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DepEd MALAYBALAY CITY DIVISION  
**RELEASED**  
Date: 3-17-14 Time: 3:07 pm  
By: *Rasmus JOVEN*



DEPARTMENT OF EDUCATION  
Region X - Northern Mindanao  
**DIVISION OF MALAYBALAY CITY**  
City of Malaybalay  
Tel no. 813 - 2894; 221 - 4597



March 17, 2014

MEMORANDUM TO:

Public Schools District Supervisors  
Elementary and Secondary School Heads  
This Division

Enclosed are DepEd Order No. 74, s.2012 re: Guidelines on the Selection of Honor Pupils and Students of Grade 1 to 10 of the K to 12 Basic Education Curriculum (Grades 1, 2, 7 and 8) while DepEd Order No. 92, s. 2009 re: Guidelines on the Selection of Honor Pupils and Students of Public Elementary and Secondary Schools (Grade 3-6 and Year III and IV).

For strict compliance.

*Edilberto L. Oplenaria*  
**EDILBERTO L. OPLENARIA**

Schools Division Superintendent

Rtq14



Republic of the Philippines  
**Department of Education**

DepEd ORDER  
No. **74**, s. 2012

SEP 06 2012

**GUIDELINES ON THE SELECTION OF HONOR PUPILS AND STUDENTS OF GRADES  
1 TO 10 OF THE K TO 12 BASIC EDUCATION CURRICULUM**

To: Undersecretaries  
Assistant Secretaries  
Bureau Directors  
Regional Directors  
Schools Division/City Superintendents  
Heads, Public and Private Elementary and Secondary Schools  
All Others Concerned

1. To support the implementation of Grades 1 to 10 of the K to 12 Basic Education Curriculum (BEC), the Department of Education (DepEd), through the Bureau of Elementary Education (BEE) and Bureau of Secondary Education (BSE) provides the guidelines on the selection of honor pupils and students contained in the following enclosures for reference:

Enclosure No. 1 – Guidelines on the Selection of Honor Pupils/Students of Grades 1 to 10 of the K to 12 Basic Education Curriculum;

Enclosure No. 2 – Sample Report Card (Elementary and Secondary); and

Enclosure No. 3 – Procedure in Ranking Honor Pupils and Students.

2. The enclosed guidelines shall be implemented starting School Year (SY) 2012-2013 for Grades 1 and 7.

3. Immediate dissemination of and strict compliance with this Order is directed.

**BR. ARMIN A. LUISTRO FSC**  
Secretary

Encls.: As stated

References: DepEd Order: Nos.: 45, s. 2007; 79 and 92, s. 2009; 23 and 31, s. 2012

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

CURRICULUM  
POLICY  
PUPILS

RATING  
STUDENTS

Rhea/D0-Selection of Honor Students  
1496/August 15, 2012

**GUIDELINES IN THE SELECTION OF HONOR PUPILS/STUDENTS OF GRADES 1 TO 10 OF THE K TO 12 BASIC EDUCATION CURRICULUM**

1. Candidates for honors in Grades 1 to 10 shall be drawn from the top ten (10) pupils/students of the school who performed at the **Advanced Level**. They must not have a final grade lower than 85 (Proficient Level) and they should have no grade at **Developing Level** in any quarter.
2. To determine the top ten (10), pupils/students shall be ranked using the 7-3 point scheme (7 points for academic performance and 3 points for co-curricular activities) as contained in Enclosure Nos. 1 and 2 of DepEd Order No. 92, s. 2009, ***Revised Guidelines on the Selection of Honor Pupil/Students in Public Elementary and Secondary Schools***.
3. Transferees shall be considered in the ranking provided they were enrolled not later than the second week of classes of the current School Year.
4. The general average shall be computed to three decimal places. In order to compute for the general average, the exact numerical equivalent of the students' final ratings across subjects shall be used. In case of tie, candidates shall be both declared in the same honor ranking (both as valedictorians, salutatorians and so on). Refer to Enclosure Nos. 2 and 3 of this Order for sample computation of grades.
5. All candidates for honors must be of good moral character and have not been subjected to any disciplinary action within the current School Year.
6. Achievements of pupils/students in specific academic disciplines (such as Mathematics, Science and English) and in special curricular areas (such as sports, the arts and campus journalism) shall be given recognition. A separate set of honor students may be declared for each curriculum program.
7. Duly recognized annexes of public elementary and secondary schools, provided the annex is a complete school with all the curriculum grades/years, shall select their own set of honor pupils/students.
8. Any member of the School Selection Committee must not be related within the second degree of consanguinity or affinity to any of the candidates for honors.
9. The School Head shall be the chairman of the School Selection Committee composed of at least three (3) members from the teaching staff and shall make the final announcement of honor pupils/students after final results have been duly recommended to and approved by the School Head and/or Schools Division Superintendent, respectively, not later than fifteen (15) days before the recognition/commencement rites. Candidates for honors and their advisers must be present during the selection process.
10. In case of protest, it shall be filed by the candidate with his/her parent or guardian to the School Head within five (5) working days from the final announcement and shall be settled by the School Selection Committee within five (5) working days from the filing of the protest.
11. The existing DepEd Order No. 92, s. 2009 shall still be applied in the selection of honor pupils/students in Grades 2 to 6 of the elementary level and Second Year to Fourth Year of the secondary level.

