
	Department of Education Region III DIVISION OF CITY SCHOOLS Angeles City Jesus Street, Pulungbulu, Angeles City		Document Code: SDO-QF-OSDS-SDS-003 Revision: 00 Effectivity date: 10/31/2018
	DIVISION MEMORANDUM		Name of Office: OSDS-SDS

RELEASED

January 28, 2019

JAN 29 2019

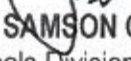
DIVISION MEMORANDUM
 No. 41, S. 2019

By _____
 DepEd Angeles City
 Division of City Schools

**ADMINISTRATION OF ADMISSION TEST FOR SPECIAL CURRICULAR PROGRAM IN SCIENCE
 TECHNOLOGY AND ENGINEERING (STE) TO THE INCOMING GRADE 7
 FOR SCHOOL YEAR 2019-2020**

To: School Heads of ACSci, ACNHS AND FGNMHS

- Pursuant to Regional Memorandum No. 02 s. 2019 dated January 03, 2019, the schedule of the administration of test for Special Curricular Program in Science, Technology and Engineering (STE) for SY 2019-2020 is on February 23, 2019 (Saturday) and shall be done simultaneously.:
- The following schools are ^{the} only schools which will administer the said test:
 - Angeles City Science High School
 - Angeles City National High School
 - Francisco G. Nepomuceno Memorial High School
- Please refer to the attached Regional Memorandum for the following;
 - Requirement for the students to be qualified to take the test,
 - Dates of the screening and interview of the prospective takers,
 - Roles and functions of DepEd personnel during the conduct of the test and,
 - Format for the results of the test.
- The administration of the test will be monitored by the Education Program Supervisor in Science.
- Immediate dissemination of this Memorandum is desired.


LEILANI SAMSON CUNANAN, CESO VI
 Schools Division Superintendent

CN 2019-029

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"SMILES BRIGHT, SERVES RIGHT"



Republic of the Philippines
DEPARTMENT OF EDUCATION
REGION III



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January 03, 2019

JAN 04 2019

REGIONAL MEMORANDUM

No. 02 ____, s. 2019

To: *All Schools Division Superintendents*
Curriculum and Instruction Division Chiefs
Division Education Program Supervisors in charge of the STE Program
School Heads/Administrators of Public and Private Elementary and Secondary Schools

**ADMINISTRATION OF ADMISSION TEST FOR SPECIAL CURRICULAR PROGRAM IN SCIENCE,
TECHNOLOGY AND ENGINEERING (STE) TO THE INCOMING GRADE 7
FOR SCHOOL YEAR 2019-2020**

1. This is to announce the schedule of the administration of admission test for the Special Curricular Program in Science, Technology & Engineering (STE) through Special Science Class (SSC) for School Year 2019-2020 on **February 23, 2019 (Saturday)**. This admission test shall be done simultaneously in all divisions.
2. Schools that shall implement/adopt the mentioned program should send a letter of request for the said admission test. It should be addressed to the **Schools Division Superintendent (Attention: Division Education Program Supervisor in charge of the STE Program)**. In turn, the concerned Division EPS shall email at region3@deped.gov.ph, cc to librada.rubio@deped.gov.ph the list of schools in his/her respective division requesting for admission test, for information.
3. It is **reiterated** that **students who will take the test should have undergone preliminary selection through documentary evaluation and interview together with their parents**. They should have met the **required grades, an average of 85% and above from the 1st to 3rd grading periods in Science, Math, English and 83% in other subjects without grades lower than 80% in any grading period and with a general average of 85% and above, based on the computed grades from first to third grading periods. A student who will not meet the requirements should not be allowed to take the test. In case a student who did not meet the requirements was allowed to take the test and included in the rank list, his/her name shall be removed.**
4. The concerned Division Education Program Supervisor in charge of the STE Program shall check the result of the admission test before its submission to this Office.
5. Pre-screening and interview of prospective takers shall be conducted from January to February, 2019. These should be done by the school committee headed by the science head teacher or science coordinator of the accepting school.
6. Reproduction and safe keeping of the questionnaires for the said test shall be under the jurisdiction of the concerned Division Science Education Program Supervisors. They shall also supervise the administration of test.

7. Enclosed are the following documents for reference and guidance:
Enclosure No. 1 – Roles and Functions of DepEd Personnel during the conduct of STE Admission Test.
Enclosure No. 2 – Format of the Result of the STE Admission Test in **Excel spreadsheet** to be submitted to this Office, hard and soft copies, by the concerned division supervisor. The soft copy should be sent at region3@deped.gov.ph, cc to librada.rubio@deped.gov.ph on or before February 26, 2019, while the hard copies with signatures of the concerned (who are indicated in the said format) shall be submitted on or before March 18, 2019.
8. Immediate and widest dissemination of this Regional Memorandum is earnestly desired.


