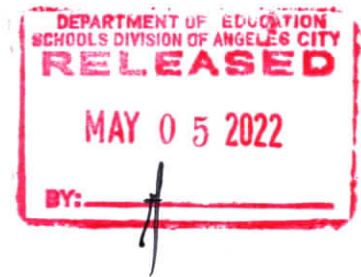




Republic of the Philippines
Department of Education
Region III
Schools Division of Angeles City



May 4, 2022


DIVISION MEMORANDUM

No. 177 s. 2022

GUIDELINES IN DETERMINING GRADE 7 STUDENTS WHO ARE QUALIFIED AND AUTHORIZED TO ENROLL IN SCIENCE, TECHNOLOGY, AND ENGINEERING (STE) AND LEGISLATED SCIENCE HIGH SCHOOLS (LSHS), FOR THE SCHOOL YEAR 2022-2023

To: Asst. Schools Division Superintendent
OIC., Chief, Curriculum Implementation Division
Education Program Supervisor in Science
School Heads of SSES, STE and Legislated Implementing Schools

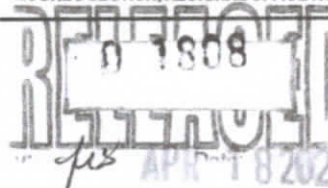
1. Pursuant to the Regional Memorandum No. 238 s 2022 dated April 18, 2022, the admission test for the STE and Legislated High Schools shall be done simultaneously on June 18, 2022 (Saturday)
2. The following Schools will administer the said admission test.
 - a. Angeles city Science High School
 - b. Angeles City National High School
 - c. Francisco G. Nepomuceno Memorial High School
3. Please refer to the attached Regional Memorandum for the Guidelines in determining Grade 7 students who are qualified and authorized to enroll In Science, Technology, and Engineering (STE), Legislated Science High Schools (LSHS) for the School Year 2022-2023
4. The conduct of the activity will be monitored by the Education Program Supervisors in Science and Mathematics.
5. Immediate dissemination of and strict compliance with this memorandum to all concerned is desired.


MA. IRELYN P. TAMAYO, PhD, CESE
Schools Division Superintendent



Republic of the Philippines
Department of Education
REGION III-CENTRAL LUZON

CORDS SECTION, REGIONAL OFFICE No.



REGIONAL MEMORANDUM

No. 238, s. 2022

GUIDELINES IN DETERMINING GRADE 7 STUDENTS WHO ARE QUALIFIED
AND AUTHORIZED TO ENROLL IN SCIENCE, TECHNOLOGY, AND
ENGINEERING (STE), LEGISLATED SCIENCE HIGH SCHOOLS
(LSHS), AND REGIONAL SCIENCE HIGH SCHOOL (RSHS)
FOR THE SCHOOL YEAR 2022-2023

To: Schools Division Superintendents
Curriculum Implementation Division (CID) Chiefs
Division Science Education Program Supervisors
School Principals/Heads and Administrators, Public and Private Elementary
and Secondary Schools
All Others concerned

1. This is to announce the schedule of the admission and screening of applicants for the Special Curricular Program in Science, Technology, & Engineering (STE), Legislated Science High Schools (LSHS), and Regional Science High School for School Year 2022-2023. The admission test for the RSHS shall be done on **June 11, 2022** (Saturday), while the admission test for the STE and LSHS shall be done in all divisions simultaneously on **June 18, 2022** (Saturday).

2. All Grade 6 enrolled students in SDO/RO acknowledged Special Science Elementary Schools (SSES) and non-SSES schools/classes from public and private schools may submit their credentials to their chosen Science, Technology, and Engineering (STE) implementing schools if they would like to become part of the STE Program, or to the implementing Legislated Science High Schools in the Divisions of Angeles City, Aurora, Balanga City, Cabanatuan City, and City of San Jose Del Monte, and/or to the Regional Science High School III in the Division of Olongapo City.

3. To qualify in the selection process, interested learners shall meet/possess the following criteria, to wit:

- 3.1 quarterly grade of 85% or higher in English, Science, and Mathematics and a grade of 83% or higher in the other subjects as evidenced by the grades of students from first up to the third rating periods of S.Y. 2021-2022;
- 3.2. good moral character; and
- 3.3 preferably in good health and fit to undergo a rigorous academic program.

