

SELECTION OF HONOR STUDENTS IN THE SECONDARY SCHOOLS

To: Bureau Directors
Regional Directors
Coordinator, State Colleges and Universities
Schools Superintendents
Heads of Private Schools, Colleges
and Universities

To give due recognition to graduating students who have shown exemplary performance in their high school work, a system of selecting honor students is inclosed.

These guidelines apply to all secondary schools, public and private, effective school year 1979-1980.

It is desired that these guidelines be immediately disseminated to all concerned. All rules and regulations inconsistent with these guidelines are amended or rescinded.

(SGD) JUAN B. MANDAY
Minister of Education and Culture

As stated

Reference:

Department Memorandum No 38, s. 1977

Allocation: 1-2-3-4--(D.O. 41-76)

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

GRADUATES
PRIZES OR AWARDS
PATRONS

RULES & REGULATIONS
SCHOOLS
STUDENTS



GUIDELINES ON THE SELECTION OF HONOR STUDENTS

The designations valedictorian, salutatorian, and honorable mention shall apply to graduating honor students in all secondary schools.

There shall be one valedictorian and one salutatorian for each graduating class. However, in cases where two or more students acquire the highest grades for scholarship and performance within a 15 range difference, the school head concerned may designate more than one valedictorian. In cases like this, the school head shall submit a formal report on the matter to the regional director concerned, copy furnished the Minister of Education and Culture, not later than 10 days before the day of graduation, such reports to include the reasons for the

The number of students to be awarded honorable mention in a secondary school will be based on the number of graduates. In a school with 500 or less graduating students, there may be from three to five honorable mention awards. In a school with 500 or more graduating students, there may be from six to ten honorable mention awards.

Any member of the graduating class is eligible to be a candidate for honors if he possesses the following qualifications:

a. He must have no grade lower than 80 in any subject during his 3rd and 4th years. In no case shall he have a failing grade in any subject, including non-credit subjects, required by the Ministry of Education and Culture in the first two curriculum years.

b. He must have done the entire work of the Third and Fourth Years in the secondary school where he is graduating.

c. He must have completed the curriculum within the prescribed length in years.

d. He must be an active member of at least two of the existing authorized student organizations or clubs during his 3rd and 4th years in the school wherein he is graduating.

e. He must have conducted himself in conformity with the standards set by the school in compliance with school rules, regulations and policies.

Following criteria and the corresponding relative weights shall be used in determining the valedictorian, salutatorian, and honorarium.

Scholarship (Character Integrated)

Scholarship shall be based on the general average of the grades of the graduating students in the last two years (Third and Fourth Years) of their schooling. The final grades in the Fourth Year should be reported before the last three weeks of the school year and should be based on work done during the fourth quarter.

Performance in extracurricular activities

Performance shall cover the achievements and attainment of the candidate for the last two years including active participation in athletic, student organizations, clubs, athletics, school, social, civic, national and international levels, awards in recognition of the actual learning of what the student learned from the school, awards in relation to school work, and activities, membership in the community, researches, or other outstanding awards in athletics, school party, school and such traits as integrity, courtesy, promptness, industry, cleanliness, resourcefulness, memory, and capability and self-reliance. The rating shall be based on the combined assessment of all the 4th year teachers of the graduating class.



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

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MEC O R D E R
No. 2, s. 1979

IMPLEMENTATION OF THE NEW PERFORMANCE
APPRAISAL SYSTEM

To: Bureau Directors
Regional Directors
Cultural Agency Directors
Chiefs of Services and Heads of Units
Coordinator, State Colleges and
Universities
Schools Superintendents

1. Enclosed is Memorandum Circular No. 2, s. 1978, of the Civil Service Commission entitled "Implementation of the New Performance Appraisal System," which is self-explanatory. Also enclosed are the Performance Appraisal Report form and instructions on the proper accomplishment thereof.

