



Republic of the Philippines  
**Department of Education**

REGION IV-A

**SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE**

May 20, 2021

**DIVISION MEMORANDUM**

NO. 153, s. 2021

TO: OIC, Assistant Schools Division Superintendents  
Chief, CID and SGOD  
Education Program Supervisors  
Public School District Supervisors  
Public Elementary and Secondary School Heads  
Division Personnel  
All Concerned

**CONDUCT OF ONLINE QUALIFYING EXAMINATION TO SCREEN  
THE GRADE 7 APPLICANTS TO SECONDARY SCHOOLS  
OFFERING SPECIAL SCIENCE CURRICULUM**

1. Pursuant to DepEd Order No. 55, s. 2010 entitled "Policies and Guidelines on Strengthening Science and Mathematics Education at the Secondary Level", This office announces the administration of the online qualifying examination to qualified incoming Grade 7 students on July 27, 2021, from 7:00 am to 12:00 noon.
2. Secondary school applicants must belong to the upper 20% of the 2020 elementary graduating class, with no grade lower than 85% in English, Science and Mathematics, no grade lower than 80% in other subject areas, and with general average not lower than 83%. In addition, the said applicants must be physically fit and must have special aptitudes in Science and Mathematics.
3. Selection will be done in three (3) stages to be conducted by the school. The first stage is the conduct of preliminary elimination based on grade requirements and Mental Ability Test results. Applicants who meet the grade requirements and with above average mental ability test results are automatically qualified to the second stage. A special consideration to applicants with average mental ability level to proceed to the second stage may be granted by the school head upon recommendation of either the STE coordinator or the guidance counselor based on the final grades in the applicant's student report card.
4. The second stage is the interview of the applicants to be conducted by the respective school screening committee. The interview shall be rated in accordance with the prepared rubric.
5. The third and final stage is the proficiency test in Science, English and Mathematics to be administered by the school and monitored by the Division Testing Committee in partnership with the office of the Information and Technology Officer.
6. The Division Testing Committee, Test Schedule, and Mechanics and Guidelines in the Administration of the Admission test are found in the enclosures.



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7. For queries and clarifications, please email EPS Riza D. Soberano at [depedcavitescience@deped.gov.ph](mailto:depedcavitescience@deped.gov.ph).

8. Widest dissemination and compliance thereof for this Memorandum is expected.

**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

RDS/DM NO 153 S.2021  
052121-079 /05/20/2021



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Enclosure No. 1 to Division Memorandum No. 153, s. 2021

**EXECUTIVE COMMITTEE**

**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

**GALILEO L. GO**  
Asst. Schools Division Superintendent

**RANDY D. PUNZALAN**  
Asst. Schools Division Superintendent

**ELPIDIA B. BERGADO**  
Chief CID

**DIANA P. TOPACIO**  
Chief, SGOD

**RIZA D. SOBERANO**  
EPS, Science

**LAARNI R. GRANADO**  
EPS, Mathematics

**GINA B. DULCE**  
PSDS – Function Based Team Member

**MARCELA Z. DELA CRUZ**  
PSDS – Function Based Team Member

**JOEL O. PEREGRINO**  
PSDS – Function Based Team Member

**ALICIA P. FRANCISCO**  
PSDS – Function Based Team Member





**ARNEL P. ZAPANTA**  
PSDS – Function Based Team Member

**CAROLINA R. MAGALLANES**  
PSDS – Function Based Team Member

**DIVISION TEST COMMITTEE and TECHNICAL WORKING TEAM**

COMMITTEE	CHAIRPERSON CO-CHAIRPERSON	IN-CHARGE
Planning, Administration & Release of Final Results	CHAIRPERSON CO-CHAIRPERSON	Riza D. Soberano Laarni R. Granado School Heads of the Secondary Schools Offering Special Science Curriculum
Monitoring the conduct of Selection Process	CHAIRPERSON CO-CHAIRPERSON	Public Schools District Supervisors of the concerned municipalities
Screening, Registration of Applicants, Campaign, Advertisement and Interview	CHAIRPERSON CO-CHAIRPERSON	School Head Teacher in Science, School Guidance Counselor, School Level Screening Task Force
Administration of Online Exams	CHAIRPERSON MEMBERS	Mignon Cecille M. Mangoba Janice C. Noda, Cecilia Caraan, Jimmy Ray Cimafranca, proctors



