



Republic of the Philippines
Department of Education
Region 1

SCHOOLS DIVISION OF CITY OF SAN FERNANDO (LA UNION)

MAY 19 2025

DIVISION MEMORANDUM

DM No. 254, s. 2025

**To : Chief Education Supervisors
Education Program Supervisors in Science and Mathematics
School Heads of La Union National High School and
San Fernando South Central Integrated School
Division Testing Coordinator**

From : OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

**Subject : Administration of Admission Tests for Incoming Grade 7
Learners in Science, Technology and Engineering (STE),
Special Program in Mathematics (SPM), and Incoming Grade
1 Learners in Special Science in Elementary Schools (SSES)
for SY 2025-2026**

Date : May 16, 2025

PARTICULARS

1. The Schools Division Office-City of San Fernando (LU) through the Curriculum Implementation Division will conduct the Administration of Admission Tests for Incoming Grade 7 Learners in Science, Technology and Engineering (STE), Special Program in Mathematics (SPM), and Incoming Grade 1 Learners in Special Science in Elementary Schools (SSES) for SY 2025-2026.

2. The schedule of the administration of admission tests will be as follows:

May 27, 2025 – La Union National High School
8:00 AM – Science, Technology and Engineering (STE)
1:00 PM – Special Program in Mathematics (SPM)

May 28, 2025 – San Fernando South Central Integrated School
8:00 AM – Science, Technology and Engineering (STE)
Special Science in Elementary Schools (SSES)



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"Sa Matatag na Panuntunan, Serbisyong Tapat Maaasahan"

Document Code: _____
Reference No. : _____



Enclosure 2 to Regional Memo No. __, s. 2025

FOR SSES (Special Science for Elementary Schools) PROGRAM:

DIVISION: _____
 SCHOOL: _____ School Head: _____
 Date of Admission Test: _____ Contact No. _____

Template 1. List of All Test Takers (Grade 1 Entrants)

NAME (Surname, First Name, MI)	SEX		BIRTHDATE	AGE	Total Score	Descriptive Equivalent
	Male	Female				
(arranged alphabetically)						

Template 2. Ranking of All Test Takers (Grade 1 Entrants)

NAME (Surname, First Name, MI)	SEX		BIRTHDATE	AGE	Total Score	Descriptive Equivalent	RANK
	Male	Female					
(arranged by rank from highest to lowest)							

Template 3. List of Qualifiers in Grade 1 SSES Program

NAME (Surname, First Name, MI)
(arranged alphabetically)

*Note: Do not reflect the total score and descriptive equivalent of the qualifier.

Template 4. Statistical Data for Grade 1 Entrants

Data	Male	Female	Total
Total Number of Test Takers			
Number of Qualifiers for the SSES Program			

*Signatories of each template: (Prepared by: the Teacher/Encoder; Reviewed by the School Head and/or Department Head/Coordinator; Approved by the Division Science Supervisor/ Division Mathematics Supervisor and/or Division Testing Coordinator)

Enclosure 1 to Regional Memorandum No. __, s. 2025

FOR STE/SPM PROGRAM:

DIVISION: _____
 SCHOOL: _____ School Head: _____
 Date of Admission Test: _____ Contact No. _____

Template 1. List of All Test Takers (Grade 7 Entrants)

NAME (Surname, First Name, MI)	SCHOOL GRADUATED FROM	SEX		SCORE			Total Score
		Male	Female	English	Math	Science	
(arranged alphabetically)							

Template 2. Ranking of All Test Takers (Grade 7 Entrants)

NAME (Surname, First Name, MI)	SCHOOL GRADUATED FROM	TOTAL SCORE	RANK
(arranged by rank from highest to lowest)			

Template 3. List of Qualifiers in Grade 7 STE/SPM Program

NAME (Surname, First Name, MI)	SCHOOL GRADUATED FROM
(arranged alphabetically)	

*Note: Do not reflect the total score of the qualifier.

