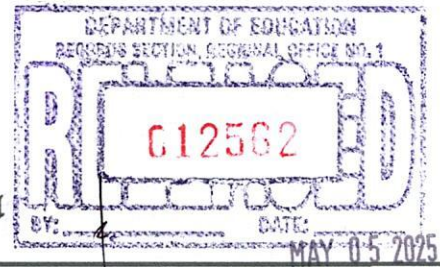




Republic of the Philippines  
**Department of Education**  
 REGION I



**REGIONAL MEMORANDUM**

No. 592, s. 2025

**ADVISORY ON THE ADMINISTRATION OF ADMISSION TESTS IN SCIENCE, TECHNOLOGY AND ENGINEERING (STE) SCHOOLS, SPECIAL SCIENCE IN ELEMENTARY SCHOOLS (SSES), AND SCHOOLS WITH SPECIAL PROGRAM IN MATHEMATICS (SPM) FOR SCHOOL YEAR 2025-2026 AND ONWARDS**

To: Schools Division Superintendents  
 All Others Concerned

1. The Department of Education Regional Office 1 (DepEd RO1) through the Curriculum and Learning Management Division (CLMD) announces the **administration of admission tests** in Science, Technology, and Engineering (STE) schools, Special Science in Elementary Schools (SSES), and schools with Special Program in Mathematics (SPM) **within the month of May** for School Year 2025-2026 and onwards.

2. The Schools Division Offices (SDOs) through the Division Science and Mathematics Supervisors with the Division Testing Coordinator shall access, download, and reproduce the questionnaires through the link that will be provided to the closed group of the Education Program Supervisors and Testing Coordinators. The SDOs shall also schedule their admission tests and may tap non-teaching personnel to serve as Room Examiners or proctors. Moreover, the DepEd RO1 holds the SDOs to be accountable and responsible in safeguarding the integrity of the test materials and of the test results.

3. Eligible test-takers for STE and SPM Programs are Grade 6 pupils whose final ratings in Science, Mathematics, and English and General Average is not lower than 85. Meanwhile, the eligible test-takers for the SSES Program are Kindergarten pupils who passed the initial evaluation conducted by the school based on the provisions stipulated in DepEd Order No. 57, s. 2011.

4. The selection process shall be conducted in two (2) phases:  
 Phase 1 –Preliminary Elimination by the School including interview.

Phase 2 –Written Examination to be administered by the SDOs through the Division Science Supervisor, Division Mathematics Supervisor and Division Testing Coordinator.

**The Written Examination procedures are as follows:**

**A. Pre-Examination Activities**

a. A Non-Disclosure Agreement (NDA) shall be issued to all the personnel involved (room examiners, proctors, and checkers) to protect the integrity of the examination.



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- b. The Division Testing Coordinator shall conduct a briefing and orientation.
- c. The Division Science and Mathematics Supervisors shall verify the qualifications of the short-listed test-takers.
  - c.1 For STE and SPM Programs
    - c.1.1 Review final grades in Science, Mathematics, and English.
    - c.1.2 Validate results of the preliminary elimination and interview.
    - c.1.3 Verify original report card (SF 9) is attached.
  - c.2 For SSES Program
    - c.2.1. Confirm total points obtained from the preliminary elimination and Interview.
    - c.2.2 Verify original Early Childhood Care Development (ECCD) Checklist is attached.
- d. Testing Room assignment
  - d.1 Each room must be staffed with one Room Examiner and one Proctor.
  - d.2 The room examiner shall confirm the attendance of test-takers against the official list of short-listed candidates.
  - d.3 The Room Examiner and Proctor must not be related to any test-taker up to the fourth degree of consanguinity or affinity.
- e. Special Circumstances
  - e.1 Late Test-Takers
    - e.1.1 Late arrivals will be accommodated but only granted the remaining examination time.
    - e.1.2 Room examiners, in consultation with section advisers, should determine the status of absent candidates.
  - e.2 Missed Examinations
    - e.2.1 In case of illness or other acceptable reasons for absence, parents/guardians must submit a formal letter of request through the School Head.
    - e.2.2 Forward the request to the Schools Division Office.
    - e.2.3 Await arrangements for an alternative examination schedule.
  - e.3 Test-takers who finish early:
    - e.3.1 May review their answers before submission
    - e.3.2 Should submit completed answer sheets to the room examiner
    - e.3.3 May leave the testing room quietly
    - e.3.4 Will be directed to their parent or guardian by the proctor

**B. POST-EXAMINATION ACTIVITIES**

- a. The room examiner must account and safe-keep all the test booklets and answer sheets.
- b. A dedicated team composed of checker, watcher, and encoder will check the answer sheets.
- c. The attached templates 1, 2, 3, and 4 shall be accomplished completely in three (3) sets by the encoder. Template 3 should be arranged in alphabetical order without reflecting the total scores. A copy of this has to be posted on a bulletin board or in any conspicuous place in the school, but not to be posted

on Facebook.

d. The school shall submit one set of hard copies placed in a long folder to the Division Science Supervisor and/or Division Mathematics Supervisor within 2 days after the examination date. The consolidated result of qualifiers of all STE/SPM/SSES **schools shall be submitted to the CLMD, DepEd RO1 through a link provided on or before every first Friday of June.**

8. Those who will pass the phase 2 selection process shall compose the Grade 7 STE/SPM learners with at least two (2) sections for Type A schools and one (1) section for Type B schools (maximum of 40 learners per class), and Grade 1 SSES class with a maximum of 35 learners.

