

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

October 12, 1983

MECS O R D E R
No. 46, s. 1983

REVISED SYSTEM OF RATING AND REPORTING
OF PUPIL PROGRESS

To: Regional Directors
Schools Superintendents
Presidents, State Colleges and Universities
Heads of Private Schools, Colleges and Universities
Vocational School Superintendents/Administrators

1. Effective this school year 1983-84, a more simplified system of rating and reporting pupil progress in the elementary grades shall be used. Accordingly, a set of simplified forms has 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 schoolwork.
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 Learning Areas in the New Elementary School Curriculum (1982)
 - c. Criteria for the Different Subject Areas in the 1970 Revised Curriculum
 - d. Pupil's Permanent Record (MEC Form 137-E)
 - e. Pupil's Report Card (MEC Form 138-E)
3. This Office would appreciate comments and/or reactions from the field on the suggested procedures and forms.
4. This Order supersedes BPS Circular No. 2, s. 1973 and BPS Memorandum No. 25, s. 1973.

(SGD.) ONOFRE D. CORPUZ
Minister

Incls.:
As stated

References:

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

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

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

CHANGE
FORMS
PROMOTION
PUPILS
RATING
RULES & REGULATIONS
TEACHERS

(Inclosure No. 1 to MECS Order No. 46, s. 1983)

SUGGESTED PROCEDURE FOR RATING PERFORMANCE
AND REPORTING PUPIL PROGRESS

The system of rating and reporting individual pupil progress in the New Elementary School Curriculum is based on a continuum of learning expectancies.

The following steps are suggested for rating the pupil's performance:

1. To determine pupil's achievement, give summative tests such as paper-and-pencil tests, performance tests, and other measures of non-cognitive behavior, like checklists, rating scales and observation techniques.
2. Keep a Class Progress Record Form in which the results of summative tests for each of the criteria in every learning area are to be recorded. It will be noted that the sixth criterion in each learning area is about character development. The indicators used in rating character traits that are listed in the Pupil's Card (MECS Form 138-E and Permanent Record (MECS Form 137-E) shall likewise be entered in the Class Progress Record Form. The list of criteria for each learning area as well as the character trait indicators are all found in Inclosure No. 2. For the grades still using the 1970 curriculum, the criteria are listed in Inclosure No. 3.
3. Convert the raw scores which the pupils obtain in a given summative measure or test into their equivalent ratings in accordance with the given transmutation formula:

$$RS \times \frac{50}{N} + 50 = R$$

Where RS = Raw Score
N = No. of Items in the Test
R = Equivalent Transmuted
Rating

(A sample transmutation table entitled "Equivalent Ratings of Test Scores" is inclosed for the convenience of teachers.)

4. At the end of each grading period, the average of scores in the different summative tests or measures, either cognitive or non-cognitive, under each broad objective or criterion in the given subject or learning area shall be computed and rounded off to the nearest multiple of 5. Get the sum of the averages of each of the six criteria in each subject and divide this by 6. The obtained average which shall not be rounded off to the nearest multiple of 5 shall be entered in the report card as the pupil's grade for the given subject.

Ratings with a decimal fraction of .5 and above shall be rounded off to the next higher number.

e.g. - English

Average Rating

1. Listens actively and selectively	85	
2. Communicates effectively in speaking	80	
3. Comprehends and reacts to ideas read ..	85	
4. Selects and reads materials on his own	80	
5. Expresses ideas and feelings effectively in writing	80	
6. Possesses desirable character traits relative to communication	85	
	6/495	82.5 or
	48	83 - ave
	15	af
	12	fo
	30	En
		l.

5. The rating of 83 in English shall be entered in the card accordingly. Ratings below 75 are failing. All efforts, shall however be extended to help the pupil improve his performance. If all possible assistance has been extended and still no improvement is noted, the pupil may be assigned a failing grade of 65 or 70. Evidences of assistance given to a slow learner should be recorded in Form I and in the remarks in MECS Form 138-E (Pupil's Report Card). The parents of the pupil should be invited to a conference by the teacher who shall explain about the efforts done by the school and the reasons for the pupil's inability to cope with the work in the grade.
6. Character Building Activities shall not be graded as a learning area in the NESC since a criterion on character is already included in each of the

learning areas (See Inclosure No. 2). The pupil's progress in character development shall however be reported in the pupils card. All teachers teaching the class shall mark the pupil's on these character traits, using the indicators listed in Inclosure No. 2, as bases. The average scores/ results of observation measures made by the teacher or by the different teachers, if several did rate the pupils for each trait, is converted into a descriptive rating represented by a letter symbol. This letter symbol shall be reported in the pupil's card. The scale for rating is given below.

