



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

26 March 2024

SCHOOLS DIVISION MEMORANDUM

No. 120, s. 2024

GUIDELINES IN DETERMINING GRADE 1 LEARNERS WHO ARE QUALIFIED AND AUTHORIZED TO ENROLL IN SPECIAL SCIENCE ELEMENTARY SCHOOLS (SSES) FOR THE SCHOOL YEAR 2024-2025

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public and Private Elementary Schoolheads/ Administrators
All Others Concerned

1. The Schools Division of Science City of Muñoz announces the schedule of the admission test of Grade 1 entrants for the Special Science Elementary Schools (SSES) for the School Year 2024 – 2025 on **May 11, 2024 (Saturday), 8:00 a.m.** simultaneously in three implementing schools, namely:
 - a. DepEd-CLSU Elementary (Laboratory) School,
 - b. Maligaya Elementary School, and
 - c. Muñoz Central School.
2. All Kindergarten enrolled learners from public and private schools may apply for the admission test and shall submit their Certified True Copy of the School Report Card (SF9), Certificate of Good Moral Character signed by the Schoolhead, and Health Declaration Form. To qualify in the selection process, interested learners shall meet/ possess the following criteria, to wit:
 - a. grade of Consistent (C) in Language, Literacy and Communication, Understanding of the Physical and Natural Environment, and Mathematics in the Third Quarter;
 - b. good moral character; and
 - c. preferably in good health and fit to undergo a rigorous academic program.
3. The School Screening Committee (SSC) shall be composed of the following:

Chairperson: Schoolhead
Cochair: School SSES Coordinator
Members: Room Examiners, Correctors, and Encoders (Teachers)
4. The screening committee (Enclosure No. 1) 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.



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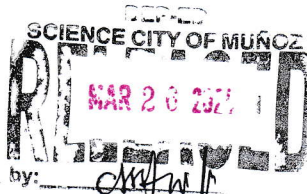
5. The following steps in selecting the qualifiers shall be observed:
 - a. The submission of report cards with first to third grading grades to the chosen SSES implementing school shall be done on or before **May 3, 2024**. The grades in Language, Literacy and Communication, Understanding of the Physical and Natural Environment, and Mathematics in the Third Quarter shall be used as an entry requirement.
 - b. The screening process shall involve checking the authenticity and veracity of the submitted report card, interview of the prospective takers with their parents, and the admission test.
 - c. It is highly encouraged that all implementing schools must conduct an orientation to the applicants prior to the conduct of the admission test. The school shall inform the applicants about the schedule of the orientation.
 - d. The admission test shall be of two parts: Part 1 is the written examination in English, Science, and Mathematics which is 60 percent and Part 2 is the reading assessment which is 40 percent.
 - e. The test shall be rigorously prepared by the schools division through the Division Science Education Supervisor (EPS) and Schools Division Coordinator (SDC) in Special Science Curriculum.
 - f. The applicants shall be ranked based on the grand total of the computed percentage of total scores in the written examination (60%) and average score in reading assessment (40%). A maximum of 35 students will be selected for one section. The template in Enclosure No. 2 shall be used in the ranking of qualified entrants for SY 2024-2025. The list of qualifiers per school shall be announced through a Schools Division Memorandum.
 - g. In case there are students in the list of SSES Qualifiers who will not enroll, the next in rank applicant, rank 36 onward, shall be accommodated.
 - h. The hard copy of the complete list of ranked applicants with the signatures of the school's screening/selection committee and a soft copy shall be submitted to the Schools Division Office on or before **May 20, 2024**.
6. 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, titled Policy Guidelines on Overtime Services and Overtime Pay for Government Employees, respectively.
7. 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



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other local funds subject to the usual accounting and auditing rules and regulations.

8. Immediate and wide dissemination of this Memorandum is earnestly desired.



JOHANNA N. GERVAICIO PhD, CESO V
Schools Division Superintendent *g*

Encl: as stated
Reference: SDM No. 283, s.2023
To be indicated in the Perpetual Index
Under the following subjects:
CURRICULUM ELEMENTARY
SCHOOLS
SPECIAL SCIENCE ELEMENTARY SCHOOLS
SPECIAL SCIENCE PROGRAM
SCIENCE EDUCATION

CID/FGU
002/March 26, 2024



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Enclosure No. 1 to Schools Division Memorandum No. 20, s. 2024

School Screening Committee of SSES Implementers

School	Chairman	Co-Chairman	Room Examiners	Correctors	Encoders
DepEd CLSU	Genalyn B. Tangonan	Elvie G. Corpuz	*Frovhell C. Miguel * Aprilyn C. Torio *Emelia M. Nacis * Marissa P. Novicio	*Leonora D. Viloría *Jerny S. Carrido * Gemma G. Navarrete	* Gladys D De Guzman *Elvie G. Corpuz
Maligaya ES	Jocelyn R. De Guzman	Rosemarie N. Busania	*Ginalyn O. Imperial *Marilyn C. Bravo *Joanna Marie A. Luciano *Marilyn U. Dela Cruz *Melvic M. Dela Cruz	*Jayson L. Valdez *Benny V. Aquino	*Jenielle Anne B. Narca-Sotto *Rosemarie N. Busania
Muñoz Central School	Emmanuel D. Alvarez	Necelyn M. Encarnacion	*Helen V. Alvaran *Ruby Donna C. Manuel *Amalia F. Cruz *Eva E. Garcia *Edna D. Martin *Imelda B. Sicat *Jenifer D. Aban	*Gemma C. Roque *Jinky H. Martin *Myla W. Villeno *Augusto R. Astelero	*Sherlyn S. Viloría *Rosalina D. Valimento *Elyssa Marie T. Prado

Enclosure No. 2 to Schools Division Memorandum No. 120, s. 2024

RANKING OF GRADE 1 APPLICANTS TO SSES FOR SY 2024-2025

(Should be in Excel Spreadsheet)

School: _____

Address: _____

Number of Section in Grade 1 SSES Class: _____

No.	Name of Learner (First Name Middle Initial & Surname)	Kindergarten School	Written Test Score			Total Score	Percentage	60% of Total Written Test Score	Reading Assessment		Average Score in Reading	40% of Ave. Score of Reading	Grand Total	Rank
			Science	English	Math				Oral Reading	Comprehension				
1	Juan C. Dela Cruz		10	9	8	27	90	54	94	75	84.5	33.8	87.8	
2														

Prepared by: _____ Reviewed by: _____

School SSES Coordinator - Cochair, SSC

School Head - Chairperson, SSC

Checked & Certified Correct:

FELERMA G. URBANO
SDC in Special Science Curriculum

NELIE D. SACMAN PHD
Division EPS, Science

LEILANI D. TIDALGO EDD
SDC in Mathematics

ALBEN G. MACTAL
Division EPS, English

Noted:

LARRY B. ESPIRITU PHD
CID Chief