



Republic of the Philippines  
**Department of Education**  
Region V  
Schools Division of Sorsogon

May 18, 2023

**DIVISION MEMORANDUM**

No. 101, s. 2023

To: Asst. Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors/ Division Coordinators  
Public Schools District Supervisors/ OIC-PSDSs  
Secondary School Heads of STE and STEM-Implementing Schools  
All Others Concerned

**GUIDELINES ON THE SELECTION AND ADMISSION PROCESS FOR INCOMING  
GRADE 7 STE AND GRADE 11 STEM LEARNERS FOR SCHOOL YEAR 2023-2024**

1. With the intent to provide technical assistance/ support and directions on the conduct of the Selection and Admission Process for Incoming Grade 7 STE and Grade 11 STEM Learners for School Year 2023-2024, the following guidelines and reminders anchored on Regional Memorandum No. 31, s. 2023 and other existing relevant DepEd issuances and clarifications are herein provided:

**A. Selection and Admission Process for Incoming Grade 7 STE Learners**

1. The documentary/ basic requirements for the selection and admission of incoming Grade 7 learners to the STE Program are the following:

- Certificate of Good Moral Character
- Duly accomplished Application Form/ Registration Form with ID Picture
- Birth Certificate (preferably PSA-issued)
- Grade 6 Form 9 / Report Card (basic requirement)
  - With an average rating/ FR of at least 85% in Science, Mathematics and English
  - With an average rating/ FR of at least 83% in other subjects
  - No grade lower than 80% in any quarter in all subjects.

2. Selection of Grade 7 STE Learners shall be done in 3 phases:

Phase 1- Preliminary selection through documentary evaluation to assess the readiness/ qualification of applicants based on the basic requirements to be conducted by the school's STE selection and admission committee.



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Phase 2- Interview of the applicants by the school's STE selection and admission committee.

Phase 3- Administration of the Admission Test that will be given by the Division Supervisors concerned.

3. The schedule and mechanics for administration of Phases 1 and 2 shall be determined/ set by the school committee prior to the conduct of the admission test.
4. After the conduct of the preliminary evaluation of the basic requirements (Phase 1), the school committee shall identify the applicants who are qualified to advance for an interview (Phase 2) and for the admission test (Phase 3). **Only the applicants who met the basic requirements in Phase 1 shall advance to the second and third phases of assessment.**

The list of test-takers shall be provided to the Division Supervisors prior to the conduct of the test.

5. The **STE Admission Test** shall focus on the 21<sup>st</sup> century skills/ Process skills and content in English, Science and Mathematics (ESM). It shall be conducted on July 25-28, 2023 and August 1-4, 2023 in the following schools/ venue:

Date		Schools/ Venue
July 25, 2023	am	Donsol NCHS
	pm	Pilar NCHS
July 26, 2023	am	Salvacion NHS
	pm	Cumadcad NHS
July 27, 2023	am	Gubat NHS
	pm	Prieto Diaz NHS
July 28, 2023	am	Magallanes NHS
August 1, 2023	am	Sta. Magdalena NHS
	pm	Matnog NHS
August 2, 2023	am	Juban NHS
	pm	Casiguran TVS
August 3, 2023	am	Bulusan NHS
	pm	Gallanosa NHS
August 4, 2023	am	Bulan NHS

6. Employing the composite ranking scheme per component/ learning area, the ranking of qualified applicants for the STE Program shall be based on the following criteria:

Criteria	Weight
Grade 6 Grade Requirements in ESM	20%
Interview	10%
Admission Test Score in ESM	70%
	<b>100%</b>



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- Each STE school may organize a maximum of two (2) STE classes, with a maximum of 40 learners per class.

**B. Selection and Admission Process for Incoming Grade 11 STEM Learners**

- With reference to DepEd Order No. 55, s. 2016 (Policy Guidelines on National Assessment of the Student Learning for the K to 12 Basic Education Program), the criteria for entry to Senior High School STEM Strand are shown in the table below.

Criteria	Entry Requirement for STEM
Scholastic Grades in Grade 10	No Final Grade lower than 85% in both Science and Mathematics subjects
Career Examination Results	Percentile rank of 86% and above in the STEM subtest
Alternative Entry Requirements	Writeup of scientific inquiry process, draft experiment, and other such summative assessments

- Moreover, in the Regional Memorandum dated June 23, 2020 (Reiteration of the Criteria in the Entry Assessment to Senior High School-STEM Strand), it has been emphasized that **the required scholastic grades in Science and Mathematics in Grade 10 and the results of the National Career Assessment Examination (NCAE) should be the basic requirements of schools for admission of students to SHS-STEM Strand.** However, schools can administer alternative entry requirement as needed, such as the conduct of interview aside from those listed above.
- Since results of NCAE are not available for the incoming Grade 11 STEM applicants for school year 2023-2024, conduct of alternative entry requirements/ alternative assessment shall be done.
- Alternative entry requirements/ alternative assessment shall include the following with its corresponding weights/percentage:

