



Republic of the Philippines

Department of Education

REGION IV- A CALABARZON

CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

05 March 2026

DIVISION MEMORANDUM

No. 150 s. 2026

APPLICATION, SCREENING, IDENTIFICATION, AND PLACEMENT OF LEARNERS FOR SPECIAL SCIENCE ELEMENTARY SCHOOL (SSES) PROGRAM FOR SCHOOL YEAR 2026-2027

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Heads, Public and Private Elementary Schools
Heads, Unit/Section
All Others Concerned

1. As a supporting and strengthening initiative of the Department of Education, DepEd Order 057, s. 2011 established the **Special Science Elementary School (SSES) Program** across the country in 2007 and continuously expanded since then. This research and development Program are designed to develop learners who are equipped with scientific and technological knowledge, skills, and attitudes; creative and have positive values; and lifelong learning skills to become productive partners in the development of the community and society. Graduates of the said special interest programs are expected to continue their continuous improvement in Science, Technology, and Engineering (STE) program at the secondary level.
2. Specifically, this special interest program aims to:
 - a. Provide a learning environment to the gifted and talented through special Mathematics and Science curricula which recognize multiple intelligences geared towards the development of God-loving, globally competitive, nationalistic, creative, ecologically aware, scientifically, and technologically oriented and skilled individuals who are empowered through lifelong learning skills;
 - b. Select and provide the gifted and talented learners with avenues, opportunities, and exposures for developing necessary skills and aptitudes; and
 - c. Empower school heads and teachers in implementing and managing SSES schools for sustainability.
3. Thus, the City Schools Division of the City of Tayabas offers the Special Science Elementary School (SSES) Program in three public elementary schools namely **Tayabas East Central School, Calumpang Integrated School, and East Palale Elementary School** come School Year 2026-2027. The submission of application is open to all public and private schools offering *Kindergarten*.
4. Enclosed are the list of documentary requirements (Enclosure 1), timeline of activities (Enclosure 2), terms of reference of persons involved (Enclosure 3), Process Flow for the Screening, Identification, and Placement Guidelines on Admission and



Address: Brgy. Potol, Tayabas City

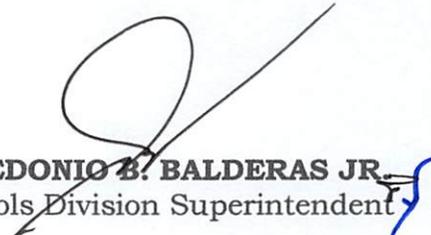
Telephone No.: (042) 785-9615

Email Address: tayabas.city@deped.gov.ph

Website: <https://www.sdotayabascity.ph>

Qualifying Procedures for Special Science Elementary School (SSES) Program (Enclosure 4), Special Science Elementary School (SSES) Application Form (Enclosure 5), and School-Parent Agreement Form (Enclosure 6).

5. For comments/clarification, kindly message Michael Leonard D. Lubiano, Education Program Supervisor – Science, at michaellleonard.lubiano@deped.gov.ph.
6. For your information and guidance of all concerned.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl.: As stated
Reference: DepEd Order No. 057, s.2011
To be indicated in the Perpetual Index
under the following subjects:

SPECIAL CURRICULAR PROGRAMS

CID – application, screening, identification, and placement of learners for special science elementary school (sses) program for school year 2026-2027
CID018LL-002730/March 05, 2026

Enclosure 1:

LIST OF DOCUMENTARY REQUIREMENTS

- a. Philippine Statistics Authority (PSA)-issued birth certificate or its equivalent
Note: Age requirement shall follow the existing DepEd Policy on entrance age for incoming Grade 1
- b. Results of Early Childhood Checklist (ECC)
- c. Special Science Elementary School (SSES) application form (*see Enclosure 5*)
- d. Once acquired, a Battery of Mental Ability Tests (MAT) shall be administered to the organized SSES Grade 1 class, for profiling purposes
- e. Duly signed agreement between the schools and the parents

NOTE:

Requirements **a, b, c and e** to be submitted either in Tayabas East Central School, Calumpang Integrated School, or East Palale Elementary School Offices of the School Principal

Enclosure 2:

