

January 10, 2019

DIVISION MEMORANDUM

No. 13, s. 2019

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: Chiefs of Division
Education Program Supervisors
Public School District Supervisors
Junior High School Principals
Science Department Heads

1. This is to announce the schedule of the administration of admission test for the Special Curricular Program in Science, Technology and Engineering (STE) through Special Science Class (SSC) for SY 2019-2020 on February 23, 2019 (Saturday).
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: Education Program Supervisor in charge of the STE Program)**.
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.

VISION

The dream of Filipinos who passionately love their country and whose values and competencies enable them to realize their full potential and contribute meaningfully to building the nation.

A learner-centered public institution, the Department of Education continuously proves itself to better serve its stakeholders.

MISSION

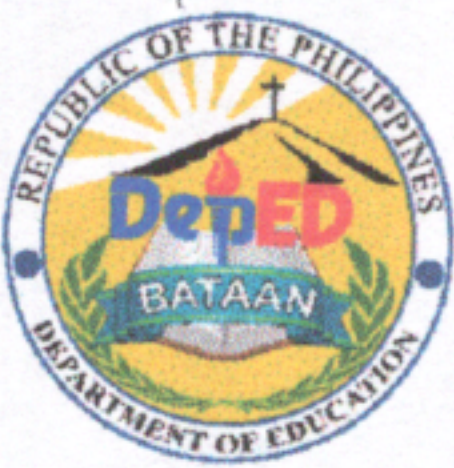
To protect and promote the right of every Filipino to quality, equitable, culture-based, and complete basic education where:

- 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. Continually improve our QMS by reducing operational inefficiencies and enhancing customer satisfaction.

“WE MOULD
HEROES”



Republic of the Philippines
DEPARTMENT OF EDUCATION
REGION III

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

4. 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 of the accepting schools.
5. 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.
6. Immediate and widest dissemination of this Memorandum is earnestly desired.

JESSIE D. FERRER, CESO V
Schools Division Superintendent

FOR THE SCHOOLS DIVISION SUPERINTENDENT

[Signature]
ILYNNE SJ. SAMONTE
Education Program Supervisor

Encls.: as stated

Reference: Regional Memorandum No. 02, s. 2019
To be indicated in **PERPETUAL INDEX**
Under the following subjects:

Guidelines
Secondary Schools

Science
Students

Teachers
Testing

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**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.

Enclosure 2 to Regional Memorandum No. _____, 2019

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 2019-2020**

Division: _____

School: _____

Address: _____

No.	Name of Student	Ave. Grade (From 1 st to 3 rd grading periods)			Gen. Ave	Score			Total	Rank
		Eng.	Sci.	Math		Eng.	Sci.	Math		

Prepared by:

School Testing Coordinator

Reviewed by:

Principal/Administrator

Checked by:

Division Education Program Supervisor

Noted:

Schools Division Superintendent