



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region XVIII, Negros Island Region  
**DIVISION OF GUIHULNGAN CITY**  
Guihulngan City, Negros Oriental  
TELEFAX NO. 035-410-4066/410-4069



DIVISION MEMORANDUM

No. 075 s. 2018

**GUIDELINES FOR RATING PUPIL/STUDENT-PARTICIPANTS IN CURRICULAR  
AND CO-CURRICULAR CONFERENCES AND CONTESTS**

To: OIC-Assistant Schools Division Superintendent  
Chiefs, CID and SGOD  
Education Program Supervisors  
Elementary and Secondary School Heads of Public and Private Schools  
All Others Concerned

1. To motivate learners to participate in both curricular and co-curricular activities and to select the best qualified athletes / campus journalists, and other learner-participants in the different competitions, the following set of guidelines is hereby issued:

**A. Scope**

Learner-participant in the district, division, regional and national academic and non-academic competitions.

**B. Rationale**

Curricular and co-curricular activities are alternative learning experiences outside the classrooms and conventional teaching-learning process. They provide opportunities for students to develop further their mental, physical, emotional, spiritual and social skills. They also enhance students' creative, critical, and problem-solving skills and their holistic development. In order to encourage and motivate them to participate in curricular and co-curricular activities, the following set of guidelines is hereby issued.

**C. Rating Policy**

i. For the rating period during which he is representing his school/district/division/region in a competition, learner-participant shall receive a grade not lower than his grade in the previous provided that he/she.

- a. has at least 85% attendance before and after the preparation/ practice/review and competition proper inclusive of travel
- b. has taken the Quarterly Summative Examination
- c. has submitted the required projects in all his subjects

ii. Assessment of the performance of the learner-participant during the period mentioned in *i.a* including *i.b* and *i.c* shall be computed to determine his rating for actual performance for the grading period. If the computed grade is lower than that of the previous grading period, then the previous grade shall be retained and recorded as grade of the current grading period. If it is higher than the previous grade, then the computed grade is recorded as the grade for the current grading period.

iii. In case the learner-participant failed to comply with the conditions set in *i.a*, *i.b*, and *i.c*, then his grade for the current rating period shall be based on assessment of his actual performance during the period described in *i.a*.

iv. If the computed grade in any of the subject areas is a failing grade, the learner-participant should be disqualified to proceed to the next level competition. This will allow him to catch up lessons missed as well as ensure that he has learned the required minimum competencies in all the subject areas. However, special attention is called on the Rules and Guidelines for the Accreditation and Screening of Athletes for the Palarong Pambansa as attached to all Memoranda concerning sports competitions where athletes with failing grades in more than two (2) core subjects in the second grading period shall not be allowed to play in the Regional / National Athletic Meet.

**D. The Role of the Coaches /Teachers/ Heads of Schools and Managers of Event/Activity**

i. Coaches are required to submit to the school head the schedule of practice/training/review. School heads, teachers, and coaches, therefore, should provide assistance and require learner-participant to attend make-up classes, submit special projects and comply with the requirements in all subjects to instill in them discipline and accountability.

ii. Enough time shall be given to the learner to prepare for the examinations they may have missed. In like manner, they shall be allowed reasonable time and be given considerable assistance to comply with the requirements. This must be accorded to the learner-participants as they represent the school/division/province/city/region and the country as well.

iii. In cases where sports and other trainings, which oftentimes commence after the lower level competition, are held in a venue near schools serving as quarters, arrangement can be made with the host school to accommodate the training of learner-participants as regards their academic obligations. Coordination between the host school/teacher and adviser must be done; reports must also be submitted on academic performance of the training learner-participant to the school she/he is enrolled.

iv. Reasonable grades shall be given to the learner-participants in the related subjects participated in.

v. Coaches shall be held responsible of the learner-participants' performance both in academic and non-academic subjects and shall provide the necessary assistance in monitoring /coordinating with the subject teachers regarding the performance of the learner-participants.