TIMELINE OF ACTIVITIES

| Activity | Date | Responsible | Venue / Platform |
|--|--|---|--|
| <ul style="list-style-type: none"> Submission and screening of SSES documentary requirements (<i>see Enclosure No. 1</i>) | January 31, 2026 to April 01, 2026 | TECS, CIS, EPES SSES committee | Tayabas East Central School Calumpang Integrated School East Palale Elementary School |
| <ul style="list-style-type: none"> Facilitation of SSES admission test | May 18, 2026 | CID | Potol Elementary School |
| <ul style="list-style-type: none"> Release of shortlisted SSES examinees qualified for oral interview | May 22, 2026 | CID | DepEd Tayo Tayabas City Official Facebook Page; <i>via SMS/Call Notification</i> |
| <ul style="list-style-type: none"> Conduct of oral interview to shortlisted SSES applicants | May 25, 2026 | CID | Potol Elementary School |
| <ul style="list-style-type: none"> Release of the list of SSES qualifiers | May 29, 2026 | CID | DepEd Tayo Tayabas City Official Facebook Page; <i>via SMS/Call Notification;</i> TECS, CIS, EPES school transparency boards |
| <ul style="list-style-type: none"> SSES orientation to all qualifiers with their parents/guardians | between June 01-05, 2026 | CID; TECS and CIS SSES committee | Tayabas East Central School Calumpang Integrated School East Palale Elementary School |

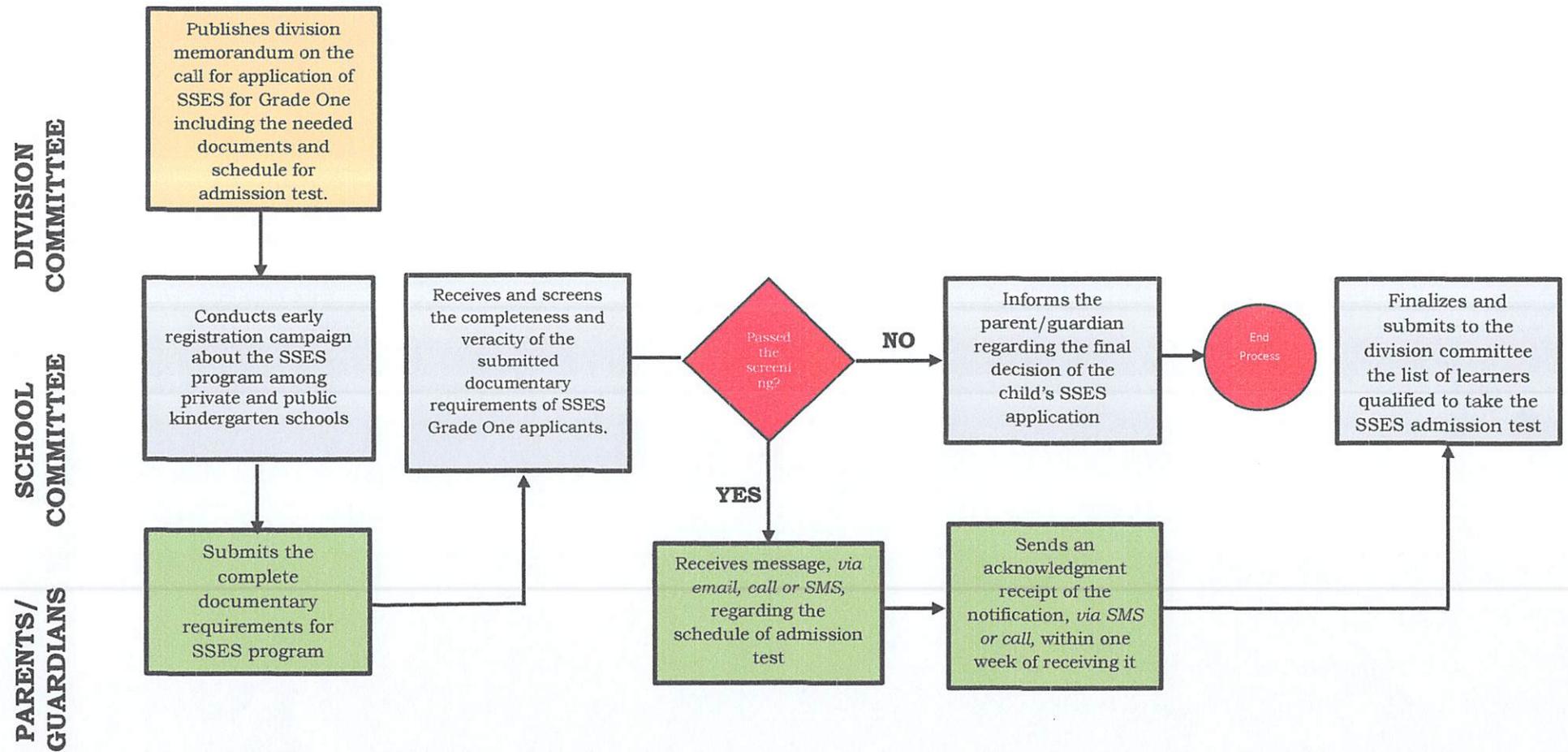
Enclosure 3:

TERMS OF REFERENCE

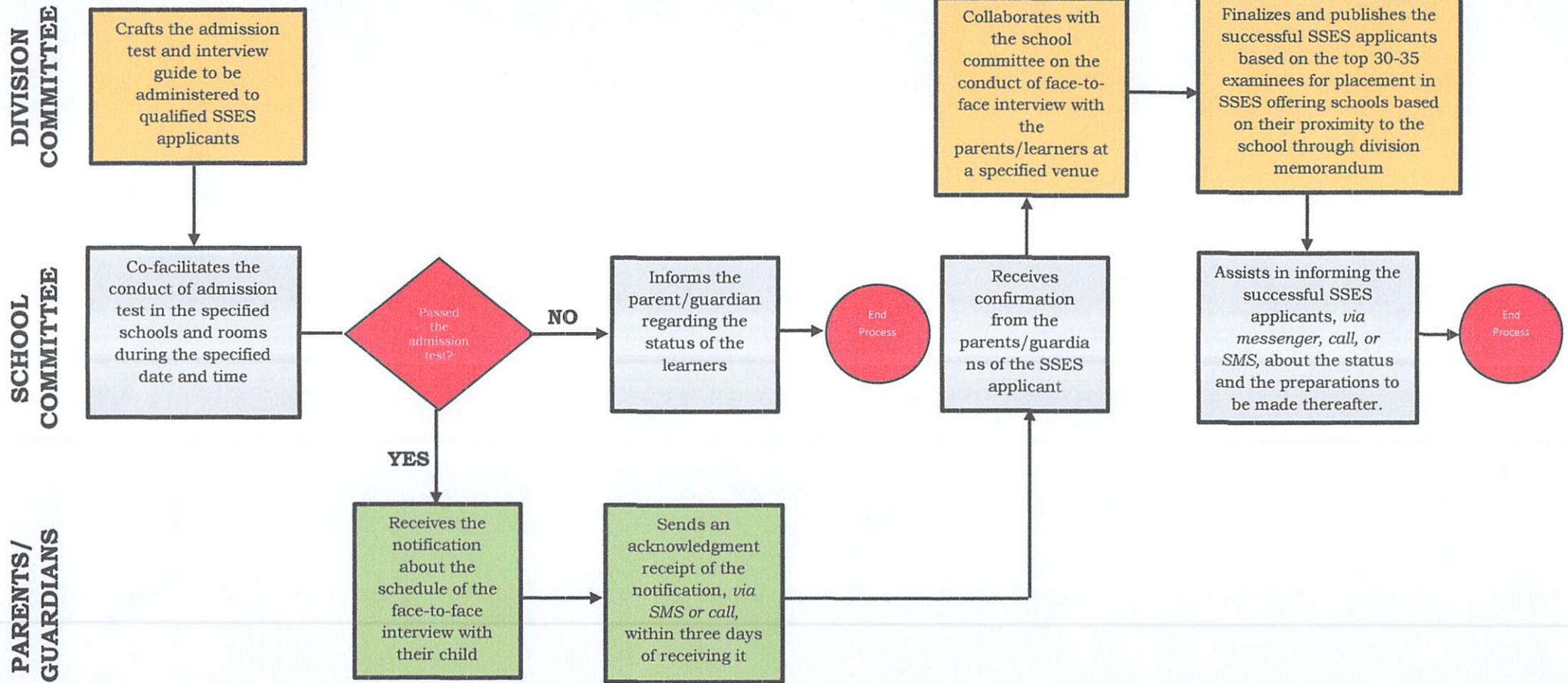
| Responsible Group | Duties and Responsibilities |
|--|--|
| Curriculum Implementation Division (CID) | <ul style="list-style-type: none"> • Re-orientes the school heads and teachers about the SSES Program based on DO No. 57, s. 2011 • Facilitates the conduct and checking of SSES admission test and oral interview • Publishes memoranda on the call for application, timeline of activities, and results of SSES qualifiers |
| School Governance and Operations Division (SGOD) | <ul style="list-style-type: none"> • Checks the physical condition of schools that are planning to establish SSES Program • Checks the ICT, Science laboratory, and other school infrastructure readiness • Mobilizes resources and develops contingency plans to support the physical needs of SSES schools • Ensures the health safety protocols are followed by the school heads, teachers, and learners |
| School Committee | <ul style="list-style-type: none"> • Conducts early registration campaign about the SSES program for Grade One among private and public kindergarten schools • Receives and screens the completeness and veracity of the submitted documentary requirements of SSES Grade One applicants • Informs the parent/guardian regarding the final decision of the child's SSES application • Finalizes and submits to the division committee the list of learners qualified to take the SSES admission test • Orients the parents and learners who applied and are qualified for the program |
| Parents/Guardians | <ul style="list-style-type: none"> • Submits the complete documentary requirements for SSES program • Attends orientation as per announced by the schools • Receives message, <i>via</i> email, call or SMS, regarding the schedule of admission test • Sends an acknowledgment receipt of the notification, <i>via</i> SMS or call, within one week of receiving it |
| Kindergarten learners | <ul style="list-style-type: none"> • Take the admission test and undergo oral interview, <i>if deemed qualified</i>, after the document screening and admission test |

