



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OFFICE OF BATAAN

APR 11 2024

**DIVISION MEMORANDUM**

No. 158 s. 2024

**GUIDELINES IN DETERMINING GRADE 1 PUPILS WHO ARE QUALIFIED  
AND AUTHORIZED TO ENROLL IN SPECIAL SCIENCE ELEMENTARY  
SCHOOL (SSES) FOR THE SCHOOL YEAR 2024-2025**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary School Principals  
All Others Concerned

1. This Office hereby disseminates the Guidelines in Determining Grade 1 Pupils who are Qualified and Authorized for Enrollment in Special Science Elementary School (SSES) for the School Year 2024-2025.
2. Kindergarten pupils enrolled in the current School Year 2023-2024, are invited to submit their credentials if they wish to participate in the SSES program. Submissions should be made to their chosen SSES implementing schools:
  - a. Cabcaben Elementary School, Cabcaben, Mariveles, Bataan
  - b. San Ramon Elementary School, San Ramon, Dinalupihan, Bataan
  - c. Orani North Elementary School, Balut, Orani, Bataan
  - d. Limay Elementary School, Townsite, Limay, Bataan.
3. To qualify for the selection process, interested learners must submit the following documentary requirements:
  - a. NSO or Civil Registry Copy of Birth Certificate
  - b. Photocopy of Progress Report Card/Kindergarten Certificate of Completion
  - c. Certified true copy of the Early Childhood Development (ECD) Assessment Checklist signed by the School Head
  - d. Accomplished Application Form.



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4. The School Selection Committee (SSC) shall comprise:

Chairman: School Head

Vice Chair: SSES Focal Person

Members: Master Teachers, Year Level Coordinators, Guidance Counselor/Designate

5. The admission committee of the receiving school shall rigorously assess the documentary requirements of each participant. Pupils failing to meet the requirements shall not be allowed to take the admission test. The SSC shall meticulously follow these steps in screening the qualifiers:

a. Documentary requirements must be submitted to the chosen SSES implementing school on or before **May 3, 2024**, through online and/or onsite channels directly at the chosen school.

b. The screening process will include verifying the authenticity and accuracy of the submitted documents, conducting interviews with prospective candidates, and administering the admission test.

c. Applicants who pass the pre-screening will receive notifications regarding the schedule of the admission test and interview through text messaging/email, the school's Facebook page, and postings in conspicuous areas.

6. Interviews will be conducted on or before **May 11, 2024**, subject to the schedule and availability of the SSC:

a. The screening committee will employ standardized English, Math, and Science assessment questions tailored for Grade 1 students, with a focus on enhancing scientific, numeracy, and literacy competencies. This assessment will take into account factors such as the number of questions, time allocation, and the application of rubrics to evaluate applicants' performance accurately.

b. Applicants may receive a maximum of 30 points, with each member of the interview panel's score converted into a percentage.

7. The Ottis Lenon School Ability Test (OLSAT) will be administered on **May 18, 2024**, serving as a valid measure of a pupil's cognitive, abstract thinking, and reasoning abilities acquired in school, contributing 60% to the overall evaluation.



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8. The final ranking of applicants will be based on 60% from the Admission Test (OLSAT) and 40% from the Interview.
9. In case of ties, the stanine result of the OLSAT will serve as the tiebreaker.
10. The Division Selection Committee, led by the Curriculum Implementation Chief, Education Program Supervisor in Science, and School Monitoring and Evaluation Specialist from the SGOD Unit, will determine the authorized enrollees for the SSES.
11. The official list of qualifiers per school will be announced through a Division Memorandum.
12. Each section will accommodate a maximum of 35 pupils. If any qualifiers decline enrollment, the next applicants in rank will be accommodated.
13. Elementary schools offering the SSES Program must adhere to implementing guidelines as stipulated in DepEd Order No. 57, s. 2011, "Policy Guidelines in the Implementation of the Special Science Elementary Schools (SSES) Project" and DepEd Order No. 41, s. 2005, "Implementing Guidelines in the Admission, Retention, Grading System".
14. Immediate and wide dissemination of this Memorandum is earnestly desired.

  
**CAROLINA S. VIOLETA, EdD, CESO V**  
Schools Division Superintendent

Encls.: as stated

To be indicated in the Perpetual Index

Under the following subjects:

SSES Admission Guidelines

C12

April 8, 2024



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