


VERSION NO. 1	MANUAL TITLE <b>CURRICULUM AND INSTRUCTION MANUAL</b>	DOCUMENT NO. <b>CIM 4.7</b>
	DOCUMENT NAME  <b>AWARDS, PROMOTION, PROBATION AND DISMISSAL OF STUDENTS</b>	REVISION NO. <b>0</b>
		EFFECTIVITY DATE <b>DECEMBER 5, 2016</b>
		PAGE NO. <b>1 of 15</b>

## 1.0 OBJECTIVES

- 1.1 To define policies, rules and regulations pertaining to promotion, probation, and dismissal of scholars.
- 1.2 To implement scholarship policies, rules and regulations, pertaining to promotion, probation and dismissal of students.
- 1.3 To ensure quality standards in evaluating and assessing the students' performance.

## 2.0 SCOPE

This procedure covers guidelines on awards, promotion, probation and dismissal of students.


## 3.0 POLICIES

### 3.1 Composition of the Scholarship Committee (SC)

- 3.1.1 The SC is composed of the Curriculum and Instruction Division (CID) Chief, FAS Instruction Officer (for Main Campus only), grade level subject teachers, advisers and Discipline Officer. In attendance as resource persons are the Guidance Counselor, Residence Halls Head, Physician/Nurse. The Registrar acts as the secretariat of the committee. The Management Committee (ManCom) may opt to attend the SC meeting.
- 3.1.2 The SC implements scholarship policies, rules and regulations, pertaining to promotion, probation and dismissal of students.
- 3.1.3 Findings of the SC are recommendatory and subject to review by the Management Committee (ManCom) and approval by the PSHS System Executive Committee (EXECOM), and Board of Trustees, depending on the nature of the finding/s.



**MASTER  
COPY**

VERSION NO. 1	MANUAL TITLE <b>CURRICULUM AND INSTRUCTION MANUAL</b>	DOCUMENT NO. <b>CIM 4.7</b>
	DOCUMENT NAME  <b>AWARDS, PROMOTION, PROBATION AND DISMISSAL OF STUDENTS</b>	REVISION NO. 0
		EFFECTIVITY DATE <b>DECEMBER 5, 2016</b>
		PAGE NO. 2 of 15

3.1.4 The committee meets every quarter to assess the performance of the scholars, discuss factors which may have contributed to substandard performance, and to deliberate and make recommendations for academic honors for all grade levels.

### 3.2 Promotion, Probation, and Dismissal of Scholars

3.2.1 The set of guidelines on promotion, probation and dismissal of scholars was conceived to ensure quality standards in evaluating and assessing the students' performance. With these simple but stringent guidelines, students are expected to strive hard and aim for excellence.

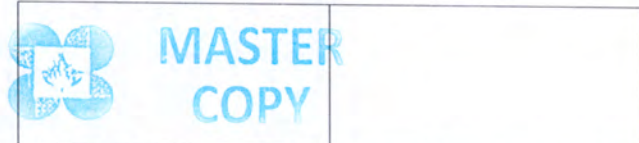
#### 3.2.2 Good Standing


- 3.2.2.1 A student is in good standing for the incoming school year if s/he meets the minimum academic and disciplinary standards in the previous year, namely:
- s/he receives a final general weighted average (GWA) of 2.25 or better;
  - s/he has no failing grade of 5.00 in any subject in the final quarter of the school year; and
  - s/he incurs three (3) or less unexcused days of absences.

#### 3.2.3 Probationary Status

- 3.2.3.1 A student is on probationary status for the incoming school year:
- if s/he receives a final GWA below 2.25; or
  - if s/he has committed a major offense (at least Level III offense); or
  - if s/he incurs at least eight (8) days of unexcused absences.

3.2.3.2 A student on probationary status is not allowed to be an officer in any school organization and shall not be allowed to represent the school in competitions.