2. Conformably thereto it is hereby directed that the performance appraisal system herein prescribed be adopted for all positions in this Ministry, following the guidelines enumerated below:

APPRaisal Period

(1) Employees shall be rated for the periods from January to June and July to December of each year effective January 1, 1979, except teachers and other school personnel on the teacher's leave basis who shall be rated at the end of each school semester beginning the school year 1979-1980.

(2) A probationary period rating shall also be made at the end of the one (1) year of employment in the case of provisional classroom teachers and instructors and at the end of the sixth month for newly appointed employees whose positions do not belong to the classroom teachers and instructors group.

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- (3) A copy of the performance rating report of the employee shall be furnished the Personnel Officer, School Administrative Officer or Administrative Assistant of the office or school concerned within fifteen (15) days after each rating period.

B. Who Shall Rate

(1) In school districts -

(a) Each elementary school teacher, guidance counselor and coordinator, or school personnel shall be rated by the school principal or head teacher as the case may be, subject to review by the district supervisor.

(b) Each elementary school principal, head teacher, or district coordinator shall be rated by the district supervisor, subject to review by the schools division superintendent.

(c) Each district supervisor shall be rated by the assistant schools division superintendent, subject to review by the schools division superintendent.

(2) In national, provincial or barangay high Schools -

(a) Each teacher shall be rated by the head of department, subject to review by the school principal. In the case of schools with no heads of department, the ratings shall be made by the assistant principal, subject to review by the school principal. If there is no assistant principal, the ratings shall be made by the school principal, subject to review by the schools division superintendent.

(b) Each head of department shall be rated by the assistant principal, subject to review by the school principal. If there

is no assistant principal, the ratings shall be made by the school principal, subject to review by the schools division superintendent.

(c) Each school principal shall be rated by the assistant schools division superintendent, subject to review by the schools division superintendent.

(d) In schools with administrative clerical personnel such clerical personnel shall be rated by the administrative assistant, subject to review by the school principal.

(3) In vocational (fishery, trade, agriculture) schools/colleges -

(a) Each teacher shall be rated by the head of department, subject to review by the school principal or administrator, as the case may be.

(b) Each head of department shall be rated by the assistant principal, subject to review by the school principal or administrator, as the case may be. In schools headed by vocational administrators, the ratings shall be made by the school administrator subject to review by the schools division superintendent.

(c) Each assistant principal shall be rated by the school principal, subject to review by the vocational school superintendent. In schools headed by vocational administrators, the ratings shall be made by the school administrator, subject to review by the schools division superintendent.

(d) Administrative personnel shall be rated by the administrative assistant, subject to review by the head of the school.



(e) Each vocational school administrator shall be rated by the schools division superintendent, subject to review by the regional director.

(f) Each vocational schools superintendent shall be rated by the assistant regional director, subject to review by the regional director.

(4) In division offices -

(a) Each general education supervisor shall be rated by the assistant schools division superintendent, subject to review by the schools division superintendent.

(b) Each administrative personnel shall be rated by the school administrative officer, subject to review by the schools division superintendent.

(c) Each assistant schools division superintendent shall be rated by the schools division superintendent, subject to review by the regional director.

(d) Each schools division superintendent shall be rated by the assistant regional director, subject to review by the regional director.

(5) In regional offices -

(a) Each supervisor or employee shall be rated by the assistant chief of division, subject to review by the chief of division.

(b) Each assistant chief of division shall be rated by the chief of division, subject to review by the assistant regional director.

(c) Each chief of division shall be rated by the assistant regional director, subject to review by the regional director.

(d) Each regional director shall be rated by the Deputy Minister with the assistance of the assistant ministers, subject to review by the Minister.

(6) In cultural offices/agencies

(a) Each employee shall be rated by the chief of section, subject to review by the chief of division.

(b) Each chief of section shall be rated by the assistant chief of division, subject to review by the chief of division.

(c) Each chief of division shall be rated by the assistant director, subject to review by the director.

(d) Each assistant director shall be rated by the director, subject to review by the Deputy Minister.

(e) Each director shall be rated by the Deputy Minister with the assistance of the assistant ministers, subject to review by the Minister.

(7) In staff bureaus, centers, units

(a) Each employee shall be rated by the chief of section, subject to review by the chief of division.

