

PRINCIPALS' TEST ONLINE APPLICATION SYSTEM USER GUIDE

INFORMATION AND COMMUNICATIONS TECHNOLOGY SERVICE
Department of Education



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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. 09XXXXXXXXXX)**.
 - 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

The screenshot shows the login interface for the DepEd Principals' Test OAS. At the top, the DepEd logo is on the left, and the title "PRINCIPALS' TEST ONLINE APPLICATION SYSTEM" is centered, with a yellow pencil icon to the right of the word "TEST". Below the title is a "LOG IN" section. It contains two input fields: "Email Address" with a placeholder "Enter Email Address" and "Password" with a placeholder "Enter Password". Below these fields are two links: "Create Account" and "Forgot Password?". At the bottom of the section is a green "LOG IN" button.

DepED

PRINCIPALS' TEST ONLINE APPLICATION SYSTEM



Figure 1.2 - Applicant – Account Registration

Account Registration

Personal Information:

* **First Name**

Middle Name

* **Last Name**

Name Extension

* **Date of Birth**
--- Year --- --- Month ---
--- Day ---

* **Sex**

* **Mobile Number**

Landline Number (Include Area-Code)

* **Home Address**

* **Region**

* **Province**

* **City/Municipality**

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

* **Email Address**

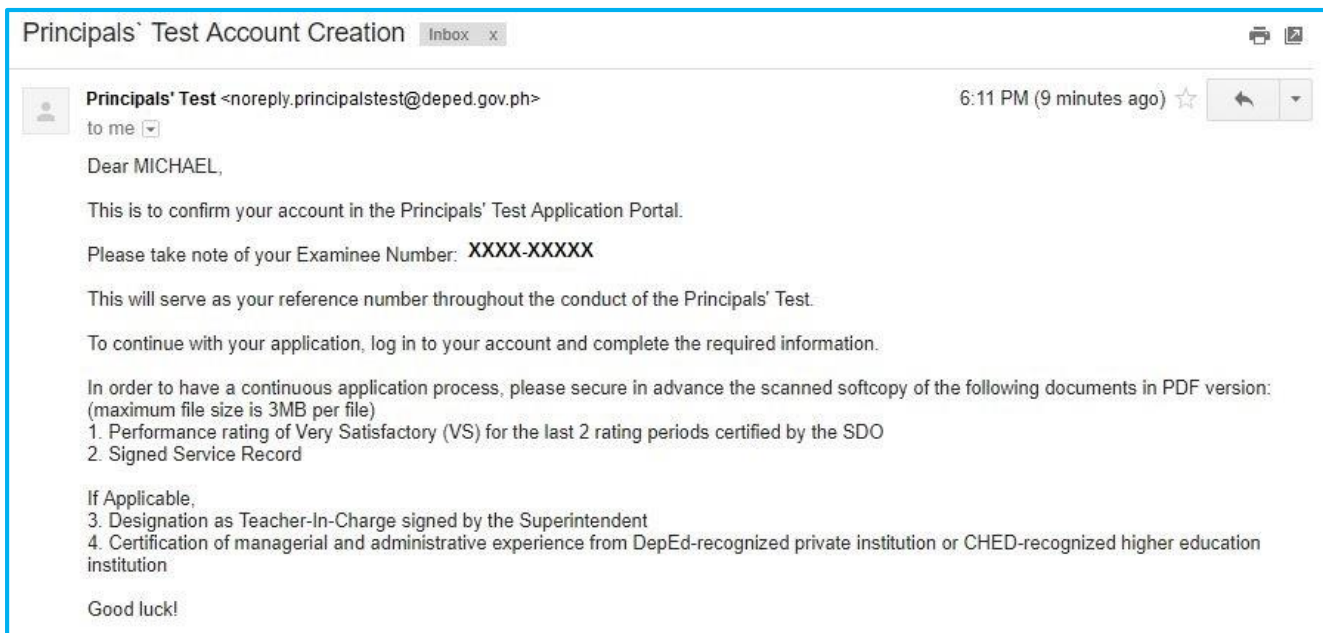
* **Password** (Minimum of 8 characters)

* **Confirm Password**

You have successfully registered.
Your Examinee Number is: XXXX-XXXX



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

DepED
PRINCIPALS' TEST ONLINE APPLICATION SYSTEM

LOG IN

Email Address
Enter Email Address

Password
Enter Password

[Create Account](#)
[Forgot Password?](#)

LOG IN

Figure 1.5 - Applicant – Main Menu

RAMIREZ, MICHAEL

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PRINCIPALS' TEST ONLINE APPLICATION SYSTEM

User Account

Examinee Number:
XXXX.XXXXX

Application Form

Application Status

Manage Account

Change Password

Help

Log Out



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 ID

* School Address

* Region

* Division

ADDITIONAL INFORMATION

* Reason for taking the exam

DepEd Employee Number (if Applicable)

* Current Position

* Designation

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

* Do you have any Pending Cases?
 Yes No

SUPPORTING DOCUMENTS

Maximum of 3 MB per PDF document.

* Performance Rating for the last 2 ratings

* Signed Service Record:

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

Certification of Managerial and Administrative Experience (if Applicable):

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

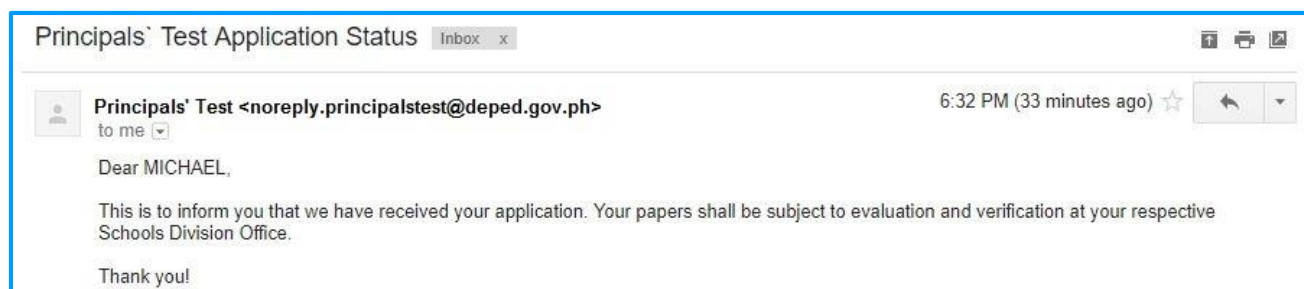




Figure 1.6- Application Status – Informing that documents have been verified by SDO and forwarded to RO via email