9. The concerned school has the option to observe the IATF health and safety protocols in all activities related to the administration of the admission test.

10. Schools should inform the public of the inclusive dates for the administration of admission test of incoming STE, SSES, and SPM learners through whatever modality or platform.

11. For information, dissemination and compliance.



**TOLENTINO G. AQUINO**  
Director IV

Incl.: As Stated

References: DO No.55, s. 2010; DO No. 57, s. 2011; DO No. 31, s. 2012;  
DM No. 34, s. 2020; DO No. 47, s. 2016; RM No. 296, s. 2020;  
ECCD Checklist

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

ADMISSION TESTS  
SCIENCE/MATHEMATICS CURRICULUM  
STE/SSES/SPM

CLMD/rap/RM\_AdmissionTestforSTE/SSES/SPMschools  
May 5, 2025





Enclosure 1 to Regional Memorandum No. \_\_, s. 2025

**FOR STE/SPM PROGRAM:**

DIVISION: \_\_\_\_\_  
 SCHOOL: \_\_\_\_\_ School Head: \_\_\_\_\_  
 Date of Admission Test: \_\_\_\_\_ Contact No. \_\_\_\_\_

**Template 1.** List of All Test Takers (Grade 7 Entrants)

NAME (Surname, First Name, MI)	SCHOOL GRADUATED FROM	SEX		SCORE			Total Score
		Male	Female	English	Math	Science	
<i>(arranged alphabetically)</i>							

**Template 2.** Ranking of All Test Takers (Grade 7 Entrants)

NAME (Surname, First Name, MI)	SCHOOL GRADUATED FROM	TOTAL SCORE	RANK
<i>(arranged by rank from highest to lowest)</i>			

**Template 3.** List of Qualifiers in Grade 7 STE/SPM Program

NAME (Surname, First Name, MI)	SCHOOL GRADUATED FROM
<i>(arranged alphabetically)</i>	

\*Note: Do not reflect the total score of the qualifier.

**Template 4.** Statistical Data for Grade 7 Entrants

Data	Male	Female	Total
<b>Total Number of Test Takers</b>			
<b>Number of Qualifiers for the STE Program</b>			
<b>Number of Qualifiers for the SPM Program</b>			

\*Signatories of each template: (Prepared by: the Teacher/Encoder; Reviewed by the School Head and/or Department Head/Coordinator; Approved by the Division Science Supervisor/ Division Mathematics Supervisor and/or Division Testing Coordinator)

Enclosure 2 to Regional Memo No. \_\_, s. 2025

**FOR SSES (Special Science for Elementary Schools) PROGRAM:**

DIVISION: \_\_\_\_\_  
 SCHOOL: \_\_\_\_\_ School Head: \_\_\_\_\_  
 Date of Admission Test: \_\_\_\_\_ Contact No. \_\_\_\_\_

**Template 1. List of All Test Takers (Grade 1 Entrants)**

NAME (Surname, First Name, MI)	SEX		BIRTHDATE	AGE	Total Score	Descriptive Equivalent
	Male	Female				
<i>(arranged alphabetically)</i>						

**Template 2. Ranking of All Test Takers (Grade 1 Entrants)**

NAME (Surname, First Name, MI)	SEX		BIRTHDATE	AGE	Total Score	Descriptive Equivalent	RANK
	Male	Female					
<i>(arranged by rank from highest to lowest)</i>							

**Template 3. List of Qualifiers in Grade 1 SSES Program**

NAME (Surname, First Name, MI)
<i>(arranged alphabetically)</i>

\*Note: Do not reflect the total score and descriptive equivalent of the qualifier.

**Template 4. Statistical Data for Grade 1 Entrants**

Data	Male	Female	Total
<b>Total Number of Test Takers</b>			
<b>Number of Qualifiers for the SSES Program</b>			

\*Signatories of each template: (Prepared by: the Teacher/Encoder; Reviewed by the School Head and/or Department Head/Coordinator; Approved by the Division Science Supervisor/ Division Mathematics Supervisor and/or Division Testing Coordinator)



Enclosure 3 to Regional Memorandum No. \_\_, s. 2025

**NON - DISCLOSURE AGREEMENT (NDA)**

I, \_\_\_\_\_, of legal age, Filipino ,  
and with residence address at \_\_\_\_\_, have  
accepted the \_\_\_\_\_ role \_\_\_\_\_ as \_\_\_\_\_ a  
\_\_\_\_\_ for the  
administration of admission tests in Science, Technology, and Engineering (STE)  
schools, Special Science in Elementary Schools (SSES), and schools with Special  
Program in Mathematics (SPM).

I understand that everything that I receive and access from this activity, the property of the  
Department of Education should be treated with utmost confidentiality. Hence, I commit not  
to copy, reproduce, multiply, photograph, share, or disseminate any part of the materials,  
information, document, or output. I am obligated to use the materials only within the  
duration of the activity until their completion, based on my Terms of Reference.

I understand that if I am found to have violated the conditions set for the service rendered, I  
will be held accountable for my actions.

**CONFORME:**

\_\_\_\_\_  
Signature Over Printed Name

Email Address: \_\_\_\_\_

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

Witnessed by:

\_\_\_\_\_  
CES, CID/SGOD



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