**SAMPLE REPORT CARD (Secondary)**

Learning Area	GRADING PERIOD				Final Rating	REMARKS
	1	2	3	4		
Filipino	P	P	A	A	A (90.00)	Promoted
English	P	P	A	A	A (90.00)	Promoted
Mathematics	AP	A	P	A	A (90.25)	Promoted
Science	P	P	A	A	A (90.25)	Promoted
Araling Panlipunan (AP)	AP	A	A	A	A (91.25)	Promoted
CP-Technology and Livelihood Education (CP-TLE)	A	A	A	A	A (93.00)	Promoted
MAPEH	A	P	A	A	A (90.50)	Promoted
Music	A	A	A	A	A (92.50)	Promoted
Arts	P	P	A	A	P (88.25)	Promoted
Physical Education	A	A	A	A	A (91.75)	Promoted
Health	A	P	A	A	A (89.50)	Promoted
Edukasyon sa Pagpapakatao (EsP)	P	A	P	A	A (89.75)	Promoted
<b>GENERAL AVERAGE</b>					<b>A (90.625)</b>	<b>Promoted</b>

The table below shows the equivalent numerical ratings of the proficiency levels found in the sample report card.

Learning Area	GRADING PERIOD			
	1	2	3	4
Filipino	87	89	91	93
English	87	89	91	93
Mathematics	84	94	89	94
Science	87	89	92	93
Araling Panlipunan (AP)	84	92	93	96
CP-Technology and Livelihood Education (CP-TLE)	91	92	94	95
MAPEH	91	89	91	91
Music	93	94	91	92
Arts	87	85	90	91
Physical Education	94	91	91	91
Health	90	87	91	90
Edukasyon sa Pagpapakatao (EsP)	89	90	89	91
<b>GENERAL AVERAGE</b>				<b>90.625</b>

**Procedure:** To compute for the **general average**, add the numerical final ratings in all subjects, and then divide by eight (8). That means using the numerical equivalent of the final ratings across subjects, which is expressed in terms of proficiency levels.

**SAMPLE REPORT CARD (Elementary)**

Learning Area	Grading Period				Final Rating
	1	2	3	4	
Mother Tongue	P	A	A	A	A (90.00)
Filipino		P	A	A	A (90.00)
English			P	A	P (88.00)
Mathematics	P	P	A	A	P (88.50)
Araling Panlipunan	P	A	A	A	A (90.50)
Edukasyon sa Pagpapakatao (EsP)	P	A	A	A	A (90.00)
MAPEH	A	A	A	A	A (90.75)
Music	P	P	P	A	P (88.25)
Art	A	A	A	A	A (91.00)
Physical Education	A	A	A	A	A (91.50)
Health	A	A	A	A	A (92.25)
General Average					P (89.679)

The table below shows the equivalent numerical ratings of the proficiency levels found in the sample report card.