Template 4. Statistical Data for Grade 7 Entrants

Data	Male	Female	Total
Total Number of Test Takers			
Number of Qualifiers for the STE Program			
Number of Qualifiers for the SPM Program			

*Signatories of each template: (Prepared by: the Teacher/Encoder; Reviewed by the School Head and/or Department Head/Coordinator; Approved by the Division Science Supervisor/ Division Mathematics Supervisor and/or Division Testing Coordinator)

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REGIONAL DIVISION OFFICE - DIVISION OF SAN FERNANDO (LA UNION)

REGION I

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on Facebook.

d. The school shall submit one set of hard copies placed in a long folder to the Division Science Supervisor and/or Division Mathematics Supervisor within 2 days after the examination date. The consolidated result of qualifiers of all STE/SPM/SSES schools shall be submitted to the CLMD, DepEd RO1 through a link provided on or before every first Friday of June.

8. Those who will pass the phase 2 selection process shall compose the Grade 7 STE/SPM learners with at least two (2) sections for Type A schools and one (1) section for Type B schools (maximum of 40 learners per class), and Grade 1 SSES class with a maximum of 35 learners.

9. The concerned school has the option to observe the IATF health and safety protocols in all activities related to the administration of the admission test.

10. Schools should inform the public of the inclusive dates for the administration of admission test of incoming STE, SSES, and SPM learners through whatever modality or platform.

11. For information, dissemination and compliance.



TOLENTINO G. AQUINO
Director IV

Incl.: As Stated

References: DO No.55, s. 2010; DO No. 57, s. 2011; DO No. 31, s. 2012;
DM No. 34, s. 2020; DO No. 47, s. 2016; RM No. 296, s. 2020;
ECCD Checklist

To be indicated in the Perpetual Index
under the following subjects:

ADMISSION TESTS
SCIENCE/MATHEMATICS CURRICULUM
STE/SSES/SPM

CLMD/rap/RM_AdmissionTestforSTE/SSES/SPMschools
May 5, 2025



Documan 8

DepEd RO1

CLMD 250518

Enclosure 3 to Regional Memorandum No. __, s. 2025

NON - DISCLOSURE AGREEMENT (NDA)

I, _____, of legal age, Filipino, and with residence address at _____, have accepted the _____ role as _____ for the administration of admission tests in Science, Technology, and Engineering (STE) schools, Special Science in Elementary Schools (SSES), and schools with Special Program in Mathematics (SPM).

I understand that everything that I receive and access from this activity, the property of the Department of Education should be treated with utmost confidentiality. Hence, I commit not to copy, reproduce, multiply, photograph, share, or disseminate any part of the materials, information, document, or output. I am obligated to use the materials only within the duration of the activity until their completion, based on my Terms of Reference.

I understand that if I am found to have violated the conditions set for the service rendered, I will be held accountable for my actions.

CONFORME:

Signature Over Printed Name _____

Email Address: _____

Date: _____

Witnessed by: _____

Designation	_____
Signature Date	_____ CES, CID/SGOD
Unit of Assignment	Department of Education
Position	_____
Position of Traveler	_____
Assignment Station	School Division Office- City of San Fernando (IV)
Position/Designation	Education Program Subdirector
NAME	ROBERTO C. SAGAYADO

Control No: _____

REGIONAL OFFICE OF THE DEPARTMENT OF EDUCATION

SCHOOL DIVISION OFFICE - CITY OF SAN FERNANDO (IV)

REGION I

DEPARTMENT OF EDUCATION

REGION I



Republic of the Philippines
Department of Education
REGION I



REGIONAL MEMORANDUM

No. 592, s. 2025

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ADVISORY ON THE ADMINISTRATION OF ADMISSION TESTS IN SCIENCE, TECHNOLOGY AND ENGINEERING (STE) SCHOOLS, SPECIAL SCIENCE IN ELEMENTARY SCHOOLS (SSES), AND SCHOOLS WITH SPECIAL PROGRAM IN MATHEMATICS (SPM) FOR SCHOOL YEAR 2025-2026 AND ONWARDS

