

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
ii. Johnny T. Samino
iii. Karlo Bobos
Naga City Science High School
Camarines Sur National High School
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
 c. Rudyard Balacano
 Camarines Sur National High School
 Cararayan National High School

d. Noel Balares
e. Emma Naguna
f. Mary Ann Papica
Concepcion Pequeña National High School
Naga City Science High School
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.

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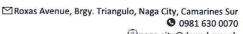
SUSAN S. COLLANO CESO V Schools Division Superintendent

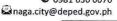
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Advisory re: Division Memorandum No. 49, s. 2024 ADMISSION FOR INCOMING G1 SSES, G7 STE, AND G11 STEM LEARNERS IN NAGA CITY DIVISION

Enclosure 1: Activity Matrix

Committee Meeting and Orientation

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	AVP EPS Rudyard Balacano			
Statement of Purpose	EPS Noel Balares			
Message	SDS Susan S. Collano CESO V			
Orientation on a. Curricular Program/Strand Admission Guidelines b. Screening Process c. Administration of Admission Test	EPS Rhea Samino Special Science Curricular Program/Strand Division Focal Person			
	Invited Resource Persons			
Presentation/Discussion on Technology-Assisted AS Checking, Item	Customization of Answer Sheet and Answer Key for SSES/STE/STEM Admission Test Mark Arce (Naga City Science HS)			
Analysis, Data Processing. and Competency Analysis	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			

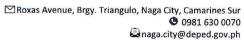
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Advisory re: Division Memorandum No. 49, s. 2024 Admission for incoming G1 SSES, G7 STE, and G11 STEM Learners in NAGA CITY DIVISION

Enclosure 2: Committee and Technical Working Group

EXECUTIVE COMMITTEE

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

SGOD OIC-Chief

TECHNICAL WORKING GROUP

RHEA SB. SAMINO Education Program Supervisor Overall Chair

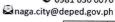
	Commit	tee on Attendance	
Name	Designation	Terms of Reference	Output
Rudyard Balacano	Chair	Preparation and	Completed
Irma Dy-Cok	Co-Chair	management of the	attendance
		attendance registration	sheet
		during the meeting and	
		orientation activity	
	Comm	ittee on Program	
Name	Designation	Terms of Reference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

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

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