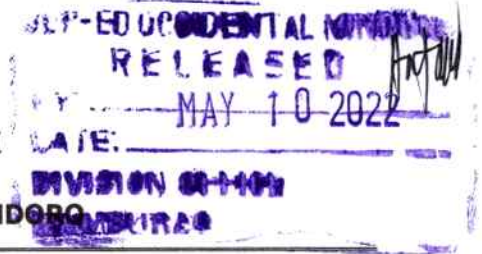




Republic of the Philippines
Department of Education
MIMAROPA REGION
SCHOOLS DIVISION OF OCCIDENTAL MINDORO



Office of the Schools Division
Superintendent

May 6, 2022

DIVISION MEMORANDUM
No. 000179s, 2022

**ADMISSION PROCEDURES FOR GRADE 7 ENTRANTS TO SCHOOLS
IMPLEMENTING SCIENCE, TECHNOLOGY AND ENGINEERING
(STE) PROGRAM AND SPECIAL SCIENCE CLASSES (SSC)
FOR THE SCHOOL YEAR 2022-2023**

1. The Schools Division Office, through Curriculum Implementation Division, will conduct the 2022 Face to Face Admission Test for Grade 7 Entrants to Science, Technology and Engineering (STE) Program, and Special Science Classes (SSC) on the dates and venue stated in Enclosure No.1.
2. With the content of Department of Education (DepEd)-Department of Health Joint Memorandum (JMC) No. 1, s. 2021, titled **Operational Guidelines on the Implementation of Face-to-Face Learning Modality** and **DepEd Order No. 17, s. 2022** titled **Guidelines on the Progressive Expansion of Face to Classes**, Science, Technology and Engineering (STE) Program and Special Science Classes qualifying examinations for Grade 7 Entrants shall be conducted face to face in strict accordance with the said issuances. Only those schools with approval to implement face to face classes shall administer the said test.
3. The applicants must have a quarterly rating of at least 85 in **Science, Mathematics**, and **English** and a grade of at least 83 in other learning areas in Grades 5 & 6. Furthermore, he/she must be recommended by his/her respective School Principal.
4. The school shall create an Admission and Screening Committee composed of a School Principal, one (1) Head Teacher/Master Teacher/Coordinator, one (1) Teacher, and one (1) Guidance Counselor/Designated Guidance Counselor. They are tasked to do the following:

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Science, Technology and Engineering (STE) Program

- a. Conduct selection through documentary evaluation to assess the readiness and qualification of the applicants based on the basic requirements submitted.
- b. The list of qualified students who will take the qualifying examination should be submitted in this office on or before May 15, 2022.
- c. School head together with the medical officer and other members of the health committee shall conduct the orientation to discuss important points that need to be considered on the conduct of the admission test to ensure that everything follows the School Safety Assessment Tool (SSAT).
- d. Only who passed the qualifying examination shall undergo the interview with the parent/guardian to validate the documents submitted and to gauge the possibility of the applicant succeeding in the program following strict compliance to minimum health standards.
- e. New sets of Test Items materials will be used on the actual admission test, hence, the Regional Supervisor in Science from the Curriculum and Learning Management Division (CLMD) takes charge on the distribution of test materials and administration on the date indicated in the previous part of this memorandum.

Special Science Classes (SSC)

- a. Conduct selection through documentary evaluation to assess the readiness and qualification of the applicants based on the basic requirements submitted.
- b. The use of historical average of first to fourth grading grades from Grade 5 to Grade 6 of the applicants in all learning areas will be considered for Special Science Classes (SSC).
- c. Submit to the Division Education Program Supervisor for Science on or before the date agreed the list of top 80 students who qualified in the selection process.
- d. Only who passed the qualifying examination shall undergo the interview with the parent/guardian to validate the documents submitted and to gauge the possibility of the applicant succeeding in the program following strict compliance to minimum health standards.
- e. The Division Education Program Supervisor for Science shall lead the conduct of the actual admission test on the dates to be decided by the respective SDO.

