



Department of Education
Region III
DIVISION OF CITY SCHOOLS
Angeles City

Jesus Street, Pulungbulu, Angeles City

Tel. No. (045) 322-5722; 887-5254; 888-0582 / Fax Nos. (045) 322-4702; 887-6099



RELEASED

FEB 06 2018

By

DepEd Angeles City
Division of City Schools

February 5, 2018

DIVISION MEMORANDUM

No. 68 s. 2018

**ADMINISTRATION OF ADMISSION TEST FOR SPECIAL CURRICULAR PROGRAM
IN SCIENCE TECHNOLOGY AND ENGINEERING (STE) TO THE INCOMING
GRADE 7 FOR SCHOOL YEAR 2018-2019**

TO: Heads of Elementary, Secondary and Integrated Schools

1. Pursuant to the Regional Memorandum No. 8 s. 2018 dated January 10, 2018, the schedule of the administration of test for Special Curricular Program in Science Technology and Engineering (STE) is on February 24, 2018 (Saturday) and shall be done simultaneously.
2. The following Schools are only the schools which will administer the said test:
 - a. Angeles City Science High School
 - b. Angeles City National High School
 - c. Francisco G. Nepomuceno Memorial High School
 - d. Rafael L. Lazatin Memorial High School
3. Please refer to the attached Regional Memorandum for the following;
 - a. Requirements for the students to be qualified to take the test,
 - b. Dates of the screening and interview of the prospective takers,
 - c. Role and functions of DepEd personnel during the conduct of the test and,
 - d. Format for the results of the admission test.
4. The administration of the said test will be monitored by the Education Program Supervisors in Math and Science
5. For your information and guidance.

MARIA CELINA L. VEGA

OIC – Assistant Schools Division Superintendent
Officer-in-Charge



Republic of the Philippines
DEPARTMENT OF EDUCATION
REGION III

Matalino St., D.M. Government Center, Maimpis, City of San Fernando (P)
Website: www.deped.gov.ph/regions/region-iii ✕ Email: region3@deped.gov.ph
Telephone Numbers: (045) 598-8580 to 89 local 102 and 103



January 10, 2018

REGIONAL MEMORANDUM

No. 08 s. 2018

**ADMINISTRATION OF ADMISSION TEST FOR SPECIAL CURRICULAR PROGRAM IN SCIENCE,
TECHNOLOGY AND ENGINEERING (STE) TO THE INCOMING GRADE 7
FOR SCHOOL YEAR 2018-2019**

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*

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 2018-2019 on **February 24, 2018 (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 list of schools 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 first to third 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.**
4. Pre-screening and interview of prospective takers shall be conducted from January to February, 2018. These should be done by the school committee headed by the science head teacher or science coordinator of the accepting school.
5. 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.

6. 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 28, 2018, while the hard copies with signatures of the concerned (who are indicated in the said format) shall be submitted on or before March 17, 2018.

7. Immediate and widest dissemination of this Regional Memorandum is earnestly desired.

MALCOLM S. GARMA, CESO V

Director III

Officer-In-Charge

Office of the Regional Director

Encs.: as stated

Reference: Regional Memorandum No. 04, s. 2017

To be indicated in **PERPETUAL INDEX**
under the following subjects:

GUIDELINES

SCIENCE

TEACHERS

SECONDARY SCHOOLS

STUDENTS

TESTING


Cma10

**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 28, 2018. Hard copies shall be submitted to the Regional Office on or before March 17, 2018 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 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 give 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. 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.

Enclosure 2 to Regional Memorandum No. _____, 2018

Format for the Result of STE Admission Test (should be in Excel spread sheet)

Republic of the Philippines
DEPARTMENT OF EDUCATION

REGION III

Government Center, Maimpis, City of San Fernando, Pampanga

**RESULT OF SPECIAL CURRICULAR PROGRAM IN SCIENCE, TECHNOLOGY AND ENGINEERING
(STE) ADMISSION TEST
SY 2017-2018**

Division: _____

School: _____

Address: _____

[illegible]

Prepared by:

School Testing Coordinator

Reviewed by:

Principal/Administrator

Checked by:

Division Education Program Supervisor

Noted:

Schools Division Superintendent