



SEP 08 2009

DepED O R D E R
No. **92**, s. 2009

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

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

1. Candidates for honors, at any grade or year level, shall be drawn from the top ten (10) pupils/students of the school. They must not have a final grade lower than 80% in any subject.
2. To determine the top ten (10), pupils/students shall be ranked using the 7-3 point scheme (7 points for academic performance and 3 points for co-curricular activities) as contained in Enclosure Nos. 1 and 2.
3. The pupils/students' grades in the previous curriculum level shall not be considered in the ranking of honors for graduating pupils/students.
4. Only the grades in the current curriculum year shall be considered in the ranking of honor pupils/students. Transferees shall be considered in the ranking provided they are enrolled not later than the second week of classes of the current School Year.
5. The final rating shall be computed to the three decimal places. In case of tie, candidates shall both be declared in the same honor ranking (both as valedictorians, salutatorians and so on).
6. All candidates for honors must be of good moral character and have not been subjected to any disciplinary actions within the current School Year.
7. Achievements of pupils/students in specific academic disciplines (such as Mathematics, Science and English) and in special curricular areas (such as athletics, performing arts and campus journalism) shall be given recognition.
8. Schools with special curriculum programs (such as special science, arts, sports, special education) and duly recognized annexes of public elementary and secondary schools, provided the annex is a complete school with all the curriculum grades/years, shall select their own set of honor pupils/students.

9. Any member of the school selection committee must not be related within the second degree of consanguinity or affinity to any of the candidates for honors.
10. The School Head shall be the chairman of the school selection committee composed of at least three (3) members from the teaching staff and shall make the final announcement of honor pupils/students after final results have been duly recommended and approved by the School Head and/or Schools Division Superintendent, respectively, not later than fifteen (15) days before the recognition/commencement rites. Candidates for honors and their advisers must be present during the open selection process.
11. In case of protest, it shall be filed by the candidate with his/her parent or guardian to the School Head within five (5) working days from the final announcement and shall be settled by the school selection committee within five (5) working days from the filing of the protest.
12. Previous issuances, policies and guidelines inconsistent with this Order are hereby rescinded and/or repealed.
13. Immediate dissemination of and compliance with this Order is directed.


JESLI A. LAPUS
Secretary

Encls.:

As stated

Reference:

DepED Order: No. 10, s. 2006

Allotment: 1—(D.O. 50-97)

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

POLICY
PUPILS
RATINGS
STUDENTS

Madel:Honor Pupils
8-26-09

(Enclosure No. 1 to DepED Order No. 92, s. 2009)

PROCEDURE IN THE RANKING OF HONOR PUPILS AND STUDENTS

1. The following shall be used in determining the honors:

1.1. **Academic Excellence** (7 Points)

Academic excellence shall be based on the general average of all the learning areas in the curriculum year. The procedure for ranking based on academic excellence is as follows:

- 1.1.1. Compute the average of each learning area up to three decimal places.
- 1.1.2. Get the average of the grades of all learning areas.
- 1.1.3. Rank the candidates according to their average.
- 1.1.4. Multiply the rank by 7 points.

Illustration

NAME OF CANDIDATES	AVERAGE OF GRADES IN THE LEARNING AREAS	RANK	WEIGHTED RANK
A	91.345	1	7
B	91.258	2	14
C	90.390	3	21
D	90.012	4	28
E	89.891	5	35

1.2. **Co-Curricular Performance** (3 Points)

Co-curricular performance covers the achievements of the candidates in all levels (school, division, regional, national and international), active participation in authorized student organizations or clubs, outstanding awards in recognition of the actualization of what has been learned from school, travels in relation to school work, and other civic activities.

The rating shall be based on the combined assessments of all the teachers of the candidate in the curriculum grade/year.

- 1.2.1. Get the composite rank (sum of all the ranks given by the raters) of each candidate.
- 1.2.2. Rank the candidates from the lowest to the highest sum.
- 1.2.3. Multiply the rank by 3 points.