VERSION NO. 1	MANUAL TITLE <b>CURRICULUM AND INSTRUCTION MANUAL</b>	DOCUMENT NO. <b>CIM 4.7</b>
	DOCUMENT NAME  <b>AWARDS, PROMOTION, PROBATION AND DISMISSAL OF STUDENTS</b>	REVISION NO. 0
		EFFECTIVITY DATE <b>DECEMBER 5, 2016</b>
		PAGE NO. 3 of 15

### 3.2.4 Termination of Scholarship

3.2.4.1 Termination of scholarship means that the scholarship contract is unilaterally rescinded due to the student's failure to comply with a particular provision in the contract.

3.2.4.2 A Grade 7-11 is recommended for termination of her/his scholarship:

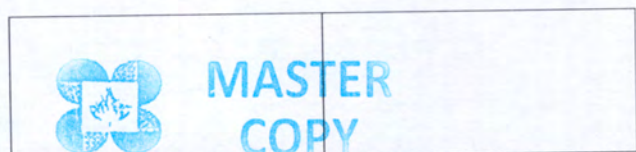
- if s/he receives a failing grade of 5.00 in any subject in the final quarter of the school year; or
- if s/he incurs thirteen (13) or more unexcused absences; or
- if s/he has committed two (2) major offenses (at least Level III offense) within the school year; or if s/he incurs two (2) successive probationary status.


### 3.2.5 Graduation of Students

3.2.5.1 A student in her/his final academic year at the PSHS is eligible for graduation if s/he meets the scholarship policy requirements on academic performance, conduct, and attendance.

3.2.5.2 Ineligibility for Graduation of Students

- A student who fails to graduate shall not be issued a diploma as proof of her/his graduation.
- A student in her/his final academic year at the PSHS shall not be eligible to graduate should any of the following conditions is present:
  - if s/he receives a failing grade of 5.00 in any subject in the final quarter of the school year; or
  - if s/he incurs thirteen (13) or more unexcused absences; or



VERSION NO. 1	MANUAL TITLE CURRICULUM AND INSTRUCTION MANUAL	DOCUMENT NO. CIM 4.7
	DOCUMENT NAME  AWARDS, PROMOTION, PROBATION AND DISMISSAL OF STUDENTS	REVISION NO. 0
		EFFECTIVITY DATE DECEMBER 5, 2016
		PAGE NO. 4 of 15

- if s/he has committed two (2) major offenses (at least Level III offense) within the school year.

### 3.3 Guidelines in the Selection of Honors and Awards

#### 3.3.1 The Director's List

- 3.3.1.1 Students who obtain a GWA of 1.00 to 1.50 are included in the Director's List (DL) for posting within five (5) days after the Card-giving Day and Parent-Teacher Conference. The DL's are recognized during the quarterly recognition programs.

#### 3.3.2 Academic Awards for Graduating Students


- 3.3.2.1 Students are eligible to receive an academic award if
- their final grade in any subject in all year levels is at least 2.5 or better; and
  - he/ she has a minimum residency of four (4) years

- 3.3.2.2 There are two types of Academic Awards, namely:
- **With Highest Honors** awarded to all graduating students with a general weighted average of 1.0 – 1.20; and
  - **With High Honors** awarded to all graduating students with a general weighted average of 1.21 – 1.50.

- 3.3.2.3 The general weighted average (GWA) of the graduating students during their 6 years stay in PSHS from Grades 7-12 under the New PSHS curriculum is the basis for selection of awardees. The final GWA rating of all graduating students is computed as follows:

- 3.3.2.3.1 Get the sum of YGWAs and divide by the total number of years of residency.



