby attest that the information in this form and in the supporting documents attached hereto are true and correct.

MARCELO K. PALISPIS EdD, JD

Name and Signature of Requesting Employee

Date

This is to certify that the trip of the requesting employee satisfies all the minimum conditions for authorized official travel and that alternatives to travel are insufficient for purpose stated herein.

Name and Signature of Recommending Authority

Date

APPROVED


NERI C. OJASTRO EdD, CESE
Schools Division Superintendent



Date



Republic of the Philippines
Department of Education

JUL 24 2023

DepEd MEMORANDUM
No. **040**, s. 2023

ADMINISTRATION OF THE EDUCATIONAL MANAGEMENT TEST

To: Undersecretaries
Assistant Secretaries
Minister, Basic, Higher and Technical Education, BARMM
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public and Private Elementary and Secondary School Heads
All Others Concerned

- As per DepEd Order (DO) No. 88, s. 2012 titled *Conduct of the Schools Division Superintendents Examination*, the Schools Division Superintendents Examination, also known as the **Educational Management Test (EMT)**, shall be administered by the Department of Education (DepEd), through the Bureau of Education Assessment (BEA), this August in the National Capital Region. The date of the administration will be announced in a separate memorandum.
- Regional, division, and district supervisors, public elementary and secondary school principals, division chiefs in the bureaus/services in the central office and regional offices, administrators, and professors in the private colleges and universities, who hold Certificate of Registration as professional teachers issued by the Professional Regulatory Commission (PRC) shall be allowed to take the test upon the filing of applications provided that they meet the qualifications in Item 3.
- Applicants must possess the following qualifications and submit the corresponding requirements:

QUALIFICATION		REQUIREMENT
a. Education	At least a Master of Arts (MA), Master of Arts in Education (MAEd), Master of Arts in Teaching (MAT), or any related master's degree with an educational specialization	Transcript of Records
b. Experience	At least five years of experience in administration and instructional supervision with a salary grade of at least P3 (SG 21)	Service Record
c. Performance	Duly certified ratings for the last two semesters which must be at least Very Satisfactory (VS)	Performance Rating

d. Eligibility	Career Eligible Service (CSEE), Career Executive Officers (CEO) Written Examination	Executive (CESE), Executive Officers	Service Career Eligible Officers	Certification by Civil Service Commission (CSC) or Career Executive Service Board (CESB)
e. Age	Not beyond 61 years old on the date of examination		Not applicable	

4. The examination shall cover the following domains:
 - a. Educational Leadership and Management (ELM);
 - b. Policy Action and Strategic Planning (PASP);
 - c. Curriculum, Instruction, and Management (CIA);
 - d. Research and Evaluation (RE); and
 - e. Integration (Essay).

5. The following steps shall be strictly observed:
 - a. Applicants shall apply online by accessing the 2023 EMT Application link: bit.ly/2023-EMT. The applicants must accomplish the 2023 EMT Application Form and submit the same together with the required documents on or before August 04, 2023. The requirements shall be in PDF format.
 - b. The Bureau of Human Resource and Organizational Development-Personnel Division (BHROD-PD) shall evaluate the qualifications and completeness of the required documents. Applicants shall be notified of the results of the evaluation through their email addresses.
 - c. The list of qualified EMT takers shall be sent to the respective region and/or schools division office (SDO).
 - d. Qualified applicants must pay the registration fee of Two Thousand Pesos (P2,000) only to the Division Collecting Officers.
 - e. All EMT registration fee collections (supported by an official list of examinees certified by the schools division superintendents [SDS]) shall be remitted intact to the Cash Division Central office, either through cash or demand draft. Likewise, the designated BEA collecting officer shall issue an official receipt (OR) to acknowledge receipt of collections.
 - f. Collections shall be deposited to the Land Bank of the Philippines (LBP)- NETRC Trust Account No. 3342-1010-3.
 - g. Applicants are required to email a copy of their deposit slip, or screenshot of the bank transfer as proof of payment through the 3rdlevel@deped.gov.ph.


6. Examinees are required to be at the testing venue at least one (1) hour before the start of the examination which shall be at exactly 8:00 a.m.

7. On the day of the examination, examinees shall submit their duly accomplished and signed EMT Application Form to the BHROD-PD staff/Registration Area.

8. Disbursements which are chargeable to said collections shall be subject to existing auditing and accounting rules and regulations.