Learning Area	Grading Period			
	1	2	3	4
Mother Tongue	86	90	91	93
Filipino		88	90	92
English			86	90
Mathematics	85	87	90	92
Araling Panlipunan	87	90	91	94
Edukasyon sa Pagpapakatao (EsP)	88	90	90	92
MAPEH	90	90	91	92
Music	86	87	89	91
Art	90	91	90	93
Physical Education	91	91	92	92
Health	92	92	92	93
General Average	89.679			

**Enclosure No. 3 to DepEd Order No. 74, s. 2012**

**PROCEDURE IN THE RANKING OF HONOR PUPILS AND STUDENTS**  
**(DepEd Order No. 23, s. 2012 and DepEd Order No. 92, s. 2009)**

1. The following shall be used in determining honors:

1.1. **Academic Excellence** (7 Points)

Academic excellence shall be based on the general average of all the learning areas in the curriculum year. The procedure for ranking based on academic excellence is as follows:

- 1.1.1. Compute the Final Grade of each learning area.
- 1.1.2. Get the average of the grades of all learning areas up to three decimal places.
- 1.1.3. Rank the candidates according to their average.
- 1.1.4. Multiply the rank by 7 points.

Illustration

<b>NAME OF CANDIDATES</b>	<b>AVERAGE OF GRADES IN THE LEARNING AREAS</b>	<b>RANK</b>	<b>WEIGHTED RANK</b>
A	91.345	3	21
B	90.390	6	42
C	90.012	7	49
D	91.258	4	28
E	89.891	8	56
F	91.644	2	14
G	91.781	1	7
H	89.456	9	63
I	90.856	5	35
J	89.369	10	70

1.2. **Co-Curricular Performance** (3 Points) (Refer to DepEd Order No. 23,s.2012)

Co-curricular performance covers the achievement of the candidates at all levels (school, division, regional, national and international) in five (5) areas as indicated and/or defined in Enclosure No. 2 of DepEd Order No. 92, s. 2009; namely: a) Contests and Competitions (**CC**), b) Student Leadership (**SL**), c) Campus Journalism (**CJ**), d) Officership and Membership (**OM**), and e) Participation or Attendance (**PA**). The procedure in the computation of co-curricular performance in the ranking of honor pupils and students is as follows:

- 1.2.1. Require each candidate to present and submit certified true copies of all documentary and evidentiary requirements of his/her co-curricular achievements pursuant to Paragraphs 1 to 8 of Enclosure No. 2 to DepEd Order No. 92, s,2009, except when the co-curricular achievement is of public knowledge;
- 1.2.2. Validate each co curricular achievements of each candidate;
- 1.2.3. Classify all valid co-curricular achievements of each candidate and get their corresponding points according to the five (5) Areas/Activities and the points assigned to them as indicated in the Table of Points for Co-Curricular Performance in Enclosure No. 2 to DepEd Order No. 92, s. 2009;

- 1.2.4. Using the illustration matrix below, get the total points of each candidate by adding all points regardless of the number of valid co-curricular achievements in one Area/Activity,
- 1.2.5. Rank the candidates from highest to the lowest based on their sums/total points; and
- 1.2.6. Multiply the rank by three (3) points to get the weighted rank.

Illustration Matrix

Name of Candidate	AREA/ACTIVITY										Total	Rank	Weighted Rank
	Contests and Competitions (CC)		Student Leadership (SL)		Campus Journalism (CJ)	Officership and Membership (OM)		Participation and Attendance (PA)					
<b>A</b>	15.00	10.00	8.00	8.00	3.00	0.75	0.75	6.00	6.00	57.50	2	6	
<b>B</b>	10.00	8.00	6.00	-	3.00	0.75	0.75	6.00	6.00	40.50	4	12	
<b>C</b>	2.00	2.00	-	-	6.00	2.00	2.00	6.00	4.00	24.00	7	21	
<b>D</b>	8.00	8.00	-	-	5.00	2.00	1.00	8.00	6.00	38.00	5	15	
<b>E</b>	1.00	-	4.00	-	3.00	0.75	-	6.00	6.00	20.75	8	24	
<b>F</b>	10.00	8.00	1.00	6.00	4.00	2.00	4.00	6.00	6.00	47.00	3	9	
<b>G</b>	10.00	10.00	2.00	10.00	5.00	8.00	1.50	6.00	6.00	58.50	1	3	
<b>H</b>	2.00	1.00	-	-	2.00	0.75	0.75	-	6.00	12.50	9	27	
<b>I</b>	4.00	6.00	0.75	-	3.00	1.50	3.00	3.00	3.00	24.25	6	18	
<b>J</b>	1.00	-	0.50	-	-	0.75	0.75	2.00	1.00	6.00	10	30	

