



3/23/2023  
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 Asst. Schools Division Superintendent  
 Officer-In-Charge  
 Office of the Schools Division Superintendent  
 SCHOOLS DIVISION OF BULACAN

Republic of the Philippines  
**Department of Education**  
 REGION III-CENTRAL LUZON

MAR 20 2023

**REGIONAL MEMORANDUM**  
 No. 118, s. 2023

**GUIDELINES IN DETERMINING GRADE 7 STUDENTS WHO ARE QUALIFIED AND AUTHORIZED TO ENROLL IN SCIENCE, TECHNOLOGY, AND ENGINEERING (STE), LEGISLATED SCIENCE HIGH SCHOOLS (LSHS), AND REGIONAL SCIENCE HIGH SCHOOL (RSHS) FOR THE SCHOOL YEAR 2023-2024**

To: Schools Division Superintendents  
 Curriculum Implementation Division (CID) Chiefs  
 Division Education Program Supervisors in Science  
 School Principals/Heads and Administrators, Public and Private Elementary and Secondary Schools  
 All Others Concerned

1. This is to announce the schedule of the admission and screening of applicants for the Special Curricular Program in Science, Technology, & Engineering (STE), Legislated Science High Schools (LSHS), and Regional Science High School for School Year 2023-2024. The admission test for the RSHS and LSHS shall be done on **June 17, 2023** (Saturday) while the admission test for the STE shall be administered simultaneously in all schools divisions on **June 24, 2023** (Saturday).
2. All Grade 6 enrolled students in SDO/RO acknowledged Special Science Elementary Schools (SSES) and non-SSES schools/classes from the public and private schools may submit the documentary requirements to their chosen Science, Technology, and Engineering (STE) implementing schools if they would like to become part of the STE Program, or to the implementing Legislated Science High Schools in the Divisions of Angeles City, Aurora, Balanga City, Cabanatuan City, and City of San Jose Del Monte, Tarlac Province, and/or to the Regional Science High School III in the Division of Olongapo City.
3. To qualify in the selection process, interested learners shall meet/possess the following criteria, to wit:
  - a. quarterly grade of 85% or higher in English, Science, and Mathematics and a grade of 83% or higher in the other subjects as evidenced by the grades of students from the first up to third rating periods of S.Y. 2022-2023;
  - b. good moral character; and
  - c. preferably in good health and fit to undergo a rigorous academic program.
4. Relative to paragraph 3, the following documentary requirements shall be submitted, to wit:
  - a. Letter of application/intent;
  - b. Certified true copy of school report card by the School Head;
  - c. Certificate of good moral character signed by the School Head; and
  - d. Health Declaration Form (*see Enclosure 2*)





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5. The school selection committee (SSC) shall be composed of:  
Chairman: School Head  
Members: Department Heads/coordinators of English, Science, and Mathematics  
Working Committee: Room Examiners, Correctors, and Encoders
6. The admission committee of the receiving school shall strictly check and evaluate the documents submitted by each applicant. A student who shall not meet the requirements should not be allowed to take the admission test. In case a student who did not meet the requirements was allowed to take the test and included in the rank list, his/her name shall be removed. Moreover, the school admission committee shall carefully observe and follow the steps in screening the applicants.
7. The number of applicants who are qualified for the admission test or the number of actual takers shall be the basis in determining the number of qualified applicants who will be authorized to enroll in the program based on the existing number of section/s for SY 2022-2023, to wit:

Number of Qualified Applicants for Enrollment based on the existing Section/s for SY 2022-2023	Minimum Number of Qualified Applicants for Admission Test/Actual Takers
1 section (35 learners)	75 takers
2 sections (70 learners)	115 takers
3 sections (105 learners)	150 takers
4 sections (140 learners)	185 takers
5 sections (175 learners)	220 takers
6 sections (210 learners)	255 takers
7 sections (245 learners)	290 takers

Note: The school shall conduct an advocacy campaign and other activities to come up with the required number of takers for every section of qualified learners who will enroll in the program. The applicants who are qualified to enroll in the program shall be determined by the Regional Office through the CLMD

8. The following steps in selecting the qualifiers shall be observed:
- The submission of all documentary requirements to the chosen STE, LSHS, and/or RSHS implementing schools shall be done on or before **June 2, 2023**, either online or onsite directly in the chosen school. The implementing school, if applicable, shall conduct an orientation for the applicants prior to the conduct of the admission test. The school shall inform the applicants about the schedule of the orientation.
  - The grades in English, Science, and Mathematics for the three grading periods shall be used as an entry requirement along with the other documentary requirements stated in paragraph 4. The average grade shall be computed and expressed in three decimal places. The template in Enclosure No. 3 shall be used in consolidating the final average grade of the applicants.





