

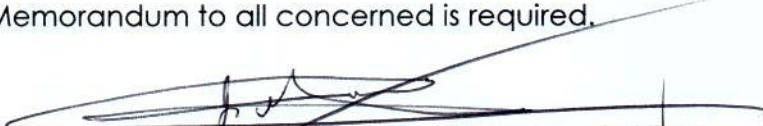


OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT
DIVISION MEMORANDUM No. 525, s. 2018

**BAGUIO CITY SPECIAL EDUCATION (SPED) CENTER REGISTRATION FOR THE SCREENING
AND ASSESSMENT OF INCOMING HEADSTART AND GRADE 1
UNDER THE GIFTED PROGRAM FOR SY 2019-2020**

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 Headstart (Kindergarten) and Grade 1 under the Gifted program for School Year 2019-2020.
2. **Eligibility of Applicant** (D.O. No. 47, s. 2016, D.O. No. 03, s. 2018 and D.O. No. 020, s. 2018):
 - 2.1. Incoming Headstart: those born from June 1, 2013 to August 31, 2014 and had no earlier experience in enrolling in Kindergarten or its equivalent
 - 2.2. Incoming Grade 1 : those who are currently enrolled in Kindergarten program in DepEd-accredited schools and centers who had no earlier experience in enrolling in Grade 1 or its equivalent
3. **Requirements for application are as follows:**
 - 3.1. Accomplished Registration Form (available at the Principal's Office and Room 4) with the following attachments:
 - a. Checklist for Parents (to be accomplished by the child's parent/designated guardian)
 - b. Teacher Nomination & Referral (to be accomplished by the child's current teacher)
 - c. Original and photocopy of PSA issued Birth Certificate
 - d. Certified photocopy of Report Card/ECCD Checklist with Learners Reference Number (LRN) for incoming Grade 1 (only if available for incoming Headstart)
 - e. Four (4) pieces of 1.5" x 1.5" ID picture with name tag taken within the last 2 months
 - 3.2. A non-refundable testing fee of PhP250 for the 1st & 2nd levels (additional PhP150 if qualified for the 3rd/final level) to cover the cost of materials, supplies and test administration related expenses.
4. **Schedule and Place of Registration:**
 - 4.1. November 19, 2018 to March 29, 2019 at Room 4 (Lungsod Magiliw)
 - 4.2. 3:30-5:00 PM from Monday-Friday (except on Holidays and Christmas break)
5. **Assessment schedules are as follows:**
 - 5.1. **1st level** (teacher-made test) will be on March 30-31, 2019.
 - 5.2. **2nd level** (standardized test) will be on:
April 6-7, 2019 (will start at 7:30AM or 12:45PM) – for incoming Grade 1
April 8-9, 2019 (will start at 7:30AM or 12:45PM) – for incoming Headstart
* **April 17, 2019** – releasing of 1st & 2nd levels assessment results. This will determine if the applicant is qualified to take the 3rd/final level assessment.
 - 5.3. **3rd/final level** (standardized test) will be on:
April 20-21, 2019 – for incoming Grade 1
April 22-23, 2019 – for incoming Headstart
* **May 7, 2019** – releasing of final result of the screening and list of qualified applicants.
6. Immediate and wide dissemination of this Memorandum to all concerned is required.


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Schools Division Superintendent