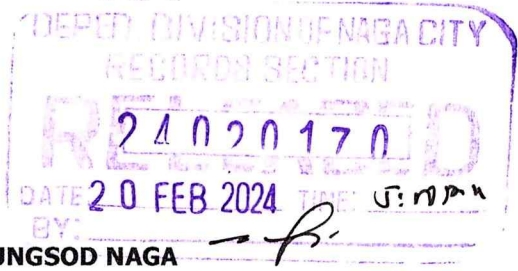




Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA



February 19, 2024

Division Memorandum

No. 49, s. 2024

**ADMINISTRATION OF ADMISSION PROCESS FOR INCOMING GRADE 1 SSES,
GRADE 7 STE, AND GRADE 11 STEM LEARNERS IN NAGA CITY DIVISION**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
CID and SGOD Personnel
School Heads of Special Science Curricular Program and STEM Strand
Implementers: Naga Central School II
Camarines Sur National High School
Cararayan National High School
Concepcion Pequeña National High School
Naga City Science High School
Naga City School of Arts and Trades
All Others Concerned

1. In accordance to the prescribed schedule of Early Registration for School Year 2024-2025 per Division Memorandum No. 29, s. 2024, and with reference to the admission parameters and guidelines per Division Memorandum 63, s. 2023, Unnumbered Regional Memorandum dated January 23, 2020, DepEd Order 67, s. 2011, and DepEd Order 55, s. 2016, this office announces the administration of Admission Test in schools offering Special Curricular Program specifically for Grade 1 SSES Program, Grade 7 STE Program, and Grade 11 STEM Strand in Naga City Division on March 23, 2024.

2. Reiteration of the basic requirements, admission process, and policies and guidelines for SSES and STE Programs indicated in the Division Memorandum 63, s. 2023 is advised.

3. Admission to SHS Academic- STEM Strand is open to all incoming Grade 11 learners for School Year 2024-2025 who will meet the entry requirements below:

Criteria	Details
Scholastic Grade in Grade 10	Final Grade not lower than 85 in both Science and Math Subjects (Average Grade of Q1-Q2)
Alternative Basic Requirements	Writeup of a Scientific Inquiry Process (Approved Research Plan) Draft of experiment report (Initial Report of Experimentation Data and Discussion) Summative Test (Admission Test)

An interview may also be conducted as alternative basic requirement aside from those listed above.

4. The Guidance and Testing Committee of the concerned schools shall:
- conduct dissemination and screening activities;
 - prepare the venue, testing rooms, examinees, and proctors;
 - reproduce and prepare sets of Questionnaires and Answer Sheets;
 - digitally check completed Answer Sheets;

DM 31, s. 2019 LH Rev. 01



✉ Roxas Avenue, Brgy. Triangulo, Naga City, Camarines Sur

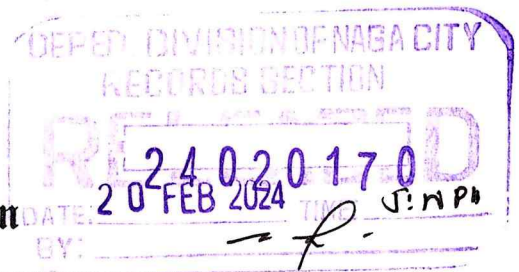
☎ 0981 630 0070

✉ naga.city@deped.gov.ph





Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V



TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA

- e. ensure the credibility of the administration of the Admission Process and of the test results;
 - f. provide admission results to the examinees;
 - g. secure the processed Questionnaires and other Admission Materials for safekeeping; and
 - h. submit report of activities and Admission Results including the Test Analysis (digitally generated) by Area (SME) to the respective Education Program Supervisors.
5. The Questionnaires and Answer Sheets shall be prepared by the respective Education Program Supervisors in SME to be forwarded to the School Testing coordinator for reproduction and sorting on the earliest reasonable time possible. The Answer Key shall be forwarded to the same on March 24, 2023 to facilitate checking and analysis.
6. In the Admission Test, subtests Science, Math, and English shall be taken for one hour per subtest in a sliding manner for a total duration of three hours. There shall be a maximum of 30 learners (in 6 columns and 5 rows) in each room sequentially arranged in snakelike manner starting with the first student at the front leftmost chair and the 30th student at the back rightmost chair.
7. An onsite meeting/orientation shall be conducted on March 5, 2024 at 2:00 P.M. in SDO Conference Hall to be attended by the following personnel:
- a. CID and SGOD Chiefs
 - b. Education Program Supervisors in SME
 - c. Division Guidance Coordinator
 - d. Public School District Supervisors of North District II, III, and IV
 - e. SMME SEPS
 - f. Division Medical Team representative
 - g. School Head/Head Teachers in Science, Mathematics, and English (SME)
 - h. School Guidance and Testing Coordinators
 - i. SSES/STE/STEM Coordinators
 - j. School ICT Coordinator
 - k. Key Teachers
8. Teaching and non-teaching staff who will render services during the admission and screening process, preparation of the test materials, conduct of the Test, checking and summarizing of results, and releasing of Admission Results shall be entitled to Service Credits/Compensatory Overtime Credits for services rendered during Saturdays, Sundays, and holidays as provided for in the DepEd Order 53, s. 2003, and CSC-DBM Joint Circular No. 2, s. 2004.
9. All expenses relative to the conduct of the activity shall be charged against school MOOE and other local funds subject to the usual auditing and accounting rules and regulations.
10. Immediate dissemination of and strict compliance with this Memorandum is directed.


SUSAN S. COLLANO CESO V
Schools Division Superintendent

DM 31, s. 2019 LH Rev. 01



✉ Roxas Avenue, Brgy. Triangulo, Naga City, Camarines Sur
☎ 0981 630 0070
✉ naga.city@deped.gov.ph



Page 2 of 2