

SAINT JUDE CATHOLIC SCHOOL

Grade School Department

Curricular Innovations for SY 2010-2011**I. Curricular Programs**

The different academic units have their respective program of studies requiring a prescribed number of meetings per week including the time for each subject.

A. English Curriculum

Major Subjects	Number of Minutes Daily	Number of Minutes Weekly	Number of Hours Weekly
Reading & Phonics *	60	360	6 hours
Language & Spelling *	60	360	6 hours
Mathematics	60	300	5 hours
Science and Health	60	300	5 hours
Social Studies	60	120	2 hours
Filipino	60	180	3 hours
Religion	60	120	2 hours
Minor Subjects			
Homeroom and Penmanship	40 minutes (once a week)		
Computer	60 minutes (once a week)		
Physical Education	60 minutes (once a week)		
Guidance Period	60 minutes (twice a month)		

** Reading and Phonics and Language and Spelling are taught alternately on a weekly basis. (E.g. Reading and Phonics on the first week; Language and Spelling on the second week)*

B. Chinese Curriculum

Major Subjects	Number of Minutes Daily	Number of Minutes Weekly	Approximate Number of Hours Weekly
Chinese Language			
Gr. 1-4	130	650	11 hours
Gr. 5-6	140	700	12 hours
Chinese Reading			
Gr. 1-4	130	650	11 hours
Gr. 5-6	140	700	12 hours
Arts	2 hours per quarter		
Music	2 hours per quarter		
Work Education	4 hours per quarter		
Chinese Writing	Integrated with Chinese Reading and Chinese Language		
Chinese Composition	Integrated with Chinese Reading and Chinese Language		
Chinese Calligraphy	2 hours per quarter		

II. Class Procedure and Management

- A. Immediately after the morning prayers, the class adviser inspects the students' ID, uniform, haircut, handkerchief and fingernails.
- B. The class adviser checks the daily attendance of students.
- C. There are set procedures on monitoring student attendance.
 - C.1. The Attendance Checklist Form is accomplished by the class adviser immediately after the Morning Prayers. The second period teacher rechecks the attendance. The staff in charge of the Grade School Office collects the slips from the classroom and submits them to the Registrar's Office. A staff in the Registrar's office calls up the absentee's parents to verify and to ensure that all absentees are accounted for.
 - C.2. A monthly record (Form 1 or Class Register) of daily absences and tardiness is done by the class adviser.
 - C.3. At the end of every grading period, each class adviser is provided a copy of the summary of absences and tardiness incurred by students during the period. This serves as guide in counting the school days attended by students.
- D. The class advisers keep a list of lunch boarders, non-lunch boarders and bus riders.
- E. The class advisers are expected to supervise their students during meal time. They are also expected to be with their respective classes during the Morning and Afternoon prayers and other related class activities.
- F. There are set procedures on **monitoring** student attendance. See Student Handbook pp. 69-74.

III. Grading System

Each academic unit follows its own grading system based the needs of its students and on a variety of assessment tools.

A. English Curriculum

A.1. Grade Components of Mathematics, Reading and Phonics, Language and Spelling, Filipino, Science and HeKaSi

	Mathematics	Reading	Language	Filipino	Science	HeKaSi
Quarter Exams	30 %	30 %	30 %	30 %	30 %	30 %
Quizzes	30 %	30 %	30 %	30 %	30 %	30 %
Activities/ Project	20 %	20 %	20 %	20 %	20 %	20 %
Class Participation	15 %	15 %	15 %	15 %	15 %	15 %
Homework	5 %	5 %	5 %	5 %	5 %	5 %
TOTAL	100 %	100 %	100 %	100 %	100 %	100 %

A.2. Components of Computer Education Grade

Quarter Examination	40%
Activities/Project	40%
Class Participation	20%

A.3. Components of Physical Education Grade

Uniform	10%
Behavior	20%
Practical Test	70%

* The highest possible grade for each quarter is as follows:

1 st Quarter	: 90	3 rd Quarter	: 94
2 nd Quarter	: 92	4 th Quarter	: 96

A.4. Components of Religion Grade

Class Participation	25%
Assessment	40%
Homework	10%
Behavior	25%

B. Chinese Curriculum

B.1. CHINESE LANGUAGE

	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
QUIZZES	45%	45%	45%	45%
RECITATION	22%	22%	22%	22%
SPELLING	---	11%	---	11%
QTR. EXAM	33%	22%	33%	22%
TOTAL	100%	100%	100%	100%