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- c. The screening process shall involve the pre-screening (checking of the authenticity and veracity of the submitted documents and interview of the prospective takers) and conduct of the admission test.
- d. The total score of each applicant in the Admission Test in all subjects (English, Math, and Science) shall be the sole basis of the ranking.
- e. The applicants who passed the pre-screening and interview shall be informed of the schedule of the admission test through text messaging or via email by the accepting school. The school may also post the announcement of the admission test on the school's Facebook page or in conspicuous areas near the gate of the school. The same procedure shall also be done in the conduct of the interview.
- f. The test shall be rigorously prepared by the schools division through the division Science Education Program Supervisors (EPS). The number of items per subject component is sixty (60) for Science, sixty (60) for Mathematics, and sixty (60) for English.
- g. The role and functions of DepEd Personnel during the Conduct of the Admission Test shall be properly observed (*see Enclosure No. 1*).
- h. The school through the immediate supervision of the school head/principal shall strictly implement the minimum health standards based on the issuance of the Inter-Agency Task Force (IATF).
- i. The school testing coordinator shall prepare the reports relative to the screening of the applicants (*see Enclosure Nos. 3 & 4*).
- j. In consolidating the admission test results of the three (3) subjects, for example, the score of the applicant in English is 52, in Science is 49, and in Mathematics is 53, the scores shall be added to get a total score of 154. The template in Enclosure No. 4 shall be used in consolidating the admission test results of all applicants.
- k. In case of a tie/multiple ties in the last slot, the computed average grade of the three (3) subjects in three decimal places shall be used as a tiebreaker.
- l. The applicants shall be ranked based on the computed total scores. A maximum of 35 students will be selected for one section, 70 for two sections, 105 for three sections, and so on. The template in Enclosure No. 4 shall be used in the ranking of the applicants for SY 2023-2024.
- m. The hard copy of the complete list of the ranked applicants with the signatures of the Screening/Selection Committee and a soft copy shall be submitted to the Schools Division Office through the Division Science EPSs on or before **July 17, 2023**, and shall be endorsed to the Regional Office through the Regional Science EPS on or before **July 31, 2023**. The division Science EPSs shall carefully review and check the completeness and accuracy of the results of the admission test and the ranking of the applicants. The soft copy shall be sent via email at [clmd.ro3@deped.gov.ph](mailto:clmd.ro3@deped.gov.ph), cc: [arlon.cadiz@deped.gov.ph](mailto:arlon.cadiz@deped.gov.ph). The soft copy should be in an Excel spreadsheet format. In the SDO with more than one STE implementing schools, the hard copies shall be compiled in one folder with an attached endorsement letter from the SDS.





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- n. The qualifiers who will be authorized to enroll in the STE/RSHS Program shall be determined by the Regional Selection Committee headed by the CLMD Chief and English, Science, and Mathematics EPSs.
  - o. The list of qualifiers per school shall be announced through a regional memorandum.
  - p. In case there are students in the list of STE qualifiers who will not enroll, the next in the rank applicant, rank 36 onwards if the school caters one section, rank 76 onwards if the school caters two sections, rank 106 onwards for the three sections, and so on shall be accommodated. The list of students who will replace those who will not enroll shall be submitted to this Office through the endorsement from the Schools Division Superintendent.
9. The documents below are enclosed for the information and guidance of all concerned:
- Enclosure No. 1 – Roles and Functions of DepEd Personnel during the Conduct of the Admission Test
  - Enclosure No. 2 – Health Declaration Form
  - Enclosure No. 3 – Consolidated Final Average Grade of the Three (3) Subjects in the Three (3) Quarters
  - Enclosure No. 4 – Ranking of Applicants to STE/LSHS/RSHS for SY 2023-2024
10. Service Credits for teaching personnel and Compensatory Time-Off (CTO) for non-teaching personnel shall be granted in lieu of the working days that will fall on either holidays or weekends in accordance with DepEd Order No. 53, s. 2003, entitled Updated Guidelines on Grant of Vacation Service Credits to Teachers and CSC-DBM Joint Circular No. 2, s. 2015, entitled Policy Guidelines on Overtime Services and Overtime Pay for Government Employees, respectively.
11. The meal allowance of the school selection committee and working committee members shall be charged against School MOOE or other local funds subject to the usual accounting and auditing rules and regulations.
12. For inquiries and concerns, you may contact Mr. Arlon P. Cadiz, Regional Science Education Program Supervisor at [clmd.ro3@deped.gov.ph](mailto:clmd.ro3@deped.gov.ph).
13. Immediate and wide dissemination of this Memorandum is earnestly desired.

