



REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
**KAGAWARAN NG EDUKASYON**  
DEPARTMENT OF EDUCATION  
DepEd Complex, Meralco Avenue, Pasig City, Philippines

*Tanggapan ng Kalihim*  
*Office of the Secretary*

**MAR 25 2003**

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DepEd ORDER  
No. 22, 2003

**GUIDELINES ON THE SELECTION OF HONOR STUDENTS UNDER  
THE 2002 BASIC EDUCATION CURRICULUM (BEC)**

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

1. The Bureau of Secondary Education (BSE) has developed the Guidelines on the Selection of Honor Students who have shown exemplary performance in their academic work.
2. The enclosed guidelines shall be implemented starting School Year (SY) 2002-2003 from first to third year levels. The fourth year level shall base its guidelines on DECS Order No. 65, s. 1998 for SY 2002-2003. Starting SY 2003-2004, these enclosed guidelines shall also be used on selecting honor students in fourth year level to give them due and proper recognition.
3. Private schools implementing the 2002 Basic Education Curriculum (BEC) are encouraged to follow the same guidelines.
4. An orientation at the beginning of every school year shall be given to teachers, parents and students on the new scheme.
5. All issuances inconsistent with this Order are hereby rescinded.
6. Immediate dissemination of and compliance with this Order is directed.

  
EDILBERTO C. DE JESUS  
Secretary

Encl.:  
As stated

Reference:  
DECS Order: (No. 65, s. 1998)

Allotment: 1—(50-97)

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

POLICY

SCHOOLS

STUDENTS

**(Enclosure to DepEd Order No. 22, s. 2003)**

**GUIDELINES IN THE SELECTION OF HONOR STUDENTS UNDER  
THE 2002 BASIC EDUCATION CURRICULUM (BEC)**

1. In giving due recognition to students who have shown exemplary performance in their high school work, the following guidelines for the selection of honor students shall be followed.
2. The following criteria and the corresponding relative weights shall be used in determining the honors for the non-graduating and graduating students.

**2.1 Academic Excellence (7 points)**

Academic excellence for non-graduating students shall be based on the general average of the cumulative ratings of the five learning areas in the curriculum year. In the case of graduating students, academic excellence shall be based on the general average of the grades in the last two curriculum years – the third and fourth year.

The final grades should be completed before the last three weeks of the school year and should be based on the work done during the last grading period.

**2.2 Co- curricular activities (3 points)**

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

For the non-graduating students, the rating shall be based on the combined assessments of all the teachers of the candidate in the curriculum year. In the case of the graduating students, assessments of all the third and fourth year teachers of the candidates shall be the basis for rating.

3. Any member of the non-graduating/graduating classes shall be a candidate for honors if he/she meets the following requirements:
  - 3.1 He must not have a grade lower than 80% in any learning area in any grading period in the first two curriculum years and 85% in the last two curriculum years as recorded in the student's Forms 137 and 138-A.
  - 3.2 He must have done the entire work of the year level in the secondary school where he is a candidate for honors. Thus, a transferee in any grading period shall not be eligible for honors. In the case of the graduating student, he must have done the entire work of the last two curriculum years in the school where he is graduating.

3.3 He must have completed the curriculum year within the prescribed length in years, i.e., four years. If because of unavoidable circumstances such as illness, calamities, peace and order situation, and poverty the candidate was not able to complete the prescribed number of days/years, consideration will be given upon presentation of documentary proofs.

3.4 He must be an active member of at least two authorized ( i.e. approved and sanctioned by the school) organizations or clubs.

3.5 He must have conducted himself in conformity with the school rules and regulations.

4. The designation of valedictorian, salutarian and honorable mention shall apply to graduating honor students.

5. There shall be one set of graduating honor students regardless of the number of annexes and special programs being offered by the school.

6. The number of honor students to be declared honorable mention shall be no more than one percent (1%) of the total graduating students. However, in case of a tie, this number may be increased.

