PRINCIPALS' TEST
ONLINE APPLICATION SYSTEM
USER GUIDE

INFORMATION AND COMMUNICATIONS TECHNOLOGY SERVICE

Department of Education

TABLE OF CONTENTS

CHAPTER I

APPLICANT

Applicant

This brief guide is provided to help the applicants understand the steps in the online application process.

Applicant - Account Creation

Applicants must have their own personal account. This account enables to submit the application and view its status.

To **Create Account**:

1. Access ***principalstestapplication.deped.gov.ph*** in your web browser.
2. In the log in page (*see Figure 1.1*), click **"Create Account"**. You will be directed to **Account Registration** Form. (*see Figure 1.2*)

   Note: Applicants must enter or select their personal details. (All fields with red asterisk (*) are required.)

3. Fill up **Personal Information**

   - Enter *First Name, Middle Name* (If Applicable) and *Last Name.*
   - Enter *Name Extension* (If Applicable).
   - Select year, month and day in the dropdown list for *Date of Birth*
   - Select *Sex* in the dropdown list.
   - Enter *Mobile Number* (i.e. 09XXXXXXXX).
   - Enter *Landline Number* (If available, include area code)
   - Enter *Home Address* (House No./Block/Lot No./Street/Subdivision/Village/Barangay).
   - Select *Region* from the dropdown list *(Home Address).*
   - Select *Province* from the dropdown list *(Home Address).*
   - Select *City/Municipality* from the dropdown list *(Home Address).*

   Log In Information

4. Enter your *E-mail Address*.

    *Note: E-mail address must be **active** .E-mail Addresses are not case sensitive.*

5. Enter desired *Password*. *(Passwords must be at least 8 characters long.)*
6. Retype desired *Password* to confirm.
7. Click "**Register**" button to submit registration information.
8. A pop up message will appear together with your **Examinee Number.** Click **"OK"** to continue.
9. An email will be sent to your email address confirming the account creation. (*see Figure 1.3*)

Figure 1.1 - Applicant - Log In Page

Figure 1.2 - Applicant – Account Registration

Account Registration

Personal Information:

* **First Name**

FIRST NAME

Middle Name

MIDDLE NAME

* **Last Name**

LAST NAME

Name Extension

EXTENSION NAME

* **Date of Birth**

--- Year ---   --- Month ---

--- Day ---

* **Sex**

Select Sex

* **Mobile Number**

09XXXXXXXXX

Landline Number (Include Area-Code)

AREA CODE+TELEPHONE NUMBER

* **Home Address**

(HOUSE/BLOCK/LOT NO./STREET/SUBDIVISION/VILLAGE/BARANGAY)

* **Region**

Select Region

* **Province**

Select Province

* **City/Municipality**

Select City/Municipality

Log In Information:
(Please take note of your log in information)

* **Email Address**

(If applicable, use your DepEd Email.)

* **Password** (Minimum of 8 characters)

Password

* **Confirm Password**

Confirm Password

Register   Cancel

You have succesfully registered.
Your Examinee Number is: **XXXX-XXXXX**

OK

Figure 1.3 - Applicant – Account Registration Email Confirmation
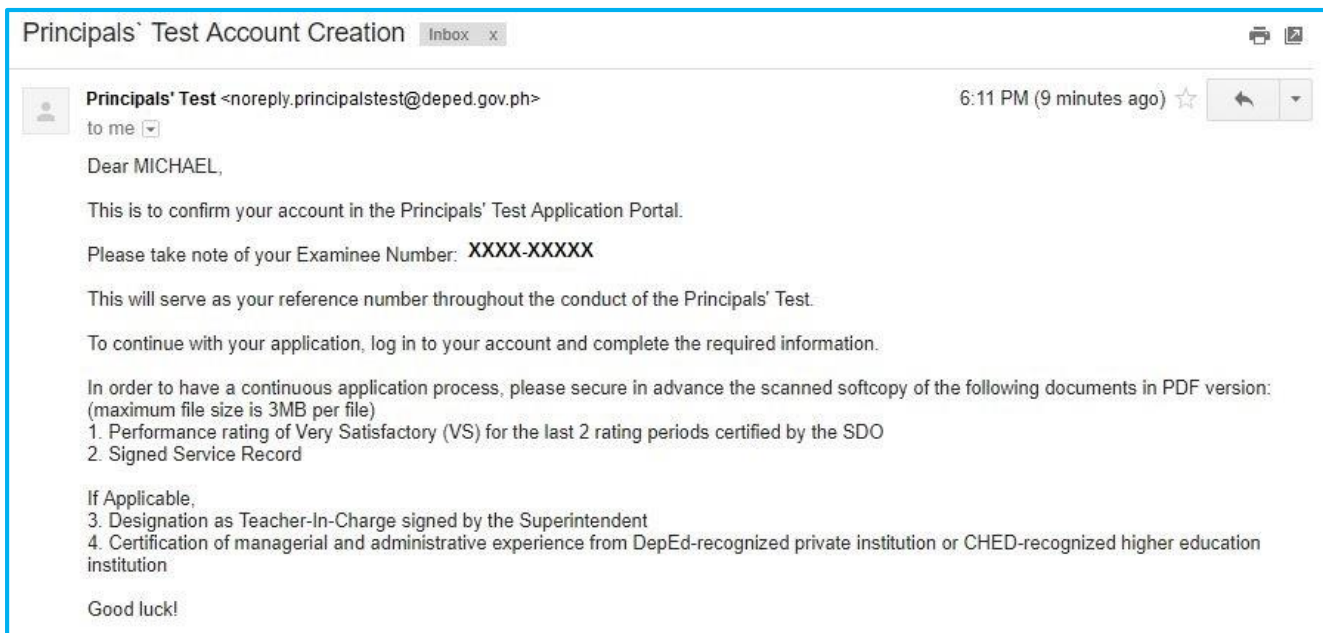
Applicant - Logging In

To log in:

1. In the log in page (*see Figure 1.1*), enter **Email Address** *(The email address you entered during the account creation.)*

2. Enter your **Password**.

3. Click "**Log In**" button. You will be directed to the Application Form (*see Figure 1.4*).

Figure 1.1 - Applicant - Log In Page

Figure 1.5 - Applicant – Main Menu

Applicant - Application Form

After logging into the system, applicant must fill out all required information in the application form *(see Figure 1.4)*.

1. **School Information**
   - Enter complete *School Name*.*(i.e Juan Dela Cruz National High School)*
   - Enter corresponding *School ID**(i.e123456)*
   - Enter complete *School Address*.
   - Select *Region* from the dropdown list.
   - Select *Division* from the dropdown list.

2. **Additional Information**
   - Enter *Reason for taking the exam*.
   - Enter your 7 digit *DepEd Employee Number*.*(i.e1234567) (If Applicable)*
   - Select *Current Position* from the dropdown list**.** If "Others", specify in the space provided.
   - Select *Designation* from the dropdown list**.** If "Others", specify in the space provided.
   - Enter the *Number of times test was taken.* *(1-10) (Enter "0" if first taker)*
   - Enter the year(s) in the space provided.
   - Answer the question *"Do you have any pending case?"* If "Yes", specify in the space provided.

3. **Attachments**

   Applicants should attach soft copy of documents. The system only allows **PDF file type**.
   Note: File size per document should not exceed 3 Mega Bytes (MB).

   a. *Performance Rating for the last 2 ratings;*
   b. *Signed Service Record;*
   c. *Designation as Teacher in Charge / Officer in Charge Signed by SDS;* *(If Applicable)* **and;**
   d. *Certification of Managerial and Administrative Experience.**(If Applicable)*

4. Click **"Submit Application"** button to submit application. A prompt will show that says if you are sure with your application details you can click **"OK"** if not click cancel.
5. A prompt will show that your application has been saved. Click "**OK".**

Figure 1.4 - Applicant - Application Form

APPLICATION FORM

SCHOOL INFORMATION

* School Name

School Name

School ID

School ID

* School Address

School Address

* Region

Select Region ▼

* Division

Select Division ▼

ADDITIONAL INFORMATION

* Reason for taking the exam

Reason for taking the exam

DepEd Employee Number (If Applicable)

DepEd Employee Number

* Current Position

Current Position ▼

* Designation

Select Designation ▼

* Number of times test was taken (Zero (0) if first time taker)

Number of Times Applied

* Do you have any Pending Cases?

