



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



16 October 2025

Regional Memorandum

No.769 s.2025

**GUIDELINES ON ADMISSION OF REGION IV-A
(CALABARZON) SCIENCE HIGH SCHOOL
GRADE 7 APPLICANTS FOR
SY 2026-2027**

To **Schools Division Superintendent**
(Cavite Province)

1. Pursuant to DepEd Order No. 41, s. 2005, titled "Implementing Guidelines in the Admission, Retention, Grading System and Selection of Honor Students in the Regional Science High Schools" the Regional Science High School for Region IVA (CALABARZON) announces the administration of entrance examinations to qualified incoming Grade 7 students for SY 2026-2027 on the following dates; November 15, 2025, Saturday (First Phase), November 22, 2025, Saturday (Second Phase) and December 1-5, 2025 for the Interview (Third Phase).
2. To qualify for the first screening examination, the applicant must:
 - 2.1 be a Filipino citizen, 13 years old and below, as of June 2025;
 - 2.2 be of good moral character and in good mental health with no major physical defects and disability;
 - 2.3 have no pending application to reside abroad;
 - 2.5 have obtained a grade of at least 85% in Science, Mathematics, and English in the first grading period in Grade VI; and
 - 2.6 belong to the upper 10 % of Grade VI graduating class and must have been recommended by the school head/principal;
 - 2.7 submit the required documents on/or before October 31, 2025, Thursday, to the school screening committee.
3. Registration forms can be secured or downloaded from the CSIS official facebook page DepEd Tayo Cavite Science Integrated School RSHS - Calabarzon. Completely filled out registration form and scanned certified photocopy of Grade VI School Form 9 (Report Card), must be submitted in **soft copy (1 PDF Format)** to the link posted on the Facebook Page.
4. Applications for admission are accepted from September 01, 2025 to October 31, 2025. A list of applicants eligible to take the entrance examination shall

be posted on the school's official Facebook page DepEd Tayo Cavite Science Integrated School RSHS - Calabarzon and on the CSIS bulletin board.

5. Selection shall be done in three (3) stages and shall be conducted by the school. The first stage is the administration of standardized mental ability and aptitude test. The student applicant should belong to the top 40% of the first stage examinees in order to advance to the second stage. The second stage is the proficiency test in Science, English and Mathematics. The second stage qualifier should obtain at least a 75% proficiency level in order to advance to the last stage of the selection process. The last stage is the interview of the student together with the parent to be conducted by the RSHS screening committee. The interview shall be rated in accordance with a prepared rubric and shall be an integral part of the score obtained by the student.
6. The Regional, Division, and School Testing Committee, test schedules, application form and mechanics and guidelines in the administration of the admission tests are found in the Enclosures.
7. All expenses incurred from processing, implementing, checking and provisions for meals of committee, working force and proctors are chargeable to School MOOE fund subject to usual audit rules and regulations.
8. Service credits corresponding to teaching personnel engagement in the activity during weekends will be granted. Non-teaching personnel involved in the activity shall also be given the same privilege in terms of compensatory time off.
9. For queries and clarifications, please email Mrs. Esterlita M. Dolatre, Principal IV at cav_sci@yahoo.com or call (046) 412-0542.
10. Immediate and widest dissemination of this Memorandum to all concerned is enjoined.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director 

02/ROC7



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

ENCLOSURE NO. 1 REGIONAL AND DIVISION TESTING COMMITTEE

Testing, Checking and Result Authentication Committee

Chairman : Esterlita M. Dolatre
Co-chairman : Jenny Ann P. Soriano
Members : Elenor L. Alcantara
Elain E. Malones
Jenette E. Saburao
Jacqueline T. Ureta
Djhoana I. De Luna
Cristina M. Anchurez

Test Preparation and Administration Committee

Chairman : Esterlita M. Dolatre
Co-Chairman : Elenor L. Alcantara
Members : Kiev C. Albarico
John Edsel A. Varias
Mharlotte O. Ilagan

Screening, Registration of Applicants, Campaign and Advertisement Committee

Chairman : Esterlita M. Dolatre
Co-Chairman: Elenor L. Alcantara
Jenny Ann P. Soriano
Julieta R. Arceo
Alma M. Andora
Members : Selected CSIS Teachers and Staff