9. Immediate dissemination of this Memorandum is desired.

By Authority of the Secretary:


GINA O. GONONG
Undersecretary

References:

DepEd Order (Nos. 88, s. 2012) and 15, s. 2015

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

EXAMINATION
OFFICIALS
QUALIFICATIONS
REQUIREMENTS
SUPERINTENDENTS
TEACHERS
TEST





Republic of the Philippines
Department of Education

AUG 11 2023

DepEd MEMORANDUM
 No. **047**, s. 2023

**CHANGE IN AND ADDITIONAL INFORMATION TO
 DEPED MEMORANDUM NO. 040, S. 2023**
 (Administration of the Educational Management Test)

To: Undersecretaries
 Assistant Secretaries
 Minister, Basic, Higher, and Technical Education, BARMM
 Bureau and Service Directors
 Regional Directors
 Schools Division Superintendents
 Public and Private Elementary and Secondary School Heads
 All Others Concerned

1. Relative to the issued Department of Education (DepEd) Memorandum No. 040, s. 2023 titled **Administration of the Educational Management Test (EMT)**, the Department, through the Bureau of Education Assessment (BEA), shall administer the EMT on **August 27, 2023** in a school in Makati City (*specific venue to be announced in a separate advisory*).

2. The designated Officers-In-Charge of the Office of the Assistant Schools Division Superintendents (OIC-ASDSSs); regional, division and district supervisors; public elementary and secondary schools principals; division chiefs in the bureaus/centers/services in the central, regional, and division offices; and administrators and professors in colleges and universities, who hold a Certificate of Registration as professional teachers issued by the Professional Regulation Commission (PRC) shall be allowed to take the test upon the filing of applications provided that they meet the qualifications in Item 3.

3. Further, the following changes have been made to the said DepEd Memorandum:

The applicants must possess the qualifications and must submit the corresponding requirements:

QUALIFICATION		REQUIREMENT	LEGAL BASIS
a. Education	At least a Master of Arts (MA), Master of Arts in Education (MAEd), Master of Arts in Teaching (MAT), or any related master's degree	Transcript of Records	DepEd Order No. 88, s. 2012

QUALIFICATION		REQUIREMENT	LEGAL BASIS
b. Experience	At least five years of experience in administration and instructional supervision (no minimum Salary Grade required)	Service Record	DepEd Order No. 15, s. 2015
c. Performance	Duly certified rating for the last one year, which must be at least Very Satisfactory (VS)	Performance Rating	DepEd Order No. 88, s. 2012
d. Eligibility	<ol style="list-style-type: none"> LET Passer Career Executive Service Eligible (CESE), Career Service Executive Eligible (CSEE), and passers of the Career Executive Officer (CEO) or Career Executive Service Written Examination (CESWE) 	<ol style="list-style-type: none"> PRC License ID or Certificate of Registration/ Rating Notice of Rating or Certification from the Civil Service Commission (CSC) or Career Executive Service Board (CESB) 	RA 9155 Rule XI, Sec. 11.2 DepEd Order No. 88, s. 2012
e. Age	No age requirement	Not applicable	DepEd Order No. 15, s. 2015

4. To reiterate, applicants shall apply online by accessing the 2023 EMT Application link: bit.ly/2023-EMT. The deadline of submission is extended to **August 14, 2023**.

5. **Only qualified applicants** as notified by the Bureau of Human Resource and Organizational Development-Personnel Division (BHRD-PD) through email must pay the registration fee of **Two Thousand Pesos (P2,000.00)** only to the Regional or Division Collecting Officers who shall deposit all collections in the bank account provided below.

Land Bank of the Philippines
DECS Branch
DepEd NETRC Trust
3342-1010-37

6. The test administration shall accommodate a maximum of **1,200 qualified test takers** subject to the allotment of test materials.
7. All other provisions stated in the said DM shall remain in effect.
8. Immediate dissemination of this Memorandum is desired.



By Authority of the Secretary:

GINA O. GONONG

Undersecretary for Curriculum and Teaching

References:

DepEd Order (No. 88, s. 2012 and 15, s. 2015) and 53, s. 2016
DepEd Memorandum (No. 40, s. 2023)

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

CHANGE
EXAMINATION
OFFICIALS
QUALIFICATIONS
REQUIREMENTS
SUPERINTENDENTS
TEACHERS
TEST