Republika ng Pilipinas
(Republic of the Philippines)
MINISTRI NG EDUKASYON AT KULTURA
(MINISTER OF EDUCATION AND CULTURE)
Maynila

July 31, 1978

MEC O R D E R
No. 25, s. 1978

REVISED SYSTEM OF RATING AND REPORTING
OF PUPIL PROGRESS

To: Regional Directors
Schools Superintendents

1. Effective this school year 1978-79, a more simplified system of rating and reporting pupil progress in the elementary grades shall be used. Accordingly, a set of simplified forms have been devised. The simplification of the forms, minimizing the recording job of teachers, is designed to enable teachers to spend more time in helping children progress in their school work.

2. Inclosed are guidelines on the new system and samples of the new records, as follows:

a. Suggested Procedure for Rating and Reporting Pupil Progress

b. Criteria for the Different Subject Areas

c. Pupil's Permanent Record (MEC Form 137-E)

d. Pupil's Report Card (MEC Form 138-E)

e. Report on Promotion (MEC Forms 18-E-1 and 18-E-2)

3. This Office would appreciate comments and/or reactions from the field on the suggested procedure and forms.

4. This Order supersedes BPS Circular No. 2, s. 1973 and BPS Memorandum No. 25, s. 1973.

(SGD.) JUAN L. MANUEL
Minister of Education and Culture

Incls.:
As stated

References:
BPS Circular: (No. 2, s. 1973)
BPS Memorandum: (No. 25, s. 1973)

Allotment: 1-2--(D.O. 1-76)

To be indicated in the Perpetual Index
under the following subjects:

CHANGE
FORMS
PROMOTION
PUPILS
RATING
TEACHERS

(Inclosure No. 1 to MEC Order No. 25, s. 1978)

SUGGESTED PROCEDURE FOR RATING AND REPORTING PUPIL PROGRESS

The new system of rating and reporting focuses on individual pupil progress along a continuum of basic and specific learning expectancies.

The following steps are suggested for reporting pupil's progress:

1. Keep a Class Progress Record Form.

2. To determine pupil mastery of learning tasks, give summative tests such as paper-pencil tests, performance tests, etc.

   a. Adapt 75% (which means 3/4 of all the items) as the criteria for mastery. All pupils who meet this performance level are considered to have achieved mastery of what has been taught and therefore deserves a rating ranging from 75-95 which means:

      75 - fairly satisfactory
      80 - satisfactory
      85 - very satisfactory
      90 - highly satisfactory
      95 - outstanding

      Those who scored below 75% have not achieved mastery and therefore deserve a rating ranging from 65-70, which means:

      70 - needs improvement
      65 - needs special attention from the teacher

3. Enter the result of each summative test under the appropriate criterion, i. e. there are five broad criteria of objectives under each subject area.

4. At the end of each grading period, get the average of all entries and round off to the nearest multiple of 5. Ratings below 75 are failing. All efforts, therefore, should be exerted to help the pupil improve his performance. However, if after all kinds of assistance have been extended and still no improvement is noted, the pupil may be assigned a rating of 65 or 70.

5. Finally, enter the rating for each subject area in MEC Form 138-E (Pupil's Report Card). Arrange the subjects alphabetically.

6. At the end of the school year, find the average of each subject area and enter it under Final Rating of MEC Form 138-E. The general average of the pupil will be based on the average in all subject areas obtained under Final Rating.

#

(Inclosure No. 2 to MEC Order No. 25, s. 1978)

CRITERIA FOR THE DIFFERENT SUBJECT AREAS
(For the Record Book only)

LANGUAGE ARTS (English) - Grades I-VI

1. Listens actively and selectively
2. Communicates effectively in speaking
3. Comprehends and reacts to ideas read
4. Selects and reads materials on his own
5. Expresses ideas and feelings effectively

LANGUAGE ARTS (Pilipino)

1. Nakikinig nang masusi at mataman
2. Nakapagpapahayag nang mabisa sa pakikipagtalastasan
3. Nakauunawa at nakapagbibigay ng reaksyon sa mga binasa
4. Nakapipili at nakababasa ng mga babasahing angkop sa pangangailangan
5. Nakasusulat nang mabisa at malinaw