4. Relative to paragraph 3, the following documentary requirements shall be submitted to wit:

- 4.1 Letter of application/intent;
- 4.2 Certified true copy of school report card by the concerned school head;



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Republic of the Philippines
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REGION III-CENTRAL LUZON

- 4.3 Certificate of good moral character signed by the school head; and
- 4.4 Health Declaration Form (*see Enclosure 2*)
5. The school selection committee (SSC) shall be composed of:
Chairman: School Head
Members: Department Heads/coordinators of English, Science, and Mathematics
Working Committee: Room Examiners, Correctors, and Encoders
6. The admission committee of the receiving school shall strictly check and evaluate the documents submitted by each applicant. A student who shall not meet the requirements should not be allowed to take the admission 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. Moreover, the school admission committee shall carefully consider the steps in screening the qualifiers.
7. The following are the steps in selecting the qualifiers that shall be taken into consideration:
- 7.1 The submission of report cards and other documentary requirements to the chosen STE implementing school, or LSHS, and/or RSHS shall be done on or before **May 25, 2022**, through online and/or onsite directly in the chosen school.
- 7.2 The grades in English, Science, and Mathematics for the three grading periods shall be used as an entry requirement along with the other documentary requirements stated in paragraph 4. The average grade shall be computed and expressed in three decimal places.
- The template in Enclosure 3 shall be used in consolidating the final average grades of the applicants.
- 7.3 The screening process shall involve the pre-screening (checking of the authenticity and veracity of the submitted documents and interview of the prospective takers) and conduct of the admission test.
- 7.4 The total score of each applicant in the admission test in the 3 subjects (English, Math, and Science) shall be the sole basis of the ranking.
- 7.5 The applicants who passed the pre-screening and interview shall be informed of the schedule of the admission test through text messaging or via email by the accepting school. The school may also post the announcement of the admission test on the school's Facebook page or in conspicuous areas near the school's gate. The same procedure shall also be done in the conduct of the interview.
- 7.6 The admission test shall be done simultaneously in all divisions on **June 18, 2022**, for the STE and LSHS. The test booklets/papers given to the division science education program supervisors shall be rigorously prepared by them. The number of items per subject component is sixty (60) for Science, sixty (60) for Mathematics, and sixty (60) for English.



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- 7.7 The role and functions of DepEd Personnel during the Conduct of the Admission Test shall be properly observed (*see Enclosure 1*).
- 7.8 The school, through the immediate supervision of the school head/principal, shall strictly implement the minimum health standards based on the issuance of the Inter-Agency Task Force (IATF).
- 7.9 The school testing coordinator shall prepare the reports relative to the screening of the applicants (*see Enclosures 3 & 4*).
- 7.10 In consolidating the admission test results for the three (3) subjects, for example, the score of the applicant in English is 52, in Science is 49, and in Mathematics is 53. The scores shall be added to get the total score of 154.

The template in Enclosure 4 shall be used in consolidating the admission test results of all applicants.

- 7.11 In case of a tie/multiple ties in the last slot, the computed average grade of the three (3) subjects in three decimal places shall be used as a tiebreaker.
- 7.12 The applicants shall be ranked based on the computed total scores. A maximum of 35 students will be selected for one section, 70 for two sections, 105 for three sections, and so on.

The template in Enclosure 4 shall be used in the ranking of the applicants for SY 2022-2023.

- 7.13 The hardcopy of the complete list of the ranked applicants with the signatures of the Screening/Selection Committee and a soft copy shall be submitted to the Schools Division Office on or before **July 16, 2022**, **and** shall be endorsed to the Regional Office on or before **July 30, 2022**.

The soft copy should be in an Excel spreadsheet format. The soft copy shall be sent at clmd.ro3@deped.gov.ph, cc: arlon.cadiz@deped.gov.ph. For the SDO with more than one STE implementing school, the hardcopies shall be compiled in one folder with an attached endorsement letter from the SDS.

