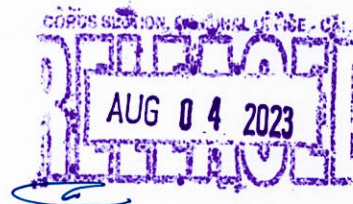




Republic of the Philippines  
**Department of Education**  
CARAGA REGION



August 4, 2023

REGIONAL MEMORANDUM

No. 722, s. 2023

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 and Engineering (STE) implementers for School Year 2023-2024 from August 4-18, 2023.
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 2023-2024.
3. The admission exam for RSHS, LSHS, and STE shall be done online (computer-based), while the admission exam for SSES shall be done in a paper-based modality. In cases where the RSHS, LSHS, and STE cannot facilitate an online administration, a paper-based exam shall be done.
4. All takers of online-based exam shall prepare their DepEd email or personal Gmail account. Test takers of SSES, RSHS, LSHS, and STE shall bring Pencil No. 2, Calculator, and snacks (for paper-based exam only; taking of snacks in computer laboratory is restricted). 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, 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></ul> | 1 per testing room |



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2023-08-11276

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|                                  |                                                                                                                                                                                                                                                                                                                                                                                      |                    |
|----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
|                                  | <ul style="list-style-type: none"> <li>ensure that all responses are sent before the learners leave the testing room.</li> </ul>                                                                                                                                                                                                                                                     |                    |
| Room Examiners                   | <p>The RE shall:</p> <ul style="list-style-type: none"> <li>tack and read the schedule of the exam (boardwork found in Enclosure B) on the board;</li> <li>read the exam protocols and reminders;</li> <li>distribute scratch paper to the takers before they take the exam; and</li> <li>monitor the takers during the exam.</li> </ul>                                             | 1 per testing room |
| 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. The testing personnel for the pen and paper admission exam are the Room Examiners, Exam Supervisors, and School Coordinators. Below are their responsibilities:

| Testing Personnel                                       | Description                                                                                                                                                                                                                                                                                                                    | Number                                                                  |
|---------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|
| Room Examiner (Teachers within the SPSTEM implementers) | <p>The RE shall:</p> <ul style="list-style-type: none"> <li>distribute and retrieve the test materials (test booklet and answer sheets) to and from the examiners;</li> <li>tack and read the test schedule on the blackboard (boardwork found in Enclosure B); and</li> <li>read the exam protocols and reminders.</li> </ul> | 1 per testing room (each testing room must contain utmost 30 examinees) |
| Exam Supervisor                                         | <p>The ES shall:</p> <ul style="list-style-type: none"> <li>count, distribute, and retrieve the test materials to the REs;</li> <li>supervise the REs in the administration of admission exam; and</li> <li>supervise the checking of filled out answer sheets right after the retrieval of test materials;</li> </ul>         | 1 per school (from the RO or SDO)                                       |
| School Coordinator (School Head)                        | <p>The SC shall:</p> <ul style="list-style-type: none"> <li>select testing rooms located in strategic areas in the school; and</li> <li>assign REs to proctor the exam</li> </ul>                                                                                                                                              | 1 per school                                                            |

8. All testing personnel and personnel involved in the reproduction of test materials must sign a Confidentiality Agreement Form (see Enclosure C) and submit the accomplished form to their respective EPSs-Science. 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).



9. EPSs in Science are directed to furnish copies of shortlisted takers to other SPSTEM implementers to prevent test takers in taking the exam twice in two different implementers.
10. All testing personnel, through the close coordination and monitoring of the EPSs-Science, shall enter their contact details at <https://bit.ly/SPSTEMexamdirectory> on or before August 4, 2023.
11. The EPS-Science are directed to reproduce the allocated test questionnaires and answer sheets for the RSHS, LSHS, STE and SSES per proposed number of test questionnaires (TQs) and answer sheets (ASs) reflected in the last column of the table found in Enclosure A.
12. Test results must be posted by the schools as soon as the papers/responses of the students are checked. Results must be communicated by the schools to the public, SDO, and RO through duly signed endorsement letter.
13. SSES shall admit a maximum of seventy (70) learners only, STE schools may admit a maximum of eighty (80) learners only, while RSHS and LSHS may admit more than 80 learners depending on their physical and human resources.
14. Expenses incurred including travel expenses of the testing personnel shall be charged to their respective local funds subject to usual accounting and auditing rules and regulations.
15. Teaching personnel who will serve during the admission exam shall be granted with appropriate number of service credits in accordance to DepEd Order No. 53, s. 2003 (Updated Guidelines on Grant of Vacation Service Credits to Teachers).
16. For concerns and clarifications, you may email Mr. Kevin Hope Z. Salvaña, CLMD EPS, at [kevinhope.salvana@deped.gov.ph](mailto:kevinhope.salvana@deped.gov.ph).
17. 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

