




Republic of the Philippines  
**Department of Education**  
Region V – Bicol  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**

**MEMORANDUM**  
**OSDS-CID-03/7/2023/NGC**

**TO :** Public Schools District Supervisors  
Virac Pilot Elementary School  
Catanduanes National High School  
Bato Rural Development High School  
San Miguel Rural Development High School  
All other concerned

By Authority of the Schools Division Superintendent:

**FROM :**   
**GINA B. PANTINO**  
Education Program Supervisor  
Officer-In-Charge

**SUBJECT :** **ADMINISTRATION OF ADMISSION TEST FOR INCOMING GRADE 1 AND GRADE 7 LEARNERS IN THE SCIENCE TECHNOLOGY ENGINEERING (STE) AND SPECIAL SCIENCE ELEMENTARY SCHOOLS (SSES)**

**DATE :** **March 7, 2023**

1. Attached is Regional Memorandum No. 31 dated March 2, 2023 relative to the Administration of Admission Test for Incoming Grade 1 and Grade 7 Learners in Science Technology Engineering (STE) and Special Science Elementary Schools (SSES).
2. For immediate dissemination, information and compliance of all concerned.

Encl:

References:

To be indicated in the Perpetual Index

Under the following subjects:

NGC/Administration of Admission Test for Incoming Grade 1 and Grade 7 Learners in the Science Technology Engineering (STE) and Special Science Elementary Schools (SSES)

March 7, 2023



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DepEd Tayo – Region V - Catanduanes

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Republic of the Philippines  
**Department of Education**  
 REGION V - BICOL

March 2, 2023

**REGIONAL MEMORANDUM**  
 No: 31

**ADMINISTRATION OF ADMISSION TEST FOR INCOMING GRADE 1 AND GRADE 7 LEARNERS IN THE SCIENCE TECHNOLOGY ENGINEERING (STE) AND SPECIAL SCIENCE ELEMENTARY SCHOOLS (SSES)**

**To: SCHOOLS DIVISION SUPERINTENDENTS**

1. Cognizant of the curricular reforms for Science and Technology -oriented schools in the Department of Education-Central Office, DepEd CO directed all implementers to observe status quo in the operation of Special Curricular Programs in Science. As such, this Office provides this guidelines and parameters in the Administration, Screening and Admission of Incoming Grade 1 and Grade 7 STEM learners this school year 2023-2024.
2. Admission process for SSES and STE is open to all incoming Grade 1 and Grade 7 learners who will meet the basic requirements below:

| Special Science Program | Documentary Requirements  | Age Requirement                            | Other Requirements   |
|-------------------------|---|--|--|
| SSES                    | <ul style="list-style-type: none"> <li>PSA Birth Certificate</li> <li>Certificate of Good Moral Character</li> <li>ECCD Checklist</li> <li>Kindergarten Progress Report Card</li> <li>Duly accomplished Application Form</li> </ul> | Must be 6 years old as of August 31, 2023  | <ul style="list-style-type: none"> <li>Must be a Kindergarten completer</li> <li>Must know how to read</li> <li>Must pass the qualifying admission test (oral and written)</li> </ul>                        |
| STE                     | <ul style="list-style-type: none"> <li>Certificate of Good Moral Character</li> <li>Grade 6 Form 9</li> <li>Duly accomplished Application Form with ID picture</li> </ul>   | Must be 12 years old as of August 31, 2023 | <ul style="list-style-type: none"> <li>Average rating of 85% in Grade 6 English, Science and Math (1st to 3rd quarter)</li> <li>Average Grade of 83% in each of the other subjects (1st to 3rd Q)</li> </ul> |

3. Selection for Grade 1 SSES and Grade 7 STE learners shall be done in three phases (3) to determine the final qualifiers.

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- Phase 1 – Preliminary selection through documentary evaluation to assess the readiness/qualification of applicants based on the basic requirements.
- Phase 2- Administration of the Admission Test that will be given by the Division Supervisor.
- Phase 3 – Interview of the Qualified Applicants based on the scores in Stage 2 and interest of the learner. The interview shall be rated with the prepared rubrics and shall be an integral part of the score obtained by the learner. Ranking of qualified applicants shall be based on the following criteria:

| Criteria              | Equivalent |      |
|-----------------------|------------|------|
|                       | SSES       | STE  |
| Qualifying Score      | 70%        | 70%  |
| Interview             | 30%        | 10%  |
| Grade 6 Ave (for STE) |            | 20%  |
| Total                 | 100%       | 100% |

4. Teaching and non-teaching staff who will render services during the test material preparation, interview and checking of results are entitled to service credits/compensatory leave credits for services rendered during teachers school break, Saturdays, Sundays and Holidays. This is in congruence with the provisions set under DepEd Order no. 53 s. 2003, re: Updated Guidelines on the Grant of Vacation Service Credits to Teachers and as provided for in CSC and DBM Joint Circular no. 2 s. 2004, re: Non-Monetary Remuneration for Overtime Services Rendered.

5. The indicative Schedule of Activities are:

- |  |   |                        |
|--|---|------------------------|
| a. Onsite/Online submission of Application | : | May 23 to June 5, 2023 |
| b. Phase 1 (Pre-Screening)                 | : | June 5 to 16, 2023     |
| c. Phase 2 (Admission Test)                | : | June 26 to 30, 2023    |
| d. Phase 3 (Interview)                     | : | July 10 to 14, 2023    |
| e. Ranking of Final Qualified Applicants   | : | July 18-19, 2023       |
| f. Posting of Grade 1 and 7 Qualifiers     | : | July 24, 2023          |

6. The Schools Division Offices through the Science and Math Supervisors shall monitor and evaluate the selection process of SSES and STE learners and shall submit activity report to the Regional Office c/o CLMD for validation.

7. The Regional Science High School and Legislated Science High Schools shall conduct their own screening process but the scheme shall be approved and monitored by the Science Supervisor.

8. Moreover, these guidelines shall replace the previous guidelines issued during the pandemic period and shall be in effect until a new set of guidelines is released by the Central Office.

9. For information, guidance and compliance of all concerned.

  
**GILBERT T. SADSAD**  
 Regional Director

/CLMD-cheD/  
2nd Mar23



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