- 7.14 The qualifiers who will be authorized to enroll in the STE/LSHS/RSHS Program shall be determined by the Regional Selection Committee headed by the CLMD Chief and English, Science, and Mathematics EPSs.
- 7.15 The list of qualifiers per school shall be announced through a regional memorandum.
- 7.16 In case there are students in the list of STE/LSHS/RSHS qualifiers who will not enroll, the next in rank applicant, rank 36 onward if the school caters one section, rank 76 onward if the school caters two sections, rank 106 onward for the three sections, and so on shall be accommodated. The list of students who will replace those who will not



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- enroll shall be submitted to this Office through the endorsement from the SDS.
- 7.17 The same procedure shall be followed by the schools intending to implement the program starting the School Year 2022-2023, provided, however, that these schools have already undergone inspection and validation per RM No. 681, s. 2021 entitled "Procedure in the Submission, Processing, and Evaluation of Special Curricular Program in Science Application" prior to the start of the implementation of the admission guidelines for STE/LSHS/RSHS Program for S.Y. 2022-2023 and are waiting for the endorsement from the Quality Assurance Division (QAD).
8. The following documents are enclosed for the information and guidance of all concerned:
- Enclosure No. 1 – Roles and Functions of DepEd Personnel during the Conduct of the Admission Test
 - Enclosure No. 2 – Health Declaration Form
 - Enclosure No. 3 – Consolidated Final Average Grade of the Three (3) Subjects in the Three (3) Quarters
 - Enclosure No. 4 – Ranking of Applicants to STE/LSHS/RSHS for SY 2022-2023
9. Service Credits for teaching personnel and Compensatory Time-Off (CTO) for non-teaching personnel will be granted in lieu of the working days that will fall on either holidays or weekends in accordance with DepEd Order No. 53, s. 2003, entitled Updated Guidelines on Grant of Vacation Service Credits to Teachers and CSC-DBM Joint Circular No. 2, s. 2015, entitled Policy Guidelines on Overtime Services and Overtime Pay for Government Employees, respectively.
10. The meal allowance of the school selection committee and working committee members shall be charged against School MOOE or other local funds subject to the usual accounting and auditing rules and regulations.
11. For inquiries and concerns, you may contact Mr. Arlon P. Cadiz, Regional Science Education Program Supervisor at clmd.ro3@deped.gov.ph.
12. Immediate and wide dissemination of this Memorandum is earnestly desired.


MAY B. ECLAR, PhD, CESO III
Regional Director

Encls.: as stated

Clmd10
April 18, 2022



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Republic of the Philippines
Department of Education
REGION III-CENTRAL LUZON

Enclosure No. 1 to Regional Memorandum No. _____ s. 2022

Guidelines in Determining Grade 7 Students who are Qualified and Authorized to Enroll in Science, Technology, and Engineering (STE), Legislated Science High Schools (LSHS), and Regional Science High School (RSHS) for the School Year 2022-2023

ROLE AND FUNCTIONS OF DEPED PERSONNEL DURING THE CONDUCT OF THE ADMISSION TEST

- Regional Education Program Supervisor in charge of the program – Regional Testing Coordinator
- Secondary Science Education Program Supervisor – Division Testing Coordinator
- Science Department Head/Science Coordinator – School Testing Coordinator
- Teachers – Room Examiners, Correctors, Encoders

Responsibilities of the Regional Testing Coordinator (Regional EPS in Science)

1. Monitors the conduct of the admission test.
2. Collects the results of the admission test results (*Enclosure 4*) from 20 Division Education Program Supervisors.
3. Determines the quota/cut-off score per school and prepares the Regional Memorandum on the list of qualifiers who are qualified and authorized to enroll in STE/LSHS/RSHS.
4. Seeks assistance from the English and Mathematics Education Program Supervisors of the Curriculum and Learning Management Division (CLMD) in determining the qualifiers who will be authorized to enroll in the Special Curricular Program in Science (STE/LSHS/RSHS).