VERSION NO. 1	MANUAL TITLE <b>CURRICULUM AND INSTRUCTION MANUAL</b>	DOCUMENT NO. <b>CIM 4.7</b>
	DOCUMENT NAME  <b>AWARDS, PROMOTION, PROBATION AND DISMISSAL OF STUDENTS</b>	REVISION NO. <b>0</b>
		EFFECTIVITY DATE <b>DECEMBER 5, 2016</b>
		PAGE NO. <b>5 of 15</b>

3.3.2.3.2 General weighted average calculations are truncated after the second decimal place.

3.3.2.4 All candidates for honors must have no record of having committed a level 3 offense and have no record of academic dishonesty from Grade 7 until Grade 12.

### 3.3.3 Excellence Awards

3.3.3.1 The general guidelines in determining the excellence awardees are as follows:

3.3.3.1.1 The student must have a final grade of at least 1.5 in a particular subject area in all grade levels where such subject is offered.

3.3.3.1.2 The student must get a non-zero points in at least two criteria.


3.3.3.1.3 The criteria in the selection of excellence awardee for each subject are indicated in the table below:

#### CRITERIA PER SUBJECT AREA WITH WEIGHTS

Subject	Criteria	Weight (in %)
<b>MAJOR EXCELLENCE AWARDS</b>	1. Weighted Average Grade (WAG) in the particular subject (Annex A.2)	60
<b>1. Biology</b>	2. Participation, Awards and distinction in competitions (Annex A.3.1)	25
<b>2. Chemistry</b>		
<b>3. Physics</b>	3. Participation in activities (non-competition) related to the subject (Annex A.3.2)	15
<b>4. Mathematics</b>		
<b>5. Computer Science</b>		
<b>6. Social Science</b>		
<b>7. Filipino</b>		
<b>8. English</b>		

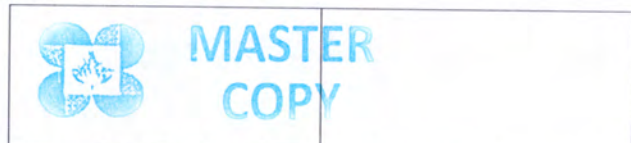



**MASTER  
COPY**

VERSION NO. 1	MANUAL TITLE CURRICULUM AND INSTRUCTION MANUAL	DOCUMENT NO. CIM 4.7
	DOCUMENT NAME  AWARDS, PROMOTION, PROBATION AND DISMISSAL OF STUDENTS	REVISION NO. 0
		EFFECTIVITY DATE DECEMBER 5, 2016
		PAGE NO. 6 of 15

9. Research	1. Weighted Average Grades in Research (Annex A.2)	60
	2. Awards and distinction (Annex A. 3.1)	20
	3. Personal Research Qualities <sup>1</sup>	20
OTHER EXCELLENCE AWARDS	1. Position in the school papers	35
10. English Journalism	2. Awards and distinction	20
11. Filipino Journalism (Annex A.4)	3. Articles published	25
	4. Seminars attended / other activities	20
12. Art/ ADTech	1. Quality of Work	20
	2. Involvement in a show/ exhibit as minimum production output ( <b>this is a must</b> )	60
	3. Participation in other art related projects/ activities	20
13. PEHM	1. Proficiency in chosen sport(s)/ dance. Music, wellness. ( <b>winnings/ awards/ participation</b> ) (Annex A.5)	40
	2. Involvement in a show/ performance as minimum production output ( <b>this is a must</b> )	30
	3. Satisfactory academic performance ( <b>weighted average grade for G7-10</b> )	30

<sup>1</sup> No point system for this yet. This may refer to average points given by research teachers to the nominees in terms of their honesty, perseverance and hard-work as a researcher



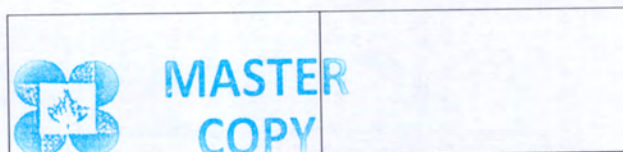
VERSION NO. 1	MANUAL TITLE <b>CURRICULUM AND INSTRUCTION MANUAL</b>	DOCUMENT NO. <b>CIM 4.7</b>
	DOCUMENT NAME  <b>AWARDS, PROMOTION, PROBATION AND DISMISSAL OF STUDENTS</b>	REVISION NO. 0
		EFFECTIVITY DATE <b>DECEMBER 5, 2016</b>
		PAGE NO. 7 of 15