○ Yes   ○ No

SUPPORTING DOCUMENTS

Maximum of 3 MB per PDF document.

* Performance Rating for the last 2 ratings

Choose File | No file chosen

* Signed Service Record:

Choose File | No file chosen

Designation as Teacher in Charge / Officer in Charge Signed by SDS (if Applicable):

Choose File | No file chosen

Certification of Managerial and Administrative Experience (if Applicable):

Choose File | No file chosen

REMINDER

Please make sure that the information provided in this application form is accurate and correct. You will no longer be able to edit after submission.

SUBMIT APPLICATION

REMINDER
Please make sure that the information provided in this application form is accurate and correct. You will no longer be able to edit after submission. Confirm submission?

OK   Cancel

Your application has been saved successfully.

OK

Applicant - Application Status

After submitting the application form, a summary page will appear showing the application status.

Note: In every change in application status an update will be sent to your email.

- **For SDO Review** *(see Figure 1.5 and 1.10)*
  - Applicants will receive confirmation email that his/her application was submitted to Schools Division Office.
  - Division Office (DO) personnel will evaluate the application and attached documents. Then forward to Regional Office personnel for Review.

- **For RO Review** *(see Figure 1.6 and 1.10)*
  - Applicants will receive confirmation email that his/her application was forwarded to Regional Office.
  - Regional Office personnel will review application then approve application for payment.

- **For Payment** *(see Figure 1.7 and 1.10)*
  - Applicants will receive confirmation email that his/her application has been approved for payment and SDO will issue the Certificate of Eligibility (COE. Applicant may now proceed to DO cashier for payment.

- **Approved / Qualified** *(see Figure 1.8 and 1.10)*
  - Applicants will receive confirmation email that his/her application has been Approved / Qualified.

- **Disapproved** *(see Figure 1.9 and 1.11)*
  - Applicants will receive email that his/her application has been Disapproved.
    Note: When disapproved, applicant may re-apply.

Figure 1.5 - Application Status – Confirming of receipt via email
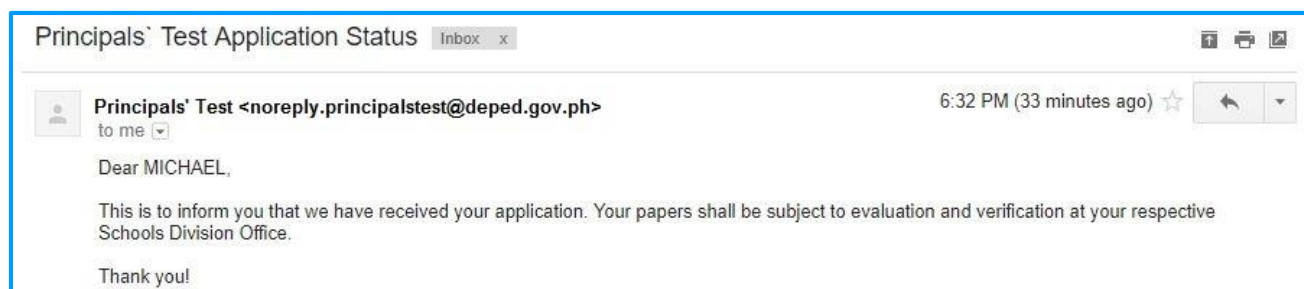
Figure 1.6- Application Status – Informing that documents have been verified by SDO and forwarded to RO via email
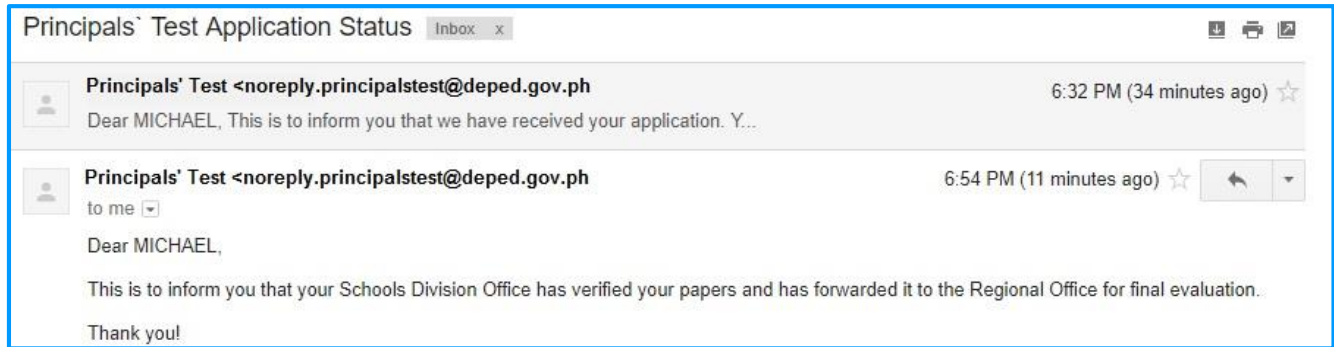

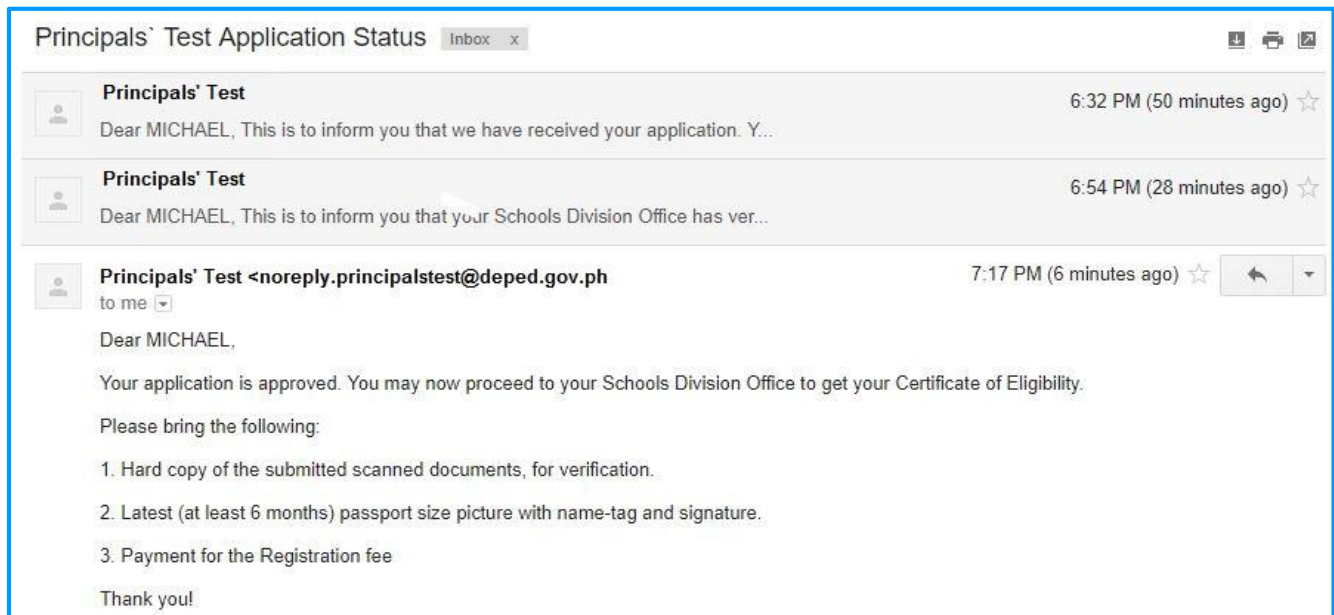*Figure 1.7 -* Application Status – Informing that application has been approved.