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**EXAMINERS AND FACILITATORS**

<b>School</b>	<b>District</b>	<b>Examiners/Facilitators</b>
Alfonso Integrated High School	Alfonso	Liza D. Villela
Alfonso Integrated High School	Alfonso	Charlene V. Quiambao
Amadeo National High School	Amadeo	Dulce T. Fajardo
Amadeo National High School	Amadeo	Eric M. Lait
Bucal National Integrated School	Maragondon	Ofelia A. Poniente
Bucal National Integrated School	Maragondon	Sandie Abito
Carmona National High School	Carmona	Pricila Cabigting
Carmona National High School	Carmona	Maredes O. Lubrica
ETTMNIHS	Kawit	Primalyn B. Dayao
ETTMNIHS	Kawit	Kristal Cielo S. Calbayar
Indang National High School	Indang	Shirlyn F. Mojica
Indang National High School	Indang	Sheryl B. Rodil
Mendez-Nuñez National High School	Mendez	Christian Racel Peji
Mendez-Nuñez National High School	Mendez	Leslie Jane Pelle
Noveleta National High School	Noveleta	Arjay Tella
Noveleta National High School	Noveleta	Melvin D. Ibasco
Rosario National High School	Rosario	Wilbert L. Jeresano
Rosario National High School	Rosario	Lea Marie L. Morata
Tanza National Comprehensive High School	Tanza	Joan Baluran
Tanza National Comprehensive High School	Tanza	Mary Rose D. Malimban
Tagaytay City Science National High School - Integrated Senior High School	Tagaytay	Ma. Jenelle C. Prades
Tagaytay City Science National High School - Integrated Senior High School	Tagaytay	Ronnie I. Maranan
Trece Martires City National High School	Trece	Rene D. Creencia
Trece Martires City National High School	Trece	Jean Lynnette U. Madlansacay



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Enclosure No. 2 to Division Memorandum No. 153, s. 2021

**SCHEDULE OF ACTIVITIES**

DATE	ACTIVITIES	IN-CHARGE
May 21 –June 30, 2021	Conduct of Campaign/ Advertisement Activities	School Heads and STE Coordinators of the Secondary Schools Offering Special Science Curriculum
June 1 – 30, 2021	Filing of Application for Admission Preliminary Screening	School Guidance Counselor School STE Coordinator
July 1 – 16, 2021	Conduct of Online Mental Ability Test	School STE Coordinator, School Guidance Counselor, School Level Screening Task Force
July 19 – 23, 2021	Conduct of Interview	School STE Coordinator, School Guidance Counselor, School Level Screening Task Force
July 26, 2021	Conduct of Dry Run/ Testing of Set-up	School STE Coordinator, School Guidance Counselor, School Level Screening Task Force
July 27, 2021	Conduct of Proficiency Test	Mignon Cecille M. Mangoba Janice C. Noda, Cecilia Caraan, Jimmy Ray Cimafranca, proctors School STE Coordinator, School Guidance Counselor, School Level Screening Task Force
August 3, 2021	Release of official results	Division STE Coordinators

**TEST SCHEDULE**

Schedule	Time allotment	Activities
7:00 -8:00	60 minutes	Inspection of Set-ups and Orientation
8:00 – 9:10	1 hour and 10 minutes	English
9:10-9:15	5 minutes	Toilet Break
9:15 – 10:25	1 hour and 10 minutes	Science
10:25 – 10:40	15 minutes	Healthy Snacks/ Toilet Break
10:40-11: 50	1 hour and 10 minutes	Mathematics
11:50 – 12:00	10 minutes	Final Instructions/ Wrapping Up



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Enclosure No. 3 to Division Memorandum No. 153, s. 2021