7. In case of a tie, both candidates may be declared valedictorians and/or salutarians.

8. Ranking of the candidates for honors shall be based on the following weighted ranks computed as follows:

#### **FOR NON-GRADUATING STUDENTS**

##### **8.1 For academic excellence –**

8.1.1 Compute the average of each learning area up to two decimal places;

8.1.2 Get the average of the grades of the five learning areas;

8.1.3 Rank the candidates according to this average; and

8.1.4 Multiply the rank by 7 points.

Student No.	Average of Grades of the Five Learning Areas	Rank	Weighted Rank
1	87.60	4	28
2	87.20	5	35
3	87.80	3	21
4	90.00	1	7
5	87.90	2	14

## 8.2 For Co-curricular Activities --

8.2.1 Get the composite rank (sum of all the ranks given by the raters) of each candidate;

8.2.2 Rank the candidates from the lowest to the highest sum; and

8.2.3 Multiply the final rank by the weight 3.

Student Number	Activities				Composite Rank	Final Rank	Weighted Rank
	1	2	3	4			
1	2	1.5	2	4	9.5	1.5	4.5
2	3	1.5	3	2	9.5	1.5	4.5
3	4	5	1	5	15	5	15
4	1	3	4.5	3	11	3	9
5	5	4	4.5	1	14	4	12

## 8.3 For final ranks --

8.3.1 Add the weighted ranks of the students; and

8.3.2 Rank the sums from the lowest to the highest.

Student Number	Academic Excellence	Co-Curricular Activities	Total	Rank
1	28	4.5	32.5	3
2	35	4.5	39.5	5
3	21	15	37	4
4	7	9	16	1
5	14	12	26	2

Thus, in this case, Student No. 4 shall be the first honor and so forth.

## FOR GRADUATING STUDENTS

### 8.4 For academic excellence --

8.4.1 Compute the average up to the two decimal places of the combined third and fourth year grades;

8.4.2 Rank the candidates according to this average; and

8.4.3 Multiply the rank by 7 points.

Student Number	Third Year	Fourth Year	Average	Rank	Weighted Rank
1	87.30	93.34	90.32	6	42
2	88.48	94.56	91.52	3	21
3	88.12	87.34	87.73	7	49
4	92.08	93.88	92.98	1	7
5	90.47	90.37	90.42	5	35
6	88.67	93.35	91.01	4	28
7	89.43	94.10	91.76	2	14

### 8.5 For co-curricular activities –

8.5.1 Get the composite rank (sum of all the ranks given by the raters) of each candidate;

8.5.2 Rank the candidates from the lowest to the highest sum; and

8.5.3 Multiply the rank by 3 points.

Student Number	Activities				Composite Rank	Final Rank	Weighted Rank
	1	2	3	4			
1	7	3	3	4	17	5	15
2	5	1.5	7	2	15.5	2	6
3	4	5	4	7	20	7	21
4	6	4	6	1	17	5	15
5	3	6	2	6	17	5	15
6	2	1.5	1	5	9.5	1	3
7	1	7	5	3	16	3	9

### 8.6 For final ranks –

8.6.1 Add the weighted ranks for the candidates; and

8.6.2 Rank the sums from the lowest to the highest.

Student Number	Academic Excellence	Co-curricular Activities	Total	Final Rank
1	42	15	57	6
2	21	6	27	3
3	49	21	70	7
4	7	15	22	2
5	35	15	50	5
6	28	3	31	4
7	14	9	23	1

**Thus, in this case, Student No. 7 shall be the valedictorian and Student No. 4, the salutatorian.**

9. The final selection and announcement of honor students shall be made not later than fifteen (15) days before the recognition rites/commencement exercises. The Principal, as Chair of the Selection Committee shall do the final announcement.
10. Protests 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 recognition/ graduation.

Madel:c:3-14-03