



Republic of the Philippines  
 DEPARTMENT OF EDUCATION  
 Region X  
 DIVISION OF MISAMIS ORIENTAL  
 Del Pilar-Velez Sts., Cagayan de Oro City



DIVISION MEMORANDUM  
 No. 306, s. 2016

To: Education Program Supervisors  
 Public Schools District Supervisors  
 Elementary, Junior and Senior High School Heads  
 Senior Program Specialists  
 Education Program Specialists II  
*This Division*

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

Subject: REITERATION OF ITEM V, LETTER D OF DEPED ORDER NO. 8  
 S. 2015 SPECIFICALLY ON THE PROMOTION AND RETENTION  
 POLICY GUIDELINES OF LEARNERS IN THE K TO 12  
 BASIC EDUCATION PROGRAM

Date: July 20, 2016

1. This Office hereby reiterates Item V, Letter D of DepEd Order No. 8 s. 2015, specifically on the Promotion and Retention Policy Guidelines of Learners in the K to 12 Basic Education Program.
2. This section provides the bases for promoting learners to the next grade level or for retaining learners in the same grade level. These decisions must be applied judiciously and based on evidence.
3. A final grade of 75 or higher in all learning areas allows the student to be promoted to the next grade level. Table 11 specifies the guidelines to be followed for learner's promotion and retention.
4. Table 11. Learner Promotion and Retention

Grade Level	Requirements	Decision
For Grades 1 to 3 learners	1. Final Grade of at least 75 in all learning areas.	Promoted to the next grade level
	2. Did not meet expectations in not more than two learning areas	Must pass remedial classes for learning areas with failing mark to be promoted to the next grade level. <b>Otherwise the learner is retained in the same grade level.</b>
	3. Did not meet expectations in 3 or more learning areas	Retained in the same grade level
For Grades	1. Final Grade of at least 75 in all learning areas.	Promoted to the next grade level

4 to 10 learners	2. Did not meet expectations in not more than two learning areas	Must pass remedial classes for learning areas with failing mark to be promoted to the next grade level. <b>Otherwise the learner is retained in the same grade level.</b>
	3. Did not meet expectations in 3 or more learning areas	Retained in the same grade level
	4. Must pass all learning areas in the Elementary level	1. Earn the Elementary Certificate 2. Promoted to Junior High School
	5. Must pass all learning areas in the Junior High School level	1. Earn the Junior High School Certificate 2. Promoted to Senior High School
For Grades 11 to 12	1. Final Grade of at least 75 in all learning areas.	Can proceed to the next semester
	2. Did not meet expectations in a prerequisite subject in a learning area.	Must pass remedial classes for failed competencies in the subject before being allowed to enroll in the higher-level subject.
	3. Did not meet expectations in any subject or learning area at the end of the semester	Must pass remedial classes for failed competencies in the subject or learning areas to be allowed to enroll in the next semester. <b>Otherwise the learner must retake the subjects failed.</b>
	4. Must pass all subjects or learning areas in Senior High School	<b>Earn the Senior High School Certificate</b>

5. **For grades 1-10, a learner who did not meet expectations in at most two learning areas must take remedial classes.** Remedial classes are conducted after the final grades have been computed. The learner must pass remedial classes to be promoted to the next grade level. **However, teachers should ensure that learners receive remediation when they earn raw scores which are consistently below expectations in Written and Work Performance Tasks by the fifth week of any quarter. This will prevent a student from failing in any learning area at the end of the year.**

6. **For grades 11-12, learners who fail a unit/set of competencies must be immediately given remedial classes.** They should pass the summative assessments during remediation to avoid a failing grade in a learning area/subject. This will prevent students from having back subjects in Senior High School (SHS). **However, if the learner still fails remedial classes, she/he must retake the subject/s failed during Summer or as a back subject. Guidance teachers/career advocates must provide support to the SHS student for his/her choices in SHS tracks.**

7. **Summative assessments are also given during remedial classes. These are recorded, computed, weighted, and transmuted in the same way as the Quarterly Grade.** The equivalent of the Final Grade for the remedial classes is the Remedial Class Mark (RCM). The Final grade at the end of the school year and the Remedial Class Mark are averaged. This results in the Recomputed Final Grade. If the Recomputed Final Grade is 75 or higher, the student is promoted to the next grade level. However, students will be retained in the grade level if their Recomputed Final Grade is below 75.

8. The teacher of the remedial class issues the Certificate of Recomputed Final Grade, which is noted by the School Principal. This is submitted to the division office and must be attached to both form 137 and School Form 5

9. Sample Certificate of Recomputed Final Grade.

Certificate of Recomputed Final Grade			
Name of Student : .....			
Grade Level : .....			
School Year : .....			
Learning Area	Final Grade	Remedial Class Mark	Recomputed Final Grade
Prepared by : .....		Date:	
..... Remedial Class Teacher			
Noted by : .....		Date:	
..... School Principal			
Received by : .....		Date:	
..... Division Office			

10. The learner can enroll in the next grade level for grades 1 to 10 and in the next semester for grades 11 to 12 upon presentation of the Certificate of Recomputed Final Grade. This certificate can be verified in the division office as needed.

11. For information and strict compliance.