



OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT  
DIVISION MEMORANDUM No. 567, s. 2019

**BAGUIO CITY SPECIAL EDUCATION (SPED) CENTER REGISTRATION FOR THE SCREENING  
AND ASSESSMENT OF INCOMING HEADSTART AND GRADE 1  
UNDER THE GIFTED PROGRAM FOR SY 2020-2021**

To: School Principals/Head Teachers/Directors/Administrators, Class Advisers  
(Public and Private Schools) and Workers of Child Development 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 2020-2021.
2. **Eligibility of Applicant** (D.O. No. 47, s. 2016 and D.O. No. 020, s. 2018):
  - 2.1. Incoming Headstart: those born from June 1, 2014 to August 31, 2015 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
    - e. Learners Reference Number (LRN) for incoming Grade 1
    - f. 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 1<sup>st</sup> & 2<sup>nd</sup> levels (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 11, 2019 to February 28, 2020 at Room 4 (Lungsod Magiliw)
  - 4.2. 3:00-5:00 PM from Monday-Friday (except on Holidays and Christmas break)
5. **Assessment schedules are as follows:**
  - 5.1. **1<sup>st</sup> level** (teacher-made test) will be on March 7-8, 2020.
  - 5.2. **2<sup>nd</sup> level** (standardized test) will be on:  
March 14, 2020 (will start at 7:30AM or 12:45PM) – for incoming Grade 1  
March 21, 2020 (will start at 7:30AM or 12:45PM) – for incoming Headstart  
\* **April 1, 2020** – 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:  
April 4, 2020 – for incoming Grade 1  
April 5, 2020 – for incoming Headstart  
\* **April 15, 2020** – 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.

  
**MARIE CAROLYN B. VERANO, CESO VI**  
Schools Division Superintendent 