



Republic of the Philippines  
**Department of Education**  
REGION III – CENTRAL LUZON  
SCHOOLS DIVISION OFFICE OF NUEVA ECIIJA

DEP-ED SDO N.E.  
**RELEASED**  
JUN 23 2021

RECORDS SECTION

20 June 2021

DIVISION MEMORANDUM  
No. 161, s. 2021

**GUIDELINES IN DETERMINING GRADE 1 LEARNERS WHO ARE QUALIFIED AND AUTHORIZED TO ENROLL IN SPECIAL SCIENCE ELEMENTARY SCHOOL (SSES) PROGRAM FOR SCHOOL YEAR 2021-2022**

To: Assistant Schools Division Superintendents  
Division Chiefs, CID and SGOD  
Division Unit Heads  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads and Teachers  
All Others Concerned

1. Due to the health risk brought by the COVID-19 pandemic, the usual process in screening the students who are interested to enroll in the Special Science Elementary School (SSES) Programs for S.Y. 2021-2022 will have slight modification. Thus, in the observance of the health and existing protocols the following procedures shall be strictly adopted.
2. All incoming Grade 1 students who would like to become part of the Special Science Elementary Schools (SSES) Program may submit their credentials to their chosen SSES implementing school.
3. To qualify in the ranking, interested learners must have met/possessed the following criteria, to wit:
  - 3.1 Quarterly grade of CONSISTENT in Language, Literacy and Communication, Understanding the Physical and Natural Environment, and Mathematics up to third rating period of S.Y. 2020-2021;
  - 3.2 Good moral character; and
  - 3.3 Preferably in good health and fit to undergo rigorous academic program.
4. Relative to paragraph 3, the following documentary requirements shall be submitted, to wit:
  - 4.1 Letter of application/intent
  - 4.2 Certified true copy of school report card signed by the School Head
  - 4.4 Medical Certificate signed by a government physician
5. The school selection committee (SSC) shall be composed of:  
Chairman: School Head  
Members: School's SSES Coordinator, Grade 1 Class Adviser  

The admission committee of the receiving school shall strictly check and evaluate the documents submitted by each applicant. Moreover, the school admission committee shall carefully consider the steps in screening the qualifiers.
6. The following steps in selecting the qualifiers shall be observed:
  - 6.1 Online submission of ECCD checklist and other documentary requirements to the chosen SSES implementing school shall be done on or before July 21, 2021.



Address: Brgy. Rizal, Santa Rosa, Nueva Ecija 3101  
Telephone No.: (044) 940 3121  
Email: nueva.ecija@deped.gov.ph  
Facebook Page: DepEd SDO Nueva Ecija  
Webpage: www.deped-ne.net.ph



- 6.2 The screening process of the applicants shall be conducted in two (2) phases. Phase I will be the evaluation of the report card of the learners while Phase II will be the online interview.
- 6.3 The observable indicator of CONSISTENT in Language, Literacy and Communication (English), Understanding the Physical and Natural Environment (Science) and Mathematics for the three grading periods will be considered and those who will qualify in the Phase I will proceed to Phase II (online interview).
- 6.4 The template in Enclosure 1 shall be used in consolidating the final average grade of the applicants.
- 6.5 The applicants shall be informed of the schedule of the online interview by batch through text messaging or via email by the chosen school. The school may also post the announcement of the online interview on the school's Facebook page or conspicuous areas. The school may use available and accessible online platforms in the conduct of the online interview (e.g Google meet).
- 6.6 The online interview will focus on the communication skills (40%), reading and literacy skills (30 %) and numeracy skills (30 %) of the learner - applicants.
- 6.7 The screening committee shall contextualize the mechanics in the conduct of the online interview considering the type and number of questions, time allotment, and the use of rubric (analytic) in rating the applicants. There should be at least three (3) panel members, who are part of the screening committee during the online interview.
- 6.8 A maximum of 100 points may be given to the applicant - 40 points for the communication skills, 30 points for the reading and numeracy skills, and another 30 points for numeracy skill. The score of each member of the interview panel shall be converted into percentage.
- 6.9 The three (3) grades given by the three interviewers shall then be divided by 3 to get the average grade of the three (3) grades which shall be in three (3) decimal places.  
The template in Enclosure 1 shall be used in consolidating the final average of the applicants in the online interview.
- 6.10 The applicants shall be ranked based on the final score in the online interview. A maximum of 35 students will be selected for one section.  
The template in Enclosure 2 shall be used in the ranking of the applicants for SY 2021-2022.
- 6.11 The hardcopy and softcopy of the complete list of the ranked applicants with the signatures of the Screening/Selection Committee shall be submitted to the Schools Division Office on or before July 23, 2021.
- 6.12 The qualifiers who will be authorized to enroll in SSES Program shall be determined by the Division Selection Committee headed by the CID Chief and EPS in- charge of the program.
- 6.13 The list of qualifiers per school shall be announced through a Division Memorandum.
- 6.14 In case there are students in the list of SSES qualifiers who will not enroll, the next in rank applicant will occupy the slot. The list of the students who will replace those who will not enroll shall be submitted to this Office.

7. For more information, please contact Mrs. Rosemarie Z. Burayag, Division Science Education Program Supervisor, through email at [rosemarie.burayag001@deped.gov.ph](mailto:rosemarie.burayag001@deped.gov.ph)
8. Immediate and wide dissemination of this Memorandum is hereby enjoined.

  
**JESSIE D. FERRER, CESO V**  
Schools Division Superintendent

Reference: Regional Memo No.136 s.2021  
To be included in the Perpetual Index  
under the following subjects:  
SELECTION GUIDELINES IN SSES  
SPECIAL CURRICULAR PROGRAM

DM 2021 Implementing Guidelines in the Selection of Qualified Entrants  
2-2/RZB 06-18-202

Enclosure No. 1 to Division Memorandum No. \_\_\_\_\_, s. 2021

**CONSOLIDATED LIST OF QUALIFIED APPLICANTS**  
*(should be in Excel spreadsheet)*

Division: \_\_\_\_\_

School: \_\_\_\_\_

Address: \_\_\_\_\_

Number of Section(s)- Grade 1 SSES Class: \_\_\_\_\_

Number	Applicant	Language	Literacy	Communication	Understanding the Physical and Natural Environment	Mathematics	Remarks
1	Juan C. Dela Cruz	Consistent	Consistent	Consistent	Consistent	Consistent	<b>PASSED</b>
2							
3							
4							
5							

Prepared by:

SSES Coordinator

Reviewed by:

School Head-Chairman, SSC

Grade I -Adviser

**CONSOLIDATED INTERVIEW RESULTS OF ALL APPLICANTS**  
(should be in Excel spreadsheet)

No.	Name of Student	Grades			COMMUNICATION SKILLS (40 %)				READING AND LITERACY SKILLS (30 %)				NUMERACY SKILLS (30 %)				Total Grade	RANK
		Language, Literacy, & Communication	Understanding the Physical and Natural Environment	Mathematics	Rater 1	Rater 2	Rater 3	Average	Rater 1	Rater 2	Rater 3	Average	Rater 1	Rater 2	Rater 3	Average		
1	Juan C. Dela Cruz	C	C	C	34/40	35	38	35.666	28/30	28	30	28.666	27/30	27	27	27.000	91.333	

Note: The only enclosure that shall be submitted in the SDO & shall be endorsed in the RO

Prepared by:

\_\_\_\_\_  
SSES Coordinator

Reviewed by:

\_\_\_\_\_  
School Head-Chairman, SSC  
Reference: DepEd Memo (Nos. 50 and 31,

\_\_\_\_\_  
Grade I – SSES Adviser