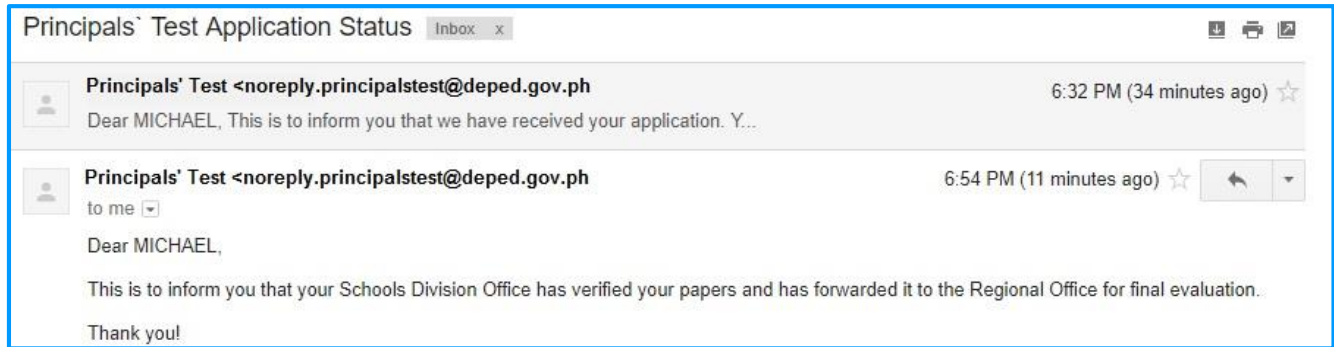


Figure 1.7 - Application Status – Informing that application has been approved.