Responsibilities of the Division Testing Coordinator (Division EPS in Science In-Charge of the STE/LSHS/RSHS)

1. Reproduces, distributes, retrieves, and safe keeps the test materials from the School Testing Coordinator in the Division Office. (Note: All the three subjects shall be included in one test booklet/test questionnaire)
2. Ensures the correct and proper serial numbers of the test booklets/test questionnaires and answer sheets.
3. Supervises/monitors the conduct of the admission test.
4. Seeks assistance from the Division English and Mathematics Supervisors relative to the conduct of the monitoring of the admission test.
5. Submits the results of the admission test (*see Enclosure 4*) to the Regional Testing Coordinator through the email address at ro3.clmd@deped.gov.ph, cc: arlon.cadiz@deped.gov.ph. The soft copy in Excel Spreadsheet should be emailed on or before **July 30, 2022**.



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Responsibilities of the School Testing Coordinator (Science Department Head)

Note: The school head/principal shall designate a school testing coordinator from the other members of the school selection committee if the implementing school has no science department

1. Orients all the members of the screening composite team including the room examiners, correctors, and encoders as instructed by the school head/principal about the minimum health and safety standards based on the issuance of the Inter-Agency Task Force (IATF).
2. Submits to the Division Testing Coordinator the exact number of takers in their school two weeks before the conduct of the test. The official list shall be endorsed by the school head/principal as the chair of the school selection committee.
3. Gets and returns the test materials in good condition and properly packed to the Division Testing Coordinator one day after the test.
4. Assigns room examiners, correctors, and encoders who are competent teachers. The number of room examiners should be based on the number of testing rooms that can accommodate 20 examinees per room.
5. Prepares the list of examinees by twenty (20) for every testing room and posts it in their assigned room.
6. Assigns testing rooms and arranges the chairs for the twenty (20) examinees. The school shall strategize the classroom structuring of the testing room to accommodate the examinees and ensure that at least 1-meter physical distancing is observed (per Joint Memorandum No. 1, s. 2022, item 7.1.2.1)
7. Assigns one room intended for the orientation of the room examiners and another room intended for the correctors who will check the answer sheets of the examinees. The school may adapt available software applications in checking the answer sheets, if possible. A validation shall come after the checking to ensure the correctness of the checking process employed by the school.
8. Orients the room examiners, correctors, and encoders on the guidelines relative to the admission test a week before the schedule of the admission test.
9. Counts all packs of test booklets/test questionnaires before releasing them to each room examiner. Each pack contains twenty (20) sets of test booklets/test questionnaires. The school shall be provided five (5) extra test booklets/test questionnaires as buffers.
10. Supervises the conduct of the test.
11. Prepares the test results following the attached format with the help of the encoders and gives it to the monitoring Division Education Program Supervisor/representative.
12. Facilitates the finalization of the results of the test and prepares the reports (see Enclosures 3 & 4). The accomplished documents shall be endorsed by the school head/principal to the division office on or before **July 16, 2022**.



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Department of Education
REGION III-CENTRAL LUZON

Responsibilities of the Room Examiner

1. Gets and counts the number of the test booklets/test questionnaires received from the School Testing Coordinator before proceeding to his/her assigned testing room. (Note: The room examiner shall ensure the correct serial numbers in both test booklets/test questionnaires and answer sheets.
2. Reports any discrepancy to the School Testing Coordinator for immediate action. In case of a discrepancy in the test booklets/test questionnaires, the room examiner should ask for an extra copy of the test booklets/test questionnaires.
3. Checks if the examinees have the necessary materials needed in the test such as pencil/ball pen, answer sheets, and blank sheets of paper for the computation and other-related necessary write-ups.
4. Informs the examinees that the test is composed of three (3) subjects and the number of items in this order: Math (60 items), Science (60 items), and English (60), with the time allotment of sixty (60) minutes per subject.
5. Instructs the examinees that the test will start at exactly 8:00 a.m. The schedule of activities shall be prepared ahead of time and shall be posted on the board.
6. Gathers the used test booklets/test questionnaires first. Arranges and packs them properly.
7. Collects and gives the answer sheets to the assigned correctors after the admission test.
8. Returns all the test booklets to the School Testing Coordinator after the test.

Responsibilities of the Corrector

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 re-checking and re-counting correct answers. The school may use an application to check the answer sheets if needed especially for a school that has many examinees.
3. Affixes initial on the right side of the score.
4. Gives the corrected and rechecked answer sheets to the School Testing Coordinator.