BY THE AUTHORITY OF THE REGIONAL DIRECTOR:

**FLORDELISA R. DALIN**  
Chief, HRDD

Encl/s.: As stated.  
Reference/s: Revised Sumbanan Manual  
To be indicated in the Perpetual Index  
under the following subjects:  
**ASSESSMENT      SCIENCE**

CLMD/khzs  
08/01/2023



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

| Time                 |                    | No. of mins. | Test Area/Activity                                                                               |
|----------------------|--------------------|--------------|--------------------------------------------------------------------------------------------------|
| For AM Batch         | For PM Batch       |              |                                                                                                  |
| 9:00 AM to 9:10 AM   | 1:00 PM to 1:10 PM | 10 mins      | Orientation and boardwork                                                                        |
| 9:10 AM to 9:20 AM   | 1:10 PM to 1:20 PM | 10 mins      | Inspection of test takers' desk                                                                  |
| 9:20 AM to 9:30 AM   | 1:20 PM to 1:30 PM | 10 mins      | Distribution of test materials (test papers, answer sheets, and extra paper for problem solving) |
| 9:30 AM to 9:55 AM   | 1:30 PM to 1:55 PM | 25 mins      | English (25 items)                                                                               |
| 9:55 AM to 10:20 AM  | 1:55 PM to 2:20 PM | 25 mins      | Science (25 items)                                                                               |
| 10:20 AM to 10:45 AM | 2:20 PM to 2:45 PM | 25 mins      | Math (25 items)                                                                                  |
| 10:45 AM to 11:00 AM | 2:45 PM to 3:00 PM | 15 mins      | Retrieval of test materials (test papers, answer sheets, and extra paper for problem solving)    |
| 11:00 AM to 11:05 AM | 3:00 PM to 3:05 PM | 5 mins       | Dismissal                                                                                        |

**Note:** After the exam is the checking of answer sheets. This will be supervised by the Exam Supervisors. All photocopied answer keys must be surrendered to the Exam Supervisors.

**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                                                                                                                                                           |



### Confidentiality Agreement

This is an Agreement between \_\_\_\_\_ and DepEd-Caraga. The Agreement is effective on your first day as testing personnel/ member of the reproduction team of the SPSTEM Admission Exam.

During your participation and involvement in the SPSTEM Admission Exam, you will have access to and gain knowledge of confidential and proprietary information belonging to the agency. The term "Confidential Information" refers to the non-disclosure and unauthorized sharing of any assessment materials to unauthorized people, personnel, and to the learners.

By your signature below you acknowledge that you have read and understand the foregoing Agreement, and that you have received a copy of the Agreement.

