



Republic of the Philippines
Department of Education
CARAGA REGION

APR 24 2025

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REGIONAL MEMORANDUM
No. 406 , s. 2025

APR 24 2025

To: Schools Division Superintendents
All Others Concerned

ADMINISTRATION OF ADMISSION EXAM FOR SPECIAL PROGRAM IN SCIENCE,
TECHNOLOGY, ENGINEERING AND MATHEMATICS (SPSTEM)

1. In line with the Learner Admission Process in the **Revised Sumbanan Manual**, the Department of Education-Caraga will administer an admission exam for shortlisted Grade 1 and 7 aspirants of Special Science Elementary Schools (SSES), Regional Science High School (RSHS), Legislated Science High Schools (LSHS), and Science, Technology ang Engineering (STE) implementers for School Year 2024-2025, from **April 5 to May 11, 2025** (testing window).
2. The admission exam aims to evaluate top-performing SPSTEM aspirants who will be eligible for enrollment in their preferred science and technology (S&T)-oriented schools in the region this coming SY 2025-2026.
3. The admission exam for RSHS, LSHS, STE, and SSES shall be administered online (computer-based).
4. All takers of the online-based exam shall prepare their DepEd email or personal Gmail account. Bringing smartphones, cameras, communication devices, and smartwatches is prohibited in all testing rooms.
5. Education Program Supervisors (EPSs) in Science are directed to identify testing centers in RSHS, LSHS, SSES, and STE that are equipped with computer and internet connectivity (computer laboratories are preferred). School Heads of SPSTEM implementers are directed to encode their specific testing dates and directory by which the exam link and results will be sent. A link will be sent to the EPSs in Science. The deadline for encoding is April 25, 2025.
6. For computer-based admission exam, three testing personnel are needed:

Testing Personnel	Responsibilities	Number
ICT Coordinator	The ICT Coord. shall: • ensure that there are functional computers in the testing room equipped with internet, • open the Admission Exam link in all computer units before the takers get inside the testing room, • monitor the takers during the exam, and • ensure that all responses are sent before the learners leave the testing room.	1 per testing room
Room Examiners	The RE shall: • post and read the schedule of the exam (boardwork found in Enclosure A) on the board, • read the exam protocols and reminders,	1 per testing room

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	• distribute scratch paper to the takers before they take the exam, and • monitor the takers during the exam.	
School Coordinator (School Head)	The SC shall: • ensure that testing rooms have functional computers with internet connectivity, • schedule the test takers according to assigned schedules and batches based on the available computer units (with at least 2 buffer computers in the testing room), and • assign REs to proctor the exam.	1 per school

7. A breach of test security shall be subject to the sanctions stipulated in DepEd Order No. 55, s. 2016 (Policy Guidelines on the National Assessment of Student Learning for the K to 12 Basic Education Program). Identified testing personnel are required to submit a Non-Disclosure Agreement via <https://forms.office.com/r/288qQPV9db>

8. Regional Office's EPS in Science shall email the ranked results to the schools, copy furnishing the Division EPSs in Science, **immediately after** the testing dates of the schools. No entrant shall take the exam twice. Should an entrant be exposed to the exam material twice, only the first test results shall be considered in the ranking.

9. Test results must be posted by the schools as soon as the student's responses are checked. Results must be communicated by the schools to the SDO and RO through duly signed endorsement letter. Results shall be posted as well in conspicuous areas of the school.

10. SSES shall admit a maximum of 70 incoming Grade 1 learners only. STE schools shall admit a maximum of 80 incoming Grade 7 learners only. RSHS and LSHS may admit more than 80 incoming Grade 7 learners depending on their physical and human resources.

11. Pursuant to DepEd Order No. 09, s. 2024, SDOs are encouraged to identify testing personnel who are non-teaching staff. If a teaching staff volunteers to serve as testing personnel during his or her 30-day mandatory EoSY Break, an intent letter must be sent to the Schools Division Superintendent to render service.

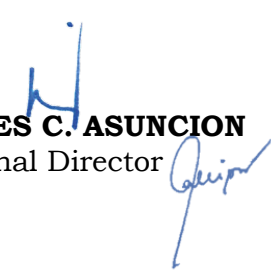
12. All volunteer teachers who serve during their mandatory break, and non-teaching staff who administer the exam during weekends shall be granted the appropriate number of service credits (SCs) and compensatory time-off (CTOs) in accordance to DepEd Order No. 53, s. 2003 (*Updated Guidelines on Grant of Vacation Service Credits to Teachers*), while non-teaching personnel shall be granted non-monetary compensatory overtime credits, per joint Memorandum Circular No. 2, s. 2004, and 2-A, s. 2005 of the Civil Service Commission and Department of Budget and Management.

13. Learners who cannot take the admission test due to curricular and extra-curricular activities—or for valid reasons—shall be given especial examination dates, provided the same testing standards are observed.

14. All expenses related to SPSTEM Admission Test, including travel expenses of the testing personnel, shall be charged against the respective local funds, subject to accounting and auditing rules and regulations.

15. For concerns and clarifications, you may contact the Curriculum and Learning Management Division through the program focal person, Mr. Kevin Hope Z. Salvaña, Education Program Supervisor, at kevinhope.salvana@deped.gov.ph.

16. Immediate and wide dissemination of this Memorandum to all concerned is highly desired.


MARIA INES C. ASUNCION
Regional Director

Encl.: None

Reference: DepEd Order (No. 09, s. 2024, and No. 53, s. 2003) and Memorandum Circular (No. 2, s. 2004)

To be indicated in the Perpetual Index
under the following subjects:

ADMISSION

SCIENCE EDUCATION

TESTS

CLMD/khzs
04/21/2025