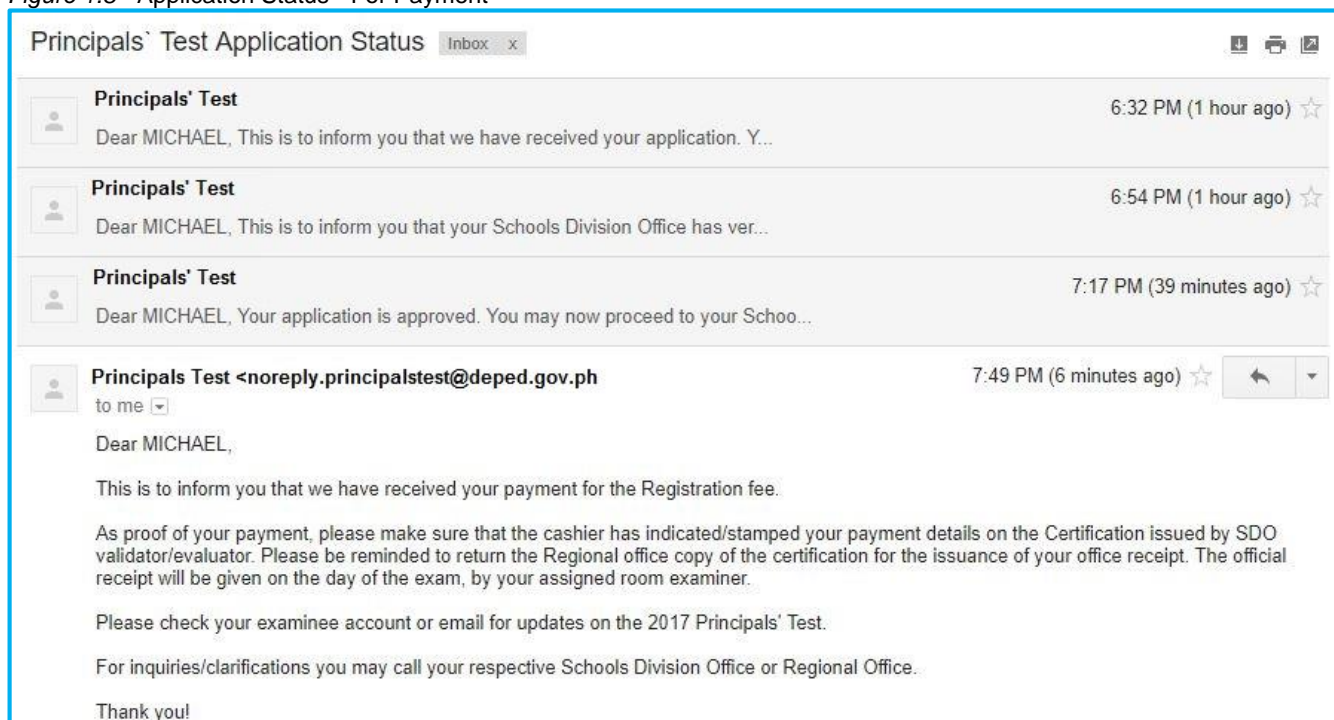*Figure 1.8 -* Application Status - For Payment

Figure 1.10 - Application Status

APPLICATION STATUS	
Date	**Status**
2017-09-30 19:49:26	Approved / Qualified
2017-09-30 19:17:10	For Payment
2017-09-30 18:54:51	Forward to RO for review
2017-09-30 18:32:58	For SDO Review

Figure 1.9 - Application Status – Disapproved via email

Principals` Test Application Status Inbox x		
Principals' Test	8:05 PM (9 minutes ago) ☆	
Dear ALLIAH, This is to inform you that we have received your application. Yo...		
Principals' Test <noreply.principalstest@deped.gov.ph	8:08 PM (6 minutes ago) ☆	↩ ▾
to me ▾		

Dear ALLIAH,

This is to inform you that you did not qualify for the 2017 Principals' Test. You may call your respective Schools Division Office - Personnel Unit about your application.

Thank you.

Figure 1.11 - Application Status – Disapproved

APPLICATION STATUS	
Date	**Status**
2017-09-30 20:15:25	Disapproved due to Lack of Documents
2017-09-30 20:14:36	Forward to RO for review
2017-09-30 20:14:10	For SDO Review
2017-09-30 20:08:38	Disapproved due to Please include designation as TIC.
2017-09-30 20:05:49	For SDO Review

Applicant - Managing Account

Personal details can be updated.

1. Click **"Manage Account"** *(see Figure 1.5)* from the main menu. You will be directed to Manage Account. *(see Figure 1.12)*

2. Click **"Edit"** button to update personal information.
   - Edit *First Name, Middle Name* and *Last Name.*
   - Edit *Extension Name*. *(If Applicable)*
   - Select *Sex* in the dropdown list.
   - Edit your *Mobile Number* or *Landline Number.*
   - Edit *Home Address*.
   - Select *Region* from the dropdown list.
   - Select *Province* from the dropdown list.
   - Select *City/Municipality* from the dropdown list.

3. Click **"Update"** button to save changes or click **"Cancel"** to discard changes**.**

4. A pop up message will appear after you successfully updated your personal details. Click **"OK"** to continue.

Figure 1.12 - Applicant - Manage Account

Applicant - Change Password

This allows user to change their password. Take note that the new password must not be the same as the current password.

1. Click **"Change password"** from the main menu.
2. Enter *Current Password* in the space provided.
3. Enter the desired *New Password*.
4. Retype *Password* to confirm.
5. Click **"Save"** Button.
6. A pop-up message will appear after you have successfully updated your password. Click **"OK"** to continue.

Figure 1.13 - Applicant - Change Password

Applicant - Help

1. Click **"Help"** button to open the directory of division offices.

2. Click **"Back"** button. You will be redirected to your account.

Figure 1.14 - Applicant - Help

Figure 1.15 - Applicant - Help Page

Applicant - Password Recovery

1. In the log in page *(Figure 1.1)*. Click **"Forgot Password"** to reset password.

2. Enter *Email Address*.

3. Select *Year, Month* and *Day* of your Date of Birth in the drop down list.

4. Click **"Reset"** button. After clicking the reset button you will be redirected to the log in page. A temporary password will be sent to your email.

Figure 1.1 - Applicant -Log In Page

Figure 1.16 - Applicant - Reset Password page

Figure 1.17 - Applicant - Password Reset Information via email

Password Reset   Inbox   x   🖶 ⬚

Principals' Test <noreply.principalstest@deped,gov.ph>   8:27 PM (7 minutes ago) ☆   ↰   ▾
to me ▾

Dear ALLIAH,

You have requested to change your password for the Principals' Test Online Application System. A temporary password is created for you to access the system.

Your temporary password is: **jMMm8A6N**

After login, please change and secure your new password.

Thank you.
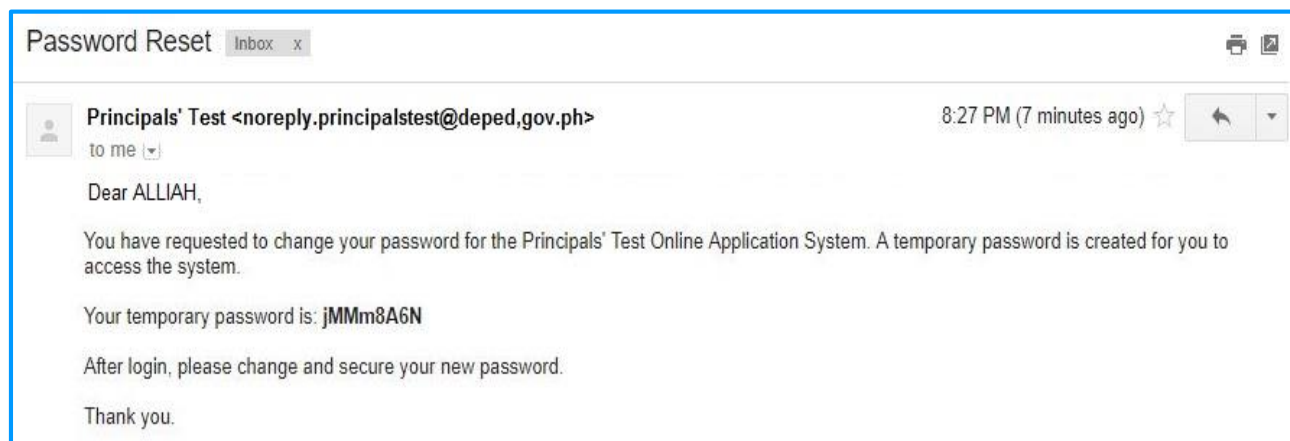
Applicant - Logging Out

1. Click **"Log Out"** button to logout. You will be redirected to the log in page.

Figure 1.18 - Applicant - Log Out

RAMIREZ , MICHAEL

PRINCIPALS'
TEST
ONLINE APPLICATION SYSTEM

User Account

Examinee Number:
XXXX-XXXXX

Application Form

Application Status

Manage Account

Change Password

Help

Log Out
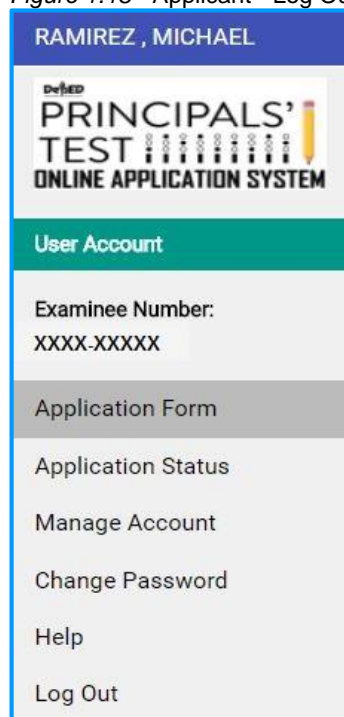
CHAPTER II

SCHOOLS DIVISION OFFICE

EVALUATOR

School Division Office

The Division Office evaluates the application submitted by the applicant to determine if they are qualified to take the principals' test.

School Division Office – Logging In

1. Access ***principalstestapplication.deped.gov.ph*** in your web browser.

2. Enter your ***Email Address***;

3. Enter your ***Password***.

4. Click **"Log In"** button.

Note: Log in credentials will be requested from your Regional Information Technology Officer. Email or call your respective Regional Office.

Figure 2.1 - SDO - Log In

School Division Office – Managing Application

1. Upon log in you will be directed to "**Manage Application – For SDO Review"** tab**.**

2. Click Examinee Number "**XXXX-XXXXX"** *(see Figure 2.4)* to view the applicant's School Information, other information and documents:

3. Click "**View"** *(see Figure 2.3)* to check all the attached documents such as the following:

   - Performance Rating for the last 2 ratings,
   - Signed Service Record,
   - Designation as Teacher in Charge / Officer in Charge Signed by SDS, and
   - Certification of Managerial and Administrative Experience.
     Note: Files are downloadable and printable.

4. When done, click "**Forward to RO for review"** tab *(see Figure 2.3)*. Regional Office personnel will review the attached application.

5. Click "**Disapprove"** button *(see Figure 2.3)* if the applicant is not qualified.
   Note: When disapproved applicant may re-apply again.

6. A pop up message will appear for confirmation, click **"OK"** button if application is approved to forward it to RO for Review otherwise click "**Cancel"** button to go back.

7. A pop up message will appear that the status of application has been updated, click **"OK"** button.

8. Click **"For RO Review"** tab *(see Figure 2.5)* to view the list of applications which have already been forwarded to the Regional Office.

9. Click **"For Payment"** tab *(see Figure 2.6)* to view the list of applications which have been approved for payment by the Regional Office.

10. Click **"Print COE" (Certificate of Eligibility)** button *(see Figure 2.7)*. It will open a new tab.
    Division Office Personnel will release the certificate and it will be given to the applicant before he/she pays for the application fee. After the applicant pays the application fee to the cashier, he/she will return to the Division Office personnel to present the receipt certifying that he/she has already paid.

11. Click **"Approved / Qualified"** button *(see Figure 2.6)*.

12. A pop up message will appear confirming the approval of the application. Click **"OK"** button if application is approved otherwise click "**Cancel"** button to go back.

13. A pop up message will appear that the status has been updated, click **"OK"**.

14. Click **"Approved / Qualified"** *(see Figure 2.8)* tab to view applications that have been already paid.

15. Click **"Disapproved"** *(see Figure 2.9)* tab to view applications that have been disapproved with their corresponding remarks and personnel in charge.

16. **Search Field:** *(see Figure 2.10)* You may search for the applicants name and a examinee number.
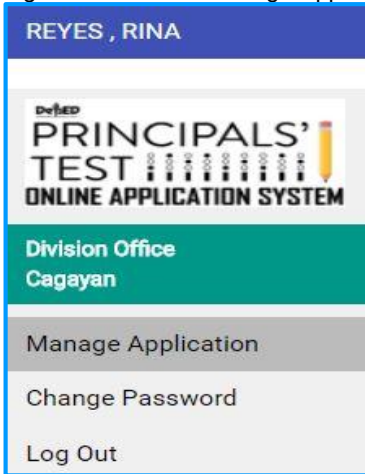
Figure 2.2 - SDO - Manage Application

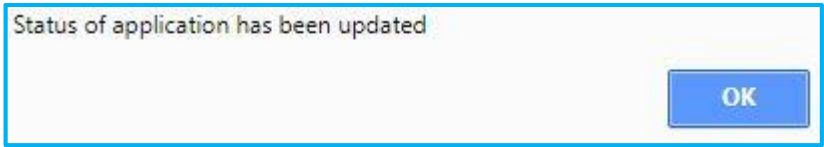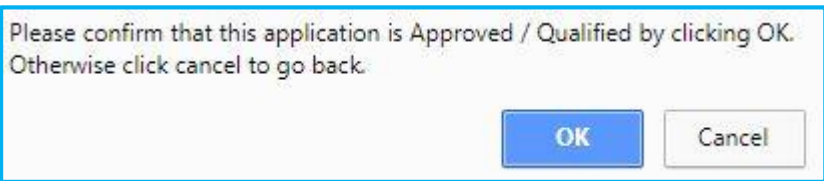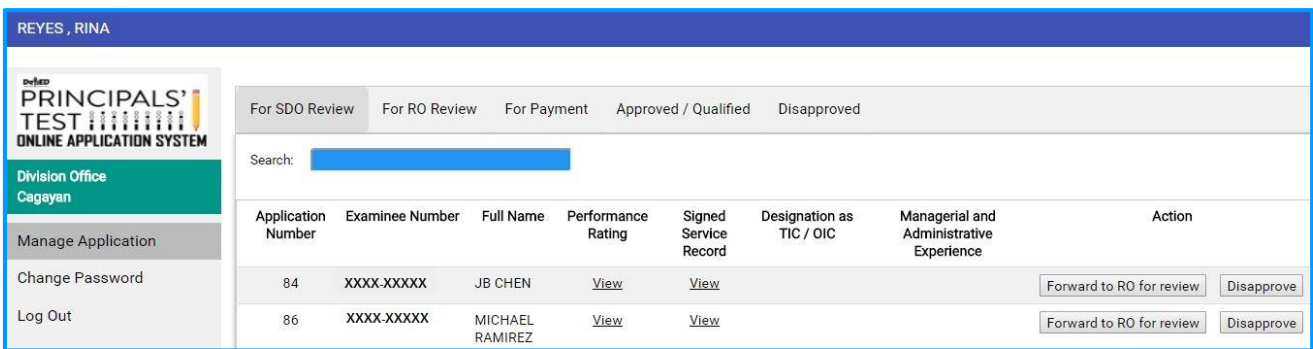*Figure 2.3* - SDO - Manage Application – For SDO Review

Figure 2.4 - SDO - Examinee Information

Examinee Number: **xxxx-xxxxx**

Examinee Name: MICHAEL RAMIREZ

Birthdate: June 22, 1992

Email Address:
michael.ra.ramirez@gmail.com

Landline Number:

Mobile Number: 09137124832

School Information:

Region

REGION II (CAGAYAN VALLEY) ▼

Division

Cagayan ▼

School Name

CAGAYAN NATIONAL HIGH SCHOOL

School ID

School Address

CAGAYAN

Additional Information:

Reason for taking the exam

FOR POSSIBLE PROMOTION

DepEd Employee Number

Current Position

TEACHER 1

Designation

NOT APPLICABLE

Number of times applied (Zero (0) if first time taker)

0

Do you have any Pending Case?

