



Republic of the Philippines
Department of Education
Region IV-A (CALABARZON)
DIVISION OF CAVITE
Trece Martires City



February 22, 2016

DIVISION MEMORANDUM

NO. 019, S. 2016

**DIVISION RE-ORIENTATION ON THE PREPARATION OF YEAR-END
REPORTS AND RANKING OF HONOR PUPILS/STUDENTS**

TO: Asst. Schools Division Superintendent
Chiefs, CID/SGOD
Education Program Supervisors/Coordinators
Public School District Supervisors
Public Elementary and Secondary School Principals
Secondary School Guidance Coordinators/Counselors
Elementary Guidance Coordinators

1. In order to facilitate the uniformity on the submission of SF Forms and other reports, the Cavite Guidance Personnel Association Incorporated (CGPAI) shall conduct the Division Re-Orientation on the preparation of Year-End Reports and Ranking of Honor Pupils on March 2, 2016 at Trece Martires City Elementary School at 8:00 – 11:30 a.m.
2. The participants to this re-orientation will be the 19 Municipal Guidance Coordinators from the Elementary Level and one (1) Guidance Coordinator /Counselor per School from the Secondary Level.
3. Enclosures to this memorandum are the list of discussants, references, the scheme of Checking of Ranking of Honor Pupils for the Elementary Level, and the submission and checking schedules and the templates to be used in the Ranking of Honor Pupils.
4. Immediate and wide dissemination of this memorandum is highly expected.

for *San Antonio*
CHERRYLOU D. DE MESA
OIC, Schools Division Superintendent *ay*

DISCUSSANTS

YEAR END REPORT	DISCUSSANT	DESIGNATION
1. Ranking OF Honor Pupils/Students <ul style="list-style-type: none">• Academic Performance	Ms. Eden Rose M. Mendoza	Guidance Coordinator- Municipality of Maragondon
<ul style="list-style-type: none">• Co-Curricular Performance	Mrs. Lilibeth M. Marquez	Principal I Pantihan III Municipality of Maragondon
2. School Forms <ul style="list-style-type: none">• No. of School Days SF 1, 2, 5	Mrs. Riolene A. de Guzman	Guidance Coordinator Ternate West NHS
3. OPEN FORUM	Mr. Arnel P. Zapanta Mrs. Myrna D. Aviñante Mrs. Ester M. Zuñiga	Div. Guidance Coordinator Facilitator , President, CGPA Facilitator, Secretary, CGPA

REFERENCES

- References for the Ranking of Honor Pupils and Students
 - a. DepEd Order No. 74 s. 2012 entitled Guidelines on the Selection of Honor Pupils and Students of Grades 1 to 10 of the K to 12 Basic Education Curriculum
 - b. DepEd Order No. 23 s. 2012 or the Clarifications on the Computation of Co-Curricular Performance in the Ranking of Honor Pupils and Students
 - c. DepEd Order No. 92,s. 2009 (for Grades 5 and 6)
 - d. DepEd Order No. 8,s. 2015 –Policy Guidelines on Classroom Assessment for K to 12 Basic Educ. Curriculum
- Reference for the different SF Forms
 - a. DepEd Order No. 4 ,s. 2014 or the Adoption of Modified School Forms (SFs) for Public Elementary and Secondary Schools

**SCHEME OF CHECKING OF RANKING OF HONOR PUPILS AND SCHOOL FORMS FOR
THE ELEMENTARY LEVEL**

Exchanging districts per unit are as follows:

A. EAST UNIT	Silang 1	Silang 2
	GMA	Carmona
B. WEST UNIT	Tanza	Trece Martires City
	Naic 1	Naic 2
	Maragondon	Ternate
	Gentri 1	Gentri 2
C. NORTH UNIT	Rosario	Kawit
	Kawit	Noveleta
	Noveleta	Rosario
D. SOUTH	Alfonso	Aguinaldo
	Amadeo	Mendez
	Tagaytay	Indang 2
	Magallanes	Indang 1

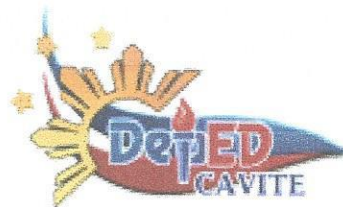
The following will be the scheme of Checking of Ranking of Honor Pupils for the Elementary Level. Please submit the names of Checkers preferably School Heads – 5 per District on February 26, 2016 to Mr. Arnel P. Zapanta – EPS 1, ESP/Guidance.

SUBMISSION & CHECKING SCHEDULES

Activity	Dates
Submission & Checking on the District Level	March 10-11, 2016
Submission to the Division Office	March 14-17, 2016



Republic of the Philippines
Department of Education
Region IV-A (CALABARZON)
DIVISION OF CAVITE
Trece Martires City



Enclosure No. 5 to the Division Memorandum No. ____, s. 2016

DIVISION CHECKING COMMITTEE FOR THE RANKING OF HONOR PUPILS FOR THE ELEMENTARY LEVEL

North Unit:

Chairman :Mrs . Ma. Concepcion Barron
Co- Chair : Mrs. Angeline D. Cruz
Members: Mrs. Lileth Gonzales
Mrs. Milagros Torres

East Unit:

Chairman: Mrs. Myrna D. Avinante
Co- Chair: Mrs. Jane J. Bantigue
Members: Mrs. Joanne T. Pacatang
Mrs. FranciaM. Nacario

West Unit:

Chairman: Mrs. Ester M. Zuniga
Co-Chair : Mrs. Eden Rose M. Mendoza
Members: Mrs. Lilibeth M. Marquez
Mrs. Agnes Dionido

South Unit:

Chairman: Mrs. Marilou P. Abarquez
Co- Chair: Mrs. Gina Maligaya
Members: Mrs. Wilma B. Galvez
Mrs. Carmencita R. Padel

School Year - _____
Grade Level - _____

Grade Level - _____

1.1 ACADEMIC EXCELLENCE (7 points)

[illegible]

1.2 Co- Curricular Activities (3 points)

[illegible]

1.3 For Final Ranks

Name of Students	Academic Excellence	Co-curricular Activities	Total	Rank	Designation

Prepared by:

Adviser

Adviser

Adviser

Adviser

Adviser

Adviser

Adviser

Adviser

Adviser

Certified correct:

Guidance Counselor

Approved:

School Principal

FINAL RATING OF CANDIDATES FOR HONORS

SY - _____
Grade Level - _____

Name of student: _____

Subject	Final Rating
Note: For High School Only	
TOTAL	
General Average	

SUMMARY OF GRADES PER LEARNING AREA

Candidates	Learning Areas								Total Points	Final Rating	Rank	Weighted Rank
	English	Mathematics	Science and Health	Filipino	Araling Panlipunan	ESP	EPP	MAPEH				
							</					

Note: For Elementary only

NAME OF CANDIDATE _____

AREA/ACTIVITY	CO-CURRICULAR PERFORMANCE	LEVEL OF PARTICIPATION	POSITION	COMPLIANCE WITH REQUIREMENTS OF PARAGRAPHS 1-8 OF ENCLOSURE NO. 2 TO DEPED ORDER NO. 92, S. 2009	POINTS GIVEN
TOTAL					

Verified by:

Witnessed by:

Approved by: