



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

07 July 2023

DIVISION MEMORANDUM
No. 391 s. 2023

**ACTIVITIES FOR THE APPLICATION, SCREENING, IDENTIFICATION, AND
PLACEMENT OF LEARNERS FOR SPECIAL SCIENCE
ELEMENTARY SCHOOL (SSES) PROJECT**

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors / Public Schools District Supervisors
Heads, Public Elementary and Secondary Schools
All Others Concerned

1. As stated in the Philippine Constitution Section 17, Article II, the State shall give priority to Education, Science and Technology to foster patriotism and nationalism and accelerate social programs and promote total human development. Further, Section 10, Article XIV states the importance of Science and Technology in developing learners' scientific attitudes, technological skills, and higher-order thinking skills as one of the responsibilities of the Department of Education.
2. As a supporting and strengthening initiative of the department, DepEd Order 057, s. 2011 established the **Special Science Elementary School (SSES) Project** across the country in 2007 and continuously expanded since then. This research and development project is 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.
3. 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. Provide the gifted and talented learners with avenues, opportunities and exposures for developing necessary skills and aptitudes;
 - c. Capacitate school heads and teachers in implementing and managing SSES schools; and
 - d. Develop SSES program models for both the regular schools and SPED centers.
4. Thus, the City Schools Division of the City of Tayabas will offer the Special Science Elementary School (SSES) Project in two public elementary schools namely **Tayabas East Central School** and **Kalumpang Elementary School** come School



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Year 2023-2024. The submission of application is open to all public and private schools offering *Kindergarten*.

5. Enclosed is the list of documentary requirements, timeline of activities, terms of reference of persons involved, process flow for the Screening, Identification, and Placement Guidelines on Admission and Qualifying Procedures for Special Science Elementary School (SSES) Project, Special Science Elementary School (SSES) Application Form, and School-Parent Agreement Form.
6. For comments/clarification, feel free to send message to Michael Leonard D. Lubiano, EPS in-charge of Science, at michaellleonard.lubiano@deped.gov.ph or Jerome A. Chavez, EPS in-charge of Mathematics, at jerome.chavez@deped.gov.ph
7. For your information and guidance of all concerned.

For:

CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

By:


EDWIN R. RODRIGUEZ, EdD
Chief Education Supervisor
Officer-In-Charge

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) Project
None/July 07, 2023



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Enclosure No. 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, and c** to be submitted either in Tayabas East Central School or Kalumpang Elementary Office of the School Principal from July 10- to 21, 2023.



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Enclosure No. 2

TIMELINE OF ACTIVITIES

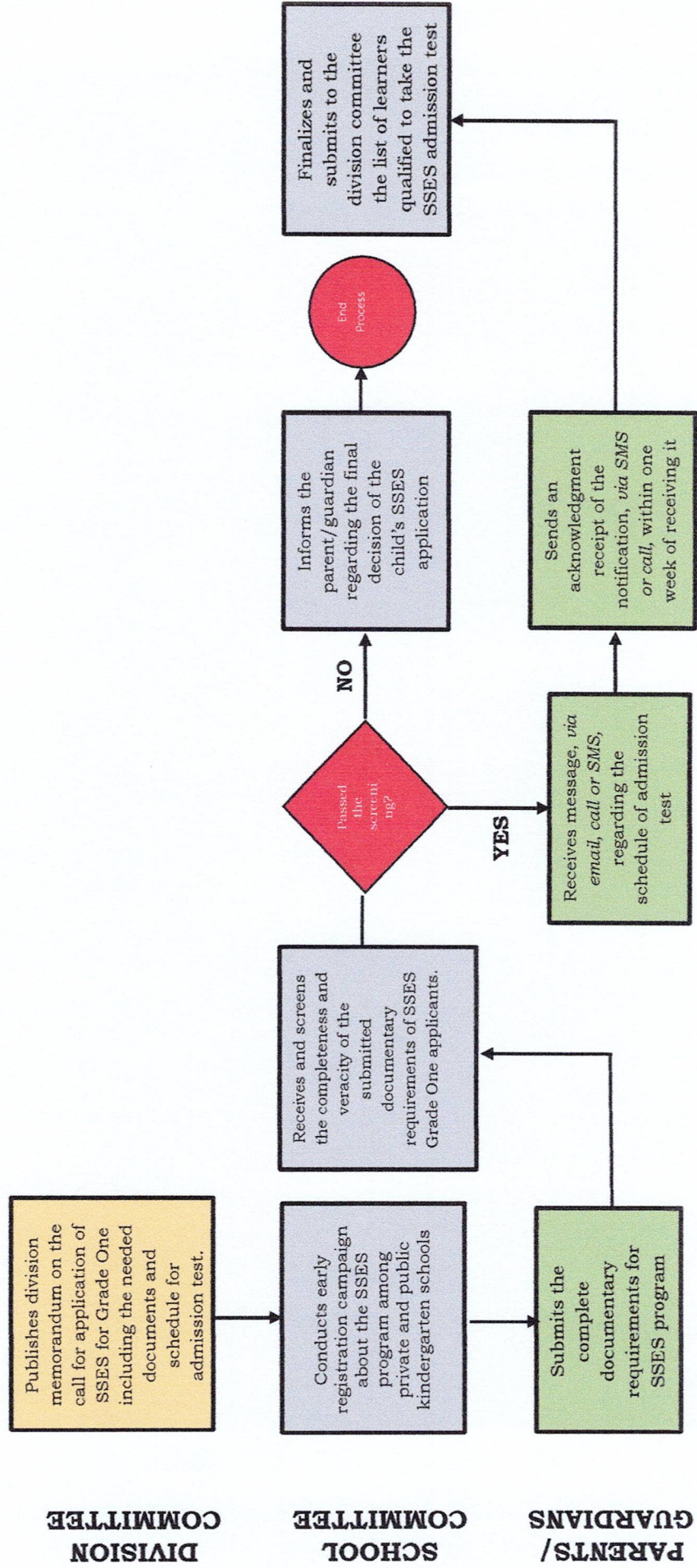
Activity	Date	Responsible	Venue / Platform
• Submission and screening of SSES documentary requirements (<i>see Enclosure No. 1</i>)	July 10-21, 2023	TECS and KES SSES committee	Tayabas East Central School Kalumpang Elementary School
• Facilitation of SSES admission test	July 31, 2023	CID	Potol Elementary School
• Release of shortlisted SSES examinees qualified for oral interview	August 04, 2023	CID	DepEd Tayo Tayabas City Official Facebook Page; <i>via SMS/Call Notification</i>
• Conduct of oral interview to shortlisted SSES applicants	August 07-11, 2023	CID	Potol Elementary School
• Release of the list of SSES qualifiers	August 18, 2023	CID	DepEd Tayo Tayabas City Official Facebook Page; <i>via SMS/Call Notification;</i> TECS and KES transparency boards
• SSES orientation to all qualifiers with their parents/guardians	August 21, 2023	CID; TECS and KES SSES committee	Tayabas East Central School