ELEMENTARY MATHEMATICS - Grades I-VI

1. Demonstrates understanding of mathematical concepts and principles
2. Demonstrates skills in the basic fundamental operations
3. Analyzes and works out mathematical problems
4. Applies mathematical knowledge and skills in solving everyday problems
5. Communicates mathematical ideas effectively

SCIENCE AND HEALTH - Grades I-III

1. Demonstrates understanding of science and health concepts and principles
2. Demonstrates mastery of science skills and processes
3. Applies science concepts and principles in solving environmental problems
4. Attends to personal and community needs
5. Manifests scientific attitude in solving problems and in making decisions

ELEMENTARY SCIENCE - Grades IV-VI

1. Demonstrates understanding of science concepts and principles

2. Demonstrates mastery of science skills and processes
3. Applies science concepts and principles in solving environmental problems
4. Demonstrates proficiency in using and improvising science tools and equipment
5. Manifests scientific attitude in solving problems and in making decisions

ARALING PANLIPUNAN - Unang Baitang-Ika-anim na Baitang

1. Nauunawaan ang mga batayang kaisipang panlipunan
2. Mapanuring nakapag-iisip sa paglutas ng karaniwang suliraning panlipunan
3. Nakapagbibigay ng matalinong pagpapasiya batay sa pananaliksik
4. Nagpapamalas ng kanais-nais na gawi at asal sa pakikipag-ugnayan sa kapwa
5. Naipakikita ang pagpapahalaga at saloobin sa kagalingang makatao

S I Ñ I N G - Grades I-VI

1. Naipahahayag ang sariling damdamin sa pamamagitan ng iba't ibang pamamaraan at gawaing pansining
2. Naipakikita ang pagkamalikhain sa pamamagitan ng iba't ibang kagamitang pansining
3. Nakapipili at nakagagamit ng angkop sa kagamitang pansining
4. Nagpapamalas ng kakayahan sa pagmamasid at pagpapahalaga sa kanyang kapaligiran
5. Nagpapamalas ng pag-unawa sa mga panuntunan sa sining

MUSIKA - Grades I-VI

1. Nakauunawa ng mga kaisipang pangmusika
2. Nakagagamit ng mga batayang kasanayan sa musika
3. Nakalalahok sa pag-awit at pagtugtog na nagpapaunlad ng kalinangang Pilipino
4. Naipakikita ang pagkamalikhain sa musika
5. Naipadarama ang tunay na damdaming ipinahihiwatig ng musika

EDUKASYONG PAMPALAKAS NG KATAWAN - Grades I-VI

1. Nakauunawa ng mga kaisipan at kasanayang nauukol sa edukasyong pangkatawan
2. Naipamamalas ang ibayong pag-unlad sa kakayahang pisikal

3. Naisasagawa nang wasto ang mga batayang kilos at mga kasanayang pang-isport
4. Nakalalahok sa mga inihanda at malikhaing gawain sa edukasyong pampalakas ng katawan
5. Naipamamalas ang kanais-nais na gawi, saloobin at pagpapahalaga sa mga gawaing pangkatawan

EDUKASYONG PANGGAWAIN - Grades III-VI

1. Nakauunawa ng mga kaisipang nauugnay sa paggawa
2. Nakagagamit ng mga batayang kasanayang panggawain at panghanapbuhay
3. Nagpapamalas ng kahusayan sa paggamit ng mga kasangkapan at kagamitan sa iba't ibang uri ng gawain
4. Nagpapamalas ng kanais-nais na kaugalian, saloobin at pagpapahalaga sa paggawa
5. Nagpapamalas ng kakayahan sa paglikha ng mga proyektong kapaki-pakinabang

