



Republic of the Philippines  
**Department of Education**  
REGION III – CENTRAL LUZON  
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

July 20, 2022

**DIVISION MEMORANDUM**

No. 387, s. 2022

**GUIDELINES IN DETERMINING GRADE 1 LEARNERS WHO ARE QUALIFIED  
AND AUTHORIZED TO ENROLL IN SPECIAL SCIENCE ELEMENTARY  
SCHOOLS (SSES) FOR THE SCHOOL YEAR 2022-2023**

To: Assistant Schools Division Superintendent  
Division Chiefs, CID and SGOD  
Division Education Program Supervisors  
Public and Private Elementary School Heads/Administrators  
SSES Coordinators  
All Others concerned

1. The Schools Division Office of Science City of Muñoz announces the schedule of the face-to-face admission test of Grade 1 entrants for the Special Science Elementary School (SSES) for the School Year 2022-2022 on the following dates and venues:
  - 1.1 August 1-5, 2022 at 8:00 a.m.-DepEd-CLSU Elementary (Laboratory) School
  - 1.2 August 5, 2022 at 8:00 a.m. - Maligaya Elementary School
  - 1.3 August 5, 2022 at 8:00 a.m. - Munoz Central School
2. Kindergarten completers from public and private schools may apply for the admission test and shall submit their Letter of Application/Intent, Certified True Copy of School Report Card (SF9), Certificate of Good Moral Character signed by the School Head, and Health Declaration Form. However, for DepEd CLSU Elementary (Laboratory) School, only those Kindergarten completers and children of the staff of CLSU shall be allowed due to the Memorandum of Understanding (MOU) between CLSU and DepEd- CLSU. Interested learners shall meet/possess the following qualifications, to wit:
  - 2.1 grade of CONSISTENT (C) in Language, Literacy and Communication, Understanding of the Physical and Natural Environment, and Mathematics in the Fourth Quarter;
  - 2.2 good moral character; and
  - 2.3 preferably in good health and fit to undergo a rigorous academic program.
3. The School Screening Committee (SSC) shall be composed of the following:  
Chairman: School Head  
Co-Chairman: School SSES Coordinator  
Members: Room Examiners, Correctors, and Encoders (Teachers)



*Loyal, Excellent, Accountable and Dedicated to Service*

Address: Brgy. Rizal, Science City of Muñoz, 3119

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DSO-M-QMS-QMR-QSF-008 Rev.04 (01.31.20)





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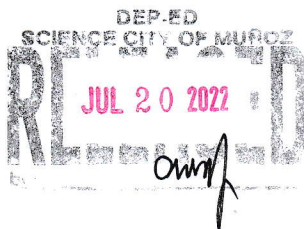
REGION III – CENTRAL LUZON

**SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ**

4. The submission of report cards and other documentary requirements to the preferred SSES implementing school shall be done on July 25-29, 2022.
5. The screening process shall involve checking the authenticity and veracity of the submitted documents. Those qualified learner-applicants shall be notified of their schedule of interview together with their parents/guardians before taking the admission test.
6. The admission test shall be done simultaneously in Maligaya Elementary School and Muñoz Central School and shall strictly implement the minimum health standards. However, for DepEd-CLSU, it shall be on a staggered basis due to the strict IATF Protocols of the University.
7. The qualified entrants shall be ranked based on the results of the admission test and a maximum of 35 learners will be selected for one section. The template in Enclosure 1 shall be used in the ranking of the qualified entrants for SY 2022-2023. The list of qualifiers per school shall be announced through a Division Memorandum.
8. The meal allowance of the School Screening Committee and other provisions for the conduct of the admission test shall be charged against School MOOE or other local funds subject to the usual accounting and auditing rules and regulations.
9. Immediate and wide dissemination of the Memorandum is earnestly desired.

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**DANTE G. PARUNGAO, CESO V**  
Schools Division Superintendent



CID/DDV2022



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Certificate No. 50500731 QM15





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Enclosure to Division Memorandum No. 382, s. 2022

**Guidelines in Determining Grade 1 Learners who are Qualified and Authorized to Enroll in Special Science Elementary Schools (SSES) for the School Year 2022-2023**

School: \_\_\_\_\_

Address: \_\_\_\_\_

Number of Section(s) – Grade 1 SSES Class: \_\_\_\_\_

No.	Name of Learner	Name of School	Descriptive Rating of <b>CONSISTENT (C)</b> in the Fourth Quarter				Score		Total	Rank
			Language, Literacy, and Communication	Understanding the Physical and Natural Environment	Mathematics	English	Science	Mathematics		
1	Juan C. Dela Cruz									

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

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

School SSES Coordinator - Co-Chair, SCC

School Head-Chairman, SSC

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

Division EPS In-Charge of Science

Division EPS In-Charge of Math

Division EPS In-Charge of English

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

CID Chief



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