

Republic of the Philippines
Department of Education
 REGION V
 REGIONAL CENTER SITE, RAWIS, LEGAZPI CITY 4500

DEPARTMENT OF EDUCATION
RECEIVED
 DATE: 3/13/19 BY: [Signature]
 SCHOOLS DIVISION OFFICE OF SORSOGON

March 7, 2019

REGIONAL MEMORANDUM
 No. 35, 2019



**ADMINISTRATION OF SCIENCE, TECHNOLOGY AND ENGINEERING (STE)
 ADMISSION TEST FOR GRADE 7 ENTRANTS**

To: SCHOOLS DIVISION SUPERINTENDENTS

1. This Office announces the schedule and conduct of Science Technology and Engineering (STE) Admission Examination for Incoming Grade 7-STE Students on the following dates:

Date	School and Division
April 24, 2019	MORMS, Albay Vinzons Pilot HS, Camarines Norte Nabua National HS, Camarines Sur Catanduanes National High School, Catanduanes Aroroy National High School, Masbate Province Gallanosa National High School, Sorsogon Province ✓ Zeferino Arroyo National HS, Iriga City Cam Sur National HS, Naga City
April 25, 2019	Polangui Gen CHS, Albay Jose Panganiban NHS, Cam Norte Pili National HS, Cam Sur Tabaco National HS, Tabaco City Masbate Comprehensive HS, Masbate City Ligao National High School, Ligao City Sorsogon National HS, Sorsogon City

2. Likewise, to ensure the smooth and standardized conduct of the test, the following guidelines and particulars are provided for the guidance of all concerned:

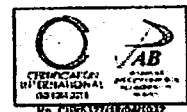
- All STE schools thru the school testing coordinator shall conduct the preliminary screening of Grade 7 STE program aspirants which consists of Form 138 Evaluation, Checking of Final Ratings in Science, Math and English (85 and above), Interview and school examination in Science, Math and English subjects respectively.
- List of the Top 200 STE Aspirants **IN EXCEL FORMAT** who will take the final exam should be emailed to depedsclencero@gmail.com **NOT LATER THAN APRIL 17, 2019.**
- Concerned schools shall take charge of the following:
 - a. Provision of five (5) well-ventilated and well-lighted rooms with forty (40) arm chairs and one (1) table each as examination room.
 - b. Provision of one (1) room as Distribution Center
 - c. Snacks and Lunch of the Proctors and Examiners during the test.
 - d. Provision of clean scratch paper (coupon bond) to each test taker before the test.
 - e. Inform test takers to bring and use only ball pens, identification and snacks during the test.
 - f. Pay for the courier e.g... LBC/JRS of the used answer sheets.

"DepEd Bicol cares, shares and serves with a SMILE"

0917 178 1228
 0917 178 1520

(052) 225 4888
 (052) 225 4869

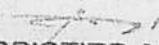
region5@deped.gov.ph DepEd Region V



- Ensure that **NO TESTING FEE** shall be collected. School expenses in the conduct of the test shall be taken from the school MOOE and/or other school fund.
- Division Science Supervisors shall:
 - a. get the test materials at the CLMD Office of DepEd Region V on April 22, 2019 between 9:00 AM to 4:00 PM.
 - b. serve as the Chief Examiner for the Division and shall assign five (5) proctors from different schools to supervise the conduct of the test.
 - c. orient the proctors before the conduct of the test and ensure that no test leakage will happen before, during and after the conduct of the test.
 - d. request the school testing coordinator to collect/keep the cellphones of all proctors before letting them proceed to the testing room where they are assigned.
 - e. open the sealed envelope of Test Materials in the presence of the School Testing Coordinator and Proctors before the conduct of the test. The same test materials shall be sealed again right after the examination.
 - f. Used test materials shall be for the safekeeping of the Science Supervisor.
 - g. Collect the used answer sheets from the Proctors and ensure that answer sheets were properly sealed and sent immediately after the test thru LBC or JRS addressed to: DepEd Regional Office V, Rawis Legazpi City, 4500 attention: CHOZARA P. DUROY/MA CLARA M NASAYAO.
- Since the Admission Test is scheduled on a summer vacation, assigned teacher-proctors shall be entitled to a one-day service credit while teachers assigned as secretariat in the checking, validation and consolidation of test papers and results on May 6-10, 2019 shall be entitled to five (5) day service credits in accordance with DepEd Order No. 53, s. 2003

3. Expenses incurred on the reproduction of the test materials and meals of secretariat during the Checking, Validation and Consolidation of test papers and results shall be taken cared by the Regional Office. Likewise, travel and other incidental expenses of the Testing Personnel and monitoring supervisors shall be charged to local funds subject to the usual accounting and auditing rules and regulations.

3. For the information and strict compliance of all concerned.


CRISTITO A. ECO
 Schools Division Superintendent
 OIC, Office of the Asst. Regional Director

To be included in the perpetual index
 under the following subject

004056

STE Examinations

/cmd/clm/whw



Republic of the Philippines
 Department of Education
 Region V
SCHOOLS DIVISION OF SORSOGON
 Capitol Compound, Sorsogon City

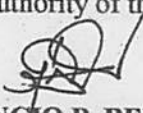


March 14, 2019

TO: ALL CONCERNED

For your information and guidance.

By Authority of the SDS:


FLORENCIO P. BERMUNDO
 Chief, SGOD