



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF BULACAN

June 16, 2023

DIVISION MEMORANDUM

No. 254 s. 2023

**GUIDELINES IN EVALUATING GRADE 1 APPLICANTS OF THE SPECIAL SCIENCE
ELEMENTARY SCHOOLS PROGRAM FOR THE SCHOOL YEAR 2023-2024**

To: Division Chiefs
All Public Schools District Supervisors
All SSES Implementing School Heads
All Others Concerned

1. The Schools Division of Bulacan announces the schedule of the admission and screening of Grade 1 applicants for the Special Science Elementary Schools (SSES) Program for School Year 2023-2024. The admission test for the SSES shall be administered in all implementing schools on June 26, 2023, at 8:00 A.M. up to 12:00 noon while the interview of test qualifiers will be scheduled every afternoon from 1:00 PM to 4:00 PM from June 27 to July 6, 2023.
2. All Kindergarten learners enrolled in acknowledged Special Science Elementary Schools and non-SSES schools/classes from public and private schools may submit the documentary requirements to the school heads for validation and inclusion to the list of applicants.
3. The Special Science Elementary Schools Program aims to:
 - a. provide a learning environment to the gifted and talented through special Mathematics and Science curricula that recognize multiple intelligences geared towards the development of God-loving, globally competitive, nationalistic, creative, ecologically aware, scientifically, and technologically oriented, and skilled individuals who are empowered through lifelong learning skills;
 - b. provide the gifted and talented learners with avenues, opportunities, and exposures for developing necessary skills and aptitudes;
 - c. capacitate school heads and teachers in implementing and managing SSES schools; and,
 - d. develop SSES program models for both the regular schools and SPED centers.
4. Listed below are the 72 elementary schools that are recognized SSES implementers that produce SSES graduates who are encouraged to pursue the Science Technology and Engineering (STE) Program in junior high school and Science Technology Engineering and Mathematics (STEM) Strand in senior high school. To wit:

Name of SSES Implementing School	Address
Matias A. Fernando Memorial School	Angat, Bulacan
Francisco F. Illescas ES	Binagbag, Angat, Bulacan
Balagtas Central School	Wawa, Balagtas, Bulacan
Baliuag North Central School	Poblacion, Baliwag, Bulacan
JVY Casiano Memorial School	San Roque, Baliwag, Bulacan
Sabang ES	Sabang, Baliwag, Bulacan
Engr. Vicente R. Cruz Memorial School	A. Mabini St. Tibag, Baliwag, Bulacan
Jacinto Ponce ES	Tangos, Baliwag, Bulacan
Dr. Guillermo dela Merced Memorial	Barangca, Baliwag, Bulacan
Baliwag South Central School	J. Buizon St. Sto. Cristo, Baliwag,
Concepcion ES	Concepcion, Baliwag, Bulacan
Makinabang ES	Makinabang, Baliwag, Bulacan





