



Republic of the Philippines
Department of Education
 MIMAROPA Region
SCHOOLS DIVISION OF MARINDUQUE

Department of Education
 Division of Marinduque
RECORDS SECTION
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 Name: 000455
 Signature: [Signature]
 Date: FEB 07 2024 Time: _____

Office of the Schools Division Superintendent

February 2, 2024

DIVISION MEMORANDUM

No. 12, s. 2024

**ADMINISTRATION OF THE 2024 ADMISSION TEST FOR
 SSES (Elem), STE (JHS) and STEM Strand (SHS)**

To: Assistant Schools Division Superintendent
 Chief Education Supervisors
 Public Schools District Supervisors
 Concerned Public and Private Elementary & Secondary School Heads
 All Others Concerned

1. The Schools Division of Marinduque through the Curriculum Implementation Division (CID), announces the schedule of the admission procedures and test for the Special Curricular Program in Science that includes the Special Science for Elementary Schools (SSES), Science, Technology & Engineering (STE) and Science, Technology, Engineering and Mathematics (STEM) for the Senior High School STEM strand for School Year 2024-2025. The schedule of the administration of the following admission procedures and tests are as follows:

Admission Procedure	Date/Schedule
Announcement of Pre-Screening, Schedule, Requirements and Procedures	February 26-March 1, 2024
Pre-Screening and submission of Requirements	March 4-7, 2024
Announcement of the Qualified Aspirants to take the Admission Test	March 8, 2024 (Friday)
Reading Assessment for SSES Aspirants (Incoming Grade 1)	March 15, 2024 (Friday)
Simultaneous Admission Test and Submission of Results for SSES	March 16, 2024 (Saturday)
Simultaneous Admission Test and Submission of Results for STE	March 23, 2024 (Saturday)
Simultaneous Admission Test and Submission of Results for Senior High School -STEM strand (Public & Private Schools)	March 30, 2024 (Saturday)
Publication of Successful Examinees	April 19, 2024

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 Facebook Page: DepEd Tayo Marinduque

2. The admission tests shall be done simultaneously in all schools.

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**, adhering to the following guidelines:

Special Curricular Program	Pre-qualifying Parameters
Special Science Elementary Schools (SSES)	<p>OUTSTANDING SCALED SCORES in all seven (7) domains of the Early Care Childhood Development (ECCD) Checklist</p> <p>Descriptive Rating of CONSISTENT in the Progress Report Card in all Competencies in the First and Second Quarter of the current school year</p> <p>Able to EXCELLENTLY READ, COMPREHEND and COUNT during the preliminary Face to Face evaluation and interview with the parents</p>
Science, Technology and Engineering Program (STE)	Should have met the required grades, an average of 85% and above from the 1 st and 2 nd quarter grading periods in SCIENCE, MATH and ENGLISH , and 83% in other SUBJECTS without grades lower than 80% in ANY GRADIG PERIOD and with GENERAL AVERAGE of 85% and ABOVE based on the computed grades from first to second grading periods of the current school year
Senior High School STEM Strand	Should have met the required grades, an average of 85% and above from the 1 st and 2 nd quarter grading periods in SCIENCE, MATH and 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 second grading periods of the current school year

4. Applicants who failed to meet the requirements shall not be allowed to take the test. In such case where they were allowed to take the examination, their names will be dropped from the list.

5. The concerned School Head shall check the admission test result before the submission to this Office.

6. Pre-screening and interviews of prospective takers shall be conducted following the timetable abovementioned. This should be done by the school committee headed by the School Head/Head Teacher in Science or the Science Coordinator of the accepting school.

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Senior High School STEM Strand	<p>Should have met the required grades, an average of 85% and above from the 1st and 2nd quarter grading periods in SCIENCE, MATH and 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 second grading periods of the current school year</p>

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7. Enclosed are the following reference and guidance:
- Enclosure No. 1- Roles and Functions of DepEd Personnel during the Admission Test.
 - Enclosure No. 2 – Format of the Result of the Admission Test in **EXCEL SPREADSHEET** to be submitted to this office, hard and soft copies, by the concerned Special Science Coordinator. The soft copy should be sent to ma.saet@deped.gov.ph on or before **MARCH 23, 2024**, while the hard copies with signatures of the concerned (who are indicated in the format) shall be submitted on or before **APRIL 1, 2024**.
 - Enclosure No. 3 – Admission Form
8. The administration of the 2024 Simultaneous Regional Admission Test shall be supervised and monitored by the Public Schools District Supervisors to ensure a smooth and efficient implementation. Likewise, the concerned SDO and School Personnel are entitled to a service credit/compensatory time-off for the services rendered during Saturdays.
9. Immediate dissemination of and compliance with this Memorandum are desired.



LYNN G. MENDOZA, EdD
OIC, Schools Division Superintendent

Encls: As stated
Reference: Regonal Memorandum No. 008, s. 2024
To be indicated in the Division Perpetual Index
Under the following subjects

ADMISSION	ASSESSMENT
BASIC EDUCATION	LEARNERS
LEARNING AREA, SCIENCE	PROGRAMS
SELECTION	TEACHERS

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Enclosure No. 1 to Division Memorandum No. 12 s. 2024
ROLE AND FUNCTIONS OF DEPED PERSONNEL DURING THE CONDUCT OF
ADMISSION TEST

DepEd Personnel	Roles
Regional Education Program Supervisor in Science	<ul style="list-style-type: none"> Regional Admission Test Coordinator
Division Education Program Supervisors in Science	<ul style="list-style-type: none"> Division Admission Test Coordinator
Science Department Head/ Science Coordinator	<ul style="list-style-type: none"> School Admission Test Coordinator
Teachers	<ul style="list-style-type: none"> Room Examiners Correctors Encoder

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 seven (7) 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 supervisors. The softcopy should be sent to mimaropa.regional@deped.gov.ph, cc to john.eviota@deped.gov.ph (SUBJECT: SDO_ADMISSION RESULT) on or before APRIL 1, 2024, while the hard copies with signatures of the concerned (who are indicated in the format) shall be submitted on or before APRIL 12, 2024.
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

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	<p>the Division Admission Test Coordinator one day after the test.</p> <ul style="list-style-type: none"> • Assigns Room Examiners, Correctors, and Encoders who are competent teachers. 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.
<p style="text-align: center;">Room Examiners</p>	<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 sheets of paper for computation purposes. • Informs the examinees that the test is composed of three subjects in this order: Math, Science, and English, each consisting of sixty (60) items, with a time allotment of one (1) hour per subject. 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.

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	<ul style="list-style-type: none"> • Instructs the examinees that the test will start at exactly 8:00 A.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. <p>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.</p>
<p style="text-align: center;">Correctors</p>	<ul style="list-style-type: none"> • Gets the answer sheets of the examinees from the Room Examiners when the test for each subject is finished. • Exchanges corrected answer sheets with co-correctors for rechecking and recounting correct answers. • Affixes initial on the right side of the score. • Gives the corrected and rechecked answer sheets to the School Admission Test Coordinator for encoding.
<p style="text-align: center;">Encoder</p>	<ul style="list-style-type: none"> • Prepares a list of examinees alphabetically following the given format. • Encodes scores of each examinee in three subjects and gets the total score. • Proofreads and rechecked entries. • Prepares another list of examinees that has been proofread and rechecked on another sheet for ranking. • Gives the soft and hard copies to the School Admission Test Coordinator for rechecking and affixing of signature. These should be submitted to the monitoring Division Education Supervisor/ Representative.

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