3.3.3.1.4 He/ She must get the highest number of total points based on the computation of the following:

- Equivalent points of the Weighted Average Grade (WAG) from the Transmutation Table shown below:

WAG	EQUIV PTS	WAG	EQUIV PTS	WAG	EQUIV PTS	WAG	EQUIV PTS
1.00	100	1.13	87	1.26	74	1.39	61
1.01	99	1.14	86	1.27	73	1.40	60
1.02	98	1.15	85	1.28	72	1.41	59
1.03	97	1.16	84	1.29	71	1.42	58
1.04	96	1.17	83	1.30	70	1.43	57
1.05	95	1.18	82	1.31	69	1.44	56
1.06	94	1.19	81	1.32	68	1.45	55
1.07	93	1.20	80	1.33	67	1.46	54
1.08	92	1.21	79	1.34	66	1.47	53
1.09	91	1.22	78	1.35	65	1.48	52
1.10	90	1.23	77	1.36	64	1.49	51
1.11	89	1.24	76	1.37	63	1.50	50
1.12	88	1.25	75	1.38			

- plus, Weighted equivalent accumulated points per criterion based on a point system (see tables below) Divide Total points per criterion over the points earned of the highest pointer among all student-nominees, and multiply by 100.



VERSION NO. 1	MANUAL TITLE <b>CURRICULUM AND INSTRUCTION MANUAL</b>	DOCUMENT NO. <b>CIM 4.7</b>
	DOCUMENT NAME  <b>AWARDS, PROMOTION, PROBATION AND DISMISSAL OF STUDENTS</b>	REVISION NO. 0
		EFFECTIVITY DATE <b>DECEMBER 5, 2016</b>
		PAGE NO. 8 of 15

**POINT SYSTEM FOR PARTICIPATION, AWARDS AND DISTINCTION IN  
COMPETITIONS and OTHER CO-CURRICULAR ACTIVITIES**

LEVEL	POINTS FOR PARTICIPANTS	POINTS FOR WINNERS			POINTS FOR WINNERS		
		Team Category			Individual Category		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
School	1	4	3	2	5	4	3
Division	2	6	5	4	7	6	5
Regional/ Interregional	3	8	7	6	9	8	7
National	4	10	9	8	12	11	10
International	5	12	11	10	15	14	13

**Note:**


- For subjects with electives, points will be placed in criterion 3. (Grade: 1.0 – 3 points, 1.25 – 2 points, 1.5 – 1 point);
- Subject-related investigatory projects/research (treated as Contest/participation);
- Non-winners in competitions are given points as participants, while winners are no longer given points as participants, to avoid double counting.

**POINT SYSTEM FOR ACTIVITIES RELATED TO THE SUBJECT**

LEVEL	POINTS FOR PARTICIPATION	POINTS FOR Subject-related Club/ ALA Members	POINTS FOR Subject-related Club/ ALA Officers		
			Pres/ Chair-person	VP, Sec, Treas.	Other Positions
School	1	1	4	3	2
Division	2	2	5	3	2
Regional/ Interregional	3	3	6	4	3
National	4	4	7	5	4
International	5	5	8	6	5





VERSION NO. 1	MANUAL TITLE <b>CURRICULUM AND INSTRUCTION MANUAL</b>	DOCUMENT NO. <b>CIM 4.7</b>
	DOCUMENT NAME	REVISION NO. 0
	<b>AWARDS, PROMOTION, PROBATION AND DISMISSAL OF STUDENTS</b>	EFFECTIVITY DATE <b>DECEMBER 5, 2016</b>
		PAGE NO. <b>9 of 15</b>

