



Department of Education
Region X
DIVISION OF MISAMIS ORIENTAL
Cagayan de Oro City



DIVISION MEMORANDUM

No. 08, s.2014

TO: Public School District Supervisors
Elementary/ Secondary School Heads

FROM: ~~CHERRY MAE L. LIMBACO, Ph. D., CESO V~~
Schools Division Superintendent

SUBJECT: GUIDELINES IN THE SELECTION OF HONOR PUPILS/STUDENTS
AND COMPUTATION OF GENERAL AVERAGE FOR GRADES 1,2, 7
AND 8, AND FOR GRADES 3-6 AND III-IV YEARS.

DATE: January 9, 2014

1. In order to convey proper guidance to all concerned, attached are revised guidelines on selection of honor pupils/students and computation of FINAL RATINGS and GENERAL AVERAGE based on DepED Orders.
2. It is expected therefore, that proper accomplishment of forms and selection of honor pupils/students must be followed.
3. Immediate and wide dissemination of this MEMORANDUM is desired.

Guidelines in the Selection of Honor Pupils/Students

DepED Order No. 92, s.2009

DepED Order No. 23, s. 2012

DepED Order No. 74, s.2012

DepED Order No. 92, s. 2009 (Basic Education Curriculum)	DepED Order No. 74, s. 2012 (for Grades 1 to 10 of the K to 12 BEC)
1. Candidates for honors , at any grade or year level , shall be drawn from the top 10 pupils/students of the school. They must not have a final grade lower than 80% in any subject.	1. Candidates for honors in Grades 1 to 10, shall be drawn from the top 10 pupils/students of the school who performed at the Advanced Level . They must not have a final grade lower than 85 (proficient level) and they should have no grade at Developing Level at any quarter
2. To determine the top 10, pupils/students shall be ranked using the 7-3 point scheme (7 points for academic performance and 3 points for co-curricular activities) Encl Nos. 1 & 2	2. To determine the top 10, pupils/ students shall be ranked using the 7-3 point scheme (7 points for academic and 3 points for co-curricular activities) Encl Nos. 1 & 2
3. The pupils/students' grades in the previous curriculum level shall not be considered in the ranking for graduating pupils/students.	3. Transferees shall be considered in the ranking provided they are enrolled not later than the 2 nd week of classes of the current SY
4. Only the grades in the current curriculum year shall be considered in the ranking of honor pupils/students. Transferees shall be considered in the ranking provided they are enrolled not later than the 2 nd week of classes of the current SY	4. The General Average shall be computed to three decimal places. In order to compute for the general average , the exact numerical equivalent of the students' final rating across subjects shall be used. . In case of tie , candidates shall both be declared in the same honor ranking (both as valedictorians, ...)
5. The final rating shall be computed to the three decimal places . In case of tie , candidates shall both be declared in the same honor ranking (both as valedictorians, salutatorian, etc...)	5 All candidates for honors must be of good moral and havenot been subjected to any disciplinary actions within the current SY.
6. All candidates for honors and have not been subjected to any disciplinary actions within the current SY.	6. Achievements of pupils/students in specific academic disciplines (Math, Science & English) and special curricular areas (athletics, performing arts and campus journalism) shall be given recognition. <i>A separate set of honor students shall be declared for each curriculum program</i>
7. Achievements of pupils/students in specific academic disciplines (Math, Science & English) and special curricular areas (athletics, performing arts and campus journalism) shall be given recognition.	7. Duly recognized annexes of public elementary and secondary schools, provided the annex is a complete school with all the curriculum grades/years shall select their own set of honor pupils/students

8. Schools with special curriculum programs (special science, arts, sports, special education) and duly recognized annexes of public elementary & secondary schools, provided the annex is a complete school with all the curriculum grades/years shall select their own set of honor pupils/students	8 Any member of the school selection committee must not be related within the 2 nd degree of consanguinity or affinity to any of the candidates for honors.
9. Any member of the school selection committee must not be related within the 2 nd degree of consanguinity or affinity to any of the candidates for honors	9. The SH shall be the chairman of the school selection committee composed of at least three members from the teaching staff and shall make the final announcement of honor pupils/students after final results have been duly recommended and approved by the SH and/or SDS, respectively, not later than 15 days before the recognition/commencement rites. Candidates for honors and their advisers must be present during the open selection process
10. In case of protest, it shall be filed by the candidate with his parent to the SH within 5 working days from the final announcement and shall be settled by the school selection committee within 5 working days from the filing of protest	10. In case of protest, it shall be filed by the candidate with his parent to the SH within 5 working days from the final announcement and shall be settled by the school selection committee within 5 working days from the filing of protest