**1.3 Final Ranking**

1.3.1. Add the weighted ranks of the pupils or students.

1.3.2. Rank the sums from the lowest to the highest.

Illustration

NAME OF CANDIDATES	ACADEMIC EXCELLENCE	CO-CURRICULAR PERFORMANCE	TOTAL	RANK
<b>A</b>	21	6	27	<b>3</b>
<b>B</b>	42	12	54	<b>6</b>
<b>C</b>	49	21	70	<b>7</b>
<b>D</b>	28	15	43	<b>4</b>
<b>E</b>	56	24	80	<b>8</b>
<b>F</b>	14	9	23	<b>2</b>
<b>G</b>	7	3	10	<b>1</b>
<b>H</b>	63	27	90	<b>9</b>
<b>I</b>	35	18	53	<b>5</b>
<b>J</b>	70	30	100	<b>10</b>

**POINTS FOR CO-CURRICULAR PERFORMANCE**

AREAS/ACTIVITIES	LEVEL OF PARTICIPATION	POINTS GIVEN			
		First Gold	Second Silver	Third Bronze	Participant
1. Official Contests and Competitions recognized by DepEd. Schoolwide-initiated contests should be approved in writing by the school head.	International	15	10	8	6
	National	10	8	6	4
	Regional	8	6	4	2
	Division	6	4	2	1
	District	4	2	1	.75
	School	2	1	.75	.5
AREAS/ACTIVITIES	POSITION	POINTS GIVEN			
		National	Regional	Division	District/School
2. Student Leadership [shall refer to Supreme Pupil Government (SPG) pursuant to DepED Order No. 45 s. 2007 and Supreme Student Government (SSG) pursuant to DepED Order No. 79. s. 2009]	President/Mayor	15	12	10	8
	Vice President/Vice Mayor	12	10	8	6
	Secretary/Treasurer	10	8	6	4
	Auditor, Peace Officer, Public Information Officer	8	6	4	2
	Representative/Councilor	6	4	2	1
	COMELEC and Committee Chair and Vice Chair	4	2	1	.75
	COMELEC and Committee Member	2	1	.75	.5
	Homeroom President				1
	Other Homeroom Officers				.75
	Other Officers				.5
AREAS/ACTIVITIES	POSITION	POINTS GIVEN			
3. Campus Journalism [shall be considered only if the School Paper Organization has released a publication]	Editor-In-Chief			6	
	Associate Editor			5	
	Managing Editor			5	
	Section Editor			4	
	Contributor			3	
	Others			2	



AREAS/ACTIVITIES	LEVEL OF PARTICIPATION	POSITIONS/POINT GIVEN			
		President or Equivalent	Vice President or Equivalent	Secretary, Treasurer and Other Officers or Equivalent	Members
<b>4. Officership and Membership</b> in DepED-established or recognized organizations (such as STEP, YECS, YES-O Scouting) other than the SPG, SSG and School Paper. The establishment or recognition must be contained in a DepED Order or Memorandum issued by the National, Regional, Division and District Offices. School-initiated organizations or clubs must be given recognition in writing by the School Head.	International	10	8	6	4
	National	8	6	4	3
	Regional	6	4	3	2
	Division	4	3	2	1.5
	District	3	2	1.5	1
	School	2	1.5	1	.75
<b>5. Participation or Attendance</b> in DepED-recognized seminar, camp, exchange programs, training, conference or workshop and other similar activities. Authority to conduct the seminar, camp, training, conference or workshop or other related activities must be contained in a DepED Order or Memorandum from the national, regional, division and district offices. School-initiated similar activities must be sanctioned in writing by the School Head.	International	8			
	National	6			
	Regional	4			
	Division	3			
	District	2			
	School	1			

6. Computations of points shall be cumulative. However, points for concurrent positions held in violation of existing DepED policies shall not be considered, in which case only the position with the highest point shall be included. (Section 8, Article VIII, DepED Order No. 79, s. 2009 on the Revised Constitution and By-Laws of the Supreme Student Governments in Secondary Schools)

7. To be considered as points, copies of all documentary and evidentiary requirements (DepED Order, DepED Memorandum, written authorization from the School Head, certificates, medals, trophies, plaques and others) shall be presented.

8. To be considered as points, officers in organizations seeking ranking shall present an accomplishment report verified thru certifications by proper authorities.