  
**MAY B. ECLAR, PhD, CESO III**  
Regional Director

Encls.: as stated  
Reference: DO No. 55, s. 2010  
DO No. 46, s. 2012





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RM No. 238, s. 2022

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

**ADMISSION TEST          STUDENTS          SCHOOLS**  
**SCIENCE, TECHNOLOGY, AND ENGINEERING PROGRAM**  
**SCIENCE HIGH SCHOOLS**

Clmd10  
March 14, 2023  
*[Signature]*





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Enclosure No. 1 to Regional Memorandum No. \_\_\_\_\_ s. 2023

**Guidelines in Determining Grade 7 Students who are Qualified and Authorized to Enroll in Science, Technology, and Engineering (STE), Legislated Science High Schools (LSHS), and Regional Science High School (RSHS) for the School Year 2023-2024**

**ROLE AND FUNCTIONS OF DEPED PERSONNEL DURING THE CONDUCT OF THE ADMISSION TEST**

- Regional Education Program Supervisor in charge of the program – Regional Testing Coordinator
- Secondary Science Education Program Supervisor – Division Testing Coordinator
- Science Department Head/Science Coordinator – School Testing Coordinator
- Teachers – Room Examiners, Correctors, Encoders

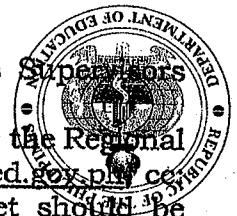
**Responsibilities of the Regional Testing Coordinator (Regional EPS in Science)**

1. Monitors the conduct of the admission test.
2. Collects the results of the admission test results (*Enclosure 4*) from 20 Division Education Program Supervisors.
3. Determines the quota/cut-off score per school and prepares the Regional Memorandum on the list of qualifiers who are qualified and authorized to enroll in STE/LSHS/RSHS.
4. Seeks assistance from the English and Mathematics Education Program Supervisors of the Curriculum and Learning Management Division (CLMD) in determining the qualifiers who will be authorized to enroll in the Special Curricular Program in Science (STE/LSHS/RSHS).

**Responsibilities of the Division Testing Coordinator (Division EPS in Science In-Charge of the STE/LSHS/RSHS)**

[quoted text hidden]

1. Reproduces, distributes, retrieves, and safely keeps the test materials from the School Testing Coordinator in the Division Office. (*Note: All three subjects shall be included in one test booklet/test questionnaire.*)
2. Ensures the correct and proper serial numbers of the test booklets/test questionnaires and answer sheets.
3. Supervises/monitors the conduct of the admission test.
4. Seeks assistance from the Division English and Mathematics Supervisors relative to the conduct of the monitoring of the admission test.
5. Submits the results of the admission test (see *Enclosure No. 4*) to the Regional Testing Coordinator through the email address [ro3.clmd@deped.gov.ph](mailto:ro3.clmd@deped.gov.ph) or [arlon.cadiz@deped.gov.ph](mailto:arlon.cadiz@deped.gov.ph). The soft copy in Excel Spreadsheet should be emailed on or before **July 31, 2023**.



**Responsibilities of the School Testing Coordinator (Science Department Head)**



Address: Matalino St., D.M. Government Center, Maimonis, City of San Fernando (P)  
 Telephone Number: (045) 598-8580 to 89 • Email Address: [region3@deped.gov.ph](mailto:region3@deped.gov.ph)

Let us know by taking the CSSS here: [billy/DepEdRO3Feedback](http://billy/DepEdRO3Feedback)  
 How well did we serve you? Your feedback matters.



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Note: The school head/principal shall designate a school testing coordinator from the other members of the school selection committee if the implementing school has no science department.