Procedures in the Ranking of Honor Pupils and Students
(DepED Order No. 23, s. 2012 and DepED Order No. 92, s. 2009)

1. ***Academic Excellence shall be based on the general average of all the learning areas in the curriculum year (7 points)***
 - Compute the final grade of each learning area
 - Get the average of the grades of all learning areas up to three decimal areas.
 - Rank the candidates according to their average
 - Multiply the rank by 7 points

<i>Name of Candidates</i>	<i>Average of the Grades in the Learning Areas</i>	<i>Rank</i>	<i>Weighted Rank</i>
A	91.345	3	21
B	90.390	6	42
C	90.012	7	49
D	91.258	4	28
E	89.891	8	56
F	91.644	2	14
J	91.781	1	7
H	89.456	9	63
I	90.856	5	35
J	89.369	10	70

2. Co-Curricular Performance (3 points)- covers the achievement of the candidates at all levels (school, division, regional, national and international) in 5 areas as indicated in Enclosure No. 2 of DO No. 92, s. 2009, namely:

- Contests and Competitions (CC)
- Student Leadership (SL)
- Campus Journalism (CJ)
- Officership and Membership (OM)
- Participation and Attendance (PA)

The procedure in the computation of co-curricular performance in the ranking of honor pupils and students is as follows:

2.1 Require each candidate to present and submit certified true copies of all documentary and evidentiary requirements of his/her co-curricular achievements pursuant to Paragraph 1 to 8 to Enclosure No. 2 to DO No. 92, s. 2009, except when the co-curricular achievement is of public knowledge;

2.2 Validate each co-curricular achievements of each candidate;

2.3 Classify all valid co-curricular achievements of each candidate and get their corresponding points according to the 5 Areas/Activities and the points assigned to them as indicated in the Table of Points for Co-curricular Performance in Encl No. 2, DO No. 92, s. 2009;

2.4 Get the total points on each candidate by adding all points regardless of the number of valid co-curricular achievements in one Area/Activity;

2.5 Rank the candidates from highest to the lowest based on their sums/total points; and

2.6 Multiply the rank by 3 points to get the weighted rank

Name of Candidate	Are/Activity										Total	Rank	Wtd Rank
	CC		SL		C J	OM		PA					
A	15	10	8	8	3	.75	.75	6	6	57.5	2	6	
B	10	8	6		3	.75	.75	6	6	40.5	4	12	
C	2	2			6	2	2	6	4	24.0	7	21	
D	8	8			5	2	1	8	6	38.0	5	15	
E	1		4		3	.75		6	6	20.75	8	24	
F	10	8	1	6	4	2	4	6	6	47.0	3	9	
G	10	10	2	10	5	8	1.5	6	6	58.5	1	3	
H	2	1			2	.75	.75		6	12.5	9	27	
I	4	6	.75		3	1.5	3	3	3	24.25	6	18	
J	1		.50			.75	.75	2	1	6	10	30	

3. Final Ranking

3.1 Add the weighted ranks of the pupils/students.

3.2 Rank the sums from the lowest to the highest

Name of Candidates	Academic Performance	Co-Curricular Performance	Total	Rank
A	21	6	27	3
B	42	12	54	6
C	49	21	70	7
D	28	15	43	4
E	56	24	80	8
F	14	9	23	2
G	7	3	10	1
H	63	27	90	9
I	35	18	53	5
J	70	30	100	10

Enclosure No. 1 to DEPED Order No. 23, s. 2012
Co-Curricular Performance Verification Form

Candidate : **A**

Co-Curricular Performance	Area/Activity	Level of Participation	Position	Compliance w/ Requirements of Par 1-8 of Encl No. 2 to DepED Order No. 92, s. 2009	Points Given
Science Investigatory	Contests & Competition	International	First/Gold	complied	15
Math Olympiad	Contests & Competition	National	First/Gold	complied	10
SSG	Student Leadership	School	President	complied	8
SSG	Student Leadership	Division	Vice President	complied	8
School Paper Org	Campus Journalism		Contributor	complied	3
YES-O	Officership & Membership	School	Member	complied	0.75
YECS	Officership & Membership	School	Member	complied	0.75
NLT-SGO	Participation & Attendance	National	Participant	complied	6
Youth for Environment Summer Camp	Participation & Attendance	National	Participant	complied	6
Total					57.5
Verified by :		Witnessed by		Approved by:	

