



Republic of the Philippines
Department of Education

REGION I
 SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM

No. **325**, s. 2026

21 MAY 2026

ADMINISTRATION OF ADMISSION TESTS IN SCIENCE, TECHNOLOGY AND ENGINEERING (STE) SCHOOLS AND SPECIAL SCIENCE IN ELEMENTARY SCHOOLS (SSES) FOR SCHOOL YEAR 2026-2027

To: Assistant Schools Division Superintendent
 Chief Education Supervisors
 Public and Private School Heads
 All Others Concerned

1. The Department of Education Regional Office I (DepEd RO I) through the Curriculum and Learning Management Division (CLMD) and Schools Division of the City of Batac under the Curriculum Implementation Division will administer the Admission Tests in Science, Technology, and Engineering (STE) schools and Special Science in Elementary Schools (SSES) on the following dates and venues:

School	Type of Admission Test	Date	Time
Hilario Valdez Memorial Elementary School	Special Science Elementary School (SSES) Program	May 26, 2026	8:00 a.m to 5:00 p.m.
CBNHS Poblacion	Science, Technology and Engineering (STE)	May 27, 2026	8:00 a.m. to 5:00 p.m.

2. To ensure success on the administration of the admission tests, the Division will conduct an orientation on Friday, May 22, 2026 at 3:00 p.m. via google meet. Link will be provided before the orientation through the CID Group Chat. The orientation is designed to cover essential preparations and establish agreements for administering the admission tests. Additionally, the orientation will address other pertinent issues and concerns related to the admission process. Participants to the orientation shall be the school heads and room examiners from the schools that offer STE and SSES programs.

3. The CID Chief Education Supervisor, Division Testing Coordinator, and the Education Program Supervisor in Science will conduct the orientation and the admission tests.

4. Moreover, the guidelines stipulated in Regional Memorandum No. 592, s. 2025, remain in effect.

5. 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.

6. The selection process shall be conducted in two (2) phases:



DepEd Batac City



batac.city@deped.gov.ph



www.csdbatac.com

Asuncion Street, 16-S Quiling Sur,
 City of Batac, Ilocos Norte
 Telephone No.: (077) 677-1993

Phase 1 - Preliminary Elimination by the School including interview.

Phase 2 - Written Examination to be administered by the SDO through the Division Science Supervisor and Division Testing Coordinator.

7. During the conduct of the Stage 2-Written Examination, the following activities shall be observed.

- a. A short briefing and orientation shall be conducted for the room examiners and proctors.
- b. The Division Science Supervisor and Division Testing Coordinator shall verify the qualifications of the short-listed test-takers.

For STE Program:

- Review final grades in Science, Mathematics, and English.
- Validate results of the preliminary elimination and interview.
- Verify original report card (SF 9) is attached.

For SSES Program:

- Confirm total points obtained from the preliminary elimination and interview.
- Verify original Early Childhood Care Development (ECCD) Checklist is attached

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

d. Testing room assignment

- Each room must be staffed with one Room Examiner and one Proctor.
- The room examiner shall confirm the attendance of test-takers against the official list of short-listed candidates.
- 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:

- Late arrivals will be accommodated but only granted the remaining examination time.
- Room examiners, in consultation with section advisers, should determine the status of absent candidates.

d. Missed Examinations

- In case of illness or other acceptable reasons for absence, parents/guardians must submit a formal letter of request through the School Head.
- Forward the request to the Schools Division Office.
- Await arrangements for an alternative examination schedule.

e. Test takers who finish early:

- May review their answers before submission.
- Should submit completed answer sheets to the room examiner.
- May leave the testing room quietly.
- Will be directed to their parent or guardian by the proctor.

f. Post-examination Activities:

- The room examiner must account and safe-keep all the test booklets and answer sheets.

- A dedicated team composed of checker, watcher, and encoder will check the answer sheets.
 - g. Refer to Division Memorandum No. 592, s. 2025 on the templates to be accomplished during the post-examination activity. The forms 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.
 - h. The school shall submit one set of hard copies placed in long folder to the Division Science Supervisor and Division Testing Coordinator within 2 days after the examination date. The consolidated results of qualifiers of all STE/SSES schools shall be submitted to the CLMD, DepEd RO I through the Division Office on or before first Friday of June 2026.
 - i. Those who will pass the phase 2 selection process shall compose the Grade 7 STE 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 I SSES class with a maximum of 35 learners.
9. The concerned schools have 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 and SSES learners through whatever modality or platform.
11. Enclosed herewith are the list of examiners for the STE and SSES for reference.
12. For information and guidance.


ANSELMO R. ALUDINO, MAEd
 Schools Division Superintendent ✓

Encl.: As stated.
 Reference: Regional Memorandum No. 592, s. 2025
 To be indicated in the Perpetual Index
 Under the following subjects:

ADMISSION TESTS

SCIENCE CURRICULUM

STE/SSES

AVJ/DM_Admission Tests in STE and SSES
 6151/May 21, 2026

Enclosure 2 – List of Testing Personnel Involved in the Admission Test in Special Science Elementary School

Name of Examination	Number of Examinees	Chief Examiner	No. of Room Assignment	Name of Room Examiners and Proctors	Encoders
Special Science Elementary School	66	Mely E. Repollo mart	1	Martiess A. Sagun Gay Marie T. Parado	Joan R. Magbaleta Christine Joy E. Laeno
			2	Marlene F. Diculen Mary Grace R. Parchamento	
			3	Ma. Angelica C. Paraoan Kenneth Rodel R. Gamet	

*Enclosure 1 -List of Testing Personnel Involved in the Administration of Admission
Test in STE*

Name of Examination	Number of Examinees	Chief Examiner	No. of Room Assignment	Name of Room Examiners and Proctors	Encoders/ Checkers
Admission Test in STE	115	Ditas G. Domingo	1	Noralyn C. Tangonan	Wiljim Galimba Christine Joy Rodriguez
			2	Mary Joyce B. Austria Clifford John F. Sapaden	Abram B. Barangan
			3	Jennifer C. Mamotos Emiju Winie C. Rivera	
			4	Honeylet A. Siazon Christine Joy Rodriguez	