EDUKASYON SA WASTONG PAG-UUGALI

1. Nakikilahok at nakikisama nang mabuti sa kapwa
2. Nakasusunod nang mabuti sa mga alituntunin ng paaralan
3. Nagpapamalas ng paggalang sa kapangyarihan
4. Bukas-isip na tumatanggap ng mga pagpuna
5. Nagpapamalas ng pagiging tunay na magalang sa salita at sa gawa
6. Napananagutan ang mga takdang gawaing iniaatas sa kanya
7. Nagpapamalas ng pagtitiwala sa sariling kakayahan
8. Nakapagpipigil sa sarili
9. Nagagamit ang panahong ukol sa pamamahinga sa matalinong pamamaraan

MEC FORM 137-E

Republika ng Pilipinas
(Republic of the Philippines)
Ministri ng Edukasyon at Kultura
(Ministry of Education and Culture)
KAWANIHAN NG EDUKASYONG ELEMENTARYA
(BUREAU OF ELEMENTARY EDUCATION)
Rehiyon ____
(Region)

PALAGIANG TALAAN SA MABABANG PAARALAN
(ELEMENTARY SCHOOL PERMANENT RECORD)

I. Pangalan (Name) _____ Sangay (Division) _____ Paaralan (School) _____
Apelyido (Surname) Unang ngalan (Given) M.I.

Kasarian (Sex) ___ Petsa ng Kapanganakan (Date of Birth) _____ Pook (Place) _____ Petsa ng Pagpas
Bayan/Lalawigan/Lungsod (Town/Province/City) (Date of E

Magulang/Tagapag-alaga (Parent/Guardian) _____ Pangalan (Name) _____ Tirahan (Address) _____ Hanapbuhay (Occupation)

II. PAG-UNLAD SA MABABANG PAARALAN
(ELEMENTARY SCHOOL PROGRESS)

Grade I - School _____
School Year _____

Subject Areas	Periodic Rating 1	2	3	4	Remarks

Eligible for Admission to Grade _____

Grade II - School _____
School Year _____

Subject Areas	Periodic Rating 1	2	3	4	Re

Eligible for Admission to Grade _____

Grade III - School _____
School Year _____

Subject Areas	Periodic Rating 1	2	3	4	Remarks

Grade IV - School _____
School Year _____

Subject Areas	Periodic Rating 1	2	3	4	Re

Eligible for Admission to Gra

ok
ntrance)

emarks

emarks

Grade V - School _____
School Year _____

Subject Areas	Periodic Rating 1	2	3	4	Remarks

Eligible for Admission to Grade _____

Grade VI - School _____
School Year _____

Subject Areas	Periodic Rating 1	2	3	4

Eligible for Admission to Grade/Year_

III.

TALAAN NG PAGPASOK
(RECORD OF ATTENDANCE)

Baitang (Grade)	Bilang ng Araw na May Pasok (No. of School Days)	Bilang ng Araw na Lumiban sa Klase (No. of Days Absent)	Pangunahing Dahilan (Chief Cause)	Bilang na Nahuli ng Pagpasok (No. of Times Tardy)	Pangunahing Dahilan (Chief Cause)	Bilan Araw Pagpa (No. Sche Day Pres

KATIBAYAN SA PAGLIPAT
(CERTIFICATE OF TRANSFER)

TO WHOM IT MAY CONCERN:

This is to certify that this is a true record of the Elementary Schools Permanent Record of _____. He/She is eligible for transfer and admission to Grade/Year _____.

_____
Date

_____
Signature

_____
Designation

Remarks

ng ng na asok of ool ys sent)

TALAAN NG PAGPASOK
(RECORD OF ATTENDANCE)

Buwan (Month)	Bilang ng Araw na may Pasok (No. of School Days)	Bilang ng Araw na lumiban sa Klase (No. of Days Absent)	Bilang ng Araw na Huli sa Pagpasok (No. of Days Tardy)	
Hunyo (June)				
Hulyo (July)				
Agosto (August)				
Setyembre (September)				
Oktubre (October)				
Nobyembre (November)				
Disyembre (December)				
Enero (January)				
Pebrero (February)				
Marso (March)				

KATIBAYAN SA PAGLIPAT
(CERTIFICATE OF TRANSFER)

Inilipat sa Baitang ___ Pangkat ___ Silid ___
(Shifted to Grade) (Section) (Room)
Maaaring ilipat sa _____
(Eligible for transfer to)