Note:

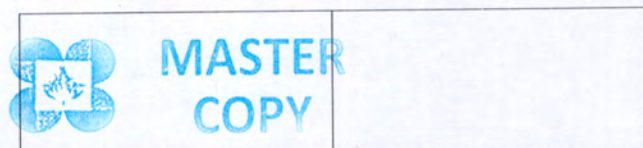
- a. Activities Related to the Subject refers to all other activities aside from competitions. This may include but not limited to: outreach, ALA, SCALE and other contributions in activities in school or in the community-program emcee, sports referee, leadership positions in organizations, and the like-that are RELATED to the SUBJECT.
- b. Points apply for every year of participation.


### **POINT SYSTEM FOR ENGLISH & FILIPINO JOURNALISM\***

<b>1. PUBLISHED ARTICLES</b>	<b>POINTS</b>
Editorial/Editorial Cartoon	10
Columns	9
Feature/News	9
Science/Health/Techno	8
Sports	8
Literary	8

<b>2. SEMINARS ATTENDED</b>	<b>POINTS</b>
Division	5
Regional	10
National	15

<b>3. POSITION IN SCHOOL PAPER</b>	<b>POINTS</b>
Editor-in-Chief	15
Associate/Managing Editor	12
Copy Reader/Section Editor/Circulation Manager	10
Assistant Section Editor	8
Staff Writer	5



VERSION NO. 1	MANUAL TITLE <b>CURRICULUM AND INSTRUCTION MANUAL</b>	DOCUMENT NO. <b>CIM 4.7</b>
	DOCUMENT NAME  <b>AWARDS, PROMOTION, PROBATION AND DISMISSAL OF STUDENTS</b>	REVISION NO. 0
		EFFECTIVITY DATE <b>DECEMBER 5, 2016</b>
		PAGE NO. 10 of 15

4. AWARDS RECEIVED			
Rank	Division	Regional	National
1 <sup>st</sup>	5	10	15
2 <sup>nd</sup>	4	9	14
3 <sup>rd</sup>	3	8	13
4 <sup>th</sup>	2	7	12
5 <sup>th</sup>	1	6	11


**POINT SYSTEM FOR PHYSICAL EDUCATION**  
(Participation/Membership in Sports Organizations)

POSITION	POINTS (for every year of membership)
President/Chairman	10
Vice-President	8
Secretary	6
Treasurer	6
PIO	4
Auditor	4
Member	2
Officiating Official (Referee/Umpire for major games/school sanctioned sports activities)	2 points for every year of participation & for every game officiated but not to exceed 10 points
Most Valuable Player (MVP)	5

- Total Points = Equivalent points of the WAG + weighted equivalent of the accumulated points per criterion
- The highest scorer and all those students whose difference in the total points with the highest score is less than or equal to one will get the award.

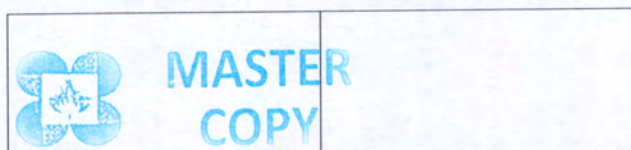
3.3.3.1.5 All candidates for honors must have no record of having committed level 3 offense and have no record of




VERSION NO. 1	MANUAL TITLE <b>CURRICULUM AND INSTRUCTION MANUAL</b>	DOCUMENT NO. <b>CIM 4.7</b>
	DOCUMENT NAME  <b>AWARDS, PROMOTION, PROBATION AND DISMISSAL OF STUDENTS</b>	REVISION NO. 0
		EFFECTIVITY DATE <b>DECEMBER 5, 2016</b>
		PAGE NO. <b>11 of 15</b>

academic dishonesty from Grade 7 to Grade 12.