<u>Descriptive Scale</u>	<u>Letter Symbol</u>	<u>Range of Scores</u>
Outstanding	A	90 and above
Very Satisfactory	B	82 - 89
Satisfactory	C	75 - 81
Needs Improvement	D	Below 75

7. Enter the rating for each learning area in the report card (MECS Form 138-E) for every grading period. At the end of the school year, compute the average of the grades for the 4 rating periods in each subject area and enter it under Final Rating in MECS Form 138-F. The general average of the pupil will be based on the average of all subject areas obtained under Final Rating. A pupil who gets a general average of below 75 shall be retained in the grade.
8. At the end of each rating period, the subjects or learning areas and the pupil's marks corresponding to each shall also be entered in the Elementary School Permanent Record (MECS Form 137-E).
9. The report on promotions for Grades I-III (MECS Form 18-E-1) and for Grades IV-VI (MECS Form 18-E-2) inclosed with MEC Order No. 25, s. 1978 shall be accomplished accordingly at the end of the school year.

Item	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	Score
50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	0
60	58	57	56	56	55	55	54	54	54	53	53	53	53	53	52	52	52	52	52	52	52	52	52	52	52	52	1
70	67	64	62	61	60	59	58	58	57	57	56	56	56	55	55	55	54	54	54	54	54	54	54	54	53	53	2
80	75	71	69	67	65	64	63	62	61	60	59	59	58	58	57	57	57	57	56	56	56	56	56	55	55	55	3
90	84	79	75	72	70	68	67	65	64	63	62	61	61	60	60	60	59	59	59	58	58	58	57	57	57	57	4
100	92	86	81	78	75	73	73	71	69	68	67	65	64	63	62	61	61	60	60	60	59	59	59	59	59	58	5
100	93	86	83	80	77	75	75	73	71	70	69	68	67	66	65	64	64	63	63	62	62	62	61	61	60	60	6
100	94	86	83	80	77	75	75	73	71	70	69	68	67	66	65	64	64	63	63	62	62	62	61	61	60	60	7
100	94	89	85	82	79	77	75	75	73	72	71	70	69	68	68	67	66	65	65	64	64	63	63	62	62	62	8
100	94	90	85	82	79	77	75	75	73	72	71	70	69	68	68	67	66	65	65	64	64	63	63	62	62	62	9
100	95	91	88	85	82	80	78	76	75	74	72	71	70	69	68	68	67	66	65	65	64	64	63	63	62	62	10
100	95	92	88	86	83	81	79	78	76	75	74	73	72	71	70	69	68	67	66	65	65	64	64	63	63	62	11
100	96	92	89	87	84	82	81	79	78	76	75	74	73	72	71	70	69	68	67	66	65	65	64	64	63	62	12
100	96	93	90	87	84	82	81	79	78	76	75	74	73	72	71	70	69	68	67	66	65	65	64	64	63	62	13
100	96	93	90	87	84	82	81	79	78	76	75	74	73	72	71	70	69	68	67	66	65	65	64	64	63	62	14
100	97	94	91	88	86	84	82	81	79	78	76	75	74	73	72	71	70	69	68	67	66	65	65	64	64	63	15
100	97	94	91	89	87	85	83	82	80	79	77	76	75	74	73	72	71	70	69	68	67	66	65	65	64	63	16
100	97	94	92	89	88	86	84	83	81	80	79	78	77	76	75	74	73	72	71	70	69	68	67	66	65	64	17
100	97	95	92	90	88	86	85	83	82	81	80	79	78	77	76	75	74	73	72	71	70	69	68	67	66	65	18
100	97	95	92	90	88	86	84	83	81	80	79	78	77	76	75	74	73	72	71	70	69	68	67	66	65	64	19
100	97	95	93	91	89	87	85	84	82	81	80	79	78	77	76	75	74	73	72	71	70	69	68	67	66	65	20
100	98	95	93	91	89	87	85	84	82	81	80	79	78	77	76	75	74	73	72	71	70	69	68	67	66	65	21
100	98	95	93	91	89	87	85	84	82	81	80	79	78	77	76	75	74	73	72	71	70	69	68	67	66	65	22
100	98	96	94	92	90	88	86	85	83	82	81	80	79	78	77	76	75	74	73	72	71	70	69	68	67	66	23
100	98	96	94	92	90	88	86	85	83	82	81	80	79	78	77	76	75	74	73	72	71	70	69	68	67	66	24
100	98	96	94	92	90	88	86	85	83	82	81	80	79	78	77	76	75	74	73	72	71	70	69	68	67	66	25
100	98	96	94	92	90	88	86	85	83	82	81	80	79	78	77	76	75	74	73	72	71	70	69	68	67	66	26
100	98	96	94	93	91	89	87	86	84	83	82	81	80	79	78	77	76	75	74	73	72	71	70	69	68	67	27
100	98	96	94	93	91	89	87	86	84	83	82	81	80	79	78	77	76	75	74	73	72	71	70	69	68	67	28
100	98	96	94	93	91	89	87	86	84	83	82	81	80	79	78	77	76	75	74	73	72	71	70	69	68	67	29
100	98	96	94	92	90	88	86	85	83	82	81	80	79	78	77	76	75	74	73	72	71	70	69	68	67	66	30

