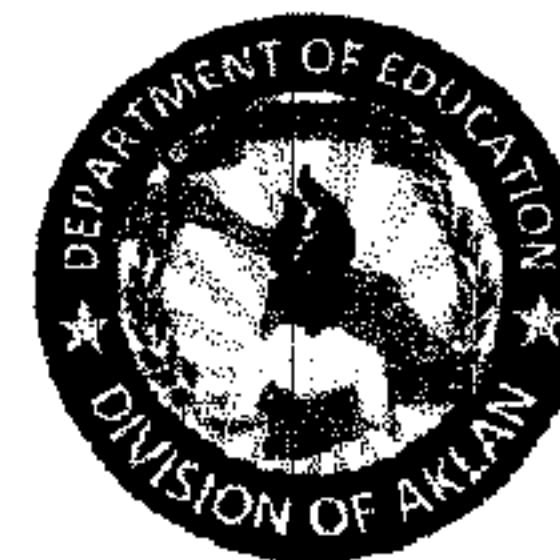




Republic of the Philippines  
Department of Education  
Region VI – Western Visayas  
**DIVISION OF AKLAN**

Arch. Gabriel M. Reyes Street, Kalibo, Aklan



26 February 2018

**DIVISION MEMORANDUM**

No. 082 s. 2018

**REVIEW COMMITTEE OF GRADUATING AND NON-GRADUATING HONORS**

To: Chief Education Supervisors  
Education Program Supervisors/Coordinators  
Public Schools District Supervisors (PSDSs)/  
Principals/Head Teacher In-Charge of the District (PIDs/HTID)  
Senior/Education Program Specialists  
Public and Private Elementary, Secondary and Integrated School Heads  
Others Concerned

1. This is to inform the field of the review committee on the computation of grades of honor pupils and students of graduating and non-graduating classes, to wit:

a. For Grade 12, the following Division Office personnel will do the review:

<b>District</b>	<b>Name of Personnel</b>
1. Altavas	EPS Mary Cherry Lynn M. Dalipe, EdD
2. Balete	PSDS Nerissa M. Repaz
3. Banga	EPS Johann C. Cawaling
4. Batan	EPS Marivic I. Tolentino
5. Buruanga	EPSt Roland F. Democrito
6. Ibaday East	SEPS Leilanie F. Sindangan, PhD
7. Ibaday West	SEPS Mar Bien Gregory G. Parel, UAP
8. Kalibo I	EPS Ruby Agnes B. Estrada
9. Kalibo II	
10. Lezo	EPSt June R. Patricio
11. Libacao	EPS Ariel Z. Zubiaga
12. Madalag	EPS Kyzil D. Lipar, PhD
13. Makato	EPS Edselyn T. Biray, PhD
14. Malay	EPSt Ma. Nina L. Lao
15. Malinao	EPS Ma. Corazon R. Panaligan
16. Nabas	EPS Rebecca R. Ibaretta
17. New Washington	EPS Marth S. Tropa
18. Numancia	SEPS Rita M. Rey
19. Tangalan	SEPS Edna R. Ayon

Deadline for the submission of the grades to the Division Office must be between 19-23 March 2018, to give enough time for the schools to post the results before the graduation ceremonies.

b. From Grade 1 to Grade 11, the following Districts will exchange:

**District**  
Altavas and Batan  
Balete and Banga  
Libacao and Madalag  
Lezo and Malinao


*"May katawhayan ag kalipayan sa among mga escuelahan."*

Makato and Numancia  
Ibajay East and Tangalan  
Ibajay West and Nabas  
Buruanga and Malay  
Kalibo I to New Washington  
New Washington to Kalibo II  
Kalibo II to Kalibo I

The date for exchange must be 26-28 March 2018, to give enough time for the schools to post the results before the completion/recognition program.

c. For small/multigrade/hard-to-reach schools, they may exchange with a neighboring school within the district. The PSDS/PID/HTID will arrange such.

2. It is understood that the district honors committee has carefully scrutinized all documents related thereto before elevating it to the division office.
3. Please be guided by DepED Order No. 36, s. 2016.
4. Immediate and wide dissemination of and strict compliance with this memorandum is desired.