- 3.3.3.2 Major Excellence Awards are given during Graduation Ceremonies to graduating students who excelled in the following subjects that are taken by scholars from Grades 7-12 (e.g. *Mathematics, Computer Science, Social Science, Filipino and English*), from Grades 9-12, (e.g. *Biology, Chemistry, Physics*), and from Grades 10-12 (Research).
- 3.3.3.3 Other Excellence Awards are given during Graduation Ceremonies to graduating students who excelled in the following areas: English Journalism, Filipino Journalism, Physical Education, and Arts/ AdTech.
- 3.3.3.4 Those who excelled in other subject areas/ fields may also be granted this excellence award depending on the elective offering and other outstanding programs initiated in the campus level. Internal guidelines and criteria may be set in the campus level.
- 3.3.4 Special Awards
- 3.3.4.1 In recognition of their special achievements and excellent performance during their six year stay at the PSHS, special awards are given to selected students of the graduating class.
- 3.3.4.2 The DOST Secretary Award for Model Science Scholar
- Students' portfolio of all their accomplishments must be updated every end of the SY as a requirement for clearance to be submitted to the Guidance Office starting end of Grade 9.
  - Each graduating student nominates at most three (3) of his/her peers based on the following characteristics/traits of a Model Science Scholar:

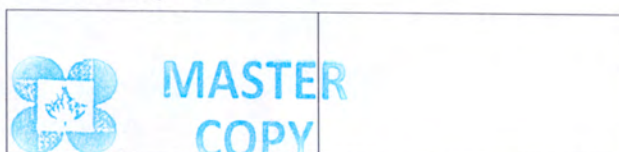



VERSION NO. 1	MANUAL TITLE <b>CURRICULUM AND INSTRUCTION MANUAL</b>	DOCUMENT NO. <b>CIM 4.7</b>
	DOCUMENT NAME  <b>AWARDS, PROMOTION, PROBATION AND DISMISSAL OF STUDENTS</b>	REVISION NO. 0
		EFFECTIVITY DATE <b>DECEMBER 5, 2016</b>
		PAGE NO. 12 of 15

- Promotes goodwill, harmony and unity through actions;
- Is committed to the pursuit of academic excellence;
- Is of good moral character;
- Upholds righteousness in speech and deed at all times; and
- Shows initiative and active involvement in community activities inside and outside PSHS.
- Students who garner at least 10% of their peers' votes are included in the shortlist of candidates for the award.
- The awardee is chosen based on the following criteria:

Award	Criteria	%
DOST Secretary Award for Model Science Scholar	Academic Performance	40
	Peer Rating	30
	Community Involvement	20
	Attendance and Punctuality	10

- Attendance and Punctuality
  - Percent Number of Unexcused Absences
    - 10 - 0
    - 9 - 1
    - 8 - 2
    - 7 - 3
    - Disqualified - 4 or more
  - For students who have incurred tardiness and cutting classes, the conversion given below is followed:
    - 5 Tardiness (T) = 1 unexcused absence (UA)
    - 2 Cutting Classes (CC) = 1 unexcused absences
    - e.g. 1 CC = ½ day UA
    - 1 T = 1/5 day UA



VERSION NO. 1	MANUAL TITLE CURRICULUM AND INSTRUCTION MANUAL	DOCUMENT NO. CIM 4.7
	DOCUMENT NAME  AWARDS, PROMOTION, PROBATION AND DISMISSAL OF STUDENTS	REVISION NO. 0
		EFFECTIVITY DATE DECEMBER 5, 2016
		PAGE NO. 13 of 15

### 3.3.4.3 The Gerry Roxas Leadership Award (GRLA)

- This award is given by the Gerry Roxas Foundation to deserving high school students in the Philippines upon graduation. This shall be awarded during Recognition Day using the GRLA guidelines.