NO

Performance Rating for the last 2 ratings: View

Signed Service Record: View

Go Back

Figure 2.5 - SDO - Manage Application – For RO Review

Figure 2.6 - SDO - Manage Application – For Payment

Figure 2.7 - SDO - Certificate of Eligibility

Republic of the Philippines
DEPARTMENT OF EDUCATION
Division of Cagayan

CERTIFICATION

This is to certify that the applicant has met all the requirements for the 2017 Principals` Test and has NO pending administrative case.

Latest passport size ID picture	Examinee No.: **XXXX-XXXXX** First Name: MICHAEL Middle Name: Last Name: RAMIREZ Current Position: TEACHER 1 Designation: NOT APPLICABLE School/Office: CAGAYAN NATIONAL HIGH SCHOOL

This certification also serves as his/her test permit to be presented at the test venue.

GILBERT N TONG

Schools Division Superintendent

Evaluated/Validated by/Date:	Payment Status:

Copy for the Regional Office

I hereby certify that all documents submitted through the Online Application System are scanned copies from the original documents. I certify to the correctness and authenticity of these documents.

Signature:_____

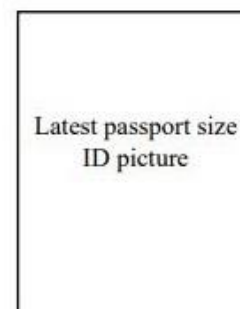|		
First Name:	MICHAEL	
Middle Name:		Latest passport size ID picture
Last Name:	RAMIREZ	
Examinee No.:	**XXXX-XXXXX**	
Current Position:	TEACHER 1	
Designation:	NOT APPLICABLE	
School/Office:	CAGAYAN NATIONAL HIGH SCHOOL	
School Division Office:	CAGAYAN	

Figure 2.8 - SDO - Manage Application – Approved/Qualified

For SDO Review	For RO Review	For Payment	Approved / Qualified	Disapproved		
Search:						
Application Number	Examinee Number	Full Name	Performance Rating	Signed Service Record	Designation as TIC / OIC	Managerial and Administrative Experience
83	XXXX-XXXXX	AHMED DIZON JR	View	View		
85	XXXX-XXXXX	MICHAEL RAMOS RAMIREZ JR	View	View		

For SDO Review	For RO Review	For Payment	Approved / Qualified	Disapproved			
Search:							
Application Number	Examinee Number	Full Name	Remarks	Performance Rating	Signed Service Record	Designation as TIC / OIC	Managerial and Administrative Experience	Disapproved By
84	XXXX-XXXXX	JB CHEN	Lack of Documents	View	View			AMIEL TAN
87	XXXX-XXXXX	ALLIAH MIRASOL	Please include designation as TIC.	View	View			RINA REYES

Figure 2.9 - SDO - Manage Application – Disapproved

Figure 2.10 - SDO - Search Field

School Division Office – Change Password

This allows user to change their password. Take note that the new password must not be the same as the current password.

1. Click **"Change Password"** from the main menu.

2. Enter **"Current Password"** in the space provided.

3. Enter the desired *New Password*.

4. Retype *Password* to confirm.

5. Click **"Save"** Button.

6. A pop-up message will appear after you have successfully updated your password. Click **"OK"** to continue.

Figure 2.2 - SDO-Change Password

School Division Office – Password Recovery

1. In the log in page. *(see Figure 2.3)* Click **"Forgot Password"** to reset password.

2. Enter your *Email Address*.

3. Select *Year*, *Month* and *Day* of your Date of Birth in the drop down list.

4. Click **"Reset"** button. After clicking the reset button you will be redirected to the log in page.

5. A temporary password will be sent to your email.

Figure 2.3 - SDO - Log In

Figure 2.4 - SDO - Reset Password page

Figure 2.5 - *SDO - Password Reset Information via email*
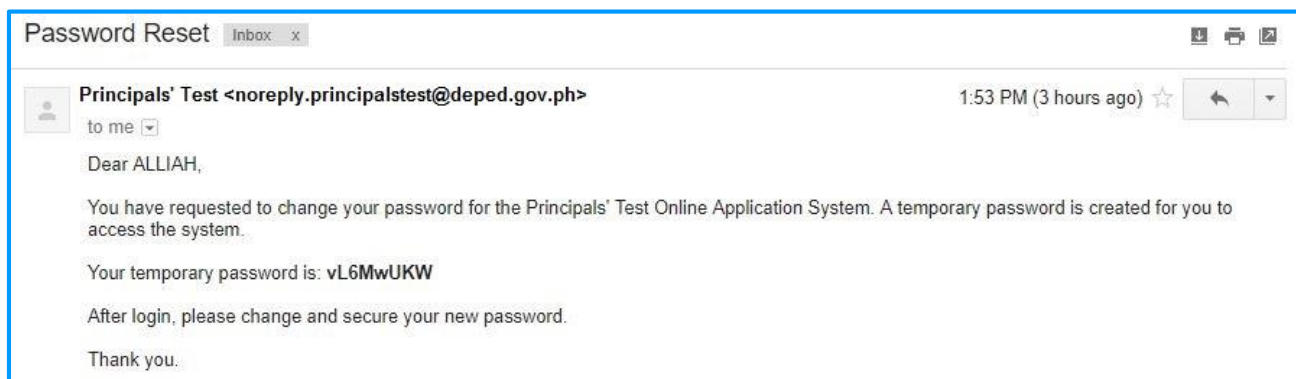
School Division Office – Logging Out

1. Click **"Log Out"** button to log out. You will be redirected to the log in page.

Figure 2.6 - SDO - Log Out
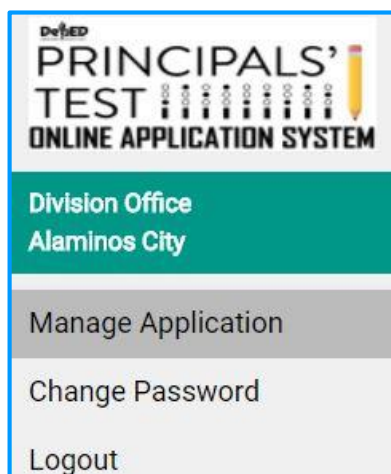
CHAPTER III

REGIONAL OFFICE

VALIDATOR

Regional Office

This brief guide is provided to help Regional Office Personnel understand the steps on the use of the system in validating the applications.

The Regional Office reviews the application and the approval of payment of all the principals' test applications forwarded by the Division Office so that the division office can issue the Certificate of Eligibility.

Regional Office – Logging In

1. Access ***principalstestapplication.deped.gov.ph*** in your web browser.

2. Enter your **Email Address**.

3. Enter **Password**

4. Click "**Log In"** button.

Note: Log in credentials will be requested from your Regional Information Technology Officer. Email or call your respective Regional Office.

