



Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
REHIYON V

**TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA**

Advisory

February 27, 2024

(Re: Division Memorandum No. 49, s. 2024 Admission for Incoming Grade 1 SSES,  
Grade 7 STE, and Grade 11 STEM Learners in Naga City Division)

1. This is to remind the participants of the onsite meeting/orientation for the Administration of Admission Process for Special Science Curricular Program on March 5, 2024 in SDO Conference Hall at 2:00 P.M.

- 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:
  - i. Mark P. Arce Naga City Science High School
  - ii. Johnny T. Samino Camarines Sur National High School
  - iii. Karlo Bobos Cararayan National High School

2. The following personnel shall serve as Supervising Examiners/Monitoring Supervisors in the assigned testing centers during the Admission Test on March 23, 2024.

- a. Irma Dy-Cok Naga Central School II
- b. Fernando Carandang Camarines Sur National High School
- c. Rudyard Balacano Cararayan National High School
- d. Noel Balares Concepcion Pequeña National High School
- e. Emma Naguna Naga City Science High School
- f. Mary Ann Papica Naga City School of Arts and Trades
- g. Rhea Samino SDO

3. All expenses relative to the conduct of the meeting/orientation activity shall be charged against MOOE subject to the usual auditing and accounting rules and regulations.

4. Enclosures are included for reference.  
Enclosure 1: Activity Matrix on Committee Meeting and Orientation  
Enclosure 2: Committees and Technical Working Group

5. For information and guidance of all concerned.

24020226  
27 FEB 2024

**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





Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
REHIYON V

**TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA**

Advisory re: Division Memorandum No. 49, s. 2024 ADMISSION FOR INCOMING G1 SSES, G7 STE, AND G11 STEM LEARNERS IN NAGA CITY DIVISION

Enclosure 1: Activity Matrix

**Committee Meeting and Orientation**

Activities	Involved
Orientation Activity	Executive Committee EPS in Science and Math PSDS of North District II, III, and IV Target School Heads and school personnel Committee Chair
Preliminaries Lupang Hinirang Opening Prayer Recitation of Quality Assurance Policy Attendance Checking Statement of Purpose  Message  Orientation on a. Curricular Program/Strand Admission Guidelines b. Screening Process c. Administration of Admission Test	AVP  EPS Rudyard Balacano EPS Noel Balares  SDS Susan S. Collano CESO V  EPS Rhea Samino Special Science Curricular Program/Strand Division Focal Person
Presentation/Discussion on Technology-Assisted AS Checking, Item Analysis, Data Processing, and Competency Analysis	<b>Invited Resource Persons</b> Customization of Answer Sheet and Answer Key for SSES/STE/STEM Admission Test Mark Arce (Naga City Science HS)  Test Scores Generation and Report Preparation Johnny Samino (Cam Sur NHS)  Utilization of Generated Data and Consolidation for Competency Assessment Karlo Bobos (Cararayan NHS)
Hands on and Open Forum	School Personnel: School Testing Coordinators and ICT Coordinators
Closing Remarks	ASDS Fernando C. Macaraig

24020226  
27 FEB 2024







Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
REHIYON V

**TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA**

Advisory re: Division Memorandum No. 49, s. 2024 ADMISSION FOR INCOMING G1 SSES, G7 STE, AND G11 STEM LEARNERS IN NAGA CITY DIVISION

Enclosure 2: Committee and Technical Working Group

**EXECUTIVE COMMITTEE**

SUSAN S. COLLANO CESO V	Schools Division Superintendent
FERNANDO C. MACARAIG	Asst. Schools Division Superintendent
ANNA LIZA F. ABULOC	CID Chief
MICHAEL A. DEL ROSARIO	SGOD OIC-Chief

**TECHNICAL WORKING GROUP**

RHEA SB. SAMINO  
Education Program Supervisor  
Overall Chair

Committee on Attendance			
Name	Designation	Terms of Reference	Output
Rudyard Balacano	Chair	Preparation and management of the attendance registration during the meeting and orientation activity	Completed attendance sheet
Irma Dy-Cok	Co-Chair		
Committee on Program			
Name	Designation	Terms of Reference	Output
Fernando Carandang	Chair	Lead in the preparation and management of the flow and conduct of the meeting and orientation activity	Facilitation of the Program during the meeting and orientation activity
Mary Ann Papica	Co-Chair		
Committee on Food			
Name	Designation	Terms of Reference	Output
Sanshine Repotente	Chair	Lead in the preparation and distribution of snacks to the participants during the meeting and orientation	Distributed packs of snacks
Edna Marie Banta	Co-Chair		
Committee on Hall Preparation and Restoration			
Noel Balares	Chair	Lead in the preparation of the hall arrangement and restoration during the meeting and orientation activity	Prepared Hall
Emma Naguna	Co-Chair		
Dennis Rodriguez	member		
Committee on IT, ICT, Audio-Visual Management			
Noe Dizon	Chair	Lead in the preparation and management of the IT, ICT, audio-visual requirements during the meeting and orientation	Prepared IT, AV requirements
Benjie Reapor	Co-Chair		
Mark de Guzman			
Committee on Documentation			
Jaimito De Leon	Chair		

DM 31, s. 2019 LH Rev. 01



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

☎ 0981 630 0070

✉ naga.city@depd.gov.ph



Page 3 of 4

24020226  
27 FEB 2024



Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
REHIYON V

**TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA**

Catherine Q. Ramos	Co-Chair	Lead in the onsite photo-documentation during meeting and orientation	photo-documentation
Committee on Finance			
Salvacion Verona	Chair	Lead in the preparation, obligation, and payment to the service providers of food and materials expense during the meeting/orientation, and Admission Administration	Released payment for the food and material expense
Mary Ann Encila	Co-Chairs		
Edna Porteria			
Committee on Monitoring and Evaluation			
Name	Designation	Terms of Reference	Output
Maria Teresita Rentoy	Chair	Lead in the monitoring and evaluation of the activities for the meeting/orientation, and Admission Test	Activity monitoring and evaluation report
Nancy Morada	Co-Chair		
Supervising and Monitoring Team for the Admission Test			
	School/Venue	Terms of Reference	Output
Rhea Samino	SDO/nerve center	Supervise and manage the monitoring and evaluation of the conduct of the Admission Test on respective assigned school	Supervision and M&E report
Fernando Carandang	Cam Sur NHS		
Rudyard Balacano	Cararayan NHS		
Noel Balares	Concepcion Peq NHS		
Irma Dy-Cok	Naga Central School II		
Emma Naguna	Naga City Science HS		
Mary Ann Papica	NC School of Arts & Trades		

24020226  
27 FEB 2024

DM 31, s. 2019 LH Rev. 01



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

☎ 0981 630 0070

✉ naga.city@dep.gov.ph



Page

4 of 4