### 3.3.5 Mechanism for Academic, Excellence and Special Awards

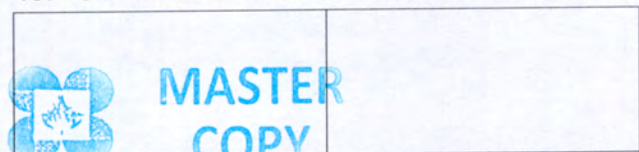
3.3.5.1 The Honors and Awards Committee shall be created to implement the set of guidelines followed in the selection of awardees for Academic, Excellence and Special Awards. The composition of the Honors and Awards Committee is as follows:


- Chairman: CID Chief
- Members: Department or Unit Heads  
Unit Coordinators  
Guidance Counselor  
Discipline Officer/ DC Chair  
All Subject Teachers Concerned
- Secretariat: Registrar

3.3.5.2 Functions of the Honors and Awards Committee

- The Unit Coordinators submit recommendations for the Subject Proficiency Awards.
- The Guidance Unit makes recommendations for the PSHS Leadership and DOST Model Student Awards.
- The committee deliberates and makes recommendation for Academic Awards for all year levels.

3.3.5.3 Note: After the selection of honors and awards, the committee submits its recommendation to the Campus Director who, in turn, raises the subject to the Executive Committee for endorsement. The PSHSS Board of



VERSION NO. 1	MANUAL TITLE <b>CURRICULUM AND INSTRUCTION MANUAL</b>	DOCUMENT NO. <b>CIM 4.7</b>
	DOCUMENT NAME  <b>AWARDS, PROMOTION, PROBATION AND DISMISSAL OF STUDENTS</b>	REVISION NO. 0
		EFFECTIVITY DATE <b>DECEMBER 5, 2016</b>
		PAGE NO. 14 of 15

Trustees gives the final approval for all graduating scholars, honors and awardees.

#### 4.0 PROCEDURES


##### 4.1 Promotion, Retention and Dismissal

<b>Responsibility</b>	<b>Activity</b>
Faculty Members and Class Advisers Academic Unit Head concerned CID Chief	1. Prepare documents. 2. Check documents. 3. Counterchecks the documents.
Campus Director	4. Recommends list of students for promotion, retention and dismissal.

##### 4.2 Honors and Awards

<b>Responsibility</b>	<b>Activity</b>
Faculty Members and Class Advisers Academic Unit Head concerned CID Chief	1. Prepare documents. 2. Check documents. 3. Counterchecks the documents.
Campus Director	4. Recommends list of students with Honors and Awards to the ExeCom for endorsement.



VERSION NO. 1	MANUAL TITLE <b>CURRICULUM AND INSTRUCTION MANUAL</b>	DOCUMENT NO. <b>CIM 4.7</b>
	DOCUMENT NAME  <b>AWARDS, PROMOTION, PROBATION AND DISMISSAL OF STUDENTS</b>	REVISION NO. <b>0</b>
		EFFECTIVITY DATE <b>DECEMBER 5, 2016</b>
		PAGE NO. <b>15 of 15</b>

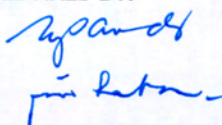
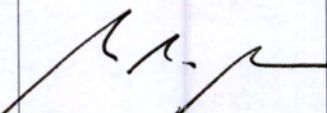

## 5.0 LIST OF FORMS AND REPORTS

### 5.1 Forms

- 5.1.1 Grading Sheets
- 5.1.2 Report Cards
- 5.1.3 Summary of Grades
- 5.1.4 Permanent Record
- 5.1.5 Other supporting documents

### 5.2 Reports

- 5.2.1 Intervention Reports
- 5.2.2 Academic Profile
- 5.2.3 Anecdotal Reports
- 5.2.4 Scholarship Committee Resolution
- 5.2.5 MANCOM Resolution

PREPARED BY: 	APPROVED BY: 	 <b>MASTER COPY</b>
---	---	--