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Sta. Barbara ES	Sta. Barbara, Baliwag, Bulacan
Tarcan Elementary School	Tarcan, Baliwag, Bulacan
Cong. Erasmo R. Cruz Memorial CS	Wakas, Bocaue, Bulacan
Lolomboy ES	Morales St., Lolomboy, Bocaue,
Northville ES	Northville V Resettlement Site, Batia,
Taal ES	E. Eusebio St. Taal Bocaue Bulacan
St. Martha ES	St. Martha Estate Homes, Batia,
Gen. Gregorio del Pilar Integrated	Sta. Ana, Bulakan, Bulacan
Bambang ES	Bambang, Bulakan, Bulacan
Bonga Menor ES	Purok 4, Bonga Menor, Bustos,
Bustos ES	Poblacion, Bustos, Bulacan
Liciada ES	Purok 4 Liciada, Bustos, Bulacan
F. Mendoza Memorial ES	Fajardo St. Poblacion, Calumpit,
San Marcos ES	San Marcos, Calumpit, Bulacan
Calumpit Central School	Serrano St. Brgy. Corazon, Calumpit,
Guiguinto Central School	Poblacion, Guiguinto, Bulacan
Malis ES	Malis, Guiguinto, Bulacan
Sta. Rita Elementary School	El Canto, Sta Rita, Guiguinto,
Hagonoy East Central School	Poblacion, Sto Nino, Hagonoy,
Hangga ES	San Pedro, Hagonoy, Bulacan
Timoteo Policarpio Memorial ES	Norzagaray, Bulacan
San Pascual ES	Zone 2 San Pascual, Hagonoy
Hagonoy West Central School	Zone 3 Sto. Rosario Hagonoy Bulacan
Marilao Central School	Sandico St. Poblacion I, Marilao,
Prenza ES	Prenza I, Marilao, Bulacan
Norzagaray ES	A. Payumo St., Poblacion,
Obando Central School	JP Rizal St. Paliwas, Obando, Bulacan
Paco Elementary School	Paco, Obando, Bulacan
San Pascual Elementary School	San Pascual, Obando, Bulacan
Bunsuran ES	Bunsuran, Pandi, Bulacan
Paombong Central School	San Roque, Paombong, Bulacan
Banga ES	Banga 2nd, Plaridel, Bulacan
Plaridel ES	J. Garcia St., Poblacion, Plaridel,
Pulilan Central School	Poblacion Pulilan Bulacan
Segundo Esguerra Sr. Memorial ES	Dampol 2nd A Pulilan Bulacan
Inaon IS	Inaon Pulilan Bulacan
Sto. Cristo ES	Sto. Cristo Pulilan Bulacan
Balatong ES	Balatong A, Pulilan Bulacan
San Ildefonso ES	E. Viudez St., Poblacion, San
Anyatam ES	Cagayan Valley Road, Anyatam, San
Pinaod Central School	Bagong Barrio St., Pinaod, San
Malipampang ES	Malipampang, San Ildefonso, Bulacan
San Miguel ES	Victor St., Poblacion San Miguel,
Don Felix de Leon Memorial S	San Agustin, San Miguel, Bulacan
Tartaro ES	Tartaro, San Miguel, Bulacan
San Miguel North Central school	Camias, San Miguel, Bulacan
Maguinao ES	Maguinao, San Rafael, Bulacan
San Rafael CS	Libis, San Rafael, Bulacan
Caingin ES	Caingin, San Rafael, Bulacan





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San Roque ES	San Roque, San Rafael, Bulacan
Sta. Maria Central Sch.	Poblacion, Santa Maria, Bulacan
Sta. Cruz ES – District of Sta. Maria	Sta. Cruz, Santa Maria, Bulacan
MM Cruz Memorial School	Bulac, Sta. Maria, Bulacan
Sta. Clara ES	Sta Clara, Sta Maria, Bulacan
JJ Serapio ES	Central, Catmon, Santa Maria,
Guyong ES	Centro St. Guyong, Santa Maria,
Cornelia M. de Jesus Memorial Central	Km. 38 Pulong Buhangin, Sta. Maria,
Caypombo ES	M. Sapa Road, Cay Pombo Sta. Maria
Parada ES – District of Sta. Maria East	Parada, Santa Maria, Bulacan
San Vicente Gulod ES	San Vicente Gulod, Santa Maria,

5. To qualify in the selection process, the Grade 1 applicants shall meet the following requirements. He/she must be:
 - a. 6 years old as of October 31, 2023
 - b. consistent in the manifestation of competence in language and communication, and numeracy;
 - c. of good moral character; and
 - d. in good health and fit to undergo a rigorous academic program.
6. Relative to paragraph 5, the following documentary requirements shall be submitted. These are:
 - a. Certified true copy of the Kindergarten report card by the School Head;
 - b. Health Declaration Form (see Enclosure 2)
7. The school selection committee (SSC) shall be composed of the following:

Chairperson: School Head

Members: Grade 1 Teachers

Working Committee: Room Examiner, Correctors, and Encoders
8. The admission committee of the receiving school shall carefully check and evaluate the documents submitted by the kindergarten advisers of the applicants. A learner who shall not meet the requirements will not be allowed to take the admission test.
9. The number of applicants who are qualified for the admission test or the number of actual test takers shall be the basis for 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.