Date: \_\_\_\_\_  
Participant



**ADMISSION EXAM DETAILS FOR SSES IMPLEMENTERS**

| Schools                                | SPSTEM | Suggested Schedule | No. of Takers | No. of Batches | No. of Proposed Testing Rooms | No. of Proposed Room Examiners | No. of School Coordinator (School Head) | No. of Exam Supervisor | No. of Proposed TQs and ASs to be printed by the SDO |
|----------------------------------------|--------|--------------------|---------------|----------------|-------------------------------|--------------------------------|-----------------------------------------|------------------------|------------------------------------------------------|
| <b>AGUSAN DEL NORTE</b>                |        |                    |               |                |                               |                                |                                         |                        |                                                      |
| Jabonga CES                            | SSES   | Aug. 7, 2023       | 87            | 1              | 3                             | 3                              | 1                                       |                        |                                                      |
| Santiago CES                           | SSES   | Aug. 8, 2023       | 60            | 1              | 2                             | 2                              | 1                                       | 1 (SDO-EPS)            | 87                                                   |
| Jagupit ES                             | SSES   | Aug. 9, 2023       | 27            | 1              | 1                             | 1                              | 1                                       |                        |                                                      |
| RTR CES                                | SSES   | Aug. 10, 2023      | 44            | 1              | 2                             | 2                              | 1                                       |                        |                                                      |
| Magallanes CES                         | SSES   | Aug. 7, 2023       | 30            | 1              | 1                             | 1                              | 1                                       | 1 (SDO-EPS)            | 63                                                   |
| Buenavista CES                         | SSES   | Aug. 8, 2023       | 40            | 1              | 2                             | 2                              | 1                                       |                        |                                                      |
| Cogon ES                               | SSES   | Aug. 9, 2023       | 31            | 1              | 2                             | 2                              | 1                                       |                        |                                                      |
| Rizal ES                               | SSES   | Aug. 10, 2023      | 63            | 1              | 3                             | 3                              | 1                                       |                        |                                                      |
| Nasipit CES                            | SSES   | Aug. 7, 2023       | 143           | 2              | 3                             | 3                              | 1                                       |                        |                                                      |
| Carmen CES                             | SSES   | Aug. 8, 2023       | 60            | 1              | 2                             | 2                              | 1                                       | 1 (SDO-EPS)            | 72                                                   |
| Rojales ES                             | SSES   | Aug. 9, 2023       | 35            | 1              | 2                             | 2                              | 1                                       |                        |                                                      |
| <b>AGUSAN DEL SUR</b>                  |        |                    |               |                |                               |                                |                                         |                        |                                                      |
| Trento West CES with SPED Center       | SSES   | Aug. 7, 2023       | 60            | 1              | 2                             | 2                              | 1                                       | 1 (SDO-EPS)            | 60                                                   |
| San Francisco Pilot CES                | SSES   | Aug. 8, 2023       | 100           | 2              | 2                             | 2                              | 1                                       |                        |                                                      |
| Talacogon CES                          | SSES   | Aug. 9, 2023       |               |                |                               |                                |                                         |                        |                                                      |
| <b>BAYUGAN CITY</b>                    |        |                    |               |                |                               |                                |                                         |                        |                                                      |
| Agusan del Sur Pilot Laboratory School | SSES   | Aug. 7, 2023       | 90            | 2              | 2                             | 2                              | 1                                       | 1 (SDO-EPS)            | 45                                                   |
| <b>BISLIG CITY</b>                     |        |                    |               |                |                               |                                |                                         |                        |                                                      |
| Bislig Central Elementary School       | SSES   | Aug. 7, 2023       | 174           | 2              | 3                             | 3                              | 1                                       | 1 (SDO-EPS)            | 87                                                   |
| <b>BUTUAN CITY</b>                     |        |                    |               |                |                               |                                |                                         |                        |                                                      |
| Butuan City SEC                        | SSES   | Aug. 7, 2023       | 100           | 2              | 2                             | 2                              | 1                                       | 1 (SDO-EPS)            | 54                                                   |
| Butuan Central ES-STEC                 | SSES   | Aug. 8, 2023       | 105           | 2              | 2                             | 2                              | 1                                       |                        |                                                      |
| Libertad CES                           | SSES   | Aug. 9, 2023       | 28            | 1              | 1                             | 1                              | 1                                       |                        |                                                      |



|                                   |      |              |    |   |   |   |   |             |    |
|-----------------------------------|------|--------------|----|---|---|---|---|-------------|----|
| Special Science Elementary School | SSES | Aug. 7, 2023 | 73 | 1 | 3 | 3 | 1 | 1 (SDO-EPS) | 73 |
|-----------------------------------|------|--------------|----|---|---|---|---|-------------|----|

**Note:** *Batching, TQ swapping, and/or rotation schemes may be employed to reduce the number of test materials to be reproduced.*