_____
Guro
(Teacher)

Pinagtibay:
(Approved):

_____
Punong Guro
(Principal)

SANGAY NG _____
(DIVISION OF)

ULAT TUNGKOL SA PAG-UNLAD
(PUPIL'S REPORT CARD)

Pangalan _____
(Name)
Gulang ___ Kasarian ___ Taong Panuruan
(Age) (Sex) (School Year)
Baitang at Pangkat _____ Silid
(Grade and Section) (Room

Mahal na Magulang,

Ipinakikita po ng ulat na ito ang k
han at ang pag-unlad ng inyong anak sa
ibang asignatura, gayon din ang kanyan
unlad sa mga pananagutang pangmamamaya

Sa pagtatakda ng mga marka isinaala
ang kakayahan at pagsusumikap ng bawat
sa pag-aaral. Maaaring mabigyan ng ka
siyang marka ang sinumang bata kung si
magsusumikap na mabuti. Ang pinakamat
marka ay maaari din niyang matamo kung
ay magpapakita ng katangi-tanging pagg
sa mga gawain.

Bukas ang aming paaralan sa inyong
law kung nais ninyong alamin ang kalag
ng inyong anak.

_____
Guro

Hinahangad po naming makatutulong k
pagsubaybay sa pag-aaral ng inyong ana
lalo siyang umunlad. Dahil dito inaas
po naming makikipagpanayam kayo sa gur
kol sa ulat na ito at sa mga suliranin
kinalaman sa pag-unlad ng inyong anak.

Maraming salamat po sa inyong pagma
lasakit at pakikipagtulungan para sa
na ikauunlad at ikapapanuto ng inyong

Lubos na gumagalan

_____
Punong-Guro

~~PAGPAPAWALANG-BISA SA~~ KARAPATANG LUMIPAT
(CANCELLATION OF TRANSFER ELIGIBILITY)

Tinanggap sa _____
(Has been admitted to)
Petsa _____
(Date)

l
ı)

:akaya-
ı iba't
ıg pag-
.n.
ıngalang
: bata
ısiya-
ıya'y
:aas na
g siya
gahap

pagda-
gayan

kayo sa
ak upang
sahan
ro tung-
ng may
.
ama-
higit
anak.

g,

MEC FORM 138-E
(Revised 1978)

Pamanahunang Marka
(Periodic Rating)

Asignatura (Subject Areas)	1	2	3	4	K.M.* (F.R.)

*K.M. - Katapusang Marka
F.R. - Final Rating

ULAT PASALAYSAY
(NARRATIVE REPORT)

Unang Ulat
(1st Report)

Ikalawang Ulat
(2nd Report)

Ikatlong Ulat
(3rd Report)

Ikaapat na Ulat
(4th Report)

MGA PUNA NG MAGULANG/LAGDA
(PARENT'S COMMENTS/SIGNATURE)

Unang Ulat
(1st Report)

Ikalawang Ulat
(2nd Report)

Ikatlong Ulat
(3rd Report)

Ikaapat na Ulat
(4th Report)

CURRICULUM _____ (GRADES I - VI) _____

School _____ Municipality _____ Division _____ Date _____

NAMES (Surnames first, listed alphabetically)	HOME ADDRESS	YEARS IN SCHOOL	AGE	TOTAL NUMBER OF DAYS IN GRADE	FINAL RATING IN— READING AND PHONICS	LANGUAGE AND SPELLING	ARITHMETIC					

MEC Form 18-E-2

REPUBLIC OF THE PHILIPPINES

MINISTRY OF EDUCATION AND CULTURE

REPORT ON PROMOTIONS

(GRADES IV-VI)

Due one week befo
for Grade VI pupils.

Due the day followi
for pupils in Grades I

GRADE ____

18-E-2

E PHILIPPINES
ON AND CULTURE

ROMOTIONS
V-VI)

. . . . . .

. . . . . .

. . . . . .

. . . . . .

. . . . . .

. . . . . , 19 . .