SEP 08 2009

DepED ORDER  
No. **92**, s. 2009

**REVISED GUIDELINES ON THE SELECTION OF HONOR PUPILS AND STUDENTS  
IN PUBLIC ELEMENTARY AND SECONDARY SCHOOLS**

To: **Undersecretaries**  
**Assistant Secretaries**  
**Bureau Directors**  
**Regional Directors**  
**Schools Division/City Superintendents**  
**Heads, Public Elementary and Secondary Schools**

1. Candidates for honors, at any grade or year level, shall be drawn from the top ten (10) pupils/students of the school. They must not have a final grade lower than 80% in any subject.
2. To determine the top ten (10), pupils/students shall be ranked using the 7-3 point scheme (7 points for academic performance and 3 points for co-curricular activities) as contained in Enclosure Nos. 1 and 2.
3. The pupils/students' grades in the previous curriculum level shall not be considered in the ranking of honors for graduating pupils/students.
4. Only the grades in the current curriculum year shall be considered in the ranking of honor pupils/students. Transferees shall be considered in the ranking provided they are enrolled not later than the second week of classes of the current School Year.
5. The final rating shall be computed to the three decimal places. In case of tie, candidates shall both be declared in the same honor ranking (both as valedictorians, salutatorians and so on).
6. All candidates for honors must be of good moral character and have not been subjected to any disciplinary actions within the current School Year.
7. Achievements of pupils/students in specific academic disciplines (such as Mathematics, Science and English) and in special curricular areas (such as athletics, performing arts and campus journalism) shall be given recognition.
8. Schools with special curriculum programs (such as special science, arts, sports, special education) and duly recognized annexes of public elementary and secondary schools, provided the annex is a complete school with all the curriculum grades/years, shall select their own set of honor pupils/students.

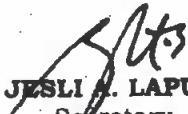
9. Any member of the school selection committee must not be related within the second degree of consanguinity or affinity to any of the candidates for honors.

10. The School Head shall be the chairman of the school selection committee composed of at least three (3) members from the teaching staff and shall make the final announcement of honor pupils/students after final results have been duly recommended and approved by the School Head and/or Schools Division Superintendent, respectively, not later than fifteen (15) days before the recognition/commencement rites. Candidates for honors and their advisers must be present during the open selection process.

11. In case of protest, it shall be filed by the candidate with his/her parent or guardian to the School Head within five (5) working days from the final announcement and shall be settled by the school selection committee within five (5) working days from the filing of the protest.

12. Previous issuances, policies and guidelines inconsistent with this Order are hereby rescinded and/or repealed.

13. Immediate dissemination of and compliance with this Order is directed.

  
**JESLI A. LAPUS**  
Secretary

Encls.:

As stated

Reference:

DepED Order: No. 10, s. 2006

Allotment: 1—(D.O. 50-97)

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

POLICY  
PUPILS  
RATINGS  
STUDENTS

Madel: Honor Pupils  
8-26-09

**PROCEDURE IN THE RANKING OF HONOR PUPILS AND STUDENTS**

1. The following shall be used in determining the honors:

1.1. **Academic Excellence** (7 Points)

Academic excellence shall be based on the general average of all the learning areas in the curriculum year. The procedure for ranking based on academic excellence is as follows:

- 1.1.1. Compute the average of each learning area up to three decimal places.
- 1.1.2. Get the average of the grades of all learning areas.
- 1.1.3. Rank the candidates according to their average.
- 1.1.4. Multiply the rank by 7 points.

**Illustration**

NAME OF CANDIDATES	AVERAGE OF GRADES IN THE LEARNING AREAS	RANK	WEIGHTED RANK
A	91,345	1	7
B	91,258	2	14
C	90,390	3	21
D	90,012	4	28
E	89.891	5	35

1.2. **Co-Curricular Performance** (3 Points)

Co-curricular performance covers the achievements of the candidates in all levels (school, division, regional, national and international), active participation in authorized student organizations or clubs, outstanding awards in recognition of the actualization of what has been learned from 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 grade/year.

- 1.2.1. Get the composite rank (sum of all the ranks given by the raters) of each candidate.
- 1.2.2. Rank the candidates from the lowest to the highest sum.
- 1.2.3. Multiply the rank by 3 points.