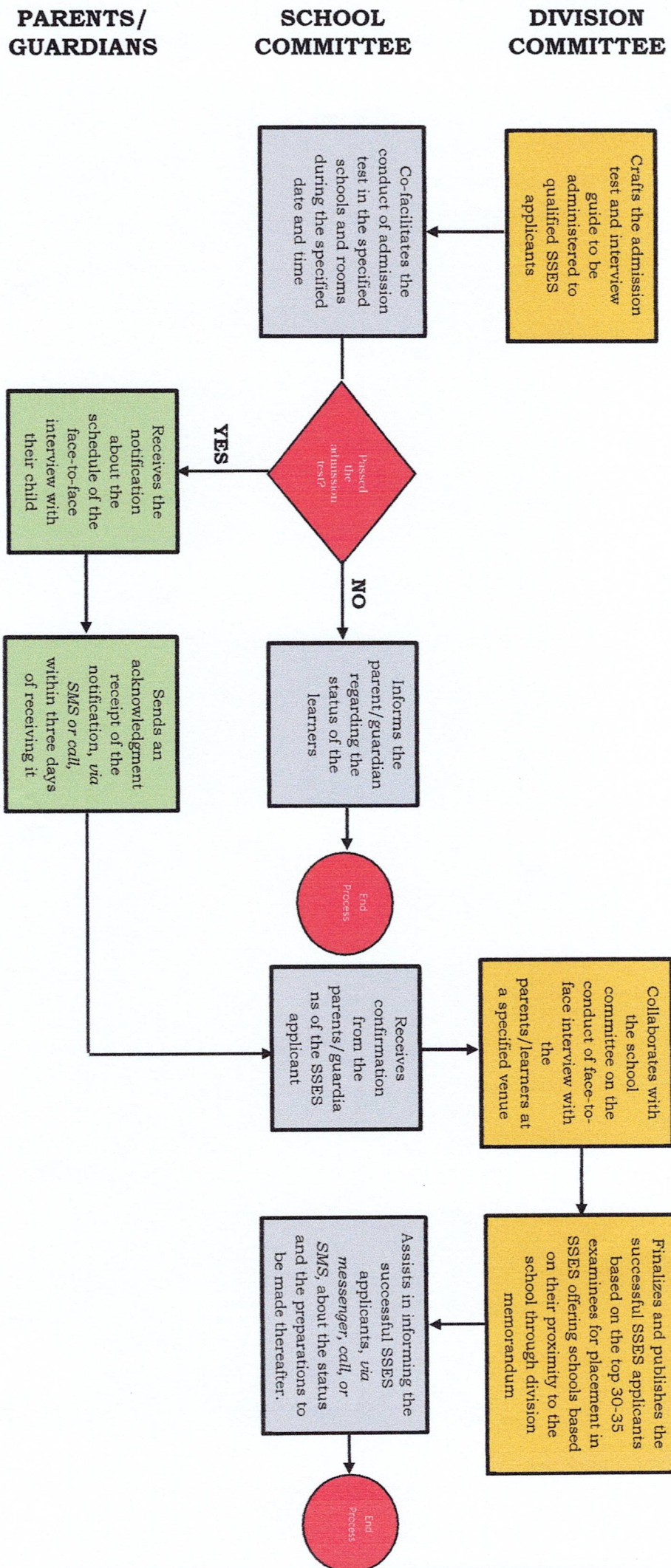
Enclosure No. 3

TERMS OF REFERENCE

Responsible Group	Duties and Responsibilities
Curriculum Implementation Division (CID)	<ul style="list-style-type: none"> Orients the school heads and teachers about the SSES project based on DO No. 57, s. 2011 Assists the identified schools in the preparation and submission of SSES documents to the DepEd Regional Office 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 Project 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 oral interview, if deemed qualified after the document screening

PROCESS FLOW OF APPLICATION AND ADMISSION OF GRADE ONE APPLICANTS FOR THE SPECIAL SCIENCE ELEMENTARY SCHOOL (SSES) PROJECT







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Enclosure No. 5

**SPECIAL SCIENCE ELEMENTARY SCHOOL (SSES) PROJECT
 APPLICATION FORM**

Recent
1"x1" formal
picture

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:	(MM/DD/Year)	Birthplace:	(City/Municipality, Province)
Age:	(as of 1 st Friday of the new school year)	Height (cm):	Mass (kg):
Permanent Address:	Lot	Block	Street
	City/Municipality	Zip Code	Province
		Sitio	Barangay
		Region	Country

Name of Parents/Guardians

Father:	Last Name	First Name/s	Middle Name
Occupation: (Write N/A if Not Applicable)	(City/Municipality, Province)	Contact Number:	
Mother's Maiden Name	Last Name	First Name/s	Middle Name
Occupation: (Write N/A if Not Applicable)	(City/Municipality, Province)	Contact Number:	
Guardian (If not the parents)	Last Name	First Name/s	Middle Name
Occupation: (Write N/A if Not Applicable)	(City/Municipality, Province)	Contact Number:	

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

Signature Over Printed Name
of the Learner

Right
Thumbmark

Signature Over Printed Name
of the Parent/Guardian

Right
Thumbmark



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Enclosure No. 6

**SPECIAL SCIENCE ELEMENTARY SCHOOL (SSES) PROJECT
 SCHOOL-PARENT AGREEMENT FORM**

Date: _____

Child's Name: _____

Last Name

First Name/s

Middle Name

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:
 (Write **N/A** if Not
 Applicable)

Place of
 Occupation:
 (Write **N/A** if Not
 Applicable)

(City/Municipality,
Province)

Contact Number: _____

Mother's Maiden
Name _____

Last Name

First Name/s

Middle Name

Occupation:
 (Write **N/A** if Not
 Applicable)

Place of
 Occupation:
 (Write **N/A** if Not
 Applicable)

(City/Municipality,
Province)

Contact Number: _____

Guardian
(If not the parents)

Last Name

First Name/s

Middle Name

Occupation:
 (Write **N/A** if Not
 Applicable)

Place of
 Occupation:
 (Write **N/A** if Not
 Applicable)

(City/Municipality,
Province)

Contact Number: _____

As a supporting and strengthening initiative of the department, DepEd Order 057, s. 2011 established the **Special Science Elementary School (SSES) Project** across the country in 2007 and continuously expanded since then. This research and development project is 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.

For School Year 2023-2024, City Schools Division of the City of Tayabas will offer Special Science Elementary School (SSES) Project at two geographically and strategically located schools namely Tayabas East Central School (TECS) and Kalumpang Elementary School (KES). As parent/guardian of an SSES qualifier, I have decided to **(kindly check your response)**:

☐ **AGREE** to enroll my child in Special Science Elementary School (SSES) Project at:
☐ Tayabas East Central School
☐ Kalumpang Elementary School

☐ **DISAGREE** to enroll my child in Special Science Elementary School (SSES) Project because (cite your reason/s) _____



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