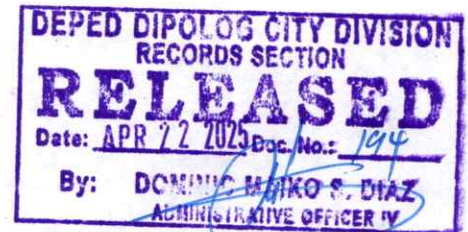




Republic of the Philippines
Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY



April 21, 2025

DIVISION MEMORANDUM

No. 194, s. 2025

ADMINISTRATION OF DIVISION ADMISSION TEST FOR SPECIAL CURRICULAR PROGRAM IN SCIENCE, TECHNOLOGY, AND ENGINEERING (STE) TO THE INCOMING GRADE 7 FOR SCHOOL YEAR 2025-2026

To: Assistant Schools Division Superintendent
Chief Education Supervisors (CID and SGOD)
Education Program Supervisors (EnSciMa)
Public Schools District Supervisors
School Heads (Elementary and Secondary)
All Others Concerned

1. This Office, through the Curriculum Implementation Division, announces the schedule of the administration of the admission test for the Special Curricular Program in Science, Technology, and Engineering (STE) for School Year 2025-2026 on **May 26, 2025 (Monday)**.
2. Below is the schedule of the Admission Test for the schools implementing the Special Curricular Program in STE.

School	Date of Admission Test	Time	Chief Examiner/ Division Monitoring Official
Zambonga del Norte National High School-Turno	May 26, 2025	9:00 AM-11:00 AM	Virginia E. Tagab, <i>Principal II</i> EPS Edgardo S. Cabalida, EdD EPS Cherilyn R. Allen
Zambonga del Norte National High School	May 26, 2025	9:00 AM-11:00 AM	Joselito S. Tizon, <i>Principal IV</i> EPS Adrian G. Refugio, EMD EPS Riela Angela C. Josol, EdD



Republic of the Philippines
Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY

Galas National High School	May 26, 2025	1:00 PM-3:00 PM	Jose Rey A. Adriatico, <i>Principal IV</i> EPS Adrian G. Refugio, EMD EPS Riela Angela C. Josol, EdD
Punta National High School	May 26, 2025	1:00 PM-3:00 PM	Josefina S. Tan, <i>Principal III</i> EPS Edgardo S. Cabalida, EdD EPS Cherilyn R. Allen

- It is reiterated that students who will take the test should have undergone preliminary selection through documentary evaluation and interview together with their parents. They should have met the required grades, 85% and above in Science, Mathematics, English and 83% in other subjects, with a general average of 85% and above. **A student who will not meet the requirements shall not be allowed to take the test.**
- Enclosed are the following documents for reference and guidance.
Enclosure No. 1-Roles and Functions of DepEd Personnel during the conduct of STE Admission Test

Enclosure No. 2- Format of the Result of the Result of the STE Admission Test in Excel spreadsheet to be submitted to this Office, hard and soft copies, by the concerned Education Program Supervisor **on or before June 2, 2025.**
- For more information and clarifications, please contact EPS Cherilyn R. Allen at email address cherilyn.rodriguez001@deped.gov.ph
- Immediate and widest dissemination of this Memorandum is desired.

MA. LIZA R. TABILON, EdD, CESO V
Schools Division Superintendent

Enclosure: As Stated
CID/EPS/CRA/DM-STE Admission Test
April 21, 2025



Address: Purok Farmers, Olingan, Dipolog City
Email: dipolog.city@deped.gov.ph
Website: www.depeddipolog.net
Facebook: DepEd Tayo – Division of Dipolog City



Republic of the Philippines
Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY

Enclosure No. 1: ROLES AND FUNCTIONS OF DEPED PERSONNEL DURING THE CONDUCT OF STE ADMISSION TEST

DepEd Personnel	Roles	Responsibilities
Regional Education Program Supervisor	Regional Admission Test Coordinator	<ul style="list-style-type: none">Monitors the implementation and overall conduct of the admission test across divisions.Collects and consolidates the admission test results submitted by the Division Education Program Supervisors.Determines the cut-off score or quota for each school based on test results and available slots.
Division Education Program Supervisor	Division Admission Test Coordinator	<ul style="list-style-type: none">Reproduces, distributes, retrieves, and securely stores all test materials received from the School Admission Test Coordinator at the Division Office.Supervises and monitors the overall conduct of the admission test within the division.Compiles and submits the test results to the Regional Admission Test Coordinator in a timely and accurate manner.Prepares and issues the Division Memorandum reflecting the test results and relevant information on or before June 6, 2025.
School Principal/Department/Coordinator/Guidance Counselor	School Admission Test Coordinator	<ul style="list-style-type: none">Submits to the Division Admission Test Coordinator the accurate number of test takers from their school at least two weeks prior to the scheduled test date.Collects and returns all test materials in good condition and properly packed to the Division Admission Test Coordinator immediately after the test.Assigns qualified Room Examiners, Correctors, and Encoders from among the competent teaching and non-teaching personnel. The number of Room Examiners should correspond to the



Republic of the Philippines
Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY

		<p>number of testing rooms, with each room accommodating up to 30 examinees.</p> <ul style="list-style-type: none">▪ Prepares and posts the list of examinees in groups of thirty (30) per testing room.▪ Conducts an orientation for Room Examiners, Correctors, and Encoders to ensure clear understanding of the guidelines related to the administration of the admission test.▪ Counts and verifies all test booklet packs before distribution to Room Examiners. Each pack should contain 30 sets of test questionnaires.▪ Oversees and supervises the proper conduct of the admission test in all testing rooms.▪ Prepares the test results using the prescribed format and submits both hard and soft copies to the Division Admission Test Coordinator on or before June 2, 2025.
Teachers/Non-Teaching Personnel	Room Examiners	<ul style="list-style-type: none">▪ Receives and verifies the number of test booklets from the School Admission Test Coordinator before proceeding to the assigned testing room. Any discrepancies must be reported immediately for prompt resolution.▪ Verifies each examinee's identity by checking their School ID.▪ Ensures that all examinees have the necessary materials for the test, such as a ballpen, answer sheet, and scratch paper for computations.▪ Provides examinees with the following test instructions:<ul style="list-style-type: none">○ The test consists of three (3) subjects in the following order: English, Science, and Mathematics.○ Each subject contains 25 questions, totaling 75 items.



Republic of the Philippines
Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY

		<ul style="list-style-type: none">○ The total time allotment is 1 hour and 40 minutes, from 9:00 AM to 10:40 AM.○ If an examinee needs to change an answer, they must cross out the previous one and clearly shade the new response. <ul style="list-style-type: none">▪ Collects and submits the answer sheets to the assigned correctors immediately after the test.▪ Gathers all used test booklets, arranges and packs them properly.▪ Returns the packed test booklets to the School Admission Test Coordinator.
--	--	--



Republic of the Philippines
Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY

Enclosure No. 2: FORMAT OF THE RESULT OF THE STE ADMISSION TEST IN EXCEL SPREADHEET

RESULT OF THE 2025 DIVISION ADMISSION TEST FOR SPECIAL CURRICULAR PROGRAM IN SCIENCE, TECHNOLOGY, AND ENGINEERING (STE)

DIVISION: _____
SCHOOL: _____
ADDRESS: _____

No.	Name of Student	Average of Grades			Gen. Average	Score			Total	Rank
		English	Science	Math		English	Science	Math		

Prepared by:

School Admission Test Coordinator

Reviewed by:

Division Education Program Supervisor

Noted:

Schools Division Superintendent



Address: Purok Farmers, Olingan, Dipolog City
Email: dipolog.city@deped.gov.ph
Website: www.depeddipolog.net
Facebook: DepEd Tayo – Division of Dipolog City