



*Tanggapan ng Kalihim
Office of the Secretary*

Direct Line: 633-7208 / 7228
Fax: 636-4876
DEText: 0919-4560027
E-Mail Address: osec@deped.gov.ph
Website: <http://www.deped.gov.ph>

FEB 20 2004

DepED ORDER
No. 9 s. 2004

GUIDELINES IN THE SELECTION OF HONOR PUPILS/STUDENTS
IN PUBLIC SCHOOLS

To: Bureau Directors
Regional Directors
Schools Division/City Superintendents
Heads, Public and Private Elementary and Secondary Schools

1. To give due recognition to pupils/students who have shown exemplary performance in their school work, this Department amends the existing guidelines in the selection of honor pupils/students:

- a. Any pupil/student whether graduating or not, may be a candidate for honors, even if he/she is a transferee to the school.
- b. Only the top two (2) pupils/students in academic subjects, regardless of whether they have grades lower than 80% or not in any of their subjects, shall be ranked to determine the Valedictorian and Salutatorian. Academic standing shall be based on the general average of the pupils/students.
- c. Ranking for Valedictorian and Salutatorian at the **secondary level** shall follow the **7-3 point scheme**, that is, academic excellence shall be given 7 points, and co-curricular activities, 3 points.
- d. This applies only in the secondary level. At the elementary level, all awards shall be based on academic standing only.
- e. Grades obtained in the **Third Year or Grade Five shall not be included** in the computation for ranking purposes in the case of graduating pupils/students.
- f. The candidates for Honorable Mention at all grade or year levels shall be ranked based on their academic standing only.

- g. Distinctions in curricular and co-curricular activities may likewise be awarded to recognize excellence in specific fields, e.g., "Best in Mathematics", "Best in Arts", "Leadership Award", etc.
2. A separate set of honor pupils/students may be declared for schools with special curricular programs (e.g., special science, arts, sports, SPED). The number of honor pupils/students will be determined by the school proportionate to the total enrolment in the special classes.
3. Annexes of secondary schools may also be entitled to a separate set of honor pupils/students if they have reached a minimum enrolment of 500.
4. **Private schools** implementing the 2002 Basic Education Curriculum (BEC) may follow the same guidelines.
5. The final selection and announcement of honor pupils/students shall be made not later than fifteen (15) days before the recognition rites/commencement exercises. The head of school, as Chair of the Selection Committee, shall do the final announcement.
6. Protests, if any, should be filed within five (5) working days before the recognition/graduation rites and shall be settled at the division level only not later than three (3) working days before the recognition/graduation.
7. Provisions of previous issuances that are inconsistent with this Order are rescinded.
8. Compliance with this Order is directed.


EDILBERTO C. DE JESUS
Secretary

Reference:
DepEd Order: No. 22, s. 2003

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

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

POLICY
PUPILS
SCHOOLS
STUDENTS

Reformatted by: maricar/do-honor students
02-16-04