



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
**SCHOOLS DIVISION OF BOHOL**

**Office of the Schools Division  
Superintendent**

July 10, 2023

DIVISION MEMORANDUM  
No. 0322, s. 2023

**SDO BOHOL SPECIAL SCIENCE SCHOOL SYSTEM POLICIES AND GUIDELINES**

To: Assistant Schools Division Superintendent  
Chief, CID and SGOD  
Education Program Supervisors  
Public Schools District Supervisors/APSDS  
Elementary and Secondary School Principals  
All Others Concerned

1. Relative to the inherent duties of the School Division Office of Bohol to regulate programs, recognize the established programs; implement policies; monitor and evaluate programs and provide technical assistance to all public schools, this Office, through the Curriculum Implementation Division (CID), disseminates the utilization of the SDO-Bohol Special Science School System Manual effective issuance of this memorandum.
2. With SDO Bohol's goal to contribute in addressing the 78% of Filipino learners who have problems with scientific literacy, the Special Science School System (SSSS/4S) is its humble response.
3. Successfully launched last July 3, 2023, it is an initiative to harmonize and contextualize DepEd issuances relevant in providing a clear guide to the schools who are currently implementing or intend to implement a special Science class or classes.
4. To effectively and efficiently manage the dissemination, the full copy of the Bohol Special Science School System Policies and Guidelines is available through this link: [https://drive.google.com/drive/folders/12696osYQ3TRZciOmVyXpNLPF5\\_zSuxv4?usp=drive](https://drive.google.com/drive/folders/12696osYQ3TRZciOmVyXpNLPF5_zSuxv4?usp=drive). This is accessible to all interested parties.
5. Also attached is the preparation timeline of activities based on the basic requirements that interested schools shall comply.
6. For further inquiries, assistance in orientation, and technical guidance, please contact Dr. Generosa T. Castillo, Education Program Supervisor in Science through email at [generosa.castillo001@deped.gov.ph](mailto:generosa.castillo001@deped.gov.ph).
7. Immediate dissemination and compliance with this Memorandum are directed.

**EVANGEL M. LUMINARIAS PhD, CESO V**  
Schools Division Superintendent

SDS/ASDS/CID/CR/GC



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**SPECIAL SCIENCE SCHOOL SYSTEM (4S)  
MOVING FORWARD**

When	What	Who	Roles and Responsibilities
July 17-21, 2023	Organization of District Assessment and School Screening Committee	<b>SDO Bohol Special Science School System District Assessment committee:</b>  Chairperson: PSDS Co-chairperson: Central School principal Members: One secondary principal One Elem. Master Teachers One Secondary Master teacher or District Science Coordinator	Conduct information dissemination to stakeholders, and lobby for budget allocation from local School Board and other benefactors/stakeholders.–
July 24 – 28, 2023	Acceptance of Letter of Intent and conduct initial assessment and validation of supporting documents submitted by applicant school. After the committee has ensured completeness and authenticity of documents, the PSDS being the chairperson shall sign recommendation for approval of the LOI.	<b>4S District Assessment committee:</b>	Facilitate administration of entrants' qualifying examination
			Provide TA, monitor and evaluate implementation and performance of SSSS and SSES.
		<b>SDO Bohol Special Science School System School Screening Committee:</b>  Chairperson: School Head Members: Best Teacher in Mathematics, English and Science, Guidance Counselor or designate	Conduct initial assessment, screening of learner applicants. This is to include perusal of grades.
			Conduct interview of high school applicants
			Facilitate reading and talent assessment of incoming Grade I.
			Submit to the division office short list of recommended applicants
July 26 – August 2, 2023.	Submission of Letter of Intent with recommendation for approval by PSDS together with other requirements to the 4S Division Committee	PSDS	
August 3 – 9, 2023	Perusal of Submitted Documents  Preparation of assessment tools for unified conduct of admission examinations.	SDO Bohol Special Science School System Division Committee	
August 10 – 18, 2023	Radom Ocular Inspection	SDO Bohol Special Science School System Division Committee  Considering delimitation of time, space and resources, district screening committee may arrange with neighboring district committee to conduct ocular inspection.	

August 21, 2023	Release of List of Qualified Schools	SDO Bohol	
	<b>Screening Process.</b> Preparation/Organization of assessment tools for Gr. 1,2,3 and 7	SDO Bohol Special Science School System Division Committee	
August 30, 2023 September 13, 2023	Entrance Examination	The SDO Bohol Special Science School System district committee	
	Release of qualified SSSS learners by SDO Bohol	SDO Bohol Special Science School System Division Committee	

**Note: Schedule may change (a week advance) subject to the official declaration of the opening of classes for SY 2023-2024**