A. Screening and Registration Committee

Pia E. Abad
Donna May S. de Mesa
Maria Carina L. Angue
Maridel S. Manalo

B. Campaign and Advertisement Committee

Group 1

John Edsel A. Varias
Rhea Marie L. Cesa

Group 2

Michael Julius G. Hayag
Mharlotte O. Ilagan

ENCLOSURE NO. 2 TERMS OF REFERENCES

A. Regional Testing Committee.

1. Ensure the smooth conduct of test administration
2. Check the testing implementation and procedures in adherence to DepEd Order No. 41, s. 2005.

B. Testing, Checking, and Result Authentication Committee.

1. Design relevant and clear test items and verify the accuracy of examination materials.
2. Implement measures to maintain the security and confidentiality of test content.
3. Conduct the checking and concluding of the final examination results.

C. Test Preparation and Administration Committee.

1. Oversee the planning, organization, and execution of the actual examination process.
2. Maintain the security and confidentiality of the test materials.

D. Screening, Registration of Applicants Committee.

1. Manage the initial phases of the examination process, including the screening of applicants and handling the registration procedures.
2. Review the applications and verify the authenticity of the submitted document.
3. Ensure that candidates meet the eligibility criteria for taking the examination.

E. Campaign and Advertisement Committee.

1. Promote awareness of the examination, attract potential candidates, and effectively communicate important information related to the exam.
2. Identify suitable media channels (online, print, social media, etc.) for reaching the target audience.
3. Conduct a school-to-school campaign and promotion.

ENCLOSURE NO. 3 TEST SCHEDULE**First Phase**

SCHEDULE	TIME ALLOTMENT	ACTIVITIES
07:00-07:30	30 Minutes	Verification and Orientation
07:40-08:40	1 hour	Test No. 1
08:50-09:50	1 hour	Test No. 2
09:50-10:20	30 minutes	Healthy Snacks/Restroom Break
10:20-11:20	1 hour	Test No. 3
11:30-12:30	1 hour	Test No. 4
12:40-01:40	1 hour	Health Lunch / Restroom Break
01:50-02:50	1 hour	Test No. 5
02:50-03:00	10 minutes	Final Instruction/Wrapping Up

Second Phase

SCHEDULE	TIME ALLOTMENT	ACTIVITIES
07:00-07:30	30 Minutes	Verification and Orientation
07:40-08:40	1 hour	Test No. 1
08:50-09:50	1 hour	Test No. 2
09:50-10:20	30 minutes	Healthy Snacks/Restroom Break
10:20-11:20	1 hour	Test No. 3
11:30-12:30	1 hour	Test No. 4
12:30-12:40	10 minutes	Final Instruction / Wrapping Up

ENCLOSURE NO. 4**Guidelines and Mechanics on the Administration of the Entrance Examination**

1. The first phase shall cover standardized test in Science, Mathematics, English, General Mental Ability Test (GMAT) and Academic Aptitude while the second phase shall cover standardized test in Science, English, Mathematics and Abstract Reasoning with a time allotment of 1 hour per subject. (Please see enclosure No. 2 for the Test Schedule)
2. Each correct item is equivalent to 1 point. Total score in the given test can be obtained using this formula:

$$\text{Test Score} = \frac{\text{No. Of Correct Responses}}{\text{No. of items}} \times 100$$

3. Examinees are advised to be in CSIS at 6:45 am and be in their designated testing room area for further instructions by the assigned proctor.
4. The parents /guardians / teacher- companions are reminded of the following:
 - Prohibited at their child's/ student's testing area
 - Can stay at the given designated place in case of waiting
 - Be in modest attire
5. The examinees are reminded of the following:
 - Bring the admission slip, identification card, black ink pen, pencil #2, and provisions for meals. Wearing facemask is optional.
 - Read the directions carefully before answering the questions.
 - Finish the test within the allotted time.
 - Searching for answers through any means and use of calculator is NOT ALLOWED.
 - Use scratch papers or mental Math to answer math question.
 - Cellphones and other gadgets are NOT ALLOWED during the examination.
6. For other queries, you may raise concerns to CSIS (046) 412-0542.