Alternative Entry Requirements/ Alternative Assessment		Weight
AA1: Writeup of scientific inquiry process/ simple scientific research plan/ proposal	Writeup of scientific inquiry process/ simple scientific research plan/ proposal that includes the minimum required parts/sections but not limited to: Research Title, Research Questions, Research Procedure/ Methodology	30%



AA2: Portfolio	Portfolio includes STEM-related accomplishments (contest participation, awards), STEM-related outputs (Written/ Performance Tasks) and other outputs in STEM-related specialized skills, all obtained in the JHS (Grade 7-10).	30%
AA3: Interview	Interview will focus on the development of Science/ Math Process Skills and 21 <sup>st</sup> Century Skills, and learners' interest, values and attitudes to cope with the demands/ requirements of and succeed in the Program)	30%
AA4: Summative Assessment/ Written Test in Science and Math	Summative Assessment/ Written Test in Science and Math will focus on Science/ Math Process Skills/Content and 21 <sup>st</sup> Century Skills Test	10%
		100%

5. Employing the composite ranking scheme per component/ learning area, the ranking of qualified applicants for the SHS- STEM strand shall be based on the following criteria (as agreed upon by the schools STEM subject group head/ coordinators):

Criteria	Weight
Scholastic Grades in Grade 10	50%
Alternative Entry Requirements/ Alternative Assessment	50%
	<b>100%</b>

6. Selection of incoming Grade 11 STEM Learners shall be done in 3 phases:

Phase 1- Preliminary selection through documentary evaluation to assess the readiness/ qualification of applicants based on the basic requirements to be conducted by the school's STEM selection and admission committee.

Phase 2- Assessment of the alternative entry requirement/s (writeup of scientific inquiry process/ simple scientific research plan/ proposal, portfolio assessment and interview) to be conducted by the school's STEM selection and admission committee.

Phase 3- Administration of the STEM Admission Test that will be given by the Division Supervisors concerned.



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7. For Phase 1 screening/ selection, applicants shall submit the basic requirement and other documentary requirements for assessment by the school's STEM selection and admission committee.

- Duly accomplished Application Form/ Registration form with 2 x 2 ID Picture
- Birth Certificate (preferably PSA-issued)
- Certificate of Good Moral Character
- Grade 10 SF 9 / Report Card
  - With an average rating/ FR of at least 85% in Science and Mathematics
  - No grade lower than 80% in any quarter in all subjects.

8. **Only the applicants who met the basic requirements in Phase 1 shall advance to the second and third phases of assessment.** The list of test-takers shall be provided to the Division Supervisors prior to the conduct of the test.

9. The schedule and mechanics for administration of Phases 1 and 2 shall be determined/ set by the school committee in preparation for the conduct Phase 3 (STEM admission test).

10. The **STEM Admission Test** (Phase 3) shall focus on the 21<sup>st</sup> century skills/ Process skills and content in Science and Mathematics. It shall be conducted on July 24-28, 2023 and August 1-4, 2023 in the following schools/ venue:

Date		Schools/ Venue
July 24, 2023	am	Castilla NHS
	pm	Dinapa NHS
July 25, 2023	am	Donsol NCHS
	pm	Pilar NCHS
July 26, 2023	am	Salvacion NHS
	pm	Cumadcad NHS
July 27, 2023	am	Gubat NHS
	pm	Prieto Diaz NHS
July 28, 2023	am	Magallanes NHS
August 1, 2023	am	Sta. Magdalena NHS
	pm	Matnog NHS
August 2, 2023	am	Juban NHS
	pm	Casiguran TVS
August 3, 2023	am	Bulusan NHS
	pm	Gallanosa NHS
August 4, 2023	am	Bulan NHS

2. There shall have a separate testing rooms for STE and for STEM test-takers. Each testing room shall have a maximum of 30 test-takers. Teacher-facilitators to be assigned by the school head shall assist the supervisors/ examiners during the administration of the test.



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3. To facilitate the consolidation and submission of results, a softcopy of the template shall be provided to the schools. Both hardcopies and softcopies of the **results of the school's selection and admission process shall be submitted to the Division Office not later August 9, 2023**. The same results shall be submitted to the Regional Office not later than August 11, 2023 for validation and reference purposes.
4. Teaching and non-teaching staff who will render services during the test material preparation, evaluation of documents, interview, administration of admission test, checking of test papers and consolidation of results are entitled to service credits/ compensatory leave credits/ COC for services rendered during the conduct of this activity.
5. School heads shall lead/ oversee the conduct of the STE and STEM admission process to ensure that the process/ guidelines stipulated herein are properly implemented.
6. Expenses during the conduct of this activity shall be charged against local fund/ school MOOE subject to the usual accounting and auditing rules and regulations.
7. For information, dissemination and compliance of all concerned.

  
**WILLIAM E. GANDO, CESO VI**  
*Schools Division Superintendent*



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