$RS \times \frac{50}{N} + 50 =$

RS = Raw Score
 N = No. of Items in the test
 R = Equivalent Transmuted Rating

(Inclosure No. 2 to MEC Order No. 46, s. 1983)

CRITERIA FOR THE DIFFERENT SUBJECT AREAS
IN THE NEW ELEMENTARY SCHOOL CURRICULUM (NESC)
(For the Record Book Only)

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 on his own
5. Expresses ideas and feelings effectively in writing
6. Demonstrates desirable character traits relative to communication

Pilipino (Grades I-VI)

1. Nakikinig nang masusi at mataman
2. Nakapagpapahayag nang mabisa sa pakikipagtalastasan
3. Nakauunawa at nakapagbibigay ng reaksiyon sa mga binasa
4. Nakapipili at nakababasa ng mga babasahing angkop sa pangangailangan
5. Nakasusulat nang mabisa at malinaw
6. Nagpapamalas ng kanais-nais na pag-uugali kaugnay ng pakikipag-komunikasyon

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. Demonstrates self-reliance, self discipline and decision making in problem solving
6. Demonstrates desirable character traits relative to the practice of numeracy skills

Sibika at Kultura (Baitang I-II)

1. Nauunawaan ang mga batayang kaalaman na nagpapakilala ng pagka-Pilipino
2. Napahahalagahan ang kulturang Pilipino
3. Naipagmamalaki ang kaniyang pagka-Pilipino
4. Naisasagawa ang mga kilos at gawi ng isang malusog at mabuting mamamayan (civic-minded citizen)
5. Naipahahayag ang damdamin at imahinasyon sa pamamagitan ng malikhaing gawain sa musika, sining at edukasyong pampalakas
6. Nagpapamalas ng kanais-nais na pag-uugali sa pakikipag-ugnayan sa kapwa

Sibika at Kultura (Baitang III)

1. Nauunawaan ang mga batayang kaalaman sa kasaysayan at heograpiya
2. Nagagamit ang mapanuring pag-iisip sa paglutas ng karaniwang suliranin
3. Naipagmamalaki ang kaniyang pagka-Pilipino
4. Naipakikita ang mga kanais-nais na saloobin at pagpapahalaga sa paggawa
5. Naisasagawa ang mga kilos at gawi ng isang malusog at mabuting mamamayan (civic-minded citizen)
6. Nagpapamalas ng kanais-nais na pag-uugali sa pakikipag-ugnayan sa kapwa

Kasaysayan/Heograpiya/Sibika (Baitang IV-VI)

1. Nauunawaan ang mga batayang kaalaman sa kasaysayan, heograpiya at sibika
2. Nagagamit ang mga natamong kaalaman na makatutulong sa paglinang ng sarili at ng kapwa
3. Naipagmamalaki ang kaniyang pagka-Pilipino
4. Nagagamit ang mapanuring pag-iisip sa paglutas ng karaniwang suliranin
5. Naisasagawa ang mga kilos at gawi ng isang malusog at mabuting mamamayan (civic-minded citizen)
6. Nagpapamalas ng kanais-nais na pag-uugali sa pakikipag-ugnayan sa kapwa

Science and Health (Grades III-VI)

1. Demonstrates understanding of science and health concepts and principles
2. Demonstrates mastery of science skills and processes
3. Applies science and health concepts and principles in solving problems and in making decisions
4. Demonstrates proficiency in using science tools and equipment (real and improvised)
5. Demonstrates positive attitudes and interests towards science and science activities
6. Demonstrates desirable character traits relative to the utilization of resources in the environment