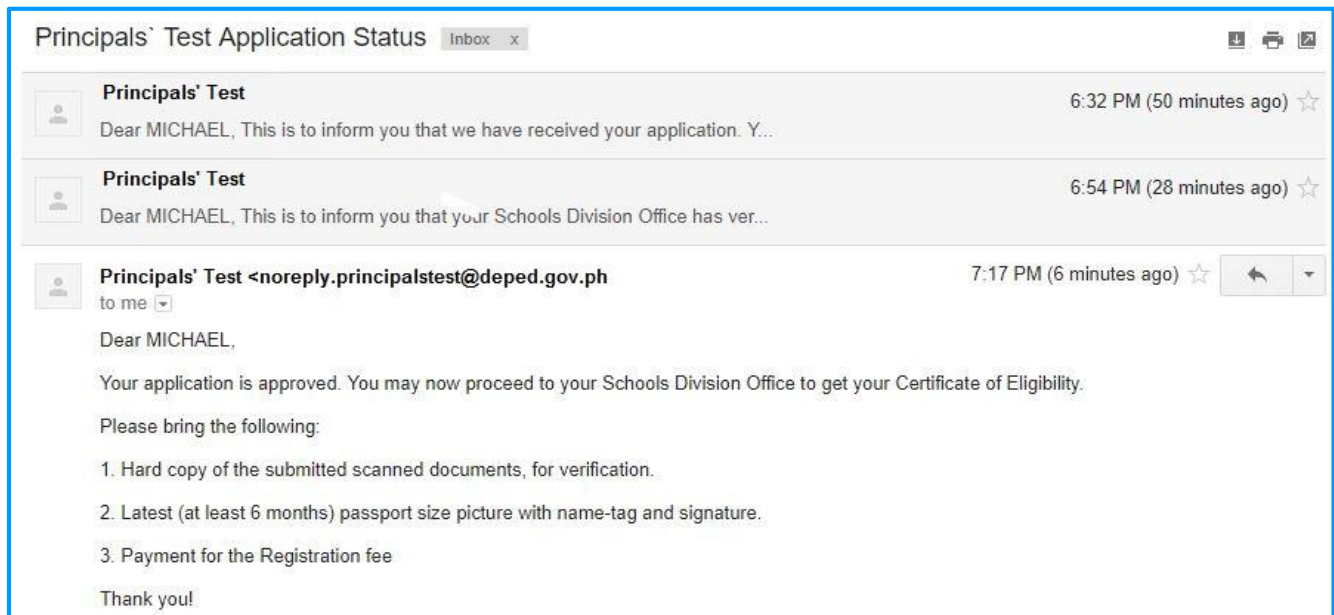


Figure 1.8 - Application Status - For Payment

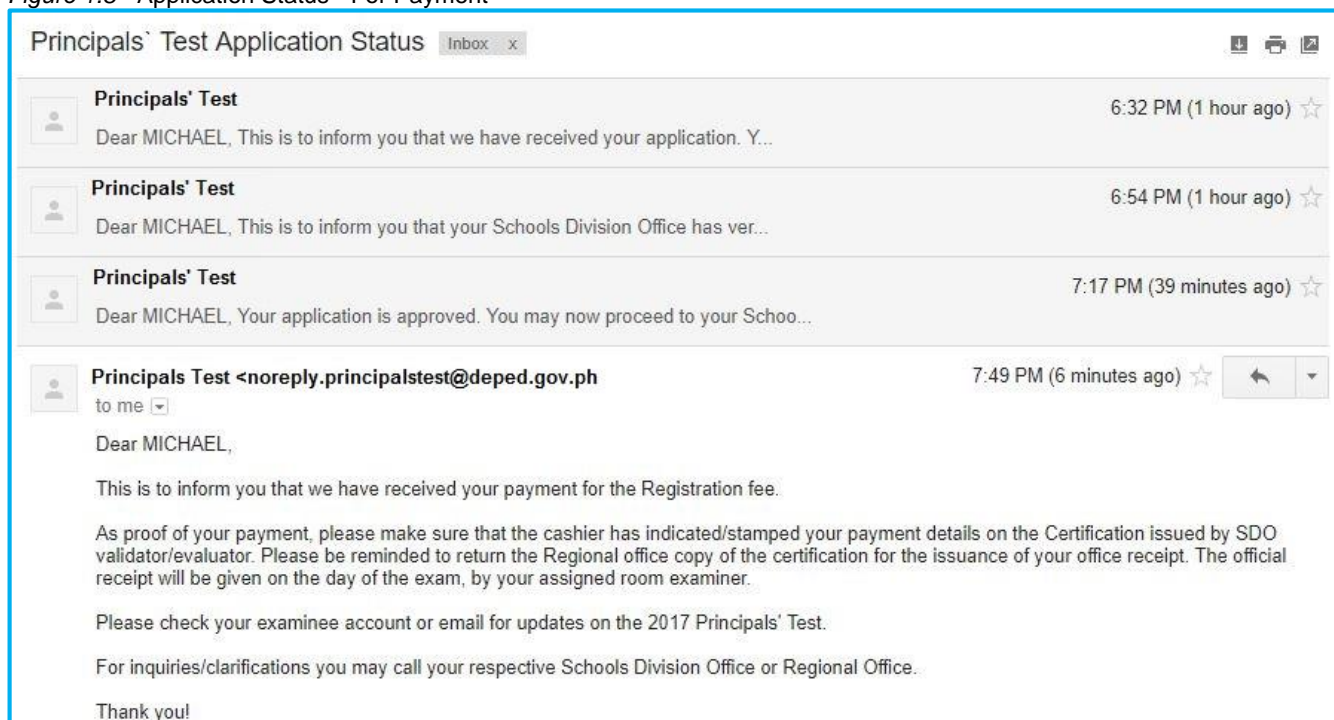




Figure 1.10 - Application Status

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

MANAGE ACCOUNT

Personal Information:

EDIT

First Name
MICHAEL

Middle Name
Middle Name

Last Name
RAMIREZ

Extension Name
Extension Name

Birthdate
06/22/1992

Sex
Female

Mobile Number
09137124832

Landline Number
Landline Number

Home Address
B3 L2 RAINBOW SUBD

Region
REGION I (ILOCOS REGION)

Province
ILOCOS NORTE

City/Municipality
ADAMS

Log In Information:

Email Address
michael.ra.ramirez@gmail.com

Your information has been updated successfully.

OK



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

The screenshot shows the 'Change Password' form. On the left is a sidebar with the following menu items: 'User Account', 'Examinee Number: 2017-00187', 'Application Form', 'Application Status', 'Manage Account', 'Change Password' (highlighted), 'Help', and 'Log Out'. The main content area contains three input fields labeled '* Current Password', '* New Password', and '* Retype New Password'. Below these fields are two buttons: 'Cancel' and 'Save'.

The screenshot shows a confirmation message box with the text 'Your password has been updated!' and an 'OK' button.



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

RAMIREZ , MICHAEL

User Account

- Examinee Number:**
2017-00187
- Application Form
- Application Status
- Manage Account
- Change Password
- Help
- Log Out

Figure 1.15 - Applicant - Help Page

For inquiries / clarification please contact your Division Office.

Division	Address	Superintendent	Asst. Superintendent/s	Contact Number
Agusan del Norte	Butuan City	Romeo O. Aprovechar (OIC)	Felisa G. Laranjo (OIC-ASDS)	(085) 341-8207 342-6822 342-9587
Agusan del Sur	Prosperidad, Agusan del Sur	Minerva T. Albis (OIC)	Gemma A. De Paz Nefia S. Lomocso	(085) 343-7115 232-3820 242-3827 242-3786 242-3786 (fax)
Dinagat Islands	Dinagat Islands	Karen L. Galanida (OIC)	---	(086) 365-1667
Surigao del Norte	Rizal St., Surigao City	Fidela M. Rosas	Deannie L. Malivo (OIC-ASDS)	(086) 231-7517 826-8216 826-8216 (telefax)
Surigao del Sur	Tandag, Surigao del Sur	Marlou B. Dedumo	---	(086) 211-3225 211-3970
Bayugan City	Bayugan City	Imelda N. Sabornido (OIC)	---	---
Bislig City	Bislig City	Josita B. Carmen	---	(086) 628-2068 853-4454 853-2004 (fax)
Butuan City	Butuan City	Arsenio T. Comites, Jr.	---	(085) 341-6830 342-9777
Cabadbaran City	Cabadbaran City	Lorenzo O. Macasocol (OIC)	---	---
Siargao	Dapa, Siargao	Ma. Theresa M. Real (OIC)	Florence E. Almaden (OIC-ASDS)	(086) 365-1635
Surigao City	Surigao City	Gilda G. Berte (OIC)	Elizabeth S. Larase (OIC-ASDS)	(086) 826-3075 826-1268 242-5249 (fax)
Tandag City	Tandag City	Gregoria T. Su (OIC)	---	---

[Back](#)

Back



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

DepED
PRINCIPALS' TEST ONLINE APPLICATION SYSTEM

LOG IN

Email Address

Password

[Create Account](#)
[Forgot Password?](#)

LOG IN

Figure 1.16 - Applicant - Reset Password page

FORGOT PASSWORD

Your password has now been changed. Please check your email.

OK

Email Address

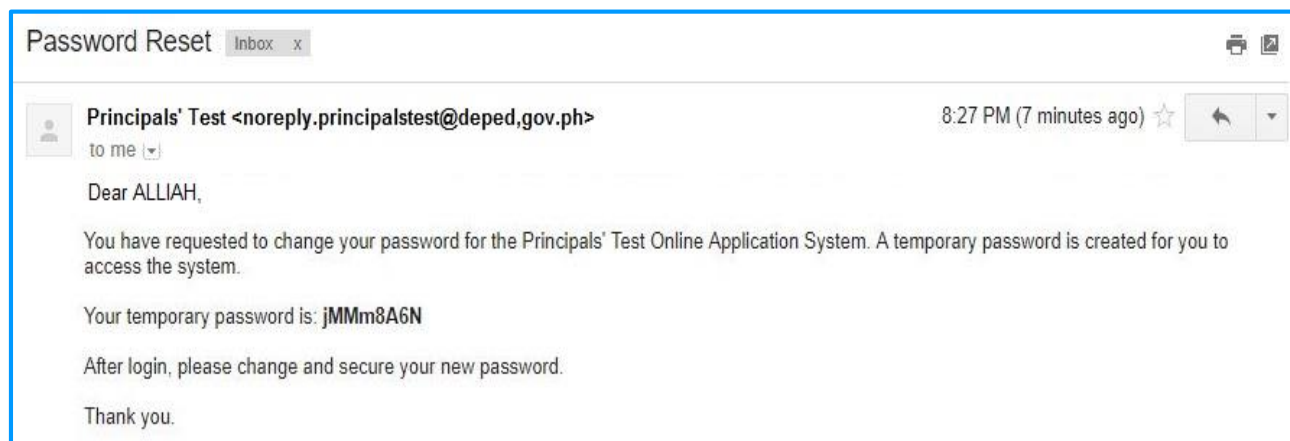
Date of Birth
--- Year --- --- Month --- --- Day ---

