



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

18 April 2024

SCHOOLS DIVISION MEMORANDUM

No. 152 s. 2024

GUIDELINES IN DETERMINING GRADE 11 LEARNERS WHO ARE QUALIFIED AND AUTHORIZED TO ENROLL IN SCIENCE, TECHNOLOGY, ENGINEERING, AND MATHEMATICS STRAND (STEM) FOR THE SCHOOL YEAR 2024-2025

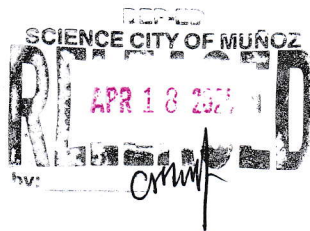
To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public and Private Secondary School Heads
All Others Concerned

1. The Schools Division Office of Science City of Muñoz announces the schedule of the admission test of Grade 11 entrants for the Science, Technology, Engineering, and Mathematics for the School Year 2024 – 2025 on **July 5, 2024 (Friday), 8:00 AM – 12 noon** at Munoz National High School Main (SHS).
2. All Grade 10 students graduated from public and private schools may apply for the admission test and shall submit to the School Registrar their Certified True Copy of the School Report Card (SF9), Photocopy of Birth Certificate, and Certificate of Good Moral Character signed by the Schoolhead. To qualify in the selection process, interested learners shall meet/ possess the following criteria, to wit:
 - a. final grade of 85 and above in Science, Mathematics and English;
 - b. good moral character; and
 - c. preferably in good health and fit to undergo a rigorous academic program.
3. The School Screening Committee shall be composed of the following:
Chairman: School Head/ Assistant Principal in Charge of Curriculum
Co-chairman: Science and Math Subject Group Heads
Members: Room Examiners, Correctors, and Encoders (Teachers)
4. The School Screening Committee (Enclosure No. 1) of the 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.
5. The following steps in selecting the qualifiers shall be observed:
 - a. The submission of report cards shall be done on or before June 14, 2024. The final grades in Science, Mathematics and English shall be used as an entry requirement.
 - b. The screening process shall involve checking the authenticity and veracity of the submitted report card.



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- c. The admission test shall be the written examination in Science, Mathematics and English.
 - d. The test shall be prepared by the Education Program Supervisors (EPSs) in Science, Mathematics and English.
 - e. The list of qualifiers shall be announced through a Division Memorandum.
 - f. In case there are students in the list of STEM Qualifiers who will not enroll, the next in rank applicant, rank 151 onward, shall be accommodated.
 - g. 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 **July 10, 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, entitled 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 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. GERVACIO PhD, CESO V
Schools Division Superintendent

Encl: School Screening Committee

Reference: None

To be indicated in the Perpetual Index

Under the following subjects:

CURRICULUM SECONDARY SCIENCE EDUCATION
EXAMINATION QUALIFICATION

CID/NDS- Guidelines on STEM SY: 2024-2025

001/April 18, 2024



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Enclosure to SDM No. _____, s. 2024

School Screening Committee

| Chairman | Co-Chairman | Room Examiners | Correctors | Encoders |
|-----------------------------|---------------------------|-----------------------|-----------------------------|-----------------------|
| Marichelle M. Mercurio, PhD | Glorifer F. Quitan | William M. Cinense | Jammie Danielle P. Asuncion | Marie-Jo S. Valdez |
| | Lea Irish A. Salazar, PhD | Czarina Y. Reyes | Jennifer C. Mojica | Gene Beniece B. Limos |
| | | | Richard D. Carurucan | Cherry Mae B. Cabrera |
| | | | Kathlyn Joy M. Manlusoc | Jereme D. Pangan |



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