



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

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Office of the Schools Division  
Superintendent

May 9, 2023

DIVISION MEMORANDUM  
No. *164* s. 2023

**SCREENING OF INCOMING GRADE 1 AND GRADE 7 LEARNERS  
FOR SPECIAL PROGRAM IN SCIENCE (SPS) SY 2023-2024**

TO : Public and Private Elementary and Secondary Principals

1. This Office, through the Curriculum Implementation Division, informs the Screening of the incoming Grade 1 and Grade 7 applicants for **Special Program in Science** for the school year 2023 – 2024 which will start on **May 9, 2023 until June 9, 2023** on the following **Implementing Schools**.

**1.1 Special Program in Science –Implementing Schools (Elementary)**

- Cogon Elementary School
- Tagbilaran City Central School SPED Center

**1.2 Special Program in Science – Implementing Schools (Junior High School)**

- Dr. Cecilio Putong National High School
- Manga National High School
- San Isidro National High School
- Tagbilaran City Science High School

2. This is a school-based activity. The school shall accept all applications and must pre-screen the documents of the applicants. Requirements for submission in SPS Elementary and SPS Junior High School are as follows (all placed in one long folder):

- 2.1 Application Letter signed by the parent/guardian
- 2.2 One page Learner`s Profile (Refer to SPS Form 3.2 to be provided by the school) with a 2x2 picture (colored)
- 2.3 Birth Certificate from PSA/LCR
- 2.4 For grade requirements:
  - For incoming Grade 1, ECCD Report and Kindergarten Progress Report with the average rating of C (Consistent) in Language, Literacy, and Communication; Mathematics and Understanding the Physical and Natural Environment.



Address: Dampas District, Tagbilaran City, Bohol  
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Email Address: tagbilarancity.division@deped.gov.ph

- For incoming Grade 7, SF9, or Learner`s Progress Report Card (with the Grade of 87 and above in Mathematics, English, and Science; and no Grade below 85 in other subjects from first to third quarters in Grade 6 as modified cut-off grade per DO No. 8, s. 2015 Item 5.
- 2.5 Certificate of Good Moral Character
  - 2.6 Certificates of Academic and Non-Academic Awards (arranged from the latest)
  - 2.7 Declaration of Medical Condition Form (to be provided by the school)  
Refer to SPS Form 3.0
3. Mechanics on Test Admission for SPS Elementary and SPS Junior High School Applicants:
    - 3.1 The admission Test for the Special Program in Science Elementary shall be:
      - Reading Test (30%) preferably scheduled on 1 -2 Saturdays
      - Oral Interview (40%) preferably scheduled on 1 – 2 Saturdays
      - Multiple Intelligence Test (30%) preferably scheduled on 1 – 2 Saturdays
    - 3.2 The Admission Test for Special Program in Science Junior High School shall be:
      - Mental Ability Test (30%) schedule preferably on 1 – 2 Saturdays
      - Communication Skills Test (30%) scheduled preferably on 1 -2 Saturdays
      - Project Pitching (40%) scheduled preferably on 1 – 2 Saturdays
  4. Timeline for the simultaneous conduct of Test Admission for SPS Elementary and SPS Junior High School.

- Special Program in Science in Elementary

<b>EVENT</b>	<b>DATE</b>	<b>TIME</b>
1. Reading Test	June 10 & 17, 2023	8:00 – 5:00
2. Oral Interview	June 24 & July 1, 2023	8:00 – 5:00
3. Multiple Intelligence	July 8 & 15, 2023	8:00 – 5:00

- Special Program in Science in Junior High School

<b>EVENT</b>	<b>DATE</b>	<b>TIME</b>
1. Mental Ability Test	June 10 & 17, 2023	8:00 – 5:00
2. Communication Skills Test	June 24 & July 1, 2023	8:00 – 5:00
3. Project Pitching	July 8 & 15, 2023	8:00 – 5:00



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5. Expenses incurred relative to conduct of the activity shall be charged against local school MOOE/SEF/PTA funds, subject to usual accounting and auditing rules and regulations.
6. All applicants shall be evaluated comprehensively following the admission test. After admission tests are given, all scores shall be computed by the Special Program for Science Committee.
7. The applicants shall be ranked accordingly, and only top performers will be selected until the maximum number of learners` limit of 35 has been reached.
8. The rest of the applicants who are not on the top 35 list shall be on the waiting list and shall be considered when there are applicants who will not pursue their enrolment for the program.
9. For the record-keeping and disposal of test results, all application folders and results shall be kept and treated with utmost confidentiality pursuant to RA 10173 or the Data Privacy Act of 2012. Test papers shall be organized and kept for three years and can be disposed of thereafter in consonance with applicable record disposal guidelines.
10. Teachers who will be assigned to duty during the conduct of the test preparation, administration, interview, checking, and releasing shall be entitled to service credits in accordance with the provisions of DO No. 19, s. 2011 and DO 53, s. 2003 for participation in activities during weekends and holidays or vacations. On the other hand, non-teaching personnel shall be provided with Compensatory Time Off (CTO) per CSC DBM Joint Circular No. 2s,2004.
11. Immediate and wide dissemination of this Memorandum is desired.

*WDB*  
*WDB* *010 5/9/23*  
**WILFREDA D. BONGALOS PhD, CESO V**  
Schools Division Superintendent

WDB/CID/JTB/cmfc



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