Enclosure 4:

PROCESS FLOW OF APPLICATION AND ADMISSION OF GRADE ONE APPLICANTS FOR THE



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Enclosure 5:

Recent
1"x1" formal
picture

SPECIAL SCIENCE ELEMENTARY SCHOOL (SSES) PROGRAM APPLICATION FORM

Data Privacy. All information will remain confidential within DepEd and only authorized personnel shall have access to them. This is guided and in compliance to the Data Privacy Act of 2012. The act includes the right to object to processing of your data, the right to access your data, the right to correct any inaccurate data, and the right to erasure or blocking of data.

Child's Complete Name: _____
Last Name First Name/s Middle Name

Birthdate: _____ **Birthplace:** _____
(MM/DD/Year) (City/Municipality, Province)

Age: _____ **Height (cm):** _____ **Mass (kg):** _____
(as of 1st Friday of the new school year)

Permanent Address: _____
Lot Block Street Subdivision Sitio Barangay
City/ Municipality Zip Code Province Region Country

Name of Parents / Guardians

Father: _____
Last Name First Name/s Middle Name

Occupation: _____ **Place of Occupation:** _____ **Contact Number:** _____
(Write N/A if Not Applicable) (Write N/A if Not Applicable) (City/Municipality, Province)

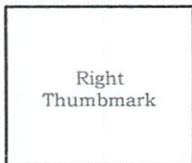
Mother's Maiden Name: _____
Last Name First Name/s Middle Name

Occupation: _____ **Place of Occupation:** _____ **Contact Number:** _____
(Write N/A if Not Applicable) (Write N/A if Not Applicable) (City/Municipality, Province)

Guardian (If not the parents): _____
Last Name First Name/s Middle Name
Occupation: _____ **Place of Occupation:** _____ **Contact Number:** _____
(Write N/A if Not Applicable) (Write N/A if Not Applicable) (City/Municipality, Province)

Hobbies/Interests: _____ **Other Skills:** _____

Signature Over Printed Name
of the Learner



Signature Over Printed Name
of the Parent/ Guardian