Mga Sining at Edukasyong Pampalakas ng Katawan (Baitang III-VI)

1. Naipahahayag ang sariling damdamin at ang pagka-malikhain sa iba't ibang gawaing pansining at pangmusika
2. Nakagamit ng angkop na kagamitan sa edukasyong pampalakas ng katawan at sining
3. Nagpapamalas ng pagpapahalaga sa kapaligiran at ng pang-unawa sa mga panuntunan pansining at pangmusika
4. Nakagamit ng mga batayang kasanayan sa musika at batayang kilos at mga kasanayang pang-isports

5. Nakalalahok sa mga gawaing nauukol sa edukasyong pampalakas ng katawan
6. Nagpapamalas ng kanais-nais na pag-uugali, saloobin at pagpapahalaga kaugnay ng mga sining, musika at pagpapalakas ng katawan

Edukasyong Pantahanan at Kabuhayan (Baitang IV-VI)

1. Nauugnay ng mga kaisipang nauugnay sa paggawa
2. Nagagamit 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 kapakinabang
6. Nagpapamalas ng kanais-nais na pag-uugali kaugnay ng maayos na pamamalakad ng tahanan at kabuhayan

Character Building (Grades I-VI)

1. Honesty
 - a. Returns borrowed things promptly
 - b. Gives notice about>Returns things found to rightful owners
 - c. Claims only the things that belong to him
 - d. Does not cheat
 - e. Tells the truth about others/what happened
2. Politeness
 - a. Uses polite expressions in conversations
 - b. Greets elders and persons in authority politely
 - c. Listens attentively to the person speaking
 - d. Waits for one's turn
 - e. Behaves in public places
3. Helpfulness and Cooperation
 - a. Does one's share of household chores
 - b. Does one's share in schoolwork
 - c. Does one's share in group work
 - d. Voluntarily helps the needy
 - e. Helps implement rules and regulations
4. Obedience
 - a. Obeys parents and elders
 - b. Obeys rules and regulations of the school and the community
 - c. Abides with the rule of the majority
 - d. Obeys persons in authority
 - e. Obeys the laws of the country

5. Concern for others
 - a. Respects the rights of others
 - b. Waits for one's turn in speaking, falling in line, playing, working etc.
 - c. Takes good care of borrowed things
 - d. Offers seat to elders and disabled persons
 - e. Avoids laughing at the mistake, mishap or disability of others
6. Sportsmanship
 - a. Follows the rules of the game
 - b. Accepts defeat gracefully
 - c. Accepts victory humbly
 - d. Congratulates the winner/winners wholeheartedly
 - e. Abides with the decision of the umpire/judges
7. Love of Country
 - a. Respects the flag and the national anthem
 - b. Participates in national celebrations
 - c. Uses things made in the Philippines
 - d. Reads about Philippine History, Arts and Literature
 - e. Performs the duties of a Filipino citizen
8. Self-Reliance
 - a. Has initiative and resourcefulness in doing assigned tasks
 - b. Works independently
 - c. Does one's work to the best of his ability
 - d. Tries out ways to do one's work before seeking help from others
 - e. Participates in programs and other school activities
9. Industry
 - a. Works without being told
 - b. Works without complaining
 - c. Finishes work on time
 - d. Promptly works on assigned tasks
 - e. Works beyond assigned tasks
10. Neatness and Orderliness
 - a. Is clean in thoughts, words and deeds
 - b. Keeps working area in order during and after work
 - c. Keeps personal things neat and in order
 - d. Is well groomed
 - e. Does one's work neatly and orderly

(Inclosure No. 3 to MECs Order No. 46, s. 1983)

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. Nakatuunawa at nakapagbibigay ng reaksiyon 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. Manifest scientific attitude in solving problems and in making decisions

* as per Revised Curriculum of 1970

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 Batang-Ika-anim na Batang

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 N 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 na 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. Nauunawa 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. Nauunawa 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. Naipapamalas 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 MASTONG 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**

Republika ng Pilipinas
 (Republic of the Philippines)
 Ministri ng Edukasyon, Kultura at Isports
 (Ministry of Education, Culture and Sports)
 KAWANINAN NG EDUKASYONG ELEMENTARYA
 (BUREAU OF ELEMENTARY EDUCATION)
 Rehiyon _____
 (Region)