1 section (35 learners) = 75-80 takers
10. The following steps in selecting qualifiers shall be observed:
 - a. The submission of all documentary requirements to the school committee shall be done on or before June 21, 2023. The implementing school, as much as possible, shall conduct an orientation for the parents of the applicants prior to the conduct of the admission test. The school shall inform them of the schedule of the orientation.
 - b. The descriptive mark on language and communication and numeracy shall be used as an entry requirement along with the other documentary requirements stated in paragraph 6. The templates in Enclosure No. 3 shall be used in consolidating the academic record 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 the conduct of the admission test.
 - d. The total score of each applicant in the Admission Test in all subjects (English, Filipino, and Mathematics) shall be the basis for the list of applicants to qualify for the interview.
 - e. The role and functions of the DepEd Personnel during the Conduct of the Admission Test shall be properly observed.
 - f. The school through the school head shall strictly implement the minimum health standards based on the issuance of the Inter-Agency Task Force (IATF).
 - g. The school Science Coordinator shall prepare the reports relative to the screening of the applicants.
 - h. In consolidating the admission test results of the three (3) subjects, for example, the score of the applicant in English is 10, in Filipino 12, and in science 11, the scores shall be added to get the total score of 33. The template in Enclosure No. 4 shall be used.
 - i. The applicants who obtained a total score of 60 and above shall qualify for the next phase of the selection which is the face-to-face interview. The top 35 learners will be selected for the SSES section. The template in Enclosure No. 4 shall be used in the ranking of the applicants/qualifiers for School Year 2023-2024.
 - j. 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 EPS on or before July 10, 2023.
11. Qualifying test, interview questionnaire, and soft copy of the report templates can be accessed at the link, <https://tinyurl.com/4utdvym>.
12. Expenses to be incurred in this activity shall be charged to the school's Maintenance and Other Operating Expenses (MOOE) subject to the usual accounting and auditing rules and regulations.
13. Wide and immediate dissemination of this memorandum is earnestly desired.


NORMA B. ESTEBAN, EdD, CESO V
Schools Division Superintendent

Encls.: as stated

Reference: DepEd Order No. 57, s. 2011

CID/JPB-Division Memo - Guidelines Qualify to Enroll SSES
000054/June 16, 2023





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Enclosure No. 1 to Division Memorandum No. 254 s. 2023

GUIDELINES IN DETERMINING GRADE 1 LEARNERS WHO ARE QUALIFIED TO ENROLL IN SPECIAL SCIENCE ELEMENTARY SCHOOLS (SSES) PROGRAM FOR THE SCHOOL YEAR 2023-2024

A. Responsibilities of the School Testing Coordinator

1. Orients all the members of the screening composite team including the room examiners, correctors, and encoders as instructed by the school 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 twenty-five (25) for every testing room and posts it in their assigned room.
6. Assigns testing rooms and leads in the arrangement of the chairs for the twenty-five (25) 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 in the checking of 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 examiner, 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 twenty-five (25) sets of test questionnaires.
10. Supervise 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. The accomplished documents shall be endorsed by the school head to the division office on or before **July 10, 2023**.





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B. Responsibilities of the Room Examiner

1. Gets and counts the number of test questionnaires received from the School Testing Coordinator before proceeding to his/her assigned testing room.
2. Reports any discrepancy to the School Testing Coordinator for immediate action. In case of a discrepancy in the test questionnaires, the room examiner should ask for an extra copy of the 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.
4. Informs the examinees that the test is composed of three (3) subjects and the number of items in this order: Math (30 items), English (25 items), and Filipino (25 items), with a time allotment of sixty (60) minutes in all subjects.
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 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.

C. Responsibilities of the Corrector

1. Gets the answer sheets to 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.
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.

D. 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 Supervisor/representative.