  
**Dr. ERNESTO F. SERVILLON, Jr., MNSA, CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

Inclosure/s: as stated

Reference: DO 92, s. 2009

DO 74, s. 2012

Allotment: 1-2 (R.O. 12-94)

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

CURRICULUM

POLICY

RATING

PUPILS AND STUDENTS

RMR/mtr



Republic of the Philippines  
Department of Education  
Region VI – Western Visayas  
**DIVISION OF AKLAN**

Arch. Gabriel M. Reyes Street, Kalibo, Aklan



Important Notes on DO 36, s. 2016 (Policy Guidelines on Awards and Recognition  
for the K to 12 Basic Education Program)

Awards

Awards	K-G3	G4-G6	G7-G10	G11-G12	Remarks
A. Classroom Awards	1. Performance awards for K				For K only
	2. Conduct awards	1. Conduct awards	1. Conduct awards	1. Conduct awards	
	3. Academic excellence award	2. Academic excellence award	2. Academic excellence award	2. Academic excellence award	For G1-G3
	4. Recognition for perfect attendance	3. Recognition for perfect attendance	3. Recognition for perfect attendance	3. Recognition for perfect attendance	
B. Grade Level Awards	1. Academic excellence award	1. Academic excellence award	1. Academic excellence award	1. Academic excellence award	For G1-G3
		2. Leadership award	2. Leadership award	2. Leadership award	For G6, G10, and G12
		3. Award for outstanding performance in specific disciplines	3. Award for outstanding performance in specific disciplines	3. Award for outstanding performance in specific disciplines	For G6, G10, and G12
				4. Award for work immersion	For G12 only
				5. Award for research or innovation	For G12 only

*“May katawhayan ag kalipayan sa among mga escuelahan.”*

C. Special  
Recognition

Award for  
club or  
organization  
achievement

What do awardees receive?

Certificates, medals, plaques bearing the official seal of DepED

Medals and plaques specifications

Award	Technical specifications	
1. Academic excellence award	Gold	Medal with DepED seal Diameter size: 6 cm Weight: 30 g
a. with highest honors		Ribbon width: 1 in
b. with high honors	Silver	Ribbon color: dark blue and red (color of the region*)
c. with honors	Bronze	
2. Award for Leadership	Gold	Medal with DepED seal Diameter size: 6 cm Weight: 30 g Ribbon width: 1 in Ribbon color: gold
3. Award for Work Immersion	Gold	Medal with DepED seal Diameter size: 5 cm
4. Award for Research/Innovation	Gold	Weight: 25 g Ribbon width: 1 in
5. Award for Outstanding Performance in the specific learning areas	Gold	Ribbon color: dark blue and red*
6. Award for Club or Organization Achievement (members from different grade levels)	Plaque for the club/organization Certificate for each member with school logo	

\*per cellular phone conversation with Dr. Lea Belleza of RO dated 21 March 2017 9:00 A.M.



## Steps for determining the awardees

Step	Process	Month
1	Establish the processes of and timelines in accepting nominations and in determining qualifiers for specific awards consistent with the policy guidelines	May to June
2	Formulate rubrics specific to the grade-level awards	July to August
3	Seek approval from the school head or principal on processes, timelines, and rubrics	August
4	Communicate the approved processes, timelines, and rubrics to the school community	August
5	Accepts nominees for each award from the class/club advisers based on the minimum requirements set by these guidelines. Those that meet the requirements are endorsed to the AC by the class/club adviser.	February
6	Evaluate and deliberate candidates for each award based on the portfolio (report card, certificates, documentation) submitted by the learner against the rubrics set by the AC.	
7	Submit results of the evaluation and deliberation to the school head or principal for approval.	March
8	Ensure that the results of the evaluation and deliberation are communicated to the class advisers, parents, nominees, and school community; (in case of protest/s, the AC will facilitate its timely resolution).	
9	Announce or post the final list of awardees	

*"May katawhayan ag kalipayan sa among mga escuelahan."*

### When to file and settle protests?

Cases of protest shall be filed by the candidate with his/her parent or guardian to the School Head within three (3) working days from the announcement and shall be decided on by the school head or principal, considering the recommendations of the AC within three (3) working days from filing.