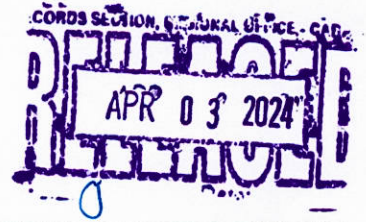




Republic of the Philippines  
Department of Education  
CARAGA REGION



April 2, 2024

REGIONAL MEMORANDUM

No. 0301, s. 2024

To: SCHOOLS DIVISION SUPERINTENDENTS  
This Region

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 29 to May 3, 2024** (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 2024-2025.
3. The admission exam for RSHS, LSHS, STE, and SSES shall be done online (computer-based).
4. All takers of online-based exam shall prepare their DepEd email or personal Gmail account. Bringing of smartphones, camera, communication devices, and smartwatch is prohibited in all testing rooms.
5. 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 preferable).

6. For computer-based admission exam, three testing personnel are needed:

| Testing Personnel | Responsibilities                                                                                                                                                                                                                                                                                                                                                                                                      | Number             |
|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| ICT Coordinator   | The ICT Coord. shall: <ul style="list-style-type: none"><li>• ensure that there are functional computers in the testing room equipped with internet;</li><li>• open the Admission Exam link in all computer units before the takers get inside the testing room;</li><li>• monitor the takers during the exam; and</li><li>• ensure that all responses are sent before the learners leave the testing room.</li></ul> | 1 per testing room |
| Room Examiners    | The RE shall: <ul style="list-style-type: none"><li>• tack and read the schedule of the exam (boardwork found in Enclosure A) on the board;</li><li>• read the exam protocols and reminders;</li></ul>                                                                                                                                                                                                                | 1 per testing room |



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|                                  |                                                                                                                                                                                                                                                                                                                                                                                            |              |
|----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
|                                  | <ul style="list-style-type: none"> <li>• distribute scratch paper to the takers before they take the exam; and</li> <li>• monitor the takers during the exam.</li> </ul>                                                                                                                                                                                                                   |              |
| School Coordinator (School Head) | <p>The SC shall:</p> <ul style="list-style-type: none"> <li>• ensure that testing rooms have functional computers with internet connectivity;</li> <li>• schedule the test takers in their assigned schedules and batches based on the available computer units (there must be at least 2 buffer computers in the testing room); and</li> <li>• assign REs to proctor the exam.</li> </ul> | 1 per school |

7. Breach of test security shall be subjected to 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).

8. SDO EPSs in Science are directed to furnish copies of **shortlisted takers** to other SPSTEM implementers **at least one day** before the testing dates of the schools within the same division to prevent test takers in taking the exam twice in two different testing centers.

9. All testing personnel, through the close coordination and monitoring of the EPSs-Science, shall enter their contact details in the **Directory of Testing Personnel for SPSTEM** (link will be given to the SDO EPSs-Science for Data Privacy concerns). Deadline for online encoding is on April 12, 2024.

10. Test results must be posted by the schools as soon as the responses of the students 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.

11. SSES shall admit a maximum of seventy (70) incoming Grade 1 learners only, STE schools shall admit a maximum of eighty (80) incoming Grade 7 learners only, while RSHS and LSHS may admit more than 80 incoming Grade 7 learners depending on their physical and human resources.

12. No classes shall be suspended during exams. Takers who will be excused from their classes shall be given with appropriate and budgeted self-learning modules and/or learning activity sheets vis-à-vis “No Disruption of Classes Policy” of the Department.

13. Travelling expenses of the testing personnel shall be charged to their respective local funds subject to usual accounting and auditing rules and regulations.

14. 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](mailto:kevinhope.salvana@deped.gov.ph).

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

**MARIA INES C. ASUNCION**  
Director III  
Officer-in-Charge  
Office of the Regional Director

Encl/s.: As stated.

Reference/s: Revised Sumbanan Manual

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

ASSESSMENT      SCIENCE

CLMD/khzs  
04/02/2024



2024-04-05250

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Enclosure A of RM No. 0301, s. 2024

**Boardwork for SSES  
Timetable for the Admission Exam**

| Time                 |                    | No. of mins. | Test Area/Activity                                                                                                                                                  |
|----------------------|--------------------|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| For AM Batch         | For PM Batch       |              |                                                                                                                                                                     |
| 8:00 AM to 8:30 AM   | 1:00 PM to 1:30 PM | 30 mins      | Checking of testing units, opening of links, (to be done by the ICT Coor.) and entrance of test takers (to be facilitated by the room examiner)                     |
| 8:30 AM to 9:00 AM   | 1:30 PM to 2:00 PM | 30 mins      | Orientation, boardwork, distribution of scratch paper, and inspection of test takers computer desk and personal belongings (to be facilitated by the room examiner) |
| 9:00 AM to 9:30 AM   | 2:00 PM to 2:30 PM | 30 mins      | Filling up (to be done by the test takers) and inspection of the encoded test takers' profile (to be done by the ICT Coor.)                                         |
| 9:30 AM to 10:00 AM  | 2:30 PM to 3:00 PM | 30 mins      | English (25 items)                                                                                                                                                  |
| 10:00 AM to 10:30 AM | 3:00 PM to 3:30 PM | 30 mins      | Science (25 items)                                                                                                                                                  |
| 10:30 AM to 11:00 AM | 3:30 PM to 4:00 PM | 30 mins      | Math (25 items)                                                                                                                                                     |
| 11:00 AM to 11:30 AM | 4:00 PM to 4:30 PM | 30 mins      | Sending of test responses (to be done by the ICT Coor.)                                                                                                             |
| 11:30 AM to 12:00 NN | 4:30 PM to 5:00 PM | 30 mins      | Dismissal                                                                                                                                                           |

**Boardwork for RSHS, LSHS, and STE  
Timetable for the Admission Exam**

| Time                 |                    | No. of mins. | Test Area/Activity                                                                                                                                                  |
|----------------------|--------------------|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| For AM Batch         | For PM Batch       |              |                                                                                                                                                                     |
| 8:00 AM to 8:30 AM   | 1:00 PM to 1:30 PM | 30 mins      | Checking of testing units, opening of links, (to be done by the ICT Coor.) and entrance of test takers (to be facilitated by the room examiner)                     |
| 8:30 AM to 9:00 AM   | 1:30 PM to 2:00 PM | 30 mins      | Orientation, boardwork, distribution of scratch paper, and inspection of test takers computer desk and personal belongings (to be facilitated by the room examiner) |
| 9:00 AM to 9:30 AM   | 2:00 PM to 2:30 PM | 30 mins      | Filling up (to be done by the test takers) and inspection of the encoded test takers' profile (to be done by the ICT Coor.)                                         |
| 9:30 AM to 10:00 AM  | 2:30 PM to 3:00 PM | 30 mins      | English (35 items)                                                                                                                                                  |
| 10:00 AM to 10:30 AM | 3:00 PM to 3:30 PM | 30 mins      | Science (35 items)                                                                                                                                                  |
| 10:30 AM to 11:00 AM | 3:30 PM to 4:00 PM | 30 mins      | Math (35 items)                                                                                                                                                     |
| 11:00 AM to 11:30 AM | 4:00 PM to 4:30 PM | 30 mins      | Sending of test responses (to be done by the ICT Coor.)                                                                                                             |
| 11:30 AM to 12:00 NN | 4:30 PM to 5:00 PM | 30 mins      | Dismissal                                                                                                                                                           |