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- f. A team consisting of other CID personnel shall be organized to ensure the smooth conduct of the admission test.
- g. Prior to the conduct of the admission test, schools offering SSC together with the medical officer and other members of the health committee shall conduct the orientation to discuss important points that need to be considered on the conduct of the admission test to ensure that everything follows the School Safety Assessment Tool (SSAT).
6. The application form together with the required documents such as Birth Certificate and certified true copy of Report Card (SY 2021-2022) shall be submitted to the Principal's Office on or before the date to be agreed by the Division Education Program Supervisor and School Head. An incomplete application form will not be processed. Application form is attached as Enclosure No. 2.
7. Should you have questions or any clarification, please contact **Raquel P. Girao**, Chief, Curriculum Implementation Division (CID) at **(0917)323 8226** or **Merly A. Razon**, Education Program Supervisor - Science at **(0910) 448 6749**
8. For information, guidance, and compliance of all concerned.

LYNN G. MENDOZA

Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent

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Enclosure No. 1: 000179

NAME OF SCHOOLS IMPLEMENTING STE AND SSC, NAME OF COORDINATOR, VENUE AND DATES OF EXAMINATION

Name of Schools Implementing STE and SSC	Name of STE AND SSC COORDINATORS	Venue of Examination	Date
SABNACHS (STE)	ARGIE BORCILLO	School Gymnasium	May 25, 2022
LIS	ALBERT GARCIA	School Gymnasium	May 30, 2022
LNHS	MELANNIE VILLAR	School Gymnasium	May 31, 2022
OMNHS	MARICRIS T. MASANGKAY	School Gymnasium	June 02, 2022
STCNHS	JUNALYN MENDEZ	Covered Court	June 03, 2022
CNHS	LUZAIDA MONTEALEGRE	Multi-Purpose Hall	June 06, 2022
RNHS	LOUINA ATLAS	School Gymnasium	June 07, 2022
SJNHS	FERDINAND MASANGCAY	School Gymnasium	June 08, 2022
MNHS	JOSEPH DANES	School Gymnasium	June 09, 2022
ADINHS (SSC)	MIRIAM D. MICIANO	School Gymnasium	June 14, 2022
PNHS	MEDY D. DRIZA	Multi-Purpose Hall	June 15, 2022

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Republic of the Philippines
Department of Education
 DIVISION OFFICE - MARIKINA CITY

2022 LSHS, STE and SSC ADMISSION FORM

1x1
 Picture

INSTRUCTIONS

Please accomplish this form in two (2) copies. Type or print legibly all information needed.
 Do not abbreviate. Do not leave any item blank. No erasures, mark-overs, and/or mark-outs are allowed.
 Deadline of Submission: **May 13, 2022**

TO BE FILLED UP BY THE PUPIL-APPLICANT

Name of Pupil : _____
(Last Name, First Name, Middle Name)
 Birth Date : _____ Sex: _____
 Email Address : _____ Contact Number: _____
 Complete Home Address : _____
 School Intended to Enroll Grade 7: _____

I certify that the above information is true and correct.

Signature over Printed Name of Pupil-Applicant

TO BE FILLED UP BY THE PARENTS

Name of Mother: _____ Occupation: _____ Contact Number: _____
 Name of Father: _____ Occupation: _____ Contact Number: _____
 Name of Guardian: _____ Address of Parents/Guardian: _____
 No of Siblings: _____

I certify that the above information is true and correct.

Signature over Printed Name of Parent

TO BE FILLED UP BY THE SCHOOL AUTHORITY CONCERNED

Name of School : _____
 Complete Address : _____
 School Contact Number : _____
 Type of School (Please \checkmark) : Private Public ES SSES SSC

I hereby certify that the pupil-applicant is currently enrolled as Grade 6 for SY 201-2022. Further, I certify that the applicant does NOT have a quarterly grade lower than 85 in English, Mathematics and Science and does NOT have a quarterly grade below 83 in other subjects.

Signature over Printed Name of School Principal

I hereby certify that the pupil-applicant is of good moral character.

Signature over Printed Name of Adviser/Guidance Counselor

TO BE FILLED UP BY THE SCREENING COMMITTEE

Document Submitted:
 Photocopy of Birth Certificate
 Duly certified Photocopy of Form 138 (Report card)

As per data above:
 Approved: []
 Disapproved: []
 Reason/s for Disapproval: _____

Received & Processed by: _____ Date: _____
 Designation: _____

Signature over Printed Name of Secondary School Principal

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