RESET

[Back](#)



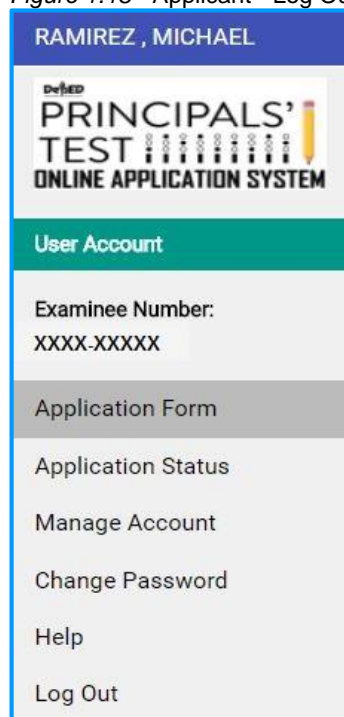
Figure 1.17 - Applicant - Password Reset Information via email



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





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

The screenshot shows the login interface for the DepED Principals' Test Online Application System. At the top, the DepED logo is on the left, and the title "PRINCIPALS' TEST ONLINE APPLICATION SYSTEM" is centered, with a yellow pencil icon to the right. Below the title is a "LOG IN" section. It contains two input fields: "Email Address" with a placeholder "Enter Email Address" and "Password" with a placeholder "Enter Password". Below these fields are two links: "Create Account" and "Forgot Password?". At the bottom of the login section is a green "LOG IN" button.



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-XXXX”** (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

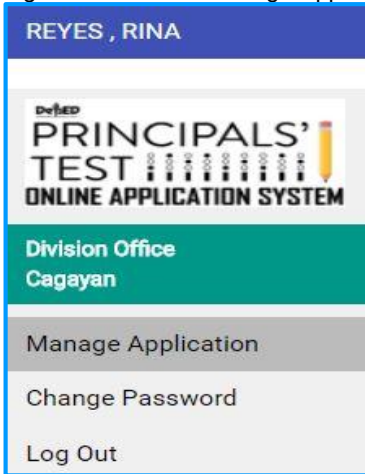


Figure 2.3 - SDO - Manage Application – For SDO Review

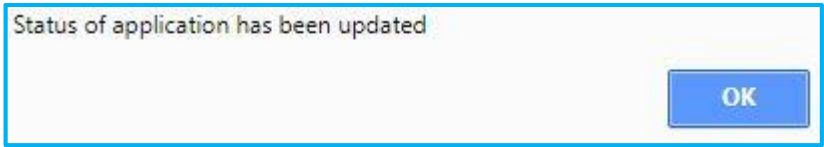
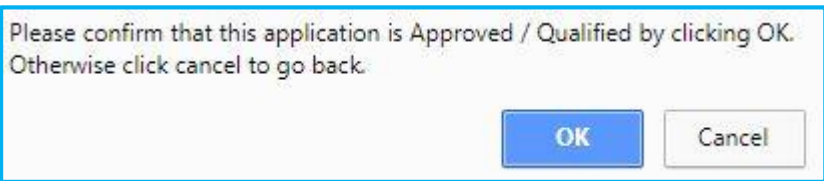
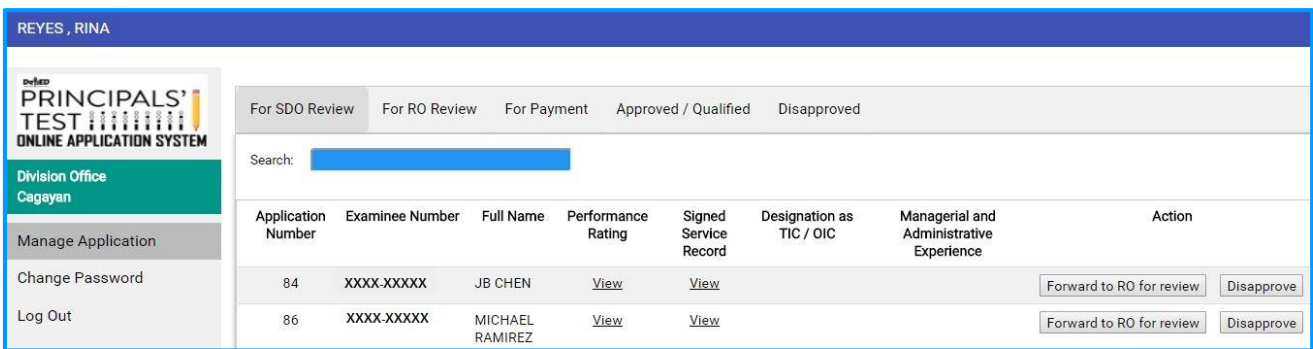




Figure 2.4 - SDO - Examinee Information

Examinee Number: XXXX-XXXX

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

For SDO Review For RO Review For Payment Approved / Qualified Disapproved								
For SDO Review For RO Review For Payment Approved / Qualified Disapproved								
Search: <input type="text"/>								
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			Print COE Approved / Qualified
48	XXXX-XXXXX	JUDEL TABANO	For Payment	View	View			Print COE Approved / Qualified
50	XXXX-XXXXX	JUAN DELA CRUZ	For Payment	View	View			Print COE Approved / Qualified

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.



Examinee No.: XXXX-XXXX
 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:
 Last Name: RAMIREZ
 Examinee No.: XXXX-XXXX
 Current Position: TEACHER 1
 Designation: NOT APPLICABLE
 School/Office: CAGAYAN NATIONAL HIGH SCHOOL
 School Division Office: CAGAYAN

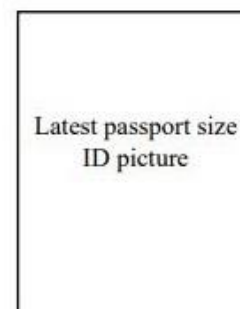




Figure 2.8 - SDO - Manage Application – Approved/Qualified

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

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

Figure 2.9 - SDO - Manage Application – Disapproved

Figure 2.10 - SDO - Search Field

Search:



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

The screenshot shows the 'PRINCIPALS' TEST ONLINE APPLICATION SYSTEM' interface. On the left is a navigation menu with 'Division Office Cagayan' selected. The main content area has a 'CHANGE PASSWORD' header and three input fields: 'Current Password', 'New Password', and 'Retype New Password'. There are 'Cancel' and 'Save' buttons at the bottom.

