



SCHOOLS DIVISION OFFICE OF BATAAN

Website: www.depedbataan.com | email: bataan@deped.gov.ph | FB Page: <https://www.facebook.com/DepEdBataan>
Telephone / Fax : 047-2372102 | Address: Bataan Provincial Capitol Compound, Balanga City 2100

January 9, 2020

DIVISION MEMORANDUM

No. 14, s. 2020

**ADMINISTRATION OF ADMISSION TEST FOR SPECIAL CURRICULAR
PROGRAM IN SCIENCE, TECHNOLOGY, AND ENGINEERING (STE)
TO THE INCOMING GRADE 7 FOR SCHOOL YEAR 2020-2021**

To: Assistant Schools Division Superintendent
Chiefs of Division, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Public and Private Junior High School Principals (STE)
All Others Concerned

1. This Office announces the schedule of the administration of Science, Technology, and Engineering (STE) Exam through Special Science Class (SSC) to the Incoming Grade 7 for SY 2020-2021 on **February 29, 2020** (Saturday) simultaneously in both public and private STE Implementing Schools.
2. The schools that shall continuously implement STE Program should send a letter of request for the said examination addressed to the Schools Division Superintendent (Attn.: Edwin Riel Bermillo, EdD, Education Program Supervisor-Science) on or before **January 17, 2020**.
3. It is reiterated that implementing schools shall perform the following:
 - a. Preliminary selections through documentary evaluation and interview together with their parents;
 - Applicants should have met 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.
 - A student who shall not meet the requirements should not be allowed to take the test.
 - b. pre - screening and interview of prospective takers shall be conducted from January to February 2020 by the school committee headed by the science head teacher or science coordinator.

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VISION

Filipinos who passionately love and whose values and noble them to realize their full contribute meaningfully to

entire public institution, the of Education continuously to better serve its stakeholders.

MISSION

To protect and promote the right of every Filipino to quality, equitable, culture-based, and complete basic education where:

- Students learn in a child-friendly, gender-sensitive, safe, and motivating environment
- Teachers facilitate learning and constantly nurture every learner
- Administrators and staff, as stewards of the institution, ensure an enabling and supportive environment for effective learning to happen
- Family, community, and other stakeholders are actively engaged and share responsibility for developing life-long learners

QUALITY POLICY

- I. Providing quality product and service to our customers and meeting regulatory and all applicable ISO 9001:2015 requirements.
- II. Considering and meeting all external and internal issues relevant to our purpose, strategic direction and that affect our QMS in achieving its intended results.
- III. Determining and meeting the requirements of interested parties that are relevant to the ability of our QMS to meet customer and applicable regulatory requirements.
- IV. Continuously improve our QMS by reducing operational inefficiencies and enhancing customer satisfaction.



ISO 9001: 2015 CERTIFIED



Republic of the Philippines
DEPARTMENT OF EDUCATION
REGION III

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4. The distribution and retrieval of test materials are scheduled on February 28, 2020 at the SDO-CID.
5. The result of the STE Admission Test shall be submitted to the Office in hard copies with signatures as indicated in the Excel Format on March 2, 2020. Likewise, soft copies should be sent at edwin.bermillo@deped.gov.ph.
6. Teaching and non-teaching personnel who will serve as test examiner/school testing coordinator/encoder/corrector during the test administration shall be entitled to service credits in accordance with DepEd Order No. 53, s. 2003 entitled Updated Guidelines on the Grant of Vacation Service Credits to Teachers. However, non-teaching personnel shall be given with Compensatory Time-Off (CTO) per Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. 2, s. 2004 on Non-Monetary Renumeration for Overtime Service Rendered, specific attention on Section 5.
7. Attached are the following enclosures for reference and guidance:
 - Enclosure No. 1 – Roles and Functions of DepEd Personnel during the conduct of the STE Admission Test
 - Enclosure No. 2 – Format of the Result of the STE Admission Test in Excel Spreadsheet.
8. Immediate and wide dissemination of this Memorandum is earnestly desired.


ROMEO M. ALIP, PhD, CESO V
Schools Division Superintendent

CI5/ci27

Encls.: as stated

Reference:

Regional Memorandum No. 004, s. 2020

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Enclosure 1 to Regional Memorandum No. _____, s. 2020

**ROLE AND FUNCTIONS OF DEPED PERSONNEL DURING THE CONDUCT OF
THE 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 division3@deped.gov.ph on or before March 3, 2020. Divisions with many STE implementers should save the soft copies of test results in one CD or flash drive. This should be submitted, together with the hard copies with signatures of all the concerned, to the Regional Office on or before March 20, 2020.

Responsibilities of the School Testing Coordinator

1. Submits to the Division Testing Coordinator the exact number of takers in their school 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.



Address: Matalino St. D.M. Government Center, Mampis, City of San Fernando (P)
Telephone Number: (045) 598-8580 to 89; Email Address: region3@deped.gov.ph





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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 armchairs 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



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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 right 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. Proofreads and rechecks entries.
4. Prepares another list of examinees that has been proofread and rechecked on 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.



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