



OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT  
DIVISION MEMORANDUM No. 343, s. 2016

OCT 21 2016  
RELEASED

**BAGUIO CITY SPECIAL EDUCATION (SPED) CENTER REGISTRATION FOR THE SCREENING  
AND ASSESSMENT OF INCOMING GRADE I AND HEADSTART UNDER  
THE GIFTED/TALENTED PROGRAM FOR SY 2017-2018**

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 and Headstart (Kindergarten) under the Gifted/Talented program for School Year 2017-2018.
2. **Age of Applicant:**
  - 2.1. Incoming Grade 1 : those born from June 2, 2010 to June 1, 2011 and had no earlier experience in enrolling in Grade 1 or its equivalent (DO No.5, s. 2016)  
: those who are currently enrolled in kindergarten and will be 6 years old by August 2017 (DO No. 47, s. 2016; RA 10157)
  - 2.2. Incoming Headstart : those born from June 2, 2011 to June 1, 2012 and had no earlier experience in enrolling in Kindergarten or its equivalent(DO No.5, s. 2016)
3. **Requirements for application are as follows:**
  - 3.1. Accomplished Registration Form (to be issued by Ms. Jovita T. Caldito @ Room 4)
  - 3.2. Checklist for Parents
  - 3.3. Teacher Nomination & Referral
  - 3.4. Original and true copy of PSA/NSO issued Birth Certificate
  - 3.5. Medical/dental records
  - 3.6. Certified photocopy of Report Card for incoming Grade I (only if available for incoming Headstart)
  - 3.7. Four (4) pieces of 1.5" x 1.5" ID picture with name tag taken within the last 2 months
  - 3.8. A testing fee of Php250 for the 1<sup>st</sup>& 2<sup>nd</sup> level screening (additional Php150 if qualified for the 3<sup>rd</sup>/final level) to cover the cost of materials, supplies and test administration related expenses.
4. **Schedule and Place of Registration:**
  - 4.1. November 3, 2016 to January 31, 2017
  - 4.2. 1:00-5:00 PM from Monday-Friday (except on Holidays and Christmas break)
  - 4.3. Room 4 (Lungsod Magiliw)
5. **The assessment schedules are as follows:**
  - 5.1. **1<sup>st</sup> level** (teacher-made test) will be on January 28 & 29 and February 1, 2017.
  - 5.2. **2<sup>nd</sup> level** (standardized test) will be on:  
February 11-12, 2017 (will start at 7:30AM or 12:45PM) – for incoming Headstart  
February 18-19, 2017 (will start at 7:30AM or 12:45PM) – for incoming Grade I  
\* **March 1 & 2, 2017** – 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 4-5, 2017 – for incoming Grade-I  
March 11-12, 2017 – for incoming Headstart  
\* **March 31, 2017** – 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.

**ATTY. AUGUSTIN P. LABAN III, CPA**  
Attorney III

OIC-Schools Division Superintendent