. . . . . .

ate issued)

ED	BOYS	GIRLS	TOTAL
. . .			
r . .			
. . .			
. . .			
. . .			

MARCH		TOTAL		
	Girls	Boys	Girls	Total

INSTRUCTIONS

1. This form, accomplished in triplicate, should serve as a permanent record of all promotions during, or at the end of the school year in Grades IV-VI, inclusive.

2. The copies of this form for Grade VI should be fully accomplished a week before the end of the school year, and those for Grades IV and V at the close of the school year. The original copy should be retained in the office of the principal, the duplicate should be forwarded to the division office as soon as accomplished and approved, and the triplicate should be kept on file in the office of the district supervisor.

3. A separate report for each section of each grade of each curriculum is required.

4. Names of boys should be written first, followed by names of girls listed separately. Pupils' names should be written in the same order on all copies. The total number of pupils listed should agree with the yearly enrolment reported on MEC Form 1 for March plus the number promoted from the grade to a higher grade during the school year. These should be listed separately at the bottom of the form.

5. Under "Years in School" write 4, 4½, 5, 5½, 6, 6½, etc., to indicate the exact length of time the pupil has been in school from the first time he entered any school to the date of accomplishing this form.

6. The age of the pupil recorded on this form should be his age as of the end of the school year as recorded in MEC Form 1 (School Register).

7. Opposite the name of each pupil who drops out during the year should be entered such brief explanation of the cause as "111," "Deceased," "Dropped January 12," etc.

8. Under "Total Number of Days in Grade," indicate total number of days the pupil has attended the grade in current and preceding school years.

9. All final ratings on this form are to be indicated in per cent.

10. The data for "Average" at the bottom of the sheet will be found by adding the entries in the column and dividing the total thus obtained by the number of pupils for which final ratings are entered.

11. The term "Final Rating" signifies either the average of the periodic ratings in a subject according to the averaging system of grading.

12. In indicating action taken on this form use only the word "promoted" and the word "retained" and abbreviate them to "Prom." and "Ret." respectively.

13. In Grade IV and in the intermediate grades, the general average of each pupil shall be obtained [illegible]

REFERENCES

Circulars: Nos. 24 and 34, s. 1928; 45, s. 1930; 13 and 35, s. 1932; 23, s. 1933; 15 and 48, s. 1934; 18, s. 1936; 46, s. 1937; 12 and 44, s. 1938.
Memorandums: Nos. 29, s. 1927; 18, s. 1930; and 36, s. 1940.
Department Memorandums: Nos. 3, 6, and 16, s. 1945.
General Instructions: No. 13, 1925.
Service Manual: Secs. 99, 102, 111-112, and 115-116.

each pupil shall be obtained by dividing the sum of the subject final ratings by the number of subjects or combinations of subjects entered under item 16 following. Each subject or combination of subjects will have a weight of one. In these grades a minimum average of 75 per cent is required for promotion.

14. When the blanks under "Summary of Pupils Enrolled" are filled in, the following points should be remembered: the March monthly enrolment given on the first line should agree with the March monthly enrol-

MEC Form 18-E-1

REPUBLIC OF THE PHILIPPINES
MINISTRY OF EDUCATION AND CULTURE

Due
last da
regular

REPORT ON PROMOTIONS
(GRADES I–III, INCLUSIVE)

SCHOOL YEAR 19.....–19.....

Division ..... GRADE *Date* .....

School .... *Teacher* .....

NAMES (Surnames first, listed alphabetically)	HOME ADDRESS	YEARS IN SCHOOL	AGE	TOTAL NUMBER OF DAYS IN GRADE	FINAL RATING	ACTION TAKEN	R

the day after the
ıy prescribed for
' classes.

....., 19.....

REMARKS

MEC Form 18-E-1

REPUBLIC OF THE PHILIPPINES
MINISTRY OF EDUCATION AND CULTURE

REPORT ON PROMOTIONS

(GRADES I-III INCLUSIVE)

Division .....

Municipality .....

School .....

Grade .....

Year ending ....., *19* ..

Date submitted ..... *19* ..

Teacher .....

