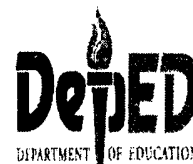




Republic of the Philippines
Department of Education



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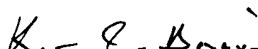
JUL 14 2005

DepED ORDER
No. 41, s. 2005

IMPLEMENTING GUIDELINES IN THE ADMISSION, RETENTION, GRADING
SYSTEM AND SELECTION OF HONOR STUDENTS IN THE REGIONAL
SCIENCE HIGH SCHOOLS

To: Bureau Directors
Regional Directors
Schools Division/City Superintendents
Heads, Regional Science High Schools

1. In line with the thrust of this Department to raise the standard of operation of the Regional Science High Schools, the enclosed guidelines and academic requirements shall be implemented effective School Year 2005-2006.
2. The guidelines cover the following:
 - a. Admission and Retention
 - b. Grading System
 - c. Selection of Honor Students
3. Strict adherence to the guidelines is directed.
4. Previous issuances that are inconsistent with this Order are hereby rescinded.


RAMON C. BACANI
Undersecretary
Officer-in-Charge

Encls.: As stated
Reference: DepED Order: No. 49, s. 2003
Allotment: 1—(D.O. 50-97)

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

ADMISSION or ENROLMENT
POLICY

RATING
STUDENTS

(Enclosure to DepED Order No. 41, s. 2005)

POLICY GUIDELINES

1. **Participation in the Program.** Students shall be admitted based on the following requirements:

Admission. Students who belong to the upper 10% of the Grade VI graduating class and who have been recommended by their respective principals are qualified to take the entrance examination.

Selection shall be done in three (3) stages and shall be conducted by the school. The first stage is the administration of standardized mental ability and aptitude test. The student applicant should belong to the top 40% of the first stage examinees in order to advance to the second stage.

The second stage is the proficiency test in Science, English and Mathematics. The second stage qualifier should obtain at least a 75% proficiency level in order to advance to the last stage of the selection process.

The last stage is the interview of the student together with the parent to be conducted by the RSHS screening committee. The interview shall be rated in accordance with a prepared rubric and shall be an integral part of the score obtained by the student.

Retention. For a student to remain in the program, he or she should obtain a final grade of at least 85% in English, Science and Mathematics with no grade lower than 80% in any of these subjects, in any grading period, and a final grade not lower than 83% in the rest of the subjects. Failure to meet the latter grade requirement shall put the incoming Second Year and Third Year student under probation for a period of one year.

Transfer. Only students who have maintained the grade requirement set for the RSHS shall be allowed to transfer laterally, that is, from one RSHS to another. Transfer from a general high school to the RSHS shall not be allowed in any curriculum year.

2. **Grading System.** There shall be four (4) grading periods using the averaging method. The numerical system of grading shall be used and grades shall be expressed in multiples of one.

The components of the student's grade in all subject areas shall be based on the criteria as stipulated in DepED Order No. 33, s. 2004. The only differentiating factor shall be the higher grade requirement.

Written outputs for Research for the Fourth Year level are individualized and shall be a requirement for graduation. The grades for the 3rd and 4th Quarters of Research 2 shall be based on the following criteria:

Quarterly Examination	30%
Written Output	30%
Content (20%)	
Mechanics (10%)	
Oral Defense	40%

The mechanics for the Oral Defense shall be determined by the school. The students shall be properly informed of the mechanics at the opening of the school year. If the student fails in the Oral Defense, he/she shall be given a mark of INCOMPLETE but shall be allowed to make up within two weeks before a final grade is given. For graduating students, results of the Oral Defense shall be communicated to them 30 days before graduation. Failure to complete the requirement within the prescribed date, shall render the student ineligible for graduation.

3. Selection of Honor Students

Candidates for honors at any year level in the Regional Science High School must have a final grade not lower than 85% in English, Science and Mathematics and a final grade not lower than 83% in any other subject in any year level. In the Fourth Year, candidates for honors must have a final grade not lower than 90% in Research, in addition to the basic grade requirement.

The top 15 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.)

The students' grades in the previous curriculum level shall not be considered in the ranking of honors for graduating students. In case of a tie, candidates may both be declared for the honor ranking, for example, both as valedictorians, salutatorians, first honorable mention, etc.

Candidates for honors at any level must have done the entire work of the year level in the school where they are candidates for honors. Thus, students who transfer after the first grading of the school year shall not be eligible for honors for that curriculum year.

A 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 year during which the suspension is imposed.

Recognition shall be given for the achievement of students in specific academic disciplines (e.g. Science, Mathematics, and English) and in special curricular areas (e.g. athletic, performing arts, campus journalism).

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.

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.

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 division level not later than three (3) working days before recognition/graduation.

PROCEDURE ON THE RANKING OF HONOR STUDENTS

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

1.1 Academic Excellence (7 points)

Academic excellence shall be based on the general average of all subjects in the curriculum year.

The procedure for ranking based on academic excellence is as follows:

1.1.1 Compute the average of each subject up to two decimal places;

1.1.2 Get the average of the grades of all subjects;

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 Subjects	Rank	Weighted Rank
1	97.60	4	28
2	97.20	5	35
3	97.80	3	21
4	98.90	1	7
5	97.90	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 has been learned in 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 year.

Ranking of candidates shall follow this procedure:

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

1.2.2 Rank the candidate 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			
		1st	2nd	3rd	Participants only
1. Memorandized/Official Contests (Academic, Sports, Others - NGO - sponsored contest)	National	6	4	2	1
	Regional	5	3	1	0.75
	Division	4	2	0.75	0.50
	District	3	1	0.50	0.25
	School	2	0.5	0.25	0.15
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, Scouting, etc.)		President	Vice President	Secretary/ Treasurer	Other Offices
	National	4	3	2	1
	Regional	3	2	1.5	0.75
	Division	2	1.5	1	0.5
	District	1	0.75	0.5	0.25
	School	5	0.25	0.2	0.15
4. Participation/Attendance in Seminar/ Camp Activities	National	5			
	Regional	4			
	Division	3			
	District	2			
	School	1			
5. Research		Leader/Chair	Member		
	International	5	4		
	National	4	3		
	Regional	3	2		
	School	2	1		