Figure 3.1 - RO - Log In

Regional Office – Managing Application

1. Upon log-in you will be directed to "**Manage Application – For RO Review"** tab.

2. Click "**For RO Review"** tab*(see Figure 3.3)* to view the list of applications forwarded by the Division Office

3. Click Examinee Number "**XXXX-XXXXX"** *(see Figure 3.3)* to view the applicant's School Information, other information and documents:

4. Click **"View"** *(see Figure 3.3)* to check all the attached documents such as
   - Performance Rating for the last 2 ratings,
   - Signed Service Record,
   - Designation as Teacher in Charge / Officer in Charge
   - Signed by SDS and Certification of Managerial and Administrative Experience.

4. Click "**For Payment"** *(see Figure 3.5)* button o forward to SDO for releasing of COE and payment of application fee.

5. Click "**Disapprove"** button *(see Figure 3.6)* if the applicant is not qualified.

6. A pop up message will appear for confirmation, Click **"OK"** button if you are sure to approve it for payment
   Note: When disapproved applicant may re-apply.

7. A pop up message will appear that the status has been updated, click **"OK"** button.

8. Click **"For Payment"** tab *(see Figure 3.5)* to view applications that have been approved

9. Click **"Approved / Qualified"** tab *(see Figure 3.6)*to view applications that have already been paid

10. Click **"Disapproved"** tab *(see Figure 3.7)* to view applications that have been disapproved.

11. After all applications have been evaluated. Click **"Generate List of Eligible Applicants"** button*(Figure 3.9)* on the upper left pane to generate the **List of Eligible Examinees** *(Figure 3.9)*. A new tab will open.

11. Click "**For SDO Review"** tab *(see Figure 3.10)* to view and monitor all of the submitted applications to be processed by the Division Office.

12. **Search Field:** *(see Figure 3.11)*You may search for the applicants name and examinee number.

Figure 3.2 - RO - Manage Application

Figure 3.3- RO - Manage Application – For RO Review

Figure 3.4 - RO – Examinee Information

Examinee Number: **xxxx-xxxxx**

Examinee Name: MICHAEL RAMIREZ

Birthdate: June 22, 1992

Email Address:
michael.ra.ramirez@gmail.com

Landline Number:

Mobile Number: 09137124832

School Information:

Region

REGION II (CAGAYAN VALLEY) ▾

Division

Cagayan ▾

School Name

CAGAYAN NATIONAL HIGH SCHOOL

School ID

School Address

CAGAYAN

Additional Information:

Reason for taking the exam

FOR POSSIBLE PROMOTION

DepEd Employee Number

Current Position

TEACHER 1

Designation

NOT APPLICABLE

Number of times applied (Zero (0) if first time taker)

0

Do you have any Pending Case?

NO

Performance Rating for the last 2 ratings: View

Signed Service Record: View

Go Back

Figure 3.5 - RO - Manage Application – For Payment

Figure 3.6 - RO - Manage Application – Approved/Qualified

Figure 3.7 - RO - Manage Application – Disapproved

Figure 3.8 - RO - Generate List of Eligible Examinees

Figure 3.9 - RO - Masterlist of Eligible Examinees

Figure 3.10 - RO –For SDO Review

Figure 3.11 - RO - Search Field

Regional Office – Change Password

This allows users to change password. Take note that the new password must not be the same as the current password.

1. Click **"Change password"** from the main menu.

2. Enter *Current Password* in the space provided.

3. Enter the desired *New Password*.

4. Retype *Password* to confirm.

5. Then click **"Save"** Button.

6. A pop-up message will appear after you have successfully updated your password. Click **"OK"** to continue.

Figure 3.12 - RO - Change Password

Regional Office – Password Recovery

1. Click **"Forgot Password"** to reset password.

2. Enter *Email Address*.

3. Select *Year, Month* and *Day* of your Date of Birth from the drop down list.

4. Click **"Reset"** button. After clicking the reset button you will be redirected to the log in page.

5. A temporary password will be sent to your email.*(see Figure 3.15)*

Figure 3.13 - RO - Log In

Figure 3.14 - RO - Reset Password page

Figure 3.15 - RO - Password Reset Information via email
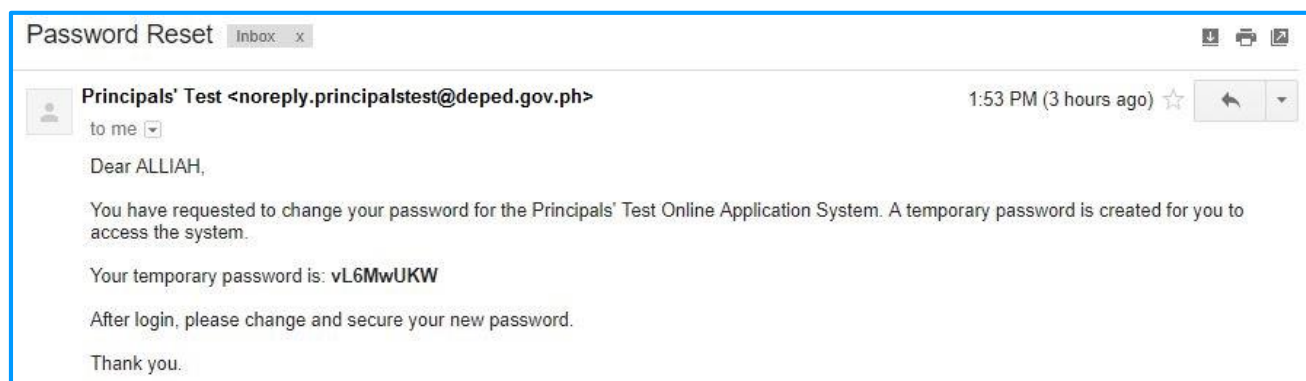
Regional Office – Logging Out

1. Click **"Log Out"** button to logout. You will be redirected to the log in page.

Figure 3.16 - RO - Log Out

CHAPTER IV

REGIONAL INFORMATION

TECHNOLOGY OFFICER

Regional Information Technology Officer

RITO– Logging In

1. Access ***principalstestapplication.deped.gov.ph*** in your web browser.

2. Enter your ***Email Address***.

3. Enter ***Password***

4. Click "**Log In"** button. You will be redirected to **Create User Account** form.

   Note: Log in credentials will be requested from ICTS-USD (Central Office).

Figure 4.1 - RITO - Log In

RITO– Create User Accounts

To Create User Accounts. *(see Figure 4.2)*

1. Click **Create User Accounts.** You will be directed to the User Details form

2. Enter your *First Name, Middle Name* *(If Applicable)* and *Last Name.*

3. Enter *Name Extension* *(If Applicable).*

4. Enter *Current Position*

5. Enter *Email Address*

6. Enter *Date of Birth*

7. Enter your *Password*. *(Passwords must be at least 8 characters long.)*

8. Retype *Password* to confirm.

9. Select *Sex* in the dropdown list.

10. Select *Function*

11. Select *Division* in the dropdown list.

12. Click "**Create User**". A prompt will show click "**OK".** Click **"Cancel"** button to cancel.

13. Click **"Clear Fields"** button to clear fields.

Figure 4.2 - RITO – Create User Account

RITO– Manage User Accounts

1. Click **Manage User Accounts**. *(see Figure 4.3)* You will be directed to the list of users.

2. To edit user information. Search name of user.

3. Click on the name of the user. You will be directed to the user information. *(see Figure 4.4)*

4. Edit Enter *Current Position*

5. Select *Sex* in the dropdown list.

6. Select *Role* (SDO-ITO, RO-Validator and SDO-Evaluator). If SDO-ITO or SDO Validator is chose a new dropdown field will be shown. Select *Division* in the dropdown list.

