



Republic of the Philippines  
Department of Education  
REGION VI - WESTERN VISAYAS  
SCHOOLS DIVISION OF SAGAY CITY

FEB 18 2025

DIVISION MEMORANDUM

No. 121, s. 2025

**SELECTION GUIDELINES FOR INCOMING LEARNERS IN SPECIAL  
SCIENCE ELEMENTARY SCHOOLS (SSES) AND SCIENCE,  
TECHNOLOGY, ENGINEERING (STE) PROGRAMS  
FOR SCHOOL YEAR 2025-2026**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors – CID & SGOD  
Public Schools District Supervisors  
Public and Private Secondary School Heads  
All Others Concerned

1. The SDO Sagay City through the Curriculum Implementation Division (CID) announces the conduct of the Division Selection Guidelines for Incoming Grade 1 SSES and Grade 7 STE learners for SY 2025-2026.
2. In preparation for the incoming school year, the Qualifying Admission Tests (QAT) shall be administered to applicants who meet the following basic requirements, to wit:

Special Science Program	Eligibility Standards	Documentary Requirements
SSES	Children who have completed Kindergarten Programs in DepEd Accredited Schools and Centers.  Must pass the reading and admission test for SSES.	1. Duly Accomplished Application Form with 1x1 ID Picture 2. Certified Photocopy of ECCD Checklist 3. Certified Photocopy of Kindergarten Report Card 4. Certified Photocopy of PSA Birth Certificate 5. Medical Certificate
STE	Must be a Grade 6 Graduate  Learner must obtain an average rating of at least 85% in Grade 6 English, Science, and Mathematics (From First to Third Quarters)	1. Duly Accomplished Application Form with 1x1 ID Picture 2. Certified Photocopy of SF 9 (school Report Card) 3. Certified Photocopy of PSA Birth Certificate 4. Certificate of Good Moral Character 5. Medical Certificate

3. Selection for Grade 1 SSES and Grade 7 STE learners shall be done in three (3) phases to determine the final qualifiers.

Phase	SSES	STE
1	Reading Test	Qualifying Exam
2	Qualifying Exam	*Face-to-face Interview
3	*Face-to-face Interview	Ranking of qualified applicants
4	Ranking of qualified applicants	





Republic of the Philippines  
**Department of Education**  
REGION VI - WESTERN VISAYAS  
SCHOOLS DIVISION OF SAGAY CITY

\*Face-to-face Interview of the Pre-Qualified Applicants. The interview shall include an oral skills test that will be rated using rubrics and added as an integral part of the score obtained by the qualifier.

\*Ranking of the final qualified applicants shall be based on the following criteria:

Criteria	Equivalent	
	SSES	STE
Reading Test	30%	
Qualifying Exam Score	50%	65%
Interview	20%	15%
Grade 6 Average (STE only)		20%
<b>Total</b>	<b>100%</b>	<b>100%</b>

4. The following is the Indicative Schedule of Activities:

Activity	Date
Onsite/Online submission of Application Documents	February 24 – March 3, 2025
Conduct of Reading Test (SSES) and STE Qualifying Exam	March 8, 2025 (Saturday)
Selection Process: <ul style="list-style-type: none"><li>• SSES Qualifying Exam</li><li>• STE Interview with the parents or guardians</li><li>• SSES Interview with the parents or guardians</li></ul>	March 15, 2025 (Saturday) March 15 and 22, 2025 (Saturdays) March 22 and 29, 2025 (Saturdays)
Ranking of Final Qualified Applicants	April 5, 2025 (Saturday)
Posting of Grade 1/7 Qualifiers	April 11, 2025 (Friday)

5. The participation in this activity is voluntary and subject to the no-disruption of classes policy per DepEd Order No. 09, s.2005 (Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance Therewith), and no collection policy per DepEd Order No.09, s.2008 (Implementation of No Collection Policy in All Public Elementary and Secondary Schools).

6. Teaching and non-teaching staff who will render services during the test material preparation, interview, checking, and releasing of results will be given service credits/compensatory leave credits for services rendered on Saturdays, Sundays, and Holidays. It is understood, however, that these leave credits shall be used only to offset absences and not for the commutation of leave credits for purpose of monetization. The compensatory time-off is non-cumulative and should be utilized within one (1) year. This is granted pursuant to CSC and DBM Joint Circular No. 2, s.2004, date October 2004.

7. The activity will be monitored and evaluated by the SEPS in M&E and EPS in Math and Science.

8. There will be an orientation on the selection guidelines for the incoming SSES/STE learners on February 20, 2025, 1:00 pm –3:00 pm at the Division Conference Room. EPS in Science and Math, SEPS in M&E, PSDS of District 9 and 10, School Heads of AEMSES-SOF, ELMIS and SNHS, SSES and STE Coordinators and Guidance Councilor/Designate.

9. Expenses incurred during the activity will be charged to school MOOE subject to the usual accounting and auditing rules and regulations.


10. The proper health and safety protocols shall be strictly observed during the conduct of the activity.








Republic of the Philippines  
**Department of Education**  
REGION VI - WESTERN VISAYAS  
SCHOOLS DIVISION OF SAGAY CITY

11. It is understood that in the conduct of this activity there shall be no discrimination in the provision of such partnership on account of age, school, gender, civil status, disability, religion or other similar factors, personal circumstances that run counter to the principles of equal opportunity.
12. Immediate and wide dissemination of this memorandum is desired.

  
**DANNIE CLARK M. UGUIL, CESE**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent



Enclosure : None  
Reference : Regional Memorandum No. 132 s.2025  
Allotment : N/A  
No. of Pages : 3

To be indicate in the **Perpetual Index** under the following subjects:

**ADMISSION**  
**SCIENCE EDUCATION**

**CURRICULUM**  
**SECONDARY EDUCATION TEST**

**ELEMENTARY EDUCATION EXAMINATIONS**

FN: MLS\_021725/CID



Sitio Chloe, Brgy. Rizal, Sagay City, Negros Occidental  
Telephone Nos. 488-02-15; 722-0597/ [sagaycity001@deped.gov.ph](mailto:sagaycity001@deped.gov.ph)