Illustration

NAME OF CANDIDATES	ACTIVITIES						COMPOSITE RANK	FINAL RANK	WEIGHTED RANK
	1	2	3	4	5	6			
A	1	1	5	3.5	2	3	15.5	1.5	4.5
B	2	4	4	3.5	1	1	15.5	1.5	4.5
C	4	5	1	1	3	4	18.0	3	9
D	5	2	2	3.5	4	5	21.5	5	15
E	3	3	3	3.5	5	2	19.5	4	12

1.3. **Final Ranking**

1.3.1. Add the weighted ranks of the pupils or students.

1.3.2. Rank the sums from the lowest to the highest.

Illustration

NAME OF CANDIDATES	ACADEMIC EXCELLENCE	CO-CURRICULAR PERFORMANCE	TOTAL	RANK
A	7	4.5	11.5	1
B	14	4.5	18.5	2
C	21	9	30.0	3
D	28	15	43.0	4
E	35	12	47.0	5

POINTS FOR CO-CURRICULAR PERFORMANCE

AREAS/ACTIVITIES	LEVEL OF PARTICIPATION	POINTS GIVEN			
		First	Second	Third	Participant
		Gold	Silver	Bronze	
1. Official Contests and Competitions sanctioned by a DepED Order or Memorandum issued by the National, Regional, Division and District Offices. Schoolwide-initiated contests should be approved in writing by the School Head.	International	15	10	8	6
	National	10	8	6	4
	Regional	8	6	4	2
	Division	6	4	2	1
	District	4	2	1	.75
	School	2	1	.75	.5
AREAS/ACTIVITIES	POSITION	POINTS GIVEN			
		National	Regional	Division	District/School
2. Student Leadership [shall refer to Supreme Pupil Government (SPG) pursuant to DepED Order No. 45, s. 2007 and Supreme Student Government (SSG) pursuant to DepED Order No. 79, s. 2009]	President/Mayor	15	12	10	8
	Vice President/Vice Mayor	12	10	8	6
	Secretary/Treasurer	10	8	6	4
	Auditor, Peace Officer, Public Information Officer	8	6	4	2
	Representative/Councilor	6	4	2	1
	COMELEC and Committee Chair and Vice Chair	4	2	1	.75
	COMELEC and Committee Member	2	1	.75	.5
	Homeroom President				1
	Other Homeroom Officers				.75
	Other Officers				.5
AREAS/ACTIVITIES	POSITION	POINTS GIVEN			
		National	Regional	Division	District/School
3. Campus Journalism [shall be considered only if the School Paper Organization has released a publication]	Editor-In-Chief			6	
	Associate Editor			5	
	Managing Editor			5	
	Section Editor			4	
	Contributor			3	
	Others			2	
AREAS/ACTIVITIES	LEVEL OF PARTICIPATION	POSITIONS/POINT GIVEN			
		President or Equivalent	Vice President or Equivalent	Secretary, Treasurer and Other Officers or Equivalent	Members
4. Officership and Membership in DepED-established or recognized organizations (such as STEP, YECS, YES-O, Scouting) other than the SPG, SSG and School Paper. The establishment or recognition must be contained in a DepED Order or Memorandum issued by the National, Regional, Division and District Offices. School-initiated organizations or clubs must be given recognition in writing by the School Head.	International	10	8	6	4
	National	8	6	4	3
	Regional	6	4	3	2
	Division	4	3	2	1.5
	District	3	2	1.5	1
	School	2	1.5	1	.75

(Enclosure to No. 2 to DepED Order No. 92, s. 2009)

POINTS FOR CO-CURRICULAR PERFORMANCE

AREAS/ACTIVITIES	LEVEL OF PARTICIPATION	POINTS GIVEN
5. Participation or Attendance in DepED-recognized seminar, camp, exchange programs, training, conference or workshop and other similar activities. Authority to conduct the seminar, camp, training, conference or workshop or other related activities must be contained in a DepED Order or Memorandum from the national, regional, division and district offices. School-initiated similar activities must be sanctioned in writing by the School Head.	International	8
	National	6
	Regional	4
	Division	3
	District	2
	School	1

6. Computations of points shall be cumulative. However, points for concurrent positions held in violation of existing DepED policies shall not be considered, in which case only the position with the highest point shall be included. (Section 8, Article VIII, DepED Order No. 79, s. 2009 on the Revised Constitution and By-Laws of the Supreme Student Governments in Secondary Schools).

7. To be considered as points, copies of all documentary and evidentiary requirements (DepED Order, DepED Memorandum, written authorization from the School Head, certificates, medals, trophies, plaques and others) shall be presented.

8. To be considered as points, officers in organizations seeking ranking shall present an accomplishment report verified thru certifications by proper authorities.