The screenshot shows a confirmation message box with the text 'Your password has been updated!' and an 'OK' button.



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

DepED
PRINCIPALS' TEST ONLINE APPLICATION SYSTEM

LOG IN

Email Address

Password

[Create Account](#)
[Forgot Password?](#)

LOG IN

Figure 2.4 - SDO - Reset Password page

FORGOT PASSWORD

Email Address

Date of Birth
--- Year --- --- Month --- --- Day ---

RESET

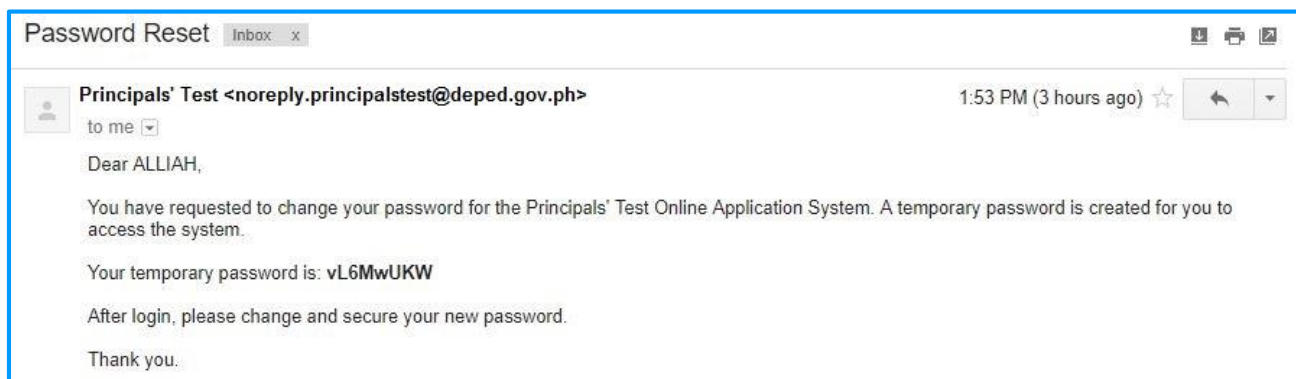
[Back](#)

Your password has now been changed. Please check your email.

OK



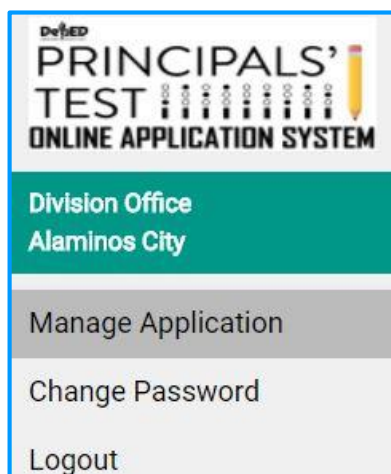
Figure 2.5 - SDO - Password Reset Information via email



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

The screenshot shows the login interface for the Principals' Test Online Application System. At the top, the DepED logo is on the left, and the title "PRINCIPALS' TEST ONLINE APPLICATION SYSTEM" is centered, with a yellow pencil icon to the right. Below the title is a "LOG IN" section containing two input fields: "Email Address" with a placeholder "Enter Email Address" and "Password" with a placeholder "Enter Password". Below these fields are two links: "Create Account" and "Forgot Password?". At the bottom of the login section is a green "LOG IN" button.



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

For SDO Review									For RO Review									For Payment									Approved / Qualified									Disapproved								
Search: <input type="text"/>																																												
Application Number	Examinee Number	Full Name	Status	Performance Rating	Signed Service Record	Designation as TIC / OIC	Managerial and Administrative Experience	Action																																				
37	XXXX-XXXXX	NICOLEEE AQUINO JR	Forward to RO for review	View	View			For Payment	Disapprove																																			
50	XXXX-XXXXX	JUAN DELA CRUZ	Forward to RO for review	View	View			For Payment	Disapprove																																			



Figure 3.4 - RO – Examinee Information

Examinee Number: XXXX-XXXX

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

For SDO Review For RO Review For Payment Approved / Qualified Disapproved								
Search: <input type="text"/>								
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			

Figure 3.6 - RO - Manage Application – Approved/Qualified

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

Figure 3.7 - RO - Manage Application – Disapproved

For SDO Review For RO Review For Payment Approved / Qualified Disapproved								
Search: <input type="text"/>								
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 3.8 - RO - Generate List of Eligible Examinees

PRINCIPALS' TEST ONLINE APPLICATION SYSTEM

**Regional Office
REGION II (CAGAYAN VALLEY)**

Manage Application

Generate List of Eligible Examinees

Change Password

Log Out



Figure 3.9 - RO - Masterlist of Eligible Examinees

Republic of the Philippines
DEPARTMENT OF EDUCATION
Regional office of REGION II (CAGAYAN VALLEY)

Examinee Number	Name	Division
XXXX-XXXX	DIZON JR, AHMED	Batanes
XXXX-XXXX	RAMIREZ JR, MICHAEL RAMOS	Batanes
XXXX-XXXX	ESCUELA , MIGUEL	Cagayan
XXXX-XXXX	RAMIREZ , MICHAEL	Cagayan

Recommending Approval:

Regional QAD Chief

Approved by:

Regional Director

Page 1/1

Figure 3.10 - RO –For SDO Review

For SDO Review	For RO Review	For Payment	Approved / Qualified	Disapproved				
Search: <input style="width: 100%;" type="text"/>								
Application Number	Examinee Number	Full Name	Status	Performance Rating	Signed Service Record	Designation as TIC / OIC	Managerial and Administrative Experience	Action
14	XXXX-XXXX	LALA GABITO	For SDO Review	View	View	View	View	

Figure 3.11 - RO - Search Field

Search:



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

The screenshot shows the 'CHANGE PASSWORD' interface. On the left is a sidebar menu with the following items: 'Regional Office REGION II (CAGAYAN VALLEY)', 'Manage Application', 'Generate List of Eligible Examinees', 'Change Password' (highlighted), and 'Log Out'. The main content area has a green header 'CHANGE PASSWORD'. Below it are three input fields, each with a red asterisk indicating a required field: '* Current Password', '* New Password', and '* Retype New Password'. At the bottom are two buttons: a grey 'Cancel' button and a green 'Save' button.

The screenshot shows a confirmation message box with the text 'Your password has been updated!' and a blue 'OK' button.