**Illustration**

NAME OF CANDIDATES	ACTIVITIES						COMPOSITE RANK	FINAL RANK	WEIGHTED RANK
	1	2	3	4	5	6			
A	1	1	5	3.5	2	3	15.5	1.5	4.5
B	2	4	4	3.5	1	1	15.5	1.5	4.5
C	4	5	1	1	3	4	18.0	3	9
D	5	2	2	3.5	4	5	21.5	5	15
E	3	3	3	3.5	5	2	19.5	4	12

### 1.3. Final Ranking

- 1.3.1. Add the weighted ranks of the pupils or students.  
1.3.2. Rank the sums from the lowest to the highest.

#### Illustration

NAME OF CANDIDATES	ACADEMIC EXCELLENCE	CO-CURRICULAR PERFORMANCE	TOTAL	RANK
A	7	4.5	11.5	1
B	14	4.5	18.5	2
C	21	9	30.0	3
D	28	15	43.0	4
E	35	12	47.0	5

**POINTS FOR CO-CURRICULAR PERFORMANCE**

AREAS/ACTIVITIES	LEVEL OF PARTICIPATION	POINTS GIVEN			
		First Gold	Second Silver	Third Bronze	Participant
1. Official Contests and Competitions sanctioned by a DepED Order or Memorandum issued by the National, Regional, Division and District Offices. Schoolwide-initiated contests should be approved in writing by the School Head.	International	15	10	8	6
	National	10	8	6	4
	Regional	8	6	4	2
	Division	6	4	2	1
	District	4	2	1	.75
	School	2	1	.75	.5
AREAS/ACTIVITIES	POSITION	POINTS GIVEN			
2. Student Leadership [shall refer to Supreme Pupil Government (SPG) pursuant to DepED Order No. 45, s. 2007 and Supreme Student Government (SSG) pursuant to DepED Order No. 79, s. 2009]	President/Mayor	15	12	10	8
	Vice President/Vice Mayor	12	10	8	6
	Secretary/Treasurer	10	8	6	4
	Auditor, Peace Officer, Public Information Officer	8	6	4	2
	Representative/Councilor	6	4	2	1
	COMELEC and Committee Chair and Vice Chair	4	2	1	.75
	COMELEC and Committee Member	2	1	.75	.5
	Homeroom President				1
	Other Homeroom Officers				.75
	Other Officers				.5
AREAS/ACTIVITIES	POSITION	POINTS GIVEN			
3. Campus Journalism [shall be considered only if the School Paper Organization has released a publication]	Editor-In-Chief				6
	Associate Editor				5
	Managing Editor				5
	Section Editor				4
	Contributor				3
	Others				2
AREAS/ACTIVITIES	LEVEL OF PARTICIPATION	POSITIONS/POINT GIVEN			
4. Officership and Membership in DepED-established or recognized organizations (such as STEP, YECS, YES-O, Scouting) other than the SPG, SSG and School Paper. The establishment or recognition must be contained in a DepED Order or Memorandum issued by the National, Regional, Division and District Offices. School-initiated organizations or clubs must be given recognition in writing by the School Head.	International	10	8	6	4
	National	8	6	4	3
	Regional	6	4	3	2
	Division	4	3	2	1.5
	District	3	2	1.5	1
	School	2	1.5	1	.75

**POINTS FOR CO-CURRICULAR PERFORMANCE**

<b>AREAS/ACTIVITIES</b>	<b>LEVEL OF PARTICIPATION</b>	<b>POINTS GIVEN</b>
<b>5. Participation or Attendance in DepED-recognized seminar, camp, exchange programs, training, conference or workshop and other similar activities. Authority to conduct the seminar, camp, training, conference or workshop or other related activities must be contained in a DepED Order or Memorandum from the national, regional, division and district offices. School-initiated similar activities must be sanctioned in writing by the School Head.</b>	International	8
	National	6
	Regional	4
	Division	3
	District	2
	School	1

6. Computations of points shall be cumulative. However, points for concurrent positions held in violation of existing DepED policies shall not be considered, in which case only the position with the highest point shall be included. (Section 8, Article VIII, DepED Order No. 79, s. 2009 on the Revised Constitution and By-Laws of the Supreme Student Governments in Secondary Schools).

7. To be considered as points, copies of all documentary and evidentiary requirements (DepED Order, DepED Memorandum, written authorization from the School Head, certificates, medals, trophies, plaques and others) shall be presented.

8. To be considered as points, officers in organizations seeking ranking shall present an accomplishment report verified thru certifications by proper authorities.