#### ADMISSION EXAM DETAILS FOR RSHS, LSHS, AND STE IMPLEMENTERS

| Schools                            | SPSTEM | Testing Window  | No. of Takers | No. of Batches                                                                     | No. of Proposed Testing Centers                | No. of ICT Coors.         | No. of Proposed Room Examiners | No. of Test Coors. (School Head) |
|------------------------------------|--------|-----------------|---------------|------------------------------------------------------------------------------------|------------------------------------------------|---------------------------|--------------------------------|----------------------------------|
| AGUSAN DEL NORTE                   |        |                 |               |                                                                                    |                                                |                           |                                |                                  |
| Jabonga NHS                        | STE    | Aug. 4-18, 2023 | 48            | Depending on the availability of computer units (must be determined by the school) | Depending on the availability of computer lab. | 1 for each testing center | 1 for each testing center      | 1 per school                     |
| Santiago NHS                       | STE    |                 | 120           |                                                                                    |                                                |                           |                                |                                  |
| Jagupit NHS                        | STE    |                 | 89            |                                                                                    |                                                |                           |                                |                                  |
| Agay NHS                           | STE    |                 | 48            |                                                                                    |                                                |                           |                                |                                  |
| Magallanes NHS                     | STE    |                 | 85            |                                                                                    |                                                |                           |                                |                                  |
| Buena Vista SPED HS                | STE    |                 | 44            |                                                                                    |                                                |                           |                                |                                  |
| Buena Vista NHS                    | STE    |                 | 300           |                                                                                    |                                                |                           |                                |                                  |
| Nasipit NHS (Annex)                | STE    |                 | 50            |                                                                                    |                                                |                           |                                |                                  |
| Carmen NHS                         | STE    |                 | 24            |                                                                                    |                                                |                           |                                |                                  |
| Las Nieves NHS                     | STE    |                 | 75            |                                                                                    |                                                |                           |                                |                                  |
| AGUSAN DEL SUR                     |        |                 |               |                                                                                    |                                                |                           |                                |                                  |
| Agusan del Sur NHS                 | STE    |                 | 153           |                                                                                    |                                                |                           |                                |                                  |
| Agusan del Sur National Science HS | LSHS   |                 | 160           |                                                                                    |                                                |                           |                                |                                  |
| Lapinigan NHS                      | STE    |                 | 35            |                                                                                    |                                                |                           |                                |                                  |
| Sta. Cruz NHS                      | STE    |                 | 60            |                                                                                    |                                                |                           |                                |                                  |
| Sta. Josefa NHS                    | STE    |                 | 100           |                                                                                    |                                                |                           |                                |                                  |
| Trento NHS                         | STE    |                 | 100           |                                                                                    |                                                |                           |                                |                                  |
| SibagatNHSI                        | STE    |                 | 80            |                                                                                    |                                                |                           |                                |                                  |
| BAYUGAN CITY                       |        |                 |               |                                                                                    |                                                |                           |                                |                                  |
| Bayugan NCHS                       | STE    |                 | 80            |                                                                                    |                                                |                           |                                |                                  |
| BISLIG CITY                        |        |                 |               |                                                                                    |                                                |                           |                                |                                  |
| Bislig City NHS                    | STE    |                 | 42            |                                                                                    |                                                |                           |                                |                                  |

|                                    |      |
|------------------------------------|------|
| <b>BUTUAN CITY</b>                 |      |
| Agusan NHS                         | STE  |
| Libertad NHS                       | STE  |
| Ampayon NHS                        | STE  |
| Taligaman NHS                      | STE  |
| <b>CABADBARAN CITY</b>             |      |
| Cabadbaran City NHS                | STE  |
| <b>DINAGAT ISLANDS</b>             |      |
| Dinagat School of Fisheries        | STE  |
| Don Ruben Edera Ecleo Memorial NHS | STE  |
| Cagdianao NHS                      | STE  |
| Loreto NHS                         | STE  |
| Tag-abaca NHS                      | STE  |
| <b>SIARGAO</b>                     |      |
| Siargao NHS                        | LSHS |
| General Luna NHS                   | STE  |
| Del Carmen NHS                     | STE  |
| Socorro NHS                        | STE  |
| <b>SURIGAO CITY</b>                |      |
| Caraga Regional Science HS         | RSHS |
| Surigao City NHS                   | STE  |
| <b>SURIGAO DEL NORTE</b>           |      |
| Surigao Del Norte NHS              | STE  |
| Claver NHS                         | STE  |
| Alegria NHS                        | STE  |
| Mainit NHS                         | STE  |
| <b>SURIGAO DEL SUR</b>             |      |
| Barobo NHS                         | STE  |
| Liangga National Comprehensive HS  | STE  |
| Sto. Niño NHS                      | STE  |
| Unidad NHS                         | STE  |

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| Solomon P. Lozada NHS                | STE  | -   |  |  |  |  |
| Gamut NHS (Tago)                     | STE  | -   |  |  |  |  |
| San Miguel National Comprehensive HS | STE  | -   |  |  |  |  |
| Tigao NHS                            | STE  | 38  |  |  |  |  |
| Florita Herrera-Irizari NHS          | STE  | 56  |  |  |  |  |
| Cantilan NHS                         | STE  | -   |  |  |  |  |
| Carrascal NHS                        | STE  | 63  |  |  |  |  |
| Hinatuan National Comprehensive HS   | STE  | 70  |  |  |  |  |
| Lingig NHS                           | STE  | 65  |  |  |  |  |
| Madrid NHS                           | STE  | 60  |  |  |  |  |
| Tagbina NHS                          | STE  | 55  |  |  |  |  |
| <b>TANDAG CITY</b>                   |      |     |  |  |  |  |
| Jacinto P. Elpa NHS                  | STE  | 128 |  |  |  |  |
| Tandag National Science HS           | LSHS | 71  |  |  |  |  |