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Division Memorandum  
No. 52, s. 2016

RECORDS SECTION

**REITERATION ON THE GUIDELINES FOR THE SELECTION OF HONOR PUPILS/STUDENTS IN ELEMENTARY AND SECONDARY SCHOOLS**

To: Assistant Schools Division Superintendents  
CID/SGOD Chiefs  
Education Program Supervisors  
Senior Education program Specialists  
Education Program Specialists II  
Secondary School Principals  
Head Teachers  
Teachers/Class Advisers  
All other concerned

1. In response to the inquiry posed by the elementary and secondary schools about the guidelines to be used for the selection of honor pupils/students, the Schools Division Office reiterates the mandate of DepEd Central Office in determining the top performing students through its released DepEd Order No. 74, s. 2012.
2. In the selection of honors in Grades 1-4 and Grades 7-10, DepEd Order No. 74, s.2012 shall still be in effect as the basis since no other guidelines/orders supersedes it. However, for grades 5 and 6, Deped Order No. 92, s. 2009 shall be used pursuant to Paragraph 11 of Enclosure 1 to DO 74, s.2012.
3. Paragraphs 1 and 2 of DO 74, s.2012 state that candidates of honors shall be drawn from Top 10 who performed at the Advanced level, with no final grade lower than 85 and no grade at developing level. While in determining the top 10, the 7-3 point scheme will be used.
4. For co-curricular, each level of participation is assigned with corresponding points. Therefore, all the points accumulated in all levels of participation shall be added.
5. In giving weight to the co-curricular of the Top 10, cumulative scheme shall be applied for Grades 1-4 and Grades 7-10. Composite ranking for the co-curricular shall be used for Grades 5 and 6 (refer to DO 92, s. 2009)
6. Deliberation of Honor pupils/students shall be done 15 days prior graduation to give allowances in case there is protest or complaint. Official announcement of honors shall be done after checking and validation of the Division Checking Committee.
7. It is expected that all the provisions specified in the DO 74,s.2012 must be strictly followed.
8. Immediate dissemination of and strict compliance among all concerned is earnestly desired.

**RONALDO A. POZON, Ph.D., CESO V**  
Schools Division Superintendent

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