

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM

No. 234, s. 2015

DEPED DIVISION OF BAGUIO CITY

NOV 26 2015

RELEASED

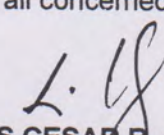
**BAGUIO CITY SPECIAL EDUCATION (SPED) CENTER REGISTRATION FOR  
THE SCREENING OF INCOMING GRADE I AND HEADSTART UNDER  
THE GIFTED/TALENTED PROGRAM FOR SY 2016-2017**

To : School Principals/Head Teachers/Directors/Administrators, Class Advisers  
(Public and Private Schools) and Workers of Day Care Centers

1. This is to inform the general public that Baguio City SPED Center shall accommodate the registration for the screening of incoming Grade-I pupils and Headstart (Kindergarten) under the Gifted/Talented program for School Year 2016-2017.
2. **Schedule and Place of Registration:**
  - 2.1. November 23, 2015 – January 29, 2016
  - 2.2. 11:00-12:00 Noon and 3:30-5:00 PM from Monday-Friday (except on Holidays and Christmas break)
  - 2.3. Room 4 (Lungsod Magiliw)
3. **Age of applicant:**
  - 3.1. Incoming Grade-I – those born from June 2, 2009 to October 31, 2010 and had no earlier experience in enrolling in Grade I or its equivalent (Reference: DepEd Order No. 16, s.2015).
  - 3.2. Incoming Headstart – those born from June 2, 2010 to June 1, 2011 and had no earlier experience in enrolling in Kindergarten II or its equivalent (References: DepEd Order No. 99, s. 2009, DepEd Order No. 16, s.2015).
4. **Requirements for application are as follows:**
  - 4.1. Registration Form (to be issued by Ms. Jovita T. Caldito @ Room 4)
  - 4.2. Teacher Nomination Checklist or Recommendation from current teacher/school head
  - 4.3. Original and photocopy of NSO Birth Certificate
  - 4.4. Certified true copy of Report Card/ECCD for incoming Grade I
  - 4.5. Four (4) pieces of 1.5" x 1.5" ID picture with name tag taken within the last 2 months
  - 4.6. A testing fee of Php300 for the 1<sup>st</sup> & 2<sup>nd</sup> level screening (additional Php200 if qualified for the 3<sup>rd</sup>/final level) to cover the cost of test materials, supplies and test administration related expenses.
5. The **assessment** schedules are as follows:
  - 5.1. **1<sup>st</sup> level** (teacher-made test) will be on January 30 & 31, 2016.
  - 5.2. **2<sup>nd</sup> level** (standardized test) will be on:
    - February 13-14, 2016 (will start at 7:30AM or 12:45PM) – for incoming Headstart
    - February 20-21, 2016 (will start at 7:30AM or 12:45PM) – for incoming Grade I

\* **March 2 & 3, 2016** – releasing of 1<sup>st</sup> & 2<sup>nd</sup> levels assessment results. This will determine if the applicant is qualified to take the 3<sup>rd</sup>/final level assessment.
  - 5.3. **3<sup>rd</sup>/final level** (standardized test) will be on:
    - March 5-7, 2016 – for incoming Grade-I
    - March 12-13, 2016 – for incoming Headstart

\* **March 29, 2016** – releasing of final result of the screening and list of qualified applicants.
6. Wide and immediate dissemination of this memorandum to all concerned is earnestly desired.

  
FRANCIS CESAR B. BRINGAS, CESO VI  
Schools Division Superintendent