7. Click "**Update**". A prompt will show click "**OK".**

EDIT PASSWORD

1. To edit user information. Search name of user.

2. Click on the name of the user. You will be directed to the user information. *(see Figure 4.4)*

3. Click **"Edit Password".** You will be directed to Edit Password form

4. Enter new password.

5. Retype password to confirm.

6. Click **"Update Password".** A prompt will show that password has been updated. Click **"OK"** button.

ACTIVATE / DEACTIVATE USER

1. To activate / deactivate user. Search name of user.

2. Click **"Activate"** button if user is inactive and click **"Deactivate"** button to deactivate user.

3. A prompt will show if you are sure to activate/deactivate user. Click **"OK"** button to save.

Figure 4.3 - RITO – Manage User Accounts

Figure 4.4 - RITO – User Information

RITO - Change Password

This allows Regional ITO to change his/her password. Take note that the new password must not be the same as the current password.

1. Click **"Change password"** from the main menu.
2. Enter *Current Password* in the space provided.
3. Enter the desired *New Password*.
4. Retype *Password* to confirm.
5. Click **"Save"** Button.
6. A pop-up message will appear after you have successfully updated your password. Click **"OK"** to continue.

Figure 4.5 - RITO – Change Password

RITO – Password Recovery

1. Click **"Forgot Password"** to reset password.

2. Enter *Email Address*.

3. Select *Year, Month* and *Day* of your Date of Birth from the drop down list.

4. Click **"Reset"** button. After clicking the reset button you will be redirected to the log in page.

5. A temporary password will be sent to your email.*(see Figure 3.15)*

Figure 4.1- RITO - Log In

Figure 4.6 - RITO - Reset Password page
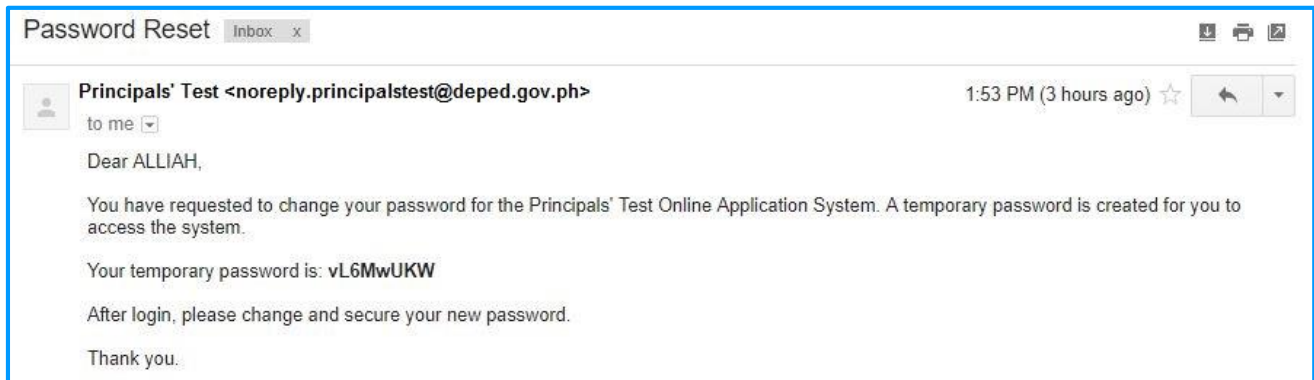
Figure 4.7 - RITO - Password Reset Information via email

CHAPTER V

DIVISION INFORMATION

TECHNOLOGY OFFICER

DITO– Logging In

1. Access ***principalstestapplication.deped.gov.ph*** in your web browser.

2. Enter your ***Email Address***.

3. Enter ***Password***

4. Click "**Log In"** button. You will be redirected to Manage User Accounts

   Note: Log in credentials will be requested from your Regional Information Technology Officer. Email or call your respective Regional Office.

Figure 5.1 – *DITO - Log In*

DITO– Create User Accounts

To Create User Accounts *(see Figure 5.2)*

1. Click **Create User Accounts.** You will be directed to the User Details form

2. Enter your *First Name, Middle Name (If Applicable)* and *Last Name.*

3. Enter *Name Extension (If Applicable).*

4. Enter *Current Position*

5. Enter *Email Address*

6. Enter *Date of Birth*

7. Enter your *Password. (Passwords must be at least 8 characters long.)*

8. Retype *Password* to confirm.

9. Select *Sex* in the dropdown list.

10. Select *Function*

11. Select *Division* in the dropdown list.

12. Click "**Create User**". A prompt will show click "**OK".** Click **"Cancel"** button to cancel.

13. Click **"Clear Fields"** button to clear fields.

Figure 5.2 – Division ITO – Create User Account

DITO– Manage User Accounts

1. Click **Manage User Accounts** *(see Figure 5.3).* You will be directed to the list of users.

2. To edit user information. Search name of user.

3. Click on the name of the user. You will be directed to the user information. *(Figure 4.4*

4. Edit Enter **Current Position**

5. Select **Sex** in the dropdown list.

6. Select **Role** in the dropdown list.

7. Click "**Update**". A prompt will show click "**OK**".

EDIT PASSWORD

1. To edit user information. Search name of user.

2. Click on the name of the user. You will be directed to the user information. *(see Figure 4.4)*

3. Click **"Edit Password".** You will be directed to Edit Password form

4. Enter new password.

5. Retype password to confirm.

6. Click **"Update Password".** A prompt will show that password has been updated. Click **"OK"** button.

ACTIVATE / DEACTIVATE USER

1. To activate / deactivate user. Search name of user.

2. Click **"Activate"** button if user is inactive and click **"Deactivate"** button to deactivate user.

3. A prompt will show if you are sure to activate/deactivate user. Click **"OK"** button to save.

Figure 5.3 – Division ITO – Manage User Accounts

Figure 5.4 – Division ITO – User Information

Division ITO - Change Password

This allows Division ITO to change his/her password. Take note that the new password must not be the same as the current password.

1. Click **"Change password"** from the main menu.
2. Enter *Current Password* in the space provided.
3. Enter the desired *New Password*.
4. Retype *Password* to confirm.
5. Click **"Save"** Button.
6. A pop-up message will appear after you have successfully updated your password. Click **"OK"** to continue.

Figure 5.5 – Division ITO – Change Password

DITO – Password Recovery

1. Click **"Forgot Password"** to reset password.

2. Enter *Email Address*.

3. Select *Year, Month* and *Day* of your Date of Birth from the drop down list.

4. *Click* **"Reset"** *button. After clicking the reset button you will be redirected to the log in page.*

5. A temporary password will be sent to your email.*(see Figure 3.15)*

Figure 5.1- DITO - Log In

Figure 5.6 - DITO - Reset Password page

Figure 5.7 - DITO - Password Reset Information via email

CHAPTER VI

CENTRAL OFFICE

Central Office

This brief guide is provided to help Central Office Personnel understand the steps on the use of the system in monitoring.

Central Office – Logging In

1. Access ***principalstestapplication.deped.gov.ph*** in your web browser.

2. Enter your **Email Address**.

3. Enter **Password**

4. Click "**Log In"** button.

   Note: Log in credentials will be requested from ICTS-USD

Figure 6.1 - CO - Log In

Central Office – Managing Application

1. Upon log-in you will be directed to "**Manage Application – For SDO Review"** tab. To view and monitor all of the submitted applications to be processed by the Division Office.

2. Click "**For RO Review"** tab *(see Figure 6.4)* to view the list of applications forwarded by the Division Office

3. Click Examinee Number "**XXXX-XXXXX"***(see Figure 6.3)* to view the applicant's School Information, other information and documents:

4. Click **"View"***(see Figure 6.3)* to check all the attached documents such as

   - Performance Rating for the last 2 ratings,

   - Signed Service Record,

   - Designation as Teacher in Charge / Officer in Charge

   - Signed by SDS and Certification of Managerial and Administrative Experience.

5. Click "**For Payment"** *(see Figure 6.5)* tab to view applicants that are forwarded to SDO for releasing of COE and payment of application fee.

6. Click **"Approved / Qualified"** tab *(see Figure 6.6)*to view applications that have already been paid

7. After all applications have been evaluated. Click **"Generate List of Eligible Applicants"** button*(Figure 6.9)* on the upper left pane to generate the **List of Eligible Examinees**

   a. *(Figure 6.9)***.** A new tab will open.