Responsibilities of the Encoder

1. Prepares a list of examinees alphabetically following the prescribed format.
2. Encodes the scores of each examinee in three subjects using the prescribed format.
3. Proofreads and re-checks the entries in the document.
4. Prepares the ranking of the examinees using the prescribed format.
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 Supervisor/representative.





Republic of the Philippines
Department of Education
REGION III-CENTRAL LUZON

Enclosure No. 2 to Regional Memorandum No. _____ s. 2022

Guidelines in Determining Grade 7 Students who are Qualified and Authorized to Enroll in Science, Technology, and Engineering (STE), Legislated Science High Schools (LSHS), and Regional Science High School (RSHS) for the School Year 2022-2023

HEALTH DECLARATION FORM

Grade 7 Applicants for Science, Technology, and Engineering (STE)/Legislated Science High School (LSHS)/Regional Science High School (RSHS)

I am _____ hereby declare the health condition of my
Name of Parent/Legal Guardian
son/daughter _____ who is in good health and fit to undergo a
Name of Student Applicant
rigorous academic program.

Please check (/) the condition/s that applies/apply to your son/daughter that should be taken into consideration:

Health/physiological concerns:

<input type="checkbox"/>	asthma	<input type="checkbox"/>	visual impairment <i>(specify)</i>	<input type="checkbox"/>	surgery <i>(specify)</i>
<input type="checkbox"/>	bronchitis	<input type="checkbox"/>	hearing impairment <i>(specify)</i>	<input type="checkbox"/>	others: <i>(specify)</i>
<input type="checkbox"/>	speech delay	<input type="checkbox"/>	Allergy <i>(specify)</i>	<input type="checkbox"/>	none

I hereby certify that the information supplied in this application is complete and accurate.

Signature over Printed Name of Parent/Legal Guardian

Date Signed: _____

Contact Number: _____



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Enclosure No. 3 to Regional Memorandum No. _____, s. 2022

Guidelines in Determining Grade 7 Students who are Qualified and Authorized to Enroll in Science, Technology, and Engineering (STE), Legislated Science High Schools (LSHS), and Regional Science High School (RSHS) for the School Year 2022-2023

CONSOLIDATED FINAL AVERAGE GRADE OF THE THREE (3) SUBJECTS IN THE THREE (3) QUARTERS
(should be in Excel spreadsheet)

Division: _____
 School: _____
 Address: _____
 Number of Section(s) - Grade 7 STE/LSHS/RSHS Class: _____

No.	Name of Student	Grade 6 Grades in English, Science, & Mathematics												Average Grade of the three Subjects in the 3 three quarters
		1 st Grading				2 nd Grading				3 rd Grading				
		E	S	M	Ave	E	S	M	Ave	E	S	M	Ave	
1	Juan C. Dela Cruz	89	90	89	89.333	90	91	89	90.000	91	92	91	91.333	90.222

(Note: **E**-English, **S**-Science, **M**-Mathematics)



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Republic of the Philippines
Department of Education
REGION III-CENTRAL LUZON

Enclosure No. 4 to Regional Memorandum No. _____, s. 2022

Guidelines in Determining Grade 7 Students who are Qualified and Authorized to Enroll in Science, Technology, and Engineering (STE), Legislated Science High Schools (LSHS), and Regional Science High School (RSHS) for the School Year 2022-2023

RANKING OF GRADE 7 APPLICANTS TO STE/LSHS/RSHS FOR SY 2022-2023
(should be in Excel spreadsheet)

Division: _____
School: _____
Address: _____
Number of Section(s) – Grade 7 STE/LSHS/RSHS Class: _____

No.	Name of Student	Average Grade of the three Subjects (English, Science, Mathematics) in the three (3) quarters (to be used as tie breaker, in case there are)	Score			TOTAL	Rank
			English	Science	Mathematics		
1	Juan C. Dela Cruz	90.222	52	49	53	154	

Note: The only enclosure that shall be submitted by the SDO and shall be endorsed in the RO.

Prepared by:

Science Coordinator, Member SSC

English Coordinator, Member, SSC

Math Coordinator, Member, SSC

Reviewed by:

School Head-Chairman, SSC

Checked & Certified Correct:

Noted:

Division EPS In-Charge of STE/LSHS/RSHS

CID Chief



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