BEATRIZ G. TORNO, Ph. D., CESO IV
Regional Director

Encls.: as stated

Reference: Regional Memorandum No. 08, s. 2018
To be indicated in **PERPETUAL INDEX**
under the following subjects:

GUIDELINES	SCIENCE	TEACHERS
SECONDARY SCHOOLS	STUDENTS	TESTING

Cmd10

ROLE AND FUNCTIONS OF DepED PERSONNEL DURING THE CONDUCT OF STE ADMISSION TEST

- Regional Education Program Supervisor in charge of the program - Regional Testing Coordinator
- Secondary Science Education Program Supervisor I – Division Testing Coordinator
- Science Department Head/Science Coordinator –School Testing Coordinator
- Teachers – room examiners, correctors or encoder

Responsibilities of the Regional Testing Coordinator (Regional EPS)

1. Monitors the conduct of the STE Admission Test.
2. Collects the results of the admission test from 20 Division Education Program Supervisors.
3. Determines the quota/cut-off score per school and prepares Regional Memorandum on the test results.

Responsibilities of the Division Testing Coordinator (Division EPS)

1. Reproduces, distributes, retrieves and safe keeps the test materials from the School Testing Coordinator in the Division Office.
2. Supervises/monitors the conduct of the test.
3. Submits the results of the test to the Regional Testing Coordinator. Soft copy in **Excel spreadsheet** (not saved in PDF nor JPEG) should be emailed at region3@deped.gov.ph, cc to librada.rubio@deped.gov.ph on or before February 26, 2019. Hard copies shall be submitted to the Regional Office on or before March 18, 2019, with signatures of all the concerned.

Responsibilities of the School Testing Coordinator

1. Submits to the Division Testing Coordinator the exact number of takers in their school to the Division Testing Coordinator two weeks before the conduct to the test.
2. Gets and returns the test materials in good condition and properly packed to the Division Testing Coordinator one day after the test.
3. Assigns Room Examiners, correctors and encoder who are competent teachers. The number of Room Examiners should be based on the number of testing rooms that can accommodate 30 takers each.
4. Prepares list of examinees by thirty (30) for every testing room and posts it in their assigned room.
5. Assigns Testing Rooms, and arranges the arm chairs for the Thirty (30) examinees, six (6) columns and five (5) rows before the conduct of the test with the help of the homeroom adviser.

6. Assigns one room, for orientation of Room Examiners and another room where correctors can check the answer sheets of the examinees.
7. Orients the Room Examiner, correctors and encoder on the guidelines relative to STE Admission Test.
8. Counts all packs of test booklets before releasing them to each Room Examiner. Each pack contains thirty (30) sets of questionnaires.
9. Supervises the conduct of the test.
10. Prepares the test result following the attached format with the help of an encoder and gives it to the monitoring Division Education Program Supervisor/representative.

Responsibilities of the Test Examiner

1. Gets and counts the number of the test booklets received from the School Testing Coordinator before proceeding to his/her assigned testing room. Reports any discrepancy to the School Testing Coordinator for immediate action.
2. Signs the Accounting Form as he/she receives the test booklets from School Testing Coordinator.
3. Checks if the examinees have the necessary materials needed in the test such as pencil/ball pen, pieces of $\frac{1}{2}$ lengthwise yellow paper as answer sheets and blank sheets of paper for computation purposes.
4. Informs the examinees that the test is composed of three subjects in this order: Math, Science and English, each consists of sixty (60) items, with time allotment of one (1) hour/subject. Likewise, tells them that in case they would like to change their answer, they should cross their previous one and write the new one.
5. Instructs the examinees that the test will start at exactly 8:00 AM.
6. Collects and gives the answer sheets to the assigned correctors after the test for each subject is done.
7. Gathers the used test booklets. Arranges and packs them properly. Distributes the test booklets for the next subject.
8. Returns all the test booklets to the School Testing Coordinator after the test for three subjects is over.

Note: If copies of questionnaire in one subject are not enough for all the students to take the test simultaneously, each testing room should administer test in different subjects and may exchange test booklets after the given time allotment.

Responsibilities of the Correctors

1. Gets the answer sheets of the examinees from the Room Examiners when the test for each subject is finished.
2. Exchanges corrected answer sheets with co-correctors for rechecking and recounting of correct answers.

3. Affixes initial on the opposite side of the score.
4. Gives the corrected and rechecked answer sheets to the School Testing Coordinator for encoding.

Responsibilities of the Encoder

1. Prepares list of examinees alphabetically following the given format.
2. Encodes the scores of each examinee in three subjects and gets the total.
3. Proof reads and rechecks entries.
4. Prepares another list of examinees that has been proof read and rechecked on the another sheet for ranking.
5. Gives soft and hard copies to the School Testing Coordinator for rechecking and affixing of signature. These should be submitted to the monitoring Division Education Program/Representative.