PALAGIANG TALAAN SA MABABANG PAARALAN
 (ELEMENTARY SCHOOL PERMANENT RECORD)

I. Pangalan _____ Paaralan _____
 (Name) Apelyido Unang ngalan M.Y. (Division) (School)
 Kasarian _____ Petsa ng Kapanganakan _____ Pook _____ Petsa ng Pagpasok _____
 (Sex) (Date of Birth) (Place) Bayan/Lalawigan/Lungsod (Date of Entran)
 (Town/Province/City)
 Nagulang/Tagapag-alaga _____
 Pangalan _____ Tirahan _____ Hanapbuhay _____
 (Name) (Address) (Occupation)

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

Grade I - School _____
 School Year _____

Grade II - School _____
 School Year _____

Learning Areas	Periodic Rating				Remarks
	1	2	3	4	

Learning Areas	Periodic Rating				Remarks
	1	2	3	4	

Eligible for Admission to Grade _____

Eligible for Admission to Grade _____

Grade III - School _____
 School Year _____

Grade IV - School _____
 School Year _____

Learning Areas	Periodic Rating				Remarks
	1	2	3	4	

Learning Areas	Periodic Rating				Remarks
	1	2	3	4	

Eligible for Admission to Grade _____

Eligible for Admission to Grade _____

Grade V - School _____
 School Year _____

Grade VI - School _____
 School Year _____

Learning Areas	Periodic Rating				Remarks
	1	2	3	4	

Learning Areas	Periodic Rating				Remarks
	1	2	3	4	

CHARACTER BUILDING

	Gr. ___ Sch. Yr. ___					Gr. ___ Sch. Yr. ___					Gr. ___ Sch. Yr. ___				
	1	2	3	4	F.R.	1	2	3	4	F.R.	1	2	3	4	F.R.
1. Honesty															
2. Courtesy															
3. Helpfulness & Cooperation															
4. Obedience															
5. Consideration for Others															
6. Sportsmanship															
7. Love of Country															
8. Self-Reliance															
9. Industry															
10. Cleanliness & Orderliness															

	Gr. ___ Sch. Yr. ___					Gr. ___ Sch. Yr. ___					Gr. ___ Sch. Yr. ___				
	1	2	3	4	F.R.	1	2	3	4	F.R.	1	2	3	4	F.R.
1. Honesty															
2. Courtesy															
3. Helpfulness & Cooperation															
4. Obedience															
5. Consideration for Others															
6. Sportsmanship															
7. Love of Country															
8. Self-Reliance															
9. Industry															
10. Cleanliness & Orderliness															

A - Outstanding C - Satisfactory
 B - Very Satisfactory D - Needs Improvement

II. ATTENDANCE RECORD

Grade	No. of School Days	No. of School Days Absent	Cause	No. of Times Tardy	Cause	No. of School Days Present

CERTIFICATE OF TRANSFER

TO WHOM IT MAY CONCERN:

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

Narrative Report

MECS Form 138-E

Republic of the Philippines
MINISTRY OF EDUCATION, CULTURE AND SPORTS
Region _____

Division _____
District _____
School _____

PROGRESS REPORT CARD
School Year _____

First Grading _____
Second Grading _____
Third Grading _____

Name _____
Age _____ Sex _____
Grade _____ Section _____

Dear Parent,

This report card shows the ability and the progress your child has made in the different learning areas as well as his/her progress in character development.

The school welcomes you if you desire to know more about the progress of your child.

Parent's Comment/Signature

First Grading _____

Teacher _____

Second Grading _____

Principal _____

Third Grading _____

Admitted to Grade _____ Section _____ Room _____
Eligible for admission to Grade _____

Certificate of Transfer

Fourth Grading _____

Teacher _____

Approved:

Cancellation of Eligibility to Transfer
Admitted in _____
Date _____

Traits	1	2	3	4	Final Rating
1. Honesty					
2. Courtesy					
3. Helpfulness & Cooperation					
4. Obedience					
5. Consideration for Others					
6. Sportsmanship					
7. Love of Country					
8. Self-Reliance					
9. Industry					
10. Cleanliness & Orderliness					

Learning Areas	1	2	3	4	Final Rating
Average					

Attendance Record

	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	TOTAL
No. of School Days												
No. of School Days Present												
No. of Times Tardy												

- Guidelines for Grading
- A - Outstanding
 - B - Very Satisfactory
 - C - Satisfactory
 - D - Needs Improvement