1. Orients all the members of the screening composite team including the room examiners, correctors, and encoders as instructed by the head/principal about the minimum health and safety standards based on the issuance of Inter-Agency Task Force (IATF).
2. Submits to the Division Testing Coordinator the exact number of takers in their school two weeks before the conduct of the test. The official list shall be endorsed by the school head/principal as the chair of the school selection committee.
3. Gets and returns the test materials in good condition and properly packed to the Division Testing Coordinator one day after the test.
4. Assigns room examiners, correctors, and encoders who are competent teachers.
5. Prepares the list of examinees by thirty (30) for every testing room and posts it in their assigned room.
6. Assigns testing rooms and leads the management of the hall for the (30) examinees. The school shall strategize the classroom structuring of the testing room to accommodate the examinees and ensure physical distancing.
7. Assigns one room intended for the orientation of the room examiners and another room intended for the correctors who will check the answer sheets of the examinees. The school may adapt available software applications for checking the answer sheets, if possible. A validation shall come after the checking to ensure the correctness of the checking process employed by the school.
8. Orients the room examiners, correctors, and encoders on the guidelines relative to the admission test a week before the schedule of the admission test.
9. Counts all packs of test booklets/test questionnaires before releasing them to each room examiner. Each pack contains thirty (30) sets of test booklets/test questionnaires. The school shall be provided with five (5) test booklets/test questionnaires as buffers.
10. Supervises the conduct of the test.
11. Prepares the test results following the attached format with the help of the encoders and gives it to the monitoring Division Education Program Supervisor/representative.
12. Facilitates the finalization of the results of the test and prepares the reports (see Enclosures 3 & 4). The accomplished documents shall be endorsed by the school head/principal to the division office on or before **July 17, 2023**.

**Responsibilities of the Room Examiner**

1. Gets and counts the number of test booklets/test questionnaires received from the School Testing Coordinator before proceeding to his/her assigned testing room. **Note:** The room examiner shall ensure the correct serial numbers in both test booklets/test questionnaires and answer sheets.

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 DepEd - SDO of Bulacan-Records Unit



Address: Matalino St., D.M. Government Center, City of San Fernando (P)  
 Telephone Number: (045) 598-8580 to 89 • Email Address: [region3@deped.gov.ph](mailto:region3@deped.gov.ph)



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2. Reports any discrepancy to the School Testing Coordinator for immediate action. In case of a discrepancy in the test booklets/test questionnaires, the room examiner should ask for an extra copy of the test booklets/test questionnaires.
3. Checks if the examinees have the necessary materials needed in the test such as pencil/ball pen, answer sheets, and blank sheets of paper for the computation and other-related necessary write-ups.
4. Informs the examinees that the test is composed of three (3) subjects and the number of items in this order: Math (60 items), Science (60 items), and English (60), with a time allotment of sixty (60) minutes in Math, sixty (60) minutes in Science, and sixty (60) minutes in English.
5. Instructs the examinees that the test will start at exactly 8:00 AM. The schedule of activities shall be prepared ahead of time and shall be posted on the board.
6. Gathers the used test booklets/test questionnaires first. Arranges and packs them properly.
7. Collects and gives the answer sheets to the assigned correctors after the admission test.
8. Returns all the test booklets to the School Testing Coordinator after the test.

**Responsibilities of the Corrector**

1. Gets the answer sheets of the examinees from the room examiners when the test for each subject is finished.
2. Exchanges corrected answer sheets with co-correctors for checking and recounting the correct answers. The school may use an application to check the answer sheets if needed, especially for schools that have many examinees.
3. Affixes his/her initial on the right side of the score.
4. Gives the corrected and rechecked answer sheets to the School Testing Coordinator.

**Responsibilities of the Encoder**

1. Prepares a list of examinees alphabetically following the prescribed format.
2. Encodes the scores of each examinee in three subjects using the prescribed format.
3. Proofreads and rechecks the entries in the document.
4. Prepares the ranking of the examinees using the prescribed format.
5. Gives soft and hard copies to the School Testing Coordinator for rechecking and affixing of signature. These should be submitted to the monitoring Division Education Program Supervisor/representative.