**MECHANICS AND GUIDELINES TO SCREEN GRADE 7 APPLICANTS TO  
SECONDARY SCHOOLS OFFERING SPECIAL SCIENCE CURRICULUM**

1. Due to Covid-19 pandemic, qualifying exams for incoming Grade 7 students for the Science, Technology, and Engineering curriculum will be done online using Google meet and Google forms.
2. The proficiency test covers only English, Science, and Math consisting of 60, 30, and 30 items respectively. Time allotment per test is 1 hour and 10 minutes. Five-minute toilet break and 15-minute snack break are provided.
3. Each correct item is equivalent to one point. The maximum number of points in the three subjects is 120. Hence, score in the proficiency test can be obtained using this formula:

$$\text{Proficiency Test Score} = \frac{\text{No. of correct responses}}{120} \times 100$$

4. The access link of the test materials will be given to the examiner on July 27, 2021. However, the form will remain restricted/close until a few minutes before the test starts.
5. Test-takers will be monitored throughout the exam using webcam and microphone in google meet. (Camera and MIC must always be ON.)
6. The school may opt to have more than one proctor per group.
7. Proctors will make themselves available throughout the live chat. They will monitor 10 students taking the exam at a time.
8. The examiner/facilitator may join the proctors and examinees anytime during examination for purposes of monitoring.
9. Parents/Guardians will prepare the set up as instructed in the following illustrations.



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
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11. Examinees will subject their set up to the proctor for inspection before the test proper.
12. Examinees will use their own google account and FB account ( Google / FB account of parents/guardians is acceptable.)
13. Examinees will have access to the virtual examination room when their google account is open in their laptop or smart phone.
14. Examinees will secure a quiet area that is free from any distractions while the test is on going. (CAMERA & MIC is not allowed to be OFF during the Test)
15. The parents / guardians are reminded of the following:
  - 15.1. Monitor the condition of your child while taking the test.
  - 15.2. Make sure that you have stable internet connection.
  - 15.3. Do not coach the examinees while taking the test.



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16. The examinees are reminded of the following:
- 16.1. Open the link given by your proctor.
  - 16.2. Read the directions carefully then answer ALL the questions that follow.
  - 16.3. Finish the test within the allotted time.
  - 16.4. DO NOT search for answers through any means.
  - 16.5. DO NOT use calculators. Use scratch papers or mental Math to answer Math questions.
  - 16.6. DO NOT LEAVE THE EXAM UNTIL IT IS SUBMITTED. Forms must be submitted before the time ends. Otherwise, forms will no longer be accepting responses and has been set to automatically close. (Failure to submit the form means that your exam is NOT recorded).
  - 16.7. Be sure to have screen shots showing that all responses per subject area has been submitted. This means that you should have 3 screen shots as proof of submission.
17. The following interview rubrics shall be used during the interview

Criteria	1	2	3	4
Communication	Speaks with much difficulty and cannot convey the message. Establish no eye contact with the interviewer.	Speaks with a little difficulty and hardly conveys messages. Eye contact is very minimal.	Speaks clearly and explains with precision. Uses eye contact to convey the message	Speaks fluidly, clearly and precisely. Articulates well and explains emphatically. Movements seem fluid and use direct eye contact to convey the message
Substance and Relevance	Answers irrelevantly and unclearly. Questions are not answered.	Answers with little substance and relevance. Important points are not explained	Answers with substance and relevance. Some important points are clearly, concisely and	Answers with much substance and relevance. All important points are clearly, concisely and distinctly explained



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			distinctly explained	
Voice	Speaks in a monotonous voice	Speaks in a low and soft voice	Speaks clearly in a modulated voice	Speaks clearly in a well-modulated voice
Non-Verbal Communication	Displays no confidence, exhibit negative disposition and keeps on interrupting the interviewer	Displays a little confidence and shows reluctance during the interview	Displays confidence and cheerful disposition and seldom interrupts with the interviewer	Displays confidence and cheerful disposition. Shows politeness and humility and never interrupts with the interviewer

18. The score in the interview can be obtained using this formula:

$$\text{Interview Score} = \frac{\text{Average of scores given by interviewers}}{16} \times 100$$

