



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

DIVISION MEMORANDUM

No. 247 s. 2025

ADMINISTRATION OF DIVISION 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

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

- Pursuant to Regional Memorandum No. 592, s. 2025 titled 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, this Office shall administer the admission tests to eligible test takers for Grade 1 SSES and Grade 7 STE and SPM on May 14-15, 2025.
- The admission tests serve as a final screening of the aspirants who will compose this year's qualifiers in the three different special programs in Science and Mathematics.
- The testing venues and monitors of the admission tests are the following:

STE, SPM		SSES	
May 14	Monitors	May 15	Monitors
ISNHS (Batch 1 and 2)	Grace F. Castañeda Peter John A. Frial Aurelyn F. Fieldad Pelagio F. Cardenas	BMSW (Batch 1 and 2)	Grace F. Castañeda Peter John A. Frial
DWCV	Susiemar M. Rapisura Edgar L. Pescador	DWCV	Susiemar M. Rapisura Pelagio F. Cardenas

- There shall be 25 eligible test takers in each of the rooms for SSES, STE and SPM in the testing venues.
- The school heads shall assign non-teaching personnel to serve as room examiners and proctors specifically one (1) examiner and 5 to 8 proctors per testing room for Grade 1 while one examiner and one proctor per testing room for Grade 7 to facilitate the conduct of the tests. Meanwhile, during the checking of answer sheets, there shall be a separate team consisting of a checker, watcher and encoder.
- Identified testing personnel shall attend an orientation on May 13, 2025, 2:00 P.M. at the Ilocos Sur National High School Library.



Address: Mena Crisologo St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur
 Telephone No: (077) 722-20-23 / (077) 632-05-33
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7. The test proper will be administered one (1) hour for the SSES and three (3) hours for the STE and SPM. The test shall start at exactly 7:30 in the morning.
8. The test takers who will obtain the Superior (25 and above), Above Average (19-24) and High Average (17-18) descriptive ratings shall be accommodated for SSES with a maximum of 35 learners. On the part of STE and SPM, the test takers who will obtain the 80 highest scores shall compose the two sections in each of the programs.
9. If a learner was not able to take the admission test on the scheduled date due to sickness/acceptable reason/s, a letter of request shall be prepared by the parent/guardian through the School Head to be forwarded to the Schools Division Office for the arrangement of another schedule in taking the admission test.
10. The results of the test shall be prepared by the school head, validated and reviewed by the Division Testing Coordinators/ Education Program Supervisors, recommended by the Chief Education Supervisors and approved by the Schools Division Superintendent. Copies of the results shall be posted in conspicuous areas on the school premises as well as on the official Facebook Page of the Schools. Official copies of the results shall be transmitted by the Schools Division Office (SDO) to the Regional Office (RO).
11. The signatories of each template shall be prepared by the School Head, validated and reviewed by Division Testing Coordinators/ Education Program Supervisors, recommended by the Chief Education Supervisors and approved by the Schools Division Superintendent.
12. Attached is the Regional Memorandum for the other provisions relative to the administration of the admission tests of the different Special Curricular Programs.
13. Should you have queries or concerns, please coordinate with Mr. Pelagio F. Cardenas (09175805050), Mr. Peter John A. Frial (09156367688) or Mrs. Susiemar M. Rapisura (091771889967).
14. For information and compliance of all concerned.

VILMA D. EDA, CESO V
 Schools Division Superintendent

Encl: None
 Reference:
 RM No, 592, s. 2025
 To be indicated in the Perpetual Index
 Under the following subjects:

ADMISSION TESTS SPM SSES STE

SCHOOLS DIVISION OFFICE
 DEPED VIGAN CITY
 07 MAY 2025
RELEASED



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 REGION I



REGIONAL MEMORANDUM

No. 592, s. 2025

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.



Doc. Ref. Code	RM-ORD	Rev	00
Effectivity	11.18.2024	Page	1 of 6



- 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 composed 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

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



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	
<i>(arranged alphabetically)</i>							

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

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

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

NAME (Surname, First Name, MI)	SCHOOL GRADUATED FROM
<i>(arranged alphabetically)</i>	

*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)

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				
<i>(arranged alphabetically)</i>						

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					
<i>(arranged by rank from highest to lowest)</i>							

Template 3. List of Qualifiers in Grade 1 SSES Program

NAME (Surname, First Name, MI)
<i>(arranged alphabetically)</i>

*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 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 _____ a
_____ 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:

CES, CID/SGOD



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Doc. Ref. Code	RM-ORD	Rev	00
Effectivity	11.18.2024	Page	6 of 6