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

DepED
PRINCIPALS' TEST ONLINE APPLICATION SYSTEM

LOG IN

Email Address
Enter Email Address

Password
Enter Password

[Create an Account](#)
[Forgot Password?](#)

LOG IN

Figure 3.14 - RO - Reset Password page

FORGOT PASSWORD

Email Address
Enter Email Address

Date of Birth
--- Year --- --- Month --- --- Day ---

RESET

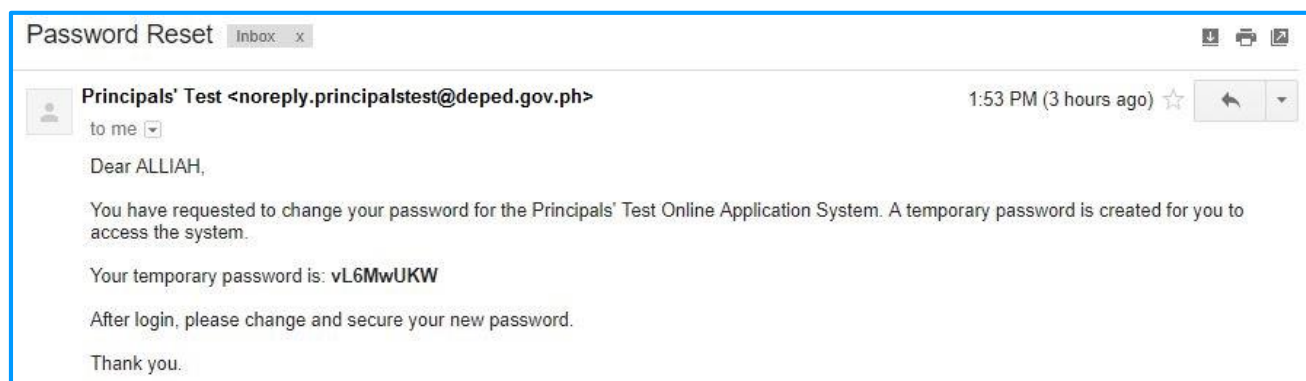
Back

Your password has now been changed. Please check your email.

OK



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

The screenshot shows the login interface for the Principals' Test Online Application System. At the top, the DepED logo is on the left, and the title "PRINCIPALS' TEST ONLINE APPLICATION SYSTEM" is in large, bold, black letters, with a yellow pencil icon to the right. Below the title is a light gray box with the heading "LOG IN". Inside this box, there are two input fields: "Email Address" with a placeholder "Enter Email Address" and "Password" with a placeholder "Enter Password". Below the password field are two links: "Create Account" and "Forgot Password?". At the bottom of the box is a green button with the text "LOG IN" in white.



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

USER DETAILS

* First Name
First Name

Middle Name
Middle Name

* Last Name
Last Name

Name Extension
Name Extension

* Current Position
Current Position

* Email Address
Email Address

* Date of Birth
--- Year --- | --- Month --- | --- Day ---

* Password
Password

* Confirm Password
Confirm Password

* Sex
Select Sex

* Role
Select Role

Region
REGION II (CAGAYAN VALLEY)

Create User | Clear Fields | Cancel



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

The screenshot shows a web interface for managing user accounts. On the left, a modal window titled 'EDIT PASSWORD' is open, containing two input fields for 'New Password' and 'Retype New Password', and a green 'UPDATE PASSWORD' button. Below the modal, a table lists users with columns for Full Name, User Type, Account Status, and Action. The 'Action' column contains 'Deactivate' and 'Edit Password' buttons for each user.

Full Name	User Type	Account Status	Action
LIM, JON	SDO	Active	Deactivate Edit Password
MIRA, LOUIE	SDO - ITO	Active	Deactivate Edit Password
RUSTIA, ROMMEL	RO	Inactive	Activate Edit Password
TAN, AMIEL	RO	Active	Deactivate Edit Password

At the bottom left, there is a 'Log Out' button and a user email address: AMIEL.TAN@DUMMY.COM.



Figure 4.4 - RITO – User Information

USER DETAILS

First Name
ROMMEL

Middle Name
Middle Name

Last Name
RUSTIA

Extension Name
Extension Name

*** Current Position**
AA V

Email Address
ROMMEL.RUSTIA@DUMMY.COM

Date of Birth
1992-01-01

*** Sex**
Male

*** Role**
RO - Validator

Region
REGION II (CAGAYAN VALLEY)



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

The screenshot displays the 'CHANGE PASSWORD' form within the PRINCIPALS' TEST ONLINE APPLICATION SYSTEM. The sidebar on the left lists navigation options, with 'Change Password' selected. The main form area includes a title bar, three required input fields for 'Current Password', 'New Password', and 'Retype New Password', and two action buttons: 'Cancel' and 'Save'.



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

DepED
PRINCIPALS' TEST ONLINE APPLICATION SYSTEM

LOG IN

Email Address
Enter Email Address

Password
Enter Password

[Create an Account](#)
[Forgot Password?](#)

LOG IN

Figure 4.6 - RITO - Reset Password page

Your password has now been changed. Please check your email.

OK

Date of Birth

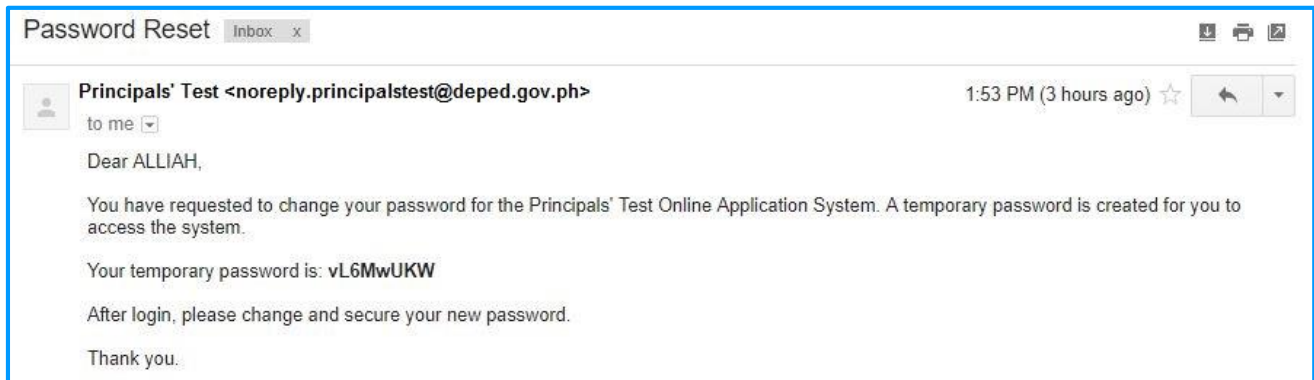
--- Year --- --- Month --- --- Day ---

RESET

Back



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

DepED
PRINCIPALS' TEST ONLINE APPLICATION SYSTEM

LOG IN

Email Address
Enter Email Address

Password
Enter Password

[Create Account](#)
[Forgot Password?](#)