Date ....., *19* ...

Principal

APPROVED:

District Supervisor or Supervising Principal

Summary of Pupils Enrolled	Boys	Girls	Total
April monthly enrolment			
Pupils promoted from grade during year			
Corrected enrolment			
Total age of pupils			
Average age of pupils			

Summary of Pupils Promoted	During Year		In March		Total		
	Boys	Girls	Boys	Girls	Boys	Girls	Total
Number promoted							
Total age of pupils							
Average age of pupils ..							

NOTE:—The person making this report shall also fill in the blank spaces under "*Report on Promotions*" on this side of the form.

INSTRUCTIONS

1. This form will be made out in duplicate at the close of the school year by each teacher who is in charge of the enrolment and attendance records of any class in Grades I, II, or III. The original copy should be retained on file in the office of the principal of the school and the duplicate sent to the division office for filing.

2. In the first column will be written the names of all pupils who have been enrolled during the year in the register of the class for which this report is made. List names of boys first.

3. Under "Years in School," write 1, 1½ 2, 2½ 3, 3½, etc., to indicate the exact length of time the pupil has been in school from the first time he entered any school to the date of accomplishing this form.

4. The age of the pupil as reported on this form should be his age as of March 1. To find his age as of April 1, add to his age as of the beginning of the school year, recorded in MEC Form 1 — School Register.

5. Under "Home Address" should be written the actual residence of the pupil, not a temporary residence which he may have taken up while attending school.

6. A pupil who is prom[illegible] during the y[illegible] reported in each grade in [illegible]ch he is enrolle[illegible]

7. In the column for "F[illegible] Rating" should [illegible] the final rating received by [illegible]he pupil during [illegible] he was enrolled in the grade [illegible] which the rep[illegible] For example, if a pupil is e[illegible]olled in Grade I [illegible] is promoted to Grade II [illegible] September, he sh[illegible] ported on MEC Form 18-E[illegible] both for Grade I [illegible] II. His final rating for [illegible]de I will be base[illegible] work from July to Septem[illegible] His final rating [illegible] II will be based upon his v[illegible] from October to [illegible] not on those months in wh[illegible]e was studying [illegible] The term "final rating" si[illegible]fies either the ave[illegible] the periodic ratings acco[illegible]g to the averag[illegible] of grading or the la[illegible] per[illegible]ic cumulative rat[illegible] ing to the cumulative syst[illegible] of grading. In t[illegible] tive system of gradin[illegible] th[illegible]eriodic rating, aft[illegible] is obtained by dividin[illegible] by the sum of twice [illegible] tive rating and the per[illegible]ating immediately [illegible] and the last periodic ra[illegible] becomes the fi[illegible] rating.

8. Great care should [illegible] exercised to make [illegible] the total number of days [illegible] pupil has attended [illegible] in both present and past [illegible]ol years is correctl[illegible]

9. Under "Remarks" i[illegible]cate all pupils pro[illegible] ing the school year to t[illegible] grade for which th[illegible] made, by writing the w[illegible]s "Promoted from [illegible] giving the number of the [illegible]ade and the date on [illegible] promotion was made. [illegible]ewise indicate all p[illegible] moted to a higher grad[illegible] from the grade for [illegible] report is made by writin[illegible] the words "Promoted [illegible] —," giving the number [illegible] the grade and th[illegible] which the promotion w[illegible] made. Indicate al[illegible] pupils who enter the gr[illegible] for the first time [illegible] school year by writing [illegible]e words "Entered [illegible] giving the date on which [illegible]e pupil entered.

10. When the blanks [illegible]er "Summary of P[illegible] rolled" are filled in, the fo[illegible]wing points shoul[illegible] in mind:

(1) The March monthly enrolment figures given [illegible] first line should agree with the monthly-en[illegible] ment figures given [illegible] MEC Form 2 for Ma[illegible]

(2) The data for the second line should i[illegible] pupils promoted to the next higher gr[illegible] the end of the sclol year.

(3) The data for the thi[illegible] line may be foun[illegible] ing the figures on he first line to t[illegible] on the second line.