2. Wide and immediate dissemination of this Memorandum is desired.

  
**LELANIE T. CABRERA, CESE**  
Schools Division Superintendent

*Reference:*

RM No. 27, s. 2015  
RO IV-B



Department of Education  
**Region IV-B (MIMAROPA)**  
Meralco Avenue corner St. Paul Road, Pasig City  
**OFFICE OF THE REGIONAL DIRECTOR**



September 9, 2015

**REGIONAL MEMORANDUM**

No. 27, s. 2015

0000004536

9/10/15

**GUIDELINES FOR RATING PUPIL/STUDENT - PARTICIPANTS IN CURRICULAR AND CO-CURRICULAR CONFERENCES AND CONTESTS**

**TO :** *Schools Division Superintendents*  
*Asst. Schools Division Superintendents*  
*Regional and Division Chief Education Supervisors*  
*Elementary and Secondary School Heads (Private and Public)*

1. In order to inspire and motivate pupils/students to participate in both curricular and co-curricular activities and to select the best and qualified athletes/campus journalists, and other pupil/student-participants in the different competitions, the following guidelines are hereby issued, to wit:

**A. Scope**

Pupil/Student-participant in district, divisional, regional and national academic and non-academic competitions (e.g. in sports, culture, arts and campus journalism, etc.)

**B. Rationale**

Curricular and co-curricular activities are alternative learning experiences outside the classrooms and conventional teaching-learning process. They provide opportunities for students to develop further their mental, physical, emotional, spiritual and social skills. They also enhance students' creative, critical and problem-solving skills and their holistic development. In order to encourage and motivate them to participate in curricular and co-curricular activities, the following guidelines are hereby issued.

**C. Rating Policy**

- i. For the rating period during which he is representing his school/district/division/region in a competition, a pupil/student-participant shall receive a grade not lower than his grade in the previous rating period provided that he/she:
  - a. has at least 85% attendance before and after the preparation/practice/review and competition proper inclusive of travel
  - b. has taken the Quarterly Summative Examination
  - c. has submitted the required projects in all his subjects
- ii. Assessment of the performance of the pupil/student-participant during the period mentioned in *i.a* including that of *i.b* and *i.c* shall be computed to determine his rating for actual performance for the grading period. If the computed grade is

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lower than that of the previous grading period, then the previous grade shall be retained and recorded as grade of the current grading period. If it is higher than the previous grade, then the computed grade is recorded as the grade for the current grading period.

- iii. In case the pupil/student-participant failed to comply with the conditions set in *i.a*, *i.b* and *i.c*, then his grade for the current rating period shall be based on assessment of his actual performance during the period described in *i.a*.
- iv. If the computed grade in any one of the subject areas is a failing grade, the pupil/student-participant should be disqualified to proceed to the next level competition. This will allow him to catch up on lessons missed as well as ensure that he has learned the required minimum competencies in all the subject areas. This will allow him to catch up on lessons missed as well as ensure that he has learned the required minimum competencies in all the subject areas. However, special attention is called on the Rules and Guidelines for the Accreditation and Screening of Athletes for the Palarong Pambansa as attached to all Memorandum concerning sports competitions where athletes with failing grades in more than two (2) core subjects in the second grading period shall not be allowed to play in the Regional/National Athletic Meet.

**D. The Role of the Coaches/Teachers/Heads of Schools and Managers of the Event/Activity**

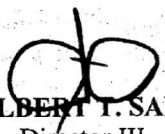
- i. Coaches are required to submit to the school head the schedule of practice/training/review. School heads, teachers and coaches, therefore, should provide assistance and require pupil/student-participant to attend make-up classes, submit special projects and comply with the requirements in all subjects to instill in them discipline and accountability.
- ii. Enough time shall be given to the pupil/student to prepare for the examinations they may have missed. In like manner, they shall be allowed reasonable time and be given considerable assistance to comply with the requirements. This must be accorded to the pupil/student-participants as they represent the school/division/province/city/region and the country as well.
- iii. In cases where sports and other trainings, which oftentimes commence after the lower level competition, are held in a venue near schools serving as quarters, arrangement can be made with the host school to accommodate the training pupil/student-athletes/participants as regards their academic obligations. Coordination between the host school/teacher and adviser must be done; reports must also be submitted on academic performance of the training pupil/student-athlete/participants to the school he/she is enrolled.



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- iv. Reasonable grades shall be given to the pupil/student-participants in the related subjects participated in.
  - v. Coaches shall be held responsible on the pupils/student-participants' performance both in academic and non-academic subjects and shall provide the necessary assistance in monitoring/coordinating with the subject teachers regarding the performance of the pupil/student-participants.
2. Wide and immediate dissemination of this Memorandum is desired.

  
**GILBERT T. SADSAD**  
Director III

OIC, Office of the Regional Director