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

The screenshot shows a web form titled "USER DETAILS" with a green header. The form contains several input fields and dropdown menus, all marked with a red asterisk as required. The fields are: "First Name" (text input), "Middle Name" (text input), "Last Name" (text input), "Name Extension" (text input), "Current Position" (text input), "Email Address" (text input), "Date of Birth" (three dropdown menus for Year, Month, and Day), "Password" (text input), "Confirm Password" (text input), "Sex" (dropdown menu with "Select Sex" text), "Role" (text input with "SDO - Evaluator" selected), "Region" (text input with "REGION I (LOCOS REGION)" selected), and "Division" (text input with "Select Division" text). At the bottom of the form are three buttons: "Create User", "Clear Fields", and "Cancel".



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

Email	Full Name	User Type	Account Status	Action
jon.lim@dummy.com	LIM, JON	SDO	Active	Deactivate Edit Password
LOUIE.MIRA@DUMMY.COM	MIRA, LOUIE	SDO - ITO	Active	Deactivate Edit Password
ROMMEL.RUSTIA@DUMMY.COM	RUSTIA, ROMMEL	RO	Inactive	Activate Edit Password
AMIEL.TAN@DUMMY.COM	TAN, AMIEL	RO	Active	Deactivate Edit Password

EDIT PASSWORD

New Password:

Retype New Password:

UPDATE PASSWORD



Figure 5.4 – Division ITO – User Information

USER DETAILS

First Name
ROMMEL

Middle Name
Middle Name

Last Name
RUSTIA

Extension Name
Extension Name

*** Current Position**
AA V

Email Address
ROMMEL.RUSTIA@DUMMY.COM

Date of Birth
1992-01-01

*** Role**
SDO - Evaluator

Region
REGION II (CAGAYAN VALLEY)

*** Division**
Select Division



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

The screenshot shows the 'Change Password' form within the 'PRINCIPALS' TEST ONLINE APPLICATION SYSTEM'. On the left is a navigation menu with options: 'Division Information Technology Office', 'Create User Accounts', 'Manage User Accounts', 'Change Password' (highlighted), and 'Log Out'. The main form area has a green header 'CHANGE PASSWORD' and three input fields: '* Current Password', '* New Password', and '* Retype New Password'. At the bottom are 'Cancel' and 'Save' buttons.



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

DepED
PRINCIPALS' TEST ONLINE APPLICATION SYSTEM

LOG IN

Email Address
Enter Email Address

Password
Enter Password

[Create an Account](#)
[Forgot Password?](#)

LOG IN

Figure 5.6 - DITO - Reset Password page

FORGOT PASSWORD

Email Address
Enter Email Address

Date of Birth
--- Year --- --- Month --- --- Day ---

RESET

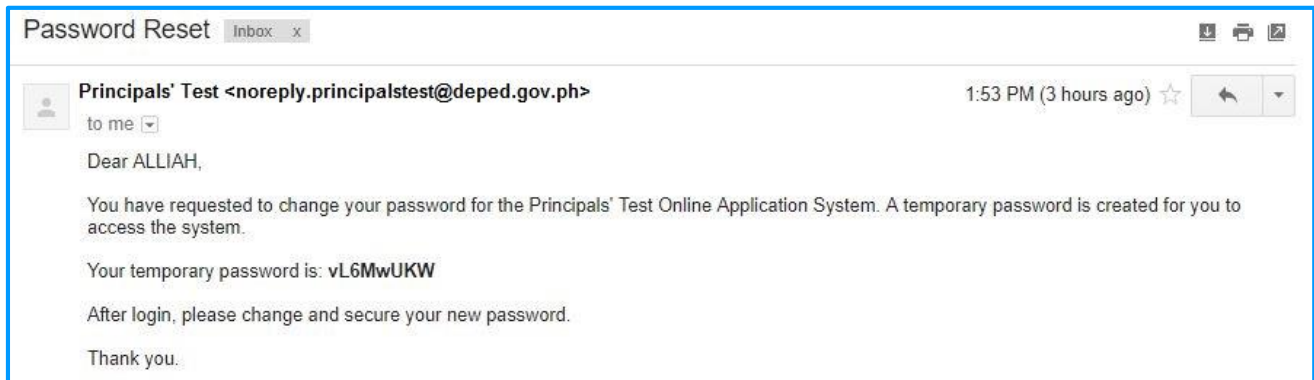
[Back](#)

Your password has now been changed. Please check your email.

OK



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

DepED
PRINCIPALS' TEST ONLINE APPLICATION SYSTEM

LOG IN

Email Address

Password

[Create Account](#)
[Forgot Password?](#)

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-XXXX**” (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

PRINCIPALS' TEST ONLINE APPLICATION SYSTEM

**Regional Office
REGION I (ILOCOS REGION)**

- Manage Application
- Generate List of Eligible Examinees
- Change Password
- Logout

Figure 6.3 - CO –For SDO Review

For SDO Review								
For RO Review								
For Payment								
Approved / Qualified								
Disapproved								
Search: <input type="text"/>								
Application Number	Examinee Number	Full Name	Status	Performance Rating	Signed Service Record	Designation as TIC / OIC	Managerial and Administrative Experience	Action
14	XXXX-XXXXX	LALA GABITO	For SDO Review	View	View	View	View	View

Figure 6.4 - CO – For RO Review

For SDO Review								
For RO Review								
For Payment								
Approved / Qualified								
Disapproved								
Search: <input type="text"/>								
Application Number	Examinee Number	Full Name	Status	Performance Rating	Signed Service Record	Designation as TIC / OIC	Managerial and Administrative Experience	Action
37	XXXX-XXXXX	NICOLEEE AQUINO JR	Forward to RO for review	View	View			
50	XXXX-XXXXX	JUAN DELA CRUZ	Forward to RO for review	View	View			



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

For SDO Review	For RO Review	For Payment	Approved / Qualified	Disapproved				
Search: <input type="text"/>								
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			

For SDO Review	For RO Review	For Payment	Approved / Qualified	Disapproved		
Search: <input type="text"/>						
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: <input type="text"/>								
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

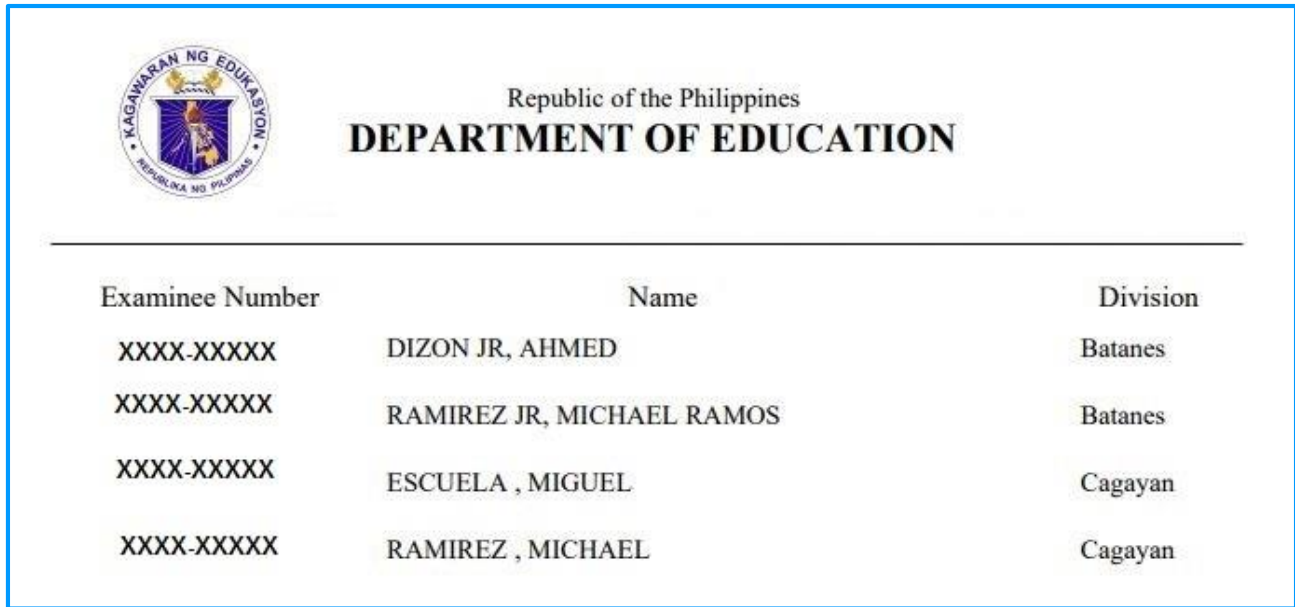
Figure 6.8 –CO - Manage Application – Disapproved

Figure 6.9 - CO - Generate List of Eligible Examinees

Regional Office REGION I (LOCOS REGION)
Manage Application
Generate List of Eligible Examinees
Change Password
Logout



Figure 6.10 - CO - Masterlist of Eligible Examinees



The screenshot shows the header of the Department of Education, Republic of the Philippines. Below the header is a table with three columns: Examinee Number, Name, and Division. The table contains four rows of data.

Examinee Number	Name	Division
XXXX-XXXXX	DIZON JR, AHMED	Batanes
XXXX-XXXXX	RAMIREZ JR, MICHAEL RAMOS	Batanes
XXXX-XXXXX	ESCUELA , MIGUEL	Cagayan
XXXX-XXXXX	RAMIREZ , MICHAEL	Cagayan

Figure 6.11 - CO - Search Field



The screenshot shows a search field with the label "Search:" followed by a blue rectangular input box.

Search:



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

The screenshot shows the 'CHANGE PASSWORD' interface. On the left is a sidebar menu with the following items: 'Central Office Personnel' (highlighted in green), 'Manage Application', 'Generate List of Eligible Examinees', 'Change Password' (highlighted in grey), and 'Log Out'. The main content area has a green header 'CHANGE PASSWORD'. Below it are three required fields, each with an asterisk: '* Current Password', '* New Password', and '* Retype New Password'. Each field has a corresponding text input box. At the bottom are two buttons: a grey 'Cancel' button and a green 'Save' button.



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

DepED
PRINCIPALS' TEST ONLINE APPLICATION SYSTEM

LOG IN

Email Address
Enter Email Address

Password
Enter Password

[Create an Account](#)
[Forgot Password?](#)

LOG IN

Figure 6.13 CO - Reset Password page

FORGOT PASSWORD

Email Address
Enter Email Address

Date of Birth
--- Year ---
--- Month ---
--- Day ---

RESET

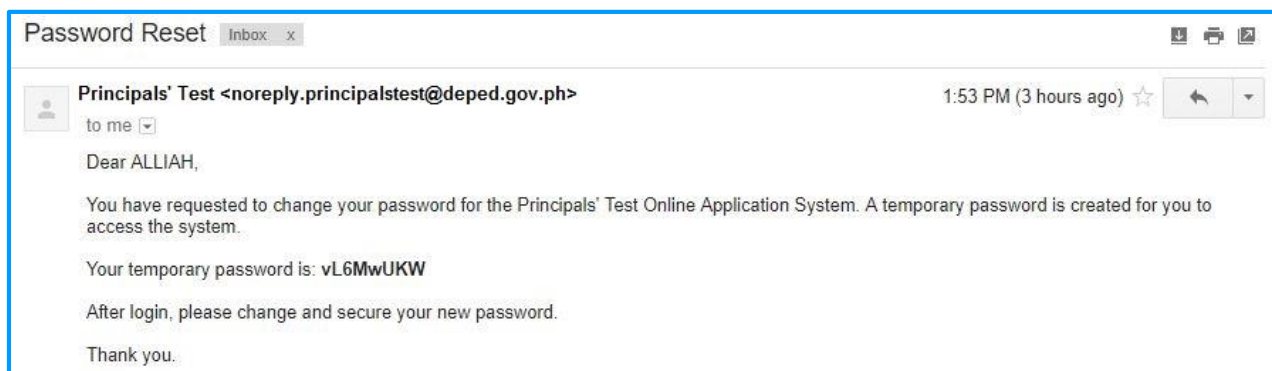
[Back](#)

Your password has now been changed. Please check your email.

OK



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