(b) Each chief of section shall be rated by the assistant chief of division, subject to review by the chief of division.

(c) Each chief of division shall be rated by the assistant director or assistant chief of unit, subject to review by the director or chief of unit.

(d) Each assistant director or assistant chief of unit shall be rated by the director or chief of unit, subject to review by the Deputy Minister.

- (e) Each director or chief of unit shall be rated by the Deputy Minister with the assistance of the assistant ministers, subject to review by the Minister.

(8) In the Ministry (Proper)

- (a) Each employee shall be rated by the chief of section, subject to review by the chief of division.
- (b) Each chief of section shall be rated by the assistant chief of division, subject to review by the chief of division.
- (c) Each assistant chief of division shall be rated by the chief of division, subject to review by the chief of service.
- (d) Each chief of division shall be rated by the chief of service, subject to review by the Deputy Minister.
- (e) Each chief of service shall be rated by the Deputy Minister with the assistance of the assistant ministers, subject to review by the Minister.

C. Rating Procedure

- (1) The manner of rating shall be according to the instructions given in the aforementioned Memorandum Circular No. 2 of the Civil Service Commission. After the rating official has accomplished the performance rating report, the same shall be forwarded in triplicate to the reviewing official who shall likewise sign the report.
- (2) After the reviewing official has signed the report, a copy each shall be furnished the ratee and rater. The third copy of the report shall be for the files of the office, division or school concerned.
- (3) In case a reviewing official decides to make changes in the performance rating of an employee he shall indicate such changes in red ink in the report and

properly initial them. Any performance rating changed by the reviewing official shall be considered final unless an appeal for reconsideration of the same has been properly submitted.

D. Relationship Between Performance Rating And Personnel Action

The performance rating of employees shall be considered in connection with the following personnel action:

- (1) Placement - the strong performance qualities of an employee shall be utilized to advantage in duty assignments.
- (2) Promotion and step or merit-increase in pay - A rating of at least "satisfactory" shall be a requirement for promotion as well as for step or merit-increase in pay.
- (3) Incentive award - An employee for whom an "outstanding" rating is given shall be recommended for an incentive award or merit increase.
- (4) Reduction in force - when a reduction in force is to be effected, the performance rating shall be one of the factors to be considered in determining retention. Decisions in this regard shall be based on the ratings of the employee concerned, notwithstanding any pending appeal of the employee with regard to such rating. Should any change resulting from the appeal alter the employee's standing on the retention register, the necessary corrective steps shall be taken in accordance therewith.
- (5) Disciplinary action - An employee whose performance rating is "unsatisfactory" shall be subject to administrative disciplinary action under the Civil Service law and rules.

E. Appeals

- (1) Any employee who believes that his performance has not been fairly or properly rated may appeal.



for a review of his performance rating in the manner prescribed in Circular No. 20, s. 1964, "Adjustment of Complaints and Grievances," of the defunct Bureau of Public Schools.

- (2) The employee shall submit his appeal within five (5) days from receipt of his copy of the performance rating report duly reviewed by the proper official. Failure to do so shall be deemed a waiver of his right to appeal and no appeal shall thereafter be entertained.

F. Training

Regional directors, superintendents, district supervisors and principals shall plan and carry out a suitable program for the training of supervisors in the proper and effective implementation of the New Performance Appraisal System. This may be taken up in teacher's meetings, conferences or workshops. In this regard, the assistance of the Civil Service Commission or its regional offices or this Office may be availed of in the preparation and conduct of such training.

3. The necessary forms should be printed or reproduced by the offices or schools concerned.

4. All previous rules and regulations on the performance rating system are superseded by this Order effective upon its implementation.

5. It is desired that this Order be disseminated to all officials, teachers and employees for their information and guidance.

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

Incl.: As stated

References:

BPS Circulars: Nos. (20) and 31, s. 1964

Allotment: 1-2-3--(D.O. 1-76)

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

EFFICIENCY	OFFICIALS	RULES & REGULATIONS
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