



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
Marikina Avenue, Pasig City

OFFICE OF THE SECRETARY

July 17, 1998

DECS ORDER
No. 65, s. 1998

REVISED GUIDELINES ON THE SELECTION OF HONOR STUDENTS
IN PRIVATE AND PUBLIC SECONDARY SCHOOLS

To: Regional Directors
Schools Superintendents
Private Secondary School Principals

1. To give due and proper recognition to graduating students who have shown exemplary performance in their high school work, the guidelines for the selection of honor students are hereby revised.
2. The revised guidelines enclosed herein shall be implemented starting SY 1999-2000 for the incoming students at the first, second and third year levels in all private and public secondary schools. Private schools with existing guidelines may deviate from this Order.
3. Orientation should be given to teachers, parents and students on the new scheme at the beginning of the school year.
4. Final selection and announcement of honor students should be made not later than fifteen (15) working days before the commencement exercises or graduation rites. Protests should be filed five (5) working days before the commencement exercises. Settlement of protests should be made not later than three (3) working days before graduation in the division level only.
5. All rules and regulations inconsistent with this Order are hereby amended and/or rescinded.
6. Immediate dissemination of this Order is directed.

Andrew Gonzalez
ANDREW GONZALEZ, USC
Secretary

Incls.: As stated

Reference: DECS Order No. 49, s. 1992

Allotment: 1--(D.O. 50-97)

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

>POLICY

>>SCHOOLS

>STUDENTS

REVISED GUIDELINES ON THE SELECTION OF HONOR STUDENTS FOR PRIVATE AND PUBLIC SECONDARY SCHOOLS

To give due and proper recognition to graduating students who have shown exemplary performance in their high school work, the guidelines for the selection of honor students are revised as follows:

1. The designation valedictorian, salutatorian and honorable mention shall apply to graduating honor students in all secondary schools.
2. There shall be one valedictorian and one salutatorian for all the graduating classes. However, in case of a tie between two candidates, both may be declared valedictorian and/or salutatorians.
3. The number of honor students to be declared honorable mention shall be no more than one percent (1%) of the total number of the graduating students. However, this number may be increased in case of a tie.
4. Any member of the graduating classes is eligible to be a candidate for honors if he/she meets the following requirements:
 - 4.1 He must have no grade lower than 85% in any subject during the third and fourth year in any grading period as recorded in the student's Form 137 and 138-A. In no case shall the student have a grade lower than 80% in any subject in any grading period in the first two curriculum years.
 - 4.2 He must have done the entire work of the third and fourth year levels in the secondary school where he is graduating.
 - 4.3 He must have completed the curriculum years within the prescribed length in years, i.e., four consecutive years. However, consideration for students who spent more than four years of schooling may be given due to unavoidable circumstances such as serious illness, calamities and peace and order situation as the case may be. Documentary proofs should be presented.
 - 4.4 He must be an active member of at least two authorized (i.e., approved and sanctioned by the school) organizations or clubs during the third and fourth year in the school where he is graduating.
 - 4.5 He must have conducted himself in conformity with the school rules and regulations.

5. The following criteria and corresponding weights shall be used in determining the valedictorian, salutatorian and the honorable-mention awards:

5.1 Academic Excellence 7 points

Academic excellence shall be based on the general average of the grades of the candidate in the last two years of schooling (third and fourth). The final grades in the fourth year should be completed before the last three weeks of the school year. It should be based on the work done during the last grading period.

5.2 Performance in Co-Curricular Activities 1 point

Performance shall be based on active participation of the candidate for the last two years in at least two authorized student organizations or clubs. (Literary, musical activities, sports, awards in recognition of actualization of what the student learned in school, travels in relation to school work, civic activities, researches, school paper and school band).

The rating for co-curricular activities shall be based on the combined assessment of the advisers of the clubs where he/she was a member during the third and fourth years as recorded in separate grading sheets for the respective civic activities and organization recognized by the school.

6. A selection committee shall be created by the principal to screen candidates and select honor students.
7. Final selection and announcement of honor students should be made by the principal after due approval of the division office not later than fifteen (15) working days before graduation.
8. Protests should be filed not later than five (5) working days before graduation. Settlement of protests should be made three (3) working days at the division level only.
9. This information should be disseminated to the teachers, parents, and students at the start of the school year to avoid questions during and after selection.

Ranking of candidates for honors shall be based on the following weighted ranks. The computation (two decimal places) for which is given below:

9.1 For Academic Excellence -

- Compute the average of the combined third and fourth year grades of the candidates;
- Rank the candidates according to this average;
- Assign a weight to the rank by multiplying it by 2.

Student Number	Third Year	Fourth Year	Average	Rank	Weighted Rank
1	85.36	91.34	88.35	6	12
2	87.48	90.36	89.02	5	10
3	86.12	88.34	87.23	7	14
4	91.08	90.88	90.98	2	4
5	89.37	89.57	89.47	4	8
6	88.87	91.31	90.09	3	6
7	91.11	91.15	91.13	1	2

9.2 For Co-curricular Activities

- Get the composite rank (sum of all the ranks given by the raters) of each candidate;
- Rank the candidates from the lowest to the highest rank; and
- Assign a weight to the rank by multiplying it by 3.

Student Number	Activities			Composite Rank	Final Rank	Weighted Rank
	1	2	3			
1	2	1.5	3.5	7.5	1	3
2	3	1.5	4.5	7.5	2	6
3	4	5	1.5	7	4	12
4	6	4	6.5	17	5	15
5	7	6	2.5	21	3	9
6	1	3	6.5	11.5	3	9
7	5	7	1.5	20.5	6	18

9.3 For final ranks -

- a. Add the weighted marks for each candidate, and
- b. Rank the sum from the lowest to the highest.

Student Number	Academic Excellence	Co-curricular Activities	Total	Final Rank
1	42	3	45	5
2	35	6	41	4
3	49	12	61	1
4	14	15	29	7
5	28	11	40	6
6	11	9	20	8
7	7	18	25	3

Thus, in this case, student no. 7 shall be the valedictorian and student no. 1 shall be the graduate of 2011.