8. **Search Field:** *(see Figure 6.11)*You may search for the applicants name and examinee number.

Figure 6.2 - CO - Manage Application

Figure 6.3 - CO –For SDO Review

Figure 6.4 - CO – For RO Review

Figure 6.5 - CO – Examinee Information

Examinee Number: **XXXX-XXXXX**

Examinee Name: MICHAEL RAMIREZ

Birthdate: June 22, 1992

Email Address:
michael.ra.ramirez@gmail.com

Landline Number:

Mobile Number: 09137124832

School Information:

Region

REGION II (CAGAYAN VALLEY)

Division

Cagayan

School Name

CAGAYAN NATIONAL HIGH SCHOOL

School ID

School Address

CAGAYAN

Additional Information:

Reason for taking the exam

FOR POSSIBLE PROMOTION

DepEd Employee Number

Current Position

TEACHER 1

Designation

NOT APPLICABLE

Number of times applied (Zero (0) if first time taker)

0

Do you have any Pending Case?

NO

Performance Rating for the last 2 ratings: View

Signed Service Record: View

Go Back

Figure 6.6- CO - Manage Application – For Payment

Application Number	Examinee Number	Full Name	Status	Performance Rating	Signed Service Record	Designation as TIC / OIC	Managerial and Administrative Experience	Action
30	XXXX-XXXXX	MIGUEL MACARIOLA	For Payment	View	View			
48	XXXX-XXXXX	JUDEL TABANO	For Payment	View	View			
50	XXXX-XXXXX	JUAN DELA CRUZ	For Payment	View	View			

Application Number	Examinee Number	Full Name	Performance Rating	Signed Service Record	Designation as TIC / OIC	Managerial and Administrative Experience
83	XXXX-XXXXX	AHMED DIZON JR	View	View		
85	XXXX-XXXXX	MICHAEL RAMOS RAMIREZ JR	View	View		

Application Number	Examinee Number	Full Name	Remarks	Performance Rating	Signed Service Record	Designation as TIC / OIC	Managerial and Administrative Experience	Disapproved By
84	XXXX-XXXXX	JB CHEN	Lack of Documents	View	View			AMIEL TAN
87	XXXX-XXXXX	ALLIAH MIRASOL	Please include designation as TIC.	View	View			RINA REYES

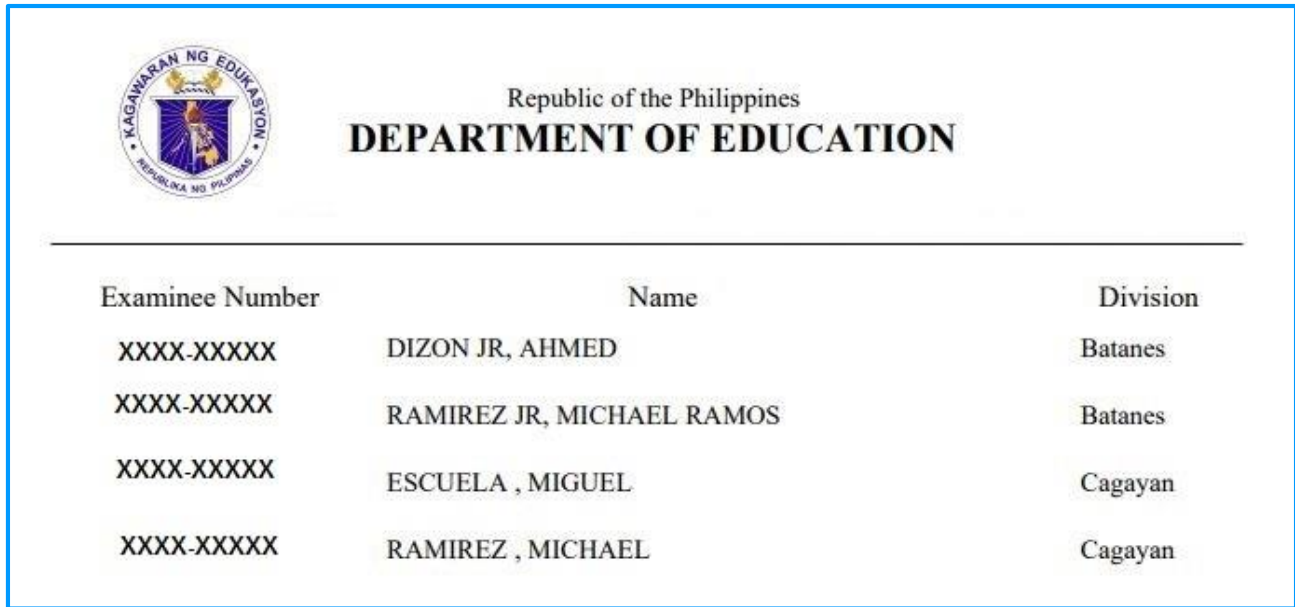*Figure 6.7 -*CO - Manage Application – Approved/Qualified

*Figure 6.8 –*CO - Manage Application – Disapproved
Figure 6.9 - CO - Generate List of Eligible Examinees

Figure 6.10 - CO - Masterlist of Eligible Examinees

Figure 6.11 - CO - Search Field

Central Office – Change Password

This allows users to change password. Take note that the new password must not be the same as the current password.

1. Click **"Change password"** from the main menu.

2. Enter *Current Password* in the space provided.

3. Enter the desired *New Password*.

4. Retype *Password* to confirm.

5. Then click **"Save"** Button.

6. A pop-up message will appear after you have successfully updated your password. Click **"OK"** to continue.

Figure 6.12 - CO - Change Password

Central Office – Password Recovery

1. Click **"Forgot Password"** to reset password.

2. Enter *Email Address*.

3. Select *Year*, *Month* and *Day* of your Date of Birth from the drop down list.

4. *Click **"Reset"** button. After clicking the reset button you will be redirected to the log in page.*

5. A temporary password will be sent to your email.*(see Figure 3.15)*

Figure 6.1 - CO - Log In

Figure 6.13 CO - Reset Password page

Figure 6.14 - CO - Password Reset Information via email
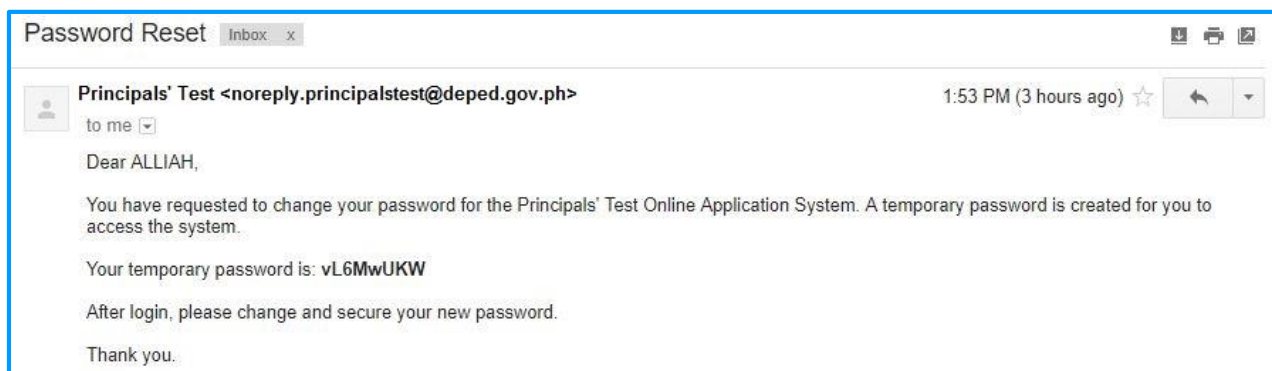
Central Office – Logging Out

1. Click **"Log Out"** button to logout. You will be redirected to the log in page.

Figure 6.15 - CO - Log Out