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Enclosure No. 2 to Regional Memorandum No. \_\_\_\_\_ s. 2023

**Guidelines in Determining Grade 7 Students who are Qualified and Authorized to Enroll in Science, Technology, and Engineering (STE), Legislated Science High Schools (LSHS), and Regional Science High School (RSHS) for the School Year 2023-2024**

**HEALTH DECLARATION FORM**

Grade 7 Applicants for Science, Technology, and Engineering (STE)/Legislated Science High School (LSHS)/Regional Science High School (RSHS)

I am \_\_\_\_\_ hereby declare the health condition of my  
*Name of Parent/Legal Guardian*  
 son/daughter \_\_\_\_\_ who is in good health and fit to undergo a  
*Name of Student Applicant*  
 rigorous academic program.

Please check (/) the condition/s that applies/apply to your son/daughter that should be taken into consideration:

Health/physiological concerns:

<input type="checkbox"/>	asthma	<input type="checkbox"/>	visual impairment <i>(specify)</i>	<input type="checkbox"/>	surgery <i>(specify)</i>
<input type="checkbox"/>	bronchitis	<input type="checkbox"/>	hearing impairment <i>(specify)</i>	<input type="checkbox"/>	others: <i>(specify)</i>
<input type="checkbox"/>	speech delay	<input type="checkbox"/>	Allergy <i>(specify)</i>	<input type="checkbox"/>	none

I hereby certify that the information supplied in this application is complete and accurate.

\_\_\_\_\_  
 Signature over Printed Name of Parent/Legal Guardian

Date Signed: \_\_\_\_\_

Contact Number: \_\_\_\_\_







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Memorandum No. \_\_\_\_\_, s. 2023

**Ranking of Grade 7 Students in Determining Grade 7 Students who are Qualified and Authorized to Enroll in Science, Technology, and Engineering (STE) Regulated Science High Schools (LSHS), and Regional Science High School (RSHS) for the School Year 2023-2024**

**RANKING OF GRADE 7 APPLICANTS TO STE/LSHS/RSHS FOR SY 2023-2024**  
*(should be in Excel spreadsheet)*

Division: \_\_\_\_\_  
 School: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Number of Section(s) - Grade 7 STE/LSHS/RSHS Class: \_\_\_\_\_

No.	Name of Student	Average Grade of the three Subjects (English, Science, Mathematics) in the three (3) quarters (to be used as tie-breaker, in case there are)	Score			TOTAL	Rank
			English	Science	Mathematics		
1	Juan C. Dela Cruz	90.222	52	49	53	154	

Note: The only enclosure which shall be submitted by the SDO and endorsed in the RO.  
 Prepared by: \_\_\_\_\_

Science Coordinator, Member SSC

Reviewed by: \_\_\_\_\_

English Coordinator, Member, SSC

Checked & Certified Correct: \_\_\_\_\_

Math Coordinator, Member, SSC

Noted: \_\_\_\_\_

School Head-Chairman, SSC

Division EPS In-Charge of STE/LSHS/RSHS

CID Chief



Address: Matalino St., D.M. Government Center, Maimpis, City of San Fernando (P)  
 Telephone Number: (045) 598-8580 to 89 • Email Address: region3@dened.gov.ph





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Enclosure No. 4 to Regional Memorandum No. \_\_\_\_\_, s. 2023

**Guidelines in Determining Grade 7 Students who are Qualified and Authorized to Enroll in Science, Technology, and Engineering (STE), Legislated Science High Schools (LSHS), and Regional Science High School (RSHS) for the School Year 2023-2024**

**RANKING OF GRADE 7 APPLICANTS TO STE/LSHS/RSHS FOR SY 2023-2024**  
*(should be in Excel spreadsheet)*

Division: \_\_\_\_\_  
 School: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Number of Section(s) - Grade 7 STE/LSHS/RSHS Class: \_\_\_\_\_

No.	Name of Student	Average Grade of the three Subjects (English, Science, Mathematics) in the three (3) quarters (to be used as tie-breaker, in case there are)	Score			TOTAL	Rank
			English	Science	Mathematics		
1	Juan C. Dela Cruz	90.222	52	49	53	154	

Note: The only enclosure which shall be submitted by the SDO and endorsed in the RO.

Prepared by: \_\_\_\_\_

Science Coordinator, Member SSC

English Coordinator, Member, SSC

Math Coordinator, Member, SSC

Reviewed by: \_\_\_\_\_

Checked & Certified Correct:

Noted:

School Head-Chairman, SSC

Division EPS In-Charge of STE/LSHS/RSHS

CID Chief