To: Schools Division Superintendents
All Others Concerned

1. The Department of Education Regional Office 1 (DepEd RO1) through the Curriculum and Learning Management Division (CLMD) announces the **administration of admission tests** in Science, Technology, and Engineering (STE) schools, Special Science in Elementary Schools (SSES), and schools with Special Program in Mathematics (SPM) **within the month of May** for School Year 2025-2026 and onwards.
2. The Schools Division Offices (SDOs) through the Division Science and Mathematics Supervisors with the Division Testing Coordinator shall access, download, and reproduce the questionnaires through the link that will be provided to the closed group of the Education Program Supervisors and Testing Coordinators. The SDOs shall also schedule their admission tests and may tap non-teaching personnel to serve as Room Examiners or proctors. Moreover, the DepEd RO1 holds the SDOs to be accountable and responsible in safeguarding the integrity of the test materials and of the test results.
3. Eligible test-takers for STE and SPM Programs are Grade 6 pupils whose final ratings in Science, Mathematics, and English and General Average is not lower than 85. Meanwhile, the eligible test-takers for the SSES Program are Kindergarten pupils who passed the initial evaluation conducted by the school based on the provisions stipulated in DepEd Order No. 57, s. 2011.
4. The selection process shall be conducted in two (2) phases:
Phase 1 -Preliminary Elimination by the School including interview.
Phase 2 -Written Examination to be administered by the SDOs through the Division Science Supervisor, Division Mathematics Supervisor and Division Testing Coordinator.

The Written Examination procedures are as follows:

A. Pre-Examination Activities

- a. A Non-Disclosure Agreement (NDA) shall be issued to all the personnel involved (room examiners, proctors, and checkers) to protect the integrity of the examination.

- b. The Division Testing Coordinator shall conduct a briefing and orientation.
- c. The Division Science and Mathematics Supervisors shall verify the qualifications of the short-listed test-takers.
 - c.1 For STE and SPM Programs
 - c.1.1 Review final grades in Science, Mathematics, and English.
 - c.1.2 Validate results of the preliminary elimination and interview.
 - c.1.3 Verify original report card (SF 9) is attached.
 - c.2 For SSES Program
 - c.2.1. Confirm total points obtained from the preliminary elimination and Interview.
 - c.2.2 Verify original Early Childhood Care Development (ECCD) Checklist is attached.
- d. Testing Room assignment
 - d.1 Each room must be staffed with one Room Examiner and one Proctor.
 - d.2 The room examiner shall confirm the attendance of test-takers against the official list of short-listed candidates.
 - d.3 The Room Examiner and Proctor must not be related to any test-taker up to the fourth degree of consanguinity or affinity.
- e. Special Circumstances
 - e.1 Late Test-Takers
 - e.1.1 Late arrivals will be accommodated but only granted the remaining examination time.
 - e.1.2 Room examiners, in consultation with section advisers, should determine the status of absent candidates.
 - e.2 Missed Examinations
 - e.2.1 In case of illness or other acceptable reasons for absence, parents/guardians must submit a formal letter of request through the School Head.
 - e.2.2 Forward the request to the Schools Division Office.
 - e.2.3 Await arrangements for an alternative examination schedule.
 - e.3 Test-takers who finish early:
 - e.3.1 May review their answers before submission
 - e.3.2 Should submit completed answer sheets to the room examiner
 - e.3.3 May leave the testing room quietly
 - e.3.4 Will be directed to their parent or guardian by the proctor

B. POST-EXAMINATION ACTIVITIES

- a. The room examiner must account and safe-keep all the test booklets and answer sheets.
- b. A dedicated team compose of checker, watcher, and encoder will check the answer sheets.
- c. The attached templates 1, 2, 3, and 4 shall be accomplished completely in three (3) sets by the encoder. Template 3 should be arranged in alphabetical order without reflecting the total scores. A copy of this has to be posted on a bulletin board or in any conspicuous place in the school, but not to be posted



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3. Eligible test-takers for STE and SPM Programs are incoming Grade 7 learners whose final ratings in Science, Mathematics, and English and General Average is 85 and above. The eligible test-takers for the SSES Program are incoming Grade 1 learners who passed the initial evaluation conducted by the school based on the provisions stipulated in DepEd Order No. 57, s. 2011.
4. The selection process shall be conducted in two (2) phases:
Phase 1 – Preliminary Elimination by the school including interview.
Phase 2 – Written examination to be administered by the Division Science and Mathematics supervisors, and Division Testing Coordinator
5. The Pre-Examination and Post-Examination Activities are stipulated in Regional Memorandum No. 592, s. 2025 which is attached in this memorandum.
6. For information, dissemination and compliance.

SHEILA MARIE A. PRIMICIAS, CESO VI
Schools Division Superintendent

[Signature]

[Signature]

[Signature]



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