



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**

March 08, 2024

**DIVISION MEMORANDUM**  
No. 156 s. 2024

**SELECTION GUIDELINES FOR INCOMING LEARNERS IN SPECIAL  
SCIENCE ELEMENTARY SCHOOLS (SSES) AND SCIENCE,  
TECHNOLOGY, ENGINEERING (STE) PROGRAMS  
FOR SCHOOL YEAR 2024-2025**

- To: OIC, Office of the Assistant Schools Division Superintendent  
Chief Education Supervisors  
Curriculum Implementation Division  
School Governance and Operations Division  
Education Program Supervisors  
Public Schools District Supervisors  
Senior Education Program Specialists  
Heads of Public Elementary, Integrated and Secondary Schools  
All Others Concerned
- Attached is Regional Memorandum No. 191, s. 2024 dated March 8, 2024 titled **Selection Guidelines for Incoming Learners in Special Science Elementary Schools (SSES) and Science, Technology, Engineering (STE) Programs for School Year 2024-2025**.
  - Immediate dissemination of this Memorandum is desired.

  
**MIGUEL MAC D. APOSIN EdD, CESO V**  
Schools Division Superintendent ✓

Encl: As stated  
Reference: As stated  
To be included in the Perpetual Index  
Under the following subjects:

ADMISSION  
ELEMENTARY SCHOOLS

EXAMINATIONS  
SECONDARY SCHOOLS



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REGION VI-WESTERN VISAYAS

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REGIONAL MEMORANDUM  
No. 191, s. 2024

**SELECTION GUIDELINES FOR INCOMING LEARNERS IN SPECIAL  
SCIENCE ELEMENTARY SCHOOLS (SSES) AND SCIENCE,  
TECHNOLOGY, ENGINEERING (STE) PROGRAMS  
FOR SCHOOL YEAR 2024-2025**

To: Schools Division Superintendents  
All Others Concerned

1. This Office, through the Curriculum and Learning Management Division (CLMD), issues the Regional Selection Guidelines for Incoming Learners of Grade 1 SSES and Grade 7 STE for SY 2024-2025.

2. In preparation for the incoming school year, the Qualifying Admission Tests (QAT) shall be administered to applicants who meet the following basic requirements, to wit:

Special Science Program	Documentary Requirements	Age Requirements	Other Requirements
<b>SSES</b>	<ol style="list-style-type: none"><li>Medical Certificate</li><li>Accomplished ECCD Checklist (Certified Machine Copy)</li><li>Kindergarten Progress Report (Certified Machine Copy)</li><li>Duly accomplished Application Form</li></ol>	Must be 6 years old as of October 31, 2024	<ul style="list-style-type: none"><li>Shall be Kindergarten completers</li><li>Must pass the reading and qualifying admission test</li></ul>
<b>STE</b>	<ol style="list-style-type: none"><li>Certificate of Good Moral Character</li><li>Grade 6 Form 9 (Report Card Certified Machine Copy)</li><li>Duly Accomplished Application Form</li></ol>	Must be 12 years old as of October 31, 2024	<ul style="list-style-type: none"><li>Average rating of 85% in Grade 6 English, Science, and Mathematics (From First to Third Quarters)</li><li>Duly accomplished application form with one-piece 1x1 ID picture</li><li>Must pass the qualifying exam</li></ul>

3. The selection for Grade 1 SSES and Grade 7 STE learners shall be done in the following phases to determine the final qualifiers.



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Phase	SSES	STE
1	Reading Test	Qualifying Exam
2	Qualifying Exam	*Face-to-face Interview
3	*Face-to-face Interview	Ranking of qualified applicants
4	Ranking of qualified applicants	

\*Face-to-face Interview of the Pre-Qualified Applicants. The interview shall include an oral skills test that will be rated using rubrics and added as an integral part of the score obtained by the qualifier.

\*Ranking of the final qualified applicants shall be based on the following criteria:

CRITERIA	EQUIVALENT	
	SSES	STE
Reading Test	30%	
Qualifying Exam Score	50%	65%
Interview	20%	15%
Grade 6 Average (STE only)		20%
<b>TOTAL</b>	<b>100%</b>	<b>100%</b>

4. The Indicative Schedule of Activities:

Activity	Date
Onsite / Online Submission of Application Documents	April 01-12, 2024
Reading Test/Qualifying Exam)	April 20, 2024 (Saturday)
Selection Process (Qualifying Exam/ Interview with the parents or guardians	April 27, 2024; May 04, 11, and 18, 2024 (Saturdays)
Ranking of Final Qualified Applicants	May 20-22, 2024
Posting of Grade 1 / 7 Qualifiers	May 30, 2024

5. The participation to this activity is voluntary and subject to the no-disruption of classes policy per DepEd Order No. 09, s. 2005 (Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance Therewith), and no collection policy per DepEd Order No. 09, s. 2008 (Implementation of No Collection Policy in All Public Elementary and Secondary Schools).



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6. Teaching and non-teaching staff who will render services during the test material preparation, interview, checking, and releasing of results will be given service credits/compensatory leave credits for services rendered on Saturdays, Sundays, and Holidays. It is understood, however, that these leave credits shall be used only to offset absences and not for the commutation of leave credits for monetization. The Compensatory time-off is non-cumulative and should be utilized within one (1) year. This is granted under CSC and DBM Joint Circular No. 2, s. 2004, dated October 2004.
7. The proper health and safety protocols shall be strictly observed during the conduct of the activity.
8. The Schools Division Offices, through the Division Science Supervisors shall monitor and evaluate the selection process of the SSES and STE learners and submit a report to the Regional Office c/o CLMD for validation.
9. Immediate dissemination of and compliance with this Memorandum are desired.

  
**RAMIR B. UYTICO EdD, CESO III**  
Regional Director

Encl.: N o n e

Reference: N o n e

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under the following subjects:

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RRS/CLMD-RM- Regional Selection Guidelines for Incoming Learners of Grade 1 SSES and Grade 7 STE for SY 2024-2025  
033/March 5, 2024



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