



Republic of the Philippines
Department of Education
 REGION I
 SCHOOLS DIVISION OF VIGAN CITY

DIVISION MEMORANDUM

No. 201 2024

**DIVISION ORIENTATION AND APPRAISAL OF DOCUMENTS ON THE
 ADMINISTRATION OF THE 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 2024-2025**

TO: Assistant Schools Division Superintendent
 Chief Education Supervisors
 School Heads of ISNHS, BMSW and DWCV
 All Others Concerned

1. In line with Regional Memorandum No. 588, s. 2024 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 2024-2025, this Office hereby informs public and private schools in Vigan City on the conduct of division orientation on the administration of the admission Tests at Ilocos Sur National High School Library on July 8, 2024 at 9:30 in the morning.
2. The activity aims to orient the participants on the test administration guidelines and the responsibilities of the testing personnel in the school and to appraise pertinent documents of test takers to ensure that the admission process is conducted smoothly and efficiently, adhering to all guidelines and standards.
3. The participants of the said activity shall be the testing monitors, school heads, room examiners, proctors and checking teams (checkers, encoders and watchers) assigned by the school heads.
4. This memorandum shall serve as the locator slip of all the participants.
5. For inquiries or concerns, please contact Mr. Peter John A. Frial (09156367688), Mr. Pelagio F. Cardenas (09175805050) and Grace F. Castaneda (09062371256).
6. Immediate dissemination of this memorandum is desired.



VILMA D. EDA, CESO V
 Schools Division Superintendent



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