



Tanggapan ng Kalihim
Office of the Secretary

DepED ORDER
No. 6, s. 2005

FEB 17 2005

**SELECTION OF HONOR PUPILS/STUDENTS IN PUBLIC ELEMENTARY
AND SECONDARY SCHOOLS**

To: Undersecretaries/Assistant Secretaries
Bureau/Regional Directors
Schools Division Superintendents
Heads of Public and Private 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. The top 10 pupils/students shall be ranked using the 7-3 point scheme (7 points for academic performance and 3 points for leadership in co-curricular activities as explained in the Enclosure to this DepEd Order).
3. The students' grades in the previous curriculum level shall not be considered in the ranking of honors for graduating students.
4. In case of a tie, candidates may both be declared for the honor ranking, for example, both as valedictorians, salutatorians, first honorable mentions, etc.
5. Candidates for honors at any level must have done the entire work of the grade/year level in the school where they are candidates for honors. Thus, pupils/students who transfer during the school year shall not be eligible for honors for that curriculum year.
6. A pupil/student who has been suspended for serious disciplinary infractions (e.g. cheating and stealing, smoking inside the school premises, gambling of any sort, fighting, causing injury to others, etc.) as defined in Chapter 3, Section 1.1.2 of the 2000 DECS Service Manual shall be disqualified for honors for the curriculum grade/year during which the suspension is imposed.
7. Recognition shall be given for the achievement of pupils/students in specific academic disciplines (e.g. Science, Mathematics, English) and in special curricular areas (e.g. athletics, performing arts, campus journalism).

8. Schools with special curricular programs (e.g. special science, arts, sports, SPED) and duly recognized annexes of secondary schools (provided that the Annex is a complete high school/with all the curriculum years) shall select their own set of honor pupils/students.


9. Any teacher who is related within the second degree of affinity or consanguinity to any candidate for honors shall not be allowed to sit as member of the Selection Committee.

10. The Head of the School, as Chair of the Selection Committee, shall make the final announcement of honor students. The announcement for the graduating students shall be made not later than fifteen (15) working days before the recognition rites/commencement exercises.

11. Protests, if any, shall be filed with the Office of the Principal by the candidates and their parents/guardians, within five (5) working days before the recognition/graduation rites and shall be settled at the district level, in the case of elementary, and at the division level, in the case of the secondary, not later than three (3) working days before recognition/graduation.

12. Previous issuances that are inconsistent with this Order are hereby rescinded.

13. Compliance with this Order is desired.


FLORENCIO B. ABAD
Secretary

Encl.:

As stated

References:

DepED Orders: Nos. 9 and 19, s. 2004

Allotment: 1—(D.O. 50-97)

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

POLICY
PUPILS
STUDENTS

PROCEDURE ON THE RANKING OF HONOR PUPILS/STUDENTS

1. The following criteria and the corresponding relative weights shall be used in determining the honors:

1.1 Academic Excellence (7 points)

Academic excellence shall be based on the general average of the five 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 two decimal places;
- 1.1.2 Get the average of the grades of the five learning areas;
- 1.1.3 Rank the candidates according to this average; and
- 1.1.4 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

1.2 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 level), 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.

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

Ranking of candidates shall follow this procedure:

- 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; and
- 1.2.3 Multiply the final rank by 3 points.

Student No.	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	11.5	3	9
5	5	4	4.5	1	14.5	4	12

1.3 For Final Ranks

1.3.1 Add the weighted ranks of the students; and

1.3.2 Rank the sums from the lowest to the highest.

Student No.	Academic Excellence	Co-curricular Activities	Total	Rank
1	28	4.5	32.5	3
2	35	4.5	39.5	5
3	21	15	36	4
4	7	9	16	1
5	14	12	26	2

Thus, in this case, Student No. 4 shall be the valedictorian and Student No. 5, the salutatorian.

POINTS FOR CO-CURRICULAR ACTIVITIES

Activities	Level of Participation	Points of Rank, Position or Prize Won			
		1 st	2 nd	3 rd	Participant Only
1. Memorandized/Official Contests (Academic, Sports, Others – NGO-sponsored contest)	National	6	4	2	1
	Regional	5	3	1	.75
	Division	4	2	.75	.50
	District	3	1	.50	.25
	School	2	.5	.25	.15
2. School Paper	Position		Points		
	Editor-In-Chief		5		
	Associate Editor		4		
	Managing Editor		3		
	Others: Section Editor, (Sports, Features, Literary, etc.)		2		
Contributor/Reporter		1			
3. Membership in any major organization (Science Club, FHP, Scouting, etc.)		President	Vice-President	Secretary/Treasurer	Other Offices
	National	4	3	2	1
	Regional	3	2	1.5	.75
	Division	2	1.5	1	.5
	District	1	.75	.5	.25
	School	.5	.25	.20	.15
4. Participation/Attendance in Seminar/Camp Activities	National	5			
	Regional	4			
	Division	3			
	District	2			
	School	1			
5. Research	Leader/Chair		Member		
	Division	5	4		
	District	4	3		
	School	3	2		
	Class	2	1		