Points for Co-curricular Performance

Areas/Activities	Level of Participation	Points Given			
		First	Second	Third	Participant
		Gold	Silver	Bronze	
1. Official Contests and Competitions recognized by DepED. Schoolwide-initiated contests should be approved in writing by School Head	International	15	10	8	6
	National	10	8	6	4
	Regional	8	6	4	2
	Division	6	4	2	1
	District	4	2	1	0.75
	School	2	1	0.75	0.50
2. Student Leadership shall refer to Supreme Pupil Government (SPG) pursuant to DepED Order No. 45, s.2007 and Supreme Student Government (SSG) DepED Order No. 79, s. 2009	POSITION	Points Given			
		National	Regional	Division	District/School
	President	15	12	10	8
	Vice President/Vice Mayor	12	10	8	6
	Secretary/Treasurer	10	8	6	4
	Auditor, Peace Officer, PIO	8	6	4	2
	Representative/Councilor	6	4	2	1
	COMELEC and Committee Chair and Vice Chair	4	2	1	0.75
	COMELEC and Committee Member	2	1	0.75	0.5
	Homeroom President				1
Other Homeroom Officers				0.75	
Other Officers				0.50	
3. Campus Journalism only if the School Paper Organization has released a publication	POSITION	POINTS GIVEN			
	Editor in Chief	6			
	Associate Editor	5			
	Managing Editor	5			
	Section editor	4			
	Contributor	2			
Others					

4. Areas / Activities	Level of Participation	Position/Points Given			
		President or Equivalent	Vice-President or Equivalent	Secretary, Treasurer and other Offices or equivalent	Members
4. Officership and Membership in DepED established or recognized organizations (such as STEP, YECS, YES-O, Scouting) other than the SPG, SSG and School Paper. The recognition must be contained in DepED Order, Memorandum	International	10	8	6	4
	National	8	6	4	3
	Regional	6	4	3	2
	Division	4			
	District	3	2	1.5	1
	School	2	1.5	1	0.75
5. Participation or Attendance in DepED recognized seminar, camp, exchange programs, training, conference or workshop and other similar activities	Level of Participation		Points Given		
	International		8		
	National		6		
	Regional		4		
	Division		3		
	District		2		
	School		1		

Computation for General Average DepED Order No. 74, s.2012

Procedure:

To compute for the general average, add the numerical final ratings in all subjects, and then divide by 8 for secondary and 7 for elementary. That means using the numerical equivalent of the final ratings across subjects, which is expressed in terms of proficiency level.

Learning Area	Grading Period			
	1	2	3	4
Filipino	87	89	91	93
English	87	89	91	93
Mathematics	84	94	89	94
Science	87	89	92	93
Araling Panlipunan	84	92	94	96
CP-Technology and Livelihood Education	91	92	94	95
MAPEH	91	92	94	95
Music	93	94	91	92
Arts	87	85	90	91
Physical Education	94	91	91	91
Health	90	87	91	90
Edukasyon sa Pagpapakatao	89	90	89	91
General Average	90.625			
Learning Area	Grading Period			
	1	2	3	4
Mother Tongue	86	90	91	93
Filipino		88	90	92
English			86	90
Mathematics	85	87	90	92
Araling Panlipunan	87	90	91	94
Edukasyon sa Pagpapakatao (EsP)	88	90	91	92
MAPEH	90	90	91	92
Music	86	87	89	91
Art	90	91	90	93
Physical Education	91	91	92	92
Health	92	92	92	93
General Average	89.679			

Computation for General Average Basic Education Curriculum

Subjects	Grading Period				Final Rating	Units Earned	Action Taken
	1	2	3	4			
Filipino IV	88.25	89.75	89.20	90.75	89.488	1.2	Pasa
English IV	86.25	85.00	87.35	89.70	87.075	1.5	Pasa
Math IV	87.00	88.25	86.75	89.30	87.825	1.5	Pasa
Science IV	87.20	88.50	87.25	89.15	88.025	1.8	Pasa
MAKABAYAN	87.43	87.61	87.39	89.21	87.910	4.5	Pasa
AP	87.50	86.95	85.75	88.65	87.213		
TLE	86.10	87.25	86.15	87.82	86.830		
MAPEH	87.70	88.15	88.25	90.35	86.613		
EP	88.75	88.25	90.10	90.30	89.350		
CAT						0.3	Pasa
General Average							88.065

1. To get the final rating of each subject , get the sum of the ratings from the first grading up to the fourth grading period then divide it by four (4). The Grading System is Averaging. The same is applied to all subjects and components of MAKABAYAN.
2. To compute the general average of the students , get the sum of the final ratings of the five (5) learning areas, then divide the total by five (5). MAKABAYAN is considered one subject irrespective of the number of components. The general average is up to three (3) decimal places for all students.
3. The same procedure will be used to compute the General Average for Grades 3 to 6