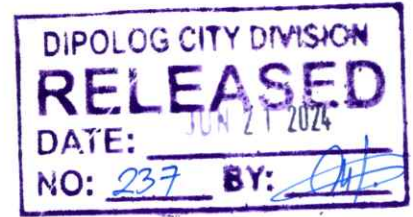




Republic of the Philippines
Department of Education
 REGION IX – ZAMBOANGA PENINSULA
 SCHOOLS DIVISION OF DIPOLOG CITY



June 20, 2024

DIVISION MEMORANDUM
 No. 237, s. 2024.

ADMINISTRATION OF 2024 DIVISION ADMISSION TEST FOR SPECIAL CURRICULAR PROGRAM IN SCIENCE, TECHNOLOGY, AND ENGINEERING (STE) TO THE INCOMING GRADE 7 FOR SCHOOL YEAR 2024-2025

To: Assistant Schools Division Superintendent
 Chief Education Supervisors (CID and SGOD)
 Education Program Supervisors
 Public Schools District Supervisors
 Public Elementary School Heads
 Public Secondary School Heads
 All Others Concerned

1. This Office, through the Curriculum Implementation Division, announces the schedule of the administration of the admission test for the Special Curricular Program in Science, Technology, and Engineering (STE) for School Year 2024-2025 on **June 27, 2024 (Thursday)**.
2. Below is the schedule of the Admission Test for the schools implementing the Special Curricular Program in Science.

School	Date of Admission Test	Time	Chief Examiner/Division Monitoring Official
Zamboanga del Norte National High School – Turno	June 27, 2024	8:00 AM-10:00 AM	Virginia E. Tagab, <i>Principal II</i> EPS Edgardo S. Cabalida, Ed.D. EPS Adrian G. Refugio, EMD EPS Cherilyn R. Allen
Zamboanga del Norte National High School	June 27, 2024	10:00 AM-12:00 NN	Joselito S. Tizon, EDM <i>Principal IV</i> EPS Edgardo S. Cabalida, Ed.D.



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			EPS Adrian G. Refugio, EMD EPS Cherilyn R. Allen
Galas National High School	June 27, 2024	1:00 PM-3:00 PM	Jose Rey A. Adriatico <i>Principal II</i> EPS Edgardo S. Cabalida, Ed.D. EPS Adrian G. Refugio, EMD EPS Cherilyn R. Allen

- 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, 85% and above in Science, Math, English and 83% in other subjects, with a general average of 85% and above. **A student who will not meet the requirements shall not be allowed to take the test.**
- 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 Education Program Supervisor on or before July 12, 2024.
- For more information and clarifications, all concerned may contact the Chief of CID, Dr. Amelinda D. Montero, or Cherilyn R. Allen, Education Program Supervisor through mobile number 09171234289 or at email address cherilyn.rodriquez001@deped.gov.ph.
- Immediate and widest dissemination of this Memorandum is desired.

MA. LIZA R. TABILON EdD, CESO V
Schools Division Superintendent



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Enclosure No. 1: **ROLE AND FUNCTIONS OF DEPED PERSONNEL DURING THE CONDUCT OF THE STE ADMISSION TEST**

DepEd Personnel	Roles
Regional Education Program Supervisor in Science	<ul style="list-style-type: none">Regional Admission Test Coordinator
Division Education Program Supervisor in Science	<ul style="list-style-type: none">Division Admission Test Coordinator
School Principal/Science Department Head/ Science Coordinator	<ul style="list-style-type: none">School Admission Test Coordinator
Teachers/Non-teaching Personnel	<ul style="list-style-type: none">Room ExaminersCorrectorsEncoder
Roles	Responsibilities
Regional Admission Test Coordinator	<ul style="list-style-type: none">Monitors the conduct of the admission test.Collects the results of the admission test from the Division Education Program Supervisors.Determines the quota/ cut-off score per school and prepares Regional Memorandum on the test results.
Division Admission Test Coordinator	<ul style="list-style-type: none">Reproduces distributes, retrieves, and safe-keeps the test materials from the School Admission Test Coordinator in the Division Office.Supervises/ monitors the conduct of the test.Submits the results of the test to the Regional Admission Test Coordinator. Format the Result of the Admission Test in EXCEL SPREADSHEET to be submitted to this office, hard and soft copies, by the concerned division supervisor. The hard copies with signatures of the concerned (who are indicated in the format) shall be submitted on or before July 12, 2024.



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School Admission Test Coordinator	<ul style="list-style-type: none"> ▪ Submits to the Division Admission Test Coordinator the exact number of takers in their school two weeks before the conduct of the admission test. ▪ Gets and returns the test materials in good condition and properly packed to the Division Admission Test Coordinator one day after the test. ▪ Assigns Room Examiners, Correctors, and Encoders who are competent teachers/non-teaching personnel. The number of Room Examiners should be based on the number of testing rooms that can accommodate 30 takers each. ▪ Prepares a list of examiners by thirty (30) for every testing room and posts them in their assigned rooms. ▪ Assigns one room, for the orientation of Room Examiners and another room where correctors can check the answer sheets of the examinees. ▪ Orients the Room Examiners, Correctors, and Encoders on the guidelines relative to the admission test. ▪ Counts all packs of test booklets before releasing them to each room examiner. Each pack contains thirty (30) sets of questionnaires. ▪ Supervises the conduct of tests. ▪ Prepares the test results following the attached format with the help of an encoder and gives it to the monitoring Division Education Program Supervisor/Representative.
Room Examiners	<ul style="list-style-type: none"> ▪ Gets and counts the number of test booklets received from the School Admission Test Coordinator before proceeding to his/her assigned testing room. Reports any discrepancy to the School Admission Test Coordinator for immediate action. ▪ Signs the Accounting Form as he/she receives the test booklets from School Admission Test Coordinator. ▪ Checks the examinees have the necessary materials needed in the test such as pencil/ ball pen and blank



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sheets of paper for computation purposes.

- Informs the examinees that the test is composed of three subjects in this order: English, Science, and Mathematics consisting of seventy-five (75) items, with a time allotment of 1 hour and 20 minutes. Likewise, tells them that in case they would like to change their answer, they should cross out their previous one and write the new one. Instructs the examinees that the test will start at exactly 8:00 A.M./ 10:00 A.M./ 1:00 P.M.
- Collects and gives the answer sheets to the assigned correctors after the test for each subject is done.
- Gathers the used test booklets. Arranges and pack them properly. Distributes the test booklets for the next subjects.
- Returns all the test booklets to the School Admission Test Coordinator after the test for three subjects is over.

NOTE: if copies of the questionnaire in one subject are not enough for all the students to take the test simultaneously, each testing room should administer the test in different subjects and may exchange test booklets after the given time allotment.



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Reviewed by:

Principal/ Administrator

Checked by:

Division Education Program Supervisor

Noted:

Schools Division Superintendent



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