



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

DIVISION MEMORANDUM

No. 089 s. 2025

FEB 20 2025

GUIDELINES FOR ADMISSION TO THE SPECIAL SCIENCE ELEMENTARY SCHOOL (SSES) PROGRAM FOR SCHOOL YEAR 2025-2026

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

1. To establish a standardized process for selecting Grade 1 pupils eligible for enrollment in the **Special Science Elementary School (SSES)** program for the **School Year 2025-2026**, this Office issues the following guidelines for determining qualified and authorized enrollees.
2. Kindergarten pupils currently enrolled in School Year 2024-2025 who wish to be part of the SSES program are encouraged to submit their application credentials to any of the following implementing schools:
 - a. Cabcaban Elementary School, Cabcaban, Mariveles, Bataan,
 - b. San Ramon Elementary School, San Ramon, Dinalupihan, Bataan,
 - c. Orani North Elementary School, Balut, Orani, Bataan, and
 - d. Limay Elementary School, Townsite, Limay, Bataan.
3. Interested applicants must submit the required documents, including a certified copy of their **NSO or Civil Registry birth certificate**, a photocopy of their progress report card or **Kindergarten Certificate of Completion**, a certified true copy of the **Early Childhood Development (ECD) Assessment Checklist** signed by the School Head, and a duly accomplished **application form**. These documents must be submitted to the chosen SSES school on or before **April 25, 2025**, either online or through onsite submission.
4. A **School Selection Committee (SSC)** will oversee the admission process, composed of the School Head as Chairperson, the SSES Focal Person as Vice-



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Chairperson, and members including a Master Teacher, Year Level Coordinators, and a Guidance Counselor or designated personnel. The committee will carefully assess all applicants based on the completeness and authenticity of their submitted documents, conduct interviews, and administer an admission test. Only those who pass the pre-screening stage will be notified of the admission test and interview schedule through text messages, email, school Facebook pages, and official bulletin boards.

5. The **interview** will take place on or before **May 24, 2025**, where applicants will be assessed using standardized English, Math, and Science questions designed to evaluate their literacy, numeracy, and scientific competencies. The interview panel will score each applicant, with a maximum of 40 points allotted based on their performance.

6. On **May 31, 2025**, the **Otis-Lennon School Ability Test (OLSAT)** will be administered to assess the cognitive ability, abstract thinking, and reasoning skills of the applicants. The final ranking of candidates will be determined based on **60% from the Admission Test (OLSAT) and 40% from the Interview**. In cases where two or more applicants obtain the same score, the OLSAT stanine result will serve as the tiebreaker.

7. The **Division Selection Committee**, composed of the Curriculum Implementation Chief, the Education Program Supervisor in Science, and a School Monitoring and Evaluation Specialist from the SGOD Unit, will finalize the list of authorized enrollees. The official list of qualifiers for each school will be announced through a Division Memorandum.

8. Each SSES section will accommodate a maximum of **35 pupils**. If any qualified applicant declines enrollment, the next applicant in rank will be offered a slot. All SSES implementing schools must strictly adhere to **DepEd Order No. 57, s. 2011**, which provides policy guidelines for the SSES project, as well as **DepEd Order No. 41, s. 2005**, which outlines admission, retention, and grading system policies. Furthermore, the selection process must comply with the no-disruption-of-classes policy as stated in **DepEd Order No. 9, s. 2005**, and regulations concerning off-campus activities and the no-collection policy, as stipulated in **DepEd Orders No. 66, s. 2017, and No. 19, s. 2008**.

9. All expenses related to the SSES admission activities may be charged to the School Maintenance and Other Operating Expenses (MOOE) or other local funds, provided they comply with existing accounting and auditing rules and regulations. If the



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admission process requires activities on Saturdays, teachers and school heads involved shall be entitled to service credits/compensatory time-off (CTO).

10. 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:

Admission Guidelines	OLSAT
Screening	SSES



February 14, 2025