B.2. CHINESE READING

	1 st to 4 th Quarter
QUIZZES	45%
RECITATION	22%
QTR. EXAM	33%
TOTAL	100%

B.3. CHINESE COMPOSITION

	1 st to 4 th Quarter
THEME/COMPOSITION	67%
ORAL CONVERSATION	33%
TOTAL	100%

B.4. CHINESE WRITING

	1 st – 4 th Quarter	1 st – 2 nd Quarter	3 rd – 4 th Quarter	1 st – 4 th Quarter
	Gr. 1 – 2	Gr. 3	Gr. 3	Gr. 4 – 6
PENMANSHIP (Chi. Lang & Read)	100%	100%	67%	50%
CALLIGRAPHY	---	---	33%	50%
TOTAL	100%	100%	100%	100%

B.5. WORK EDUCATION, ARTS, MUSIC

	1 st to 4 th Quarter
WORK EDUC/ARTS/MUSIC	100%
TOTAL	100%

B. 6. COMPUTATION OF “CHINESE WRITING”

GR 1 $\frac{\text{Chinese Language} + \text{Chinese Reading}}{2} = \text{CHINESE WRITING GRADE}$

GR 2 $\frac{\text{Chinese Language} + \text{Chinese Reading}}{2} = \text{CHINESE WRITING GRADE}$

GR 3
1st Sem $\frac{\text{Chinese Language} + \text{Chinese Reading}}{2} = \text{CHINESE WRITING GRADE}$

2nd Sem $\frac{\text{Chinese Language} + \text{Chinese Reading}}{2} = \text{PENMANSHIP Average}$

PENMANSHIP AVERAGE (67%) + CALLIGRAPHY (33%) = **CHINESE WRITING GRADE**

GR 4 / 5 / 6

$\frac{\text{Chinese Language} + \text{Chinese Reading}}{2} = \text{PENMANSHIP Average}$

$\frac{\text{PENMANSHIP Average} + \text{Calligraphy}}{2} = \text{CHINESE WRITING GRADE}$

B.7. LOWEST POSSIBLE GRADES

Recitation/ Oral Conversation	75% in all quarters
Chinese Composition	70% in all quarters
Chinese Writing	70% in all quarters
Work Education	70% in all quarters
Arts	70% in all quarters
Music	70% in all quarters
Chinese Reading	65% in all quarters
Chinese Language	65% in all quarters

C. For English and Chinese Curriculum

C.1. FINAL AVERAGE (for each Subject)

$\frac{1^{\text{st}} \text{ Quarter Ave} + 2^{\text{nd}} \text{ Quarter Ave.} + 3^{\text{rd}} \text{ Quarter Ave.} + 4^{\text{th}} \text{ Quarter Ave.}}{4}$

C.2. RECITATION GRADES

Recitation grades are computed using the rubric below. The highest possible grade a student can receive per quarter is shown below:

1 st Quarter	: 90	3 rd Quarter	: 94
2 nd Quarter	: 92	4 th Quarter	: 96

CRITERIA	4	3	2	1
A. RECITATION 50%	Exudes confidence. Recites to a very large extent.	Exudes confidence. Recites to a large extent.	Needs prodding but tries to respond.	Very passive; refuses to answer questions. Shrugs when called upon
B. Quality of Participation 30%	Can express oneself very well. Elaborates on answers beyond a single sentence.	Can express oneself very well. Willing to elaborate when prompted.	Tries to express oneself but gives minimal response.	Responses are often incomprehensible or inappropriate to the situation.
C. Attitude 20%	Always shows positive attitude towards work.	Often shows positive attitude towards work.	Sometimes shows positive attitude towards work.	Seldom shows positive attitude towards work.

C.3. PERCENTAGE DISTRIBUTION OF THE GENERAL AVERAGE

SUBJECT	%
Religion	2
Reading & Phonics	10
Language & Spelling	10
Mathematics	15
Social Studies	6
Filipino	10
Health & Science	15
Work Education	1
Writing	1
Music	1
Physical Education	1
Art	1
Chinese Language	12
Chinese Reading	10
Chinese Writing	1
Chinese Composition	3
Computer	1
	100%

C.4. CONDUCT RATING (Chinese and English Curricula)

C.4.1. Conduct Ratings and their Equivalent

95%-100% (A)	78%-81% (B-)
90%-94% (A-)	75%-77% (C)
86%-89% (B+)	74% (D)
82%-85% (B)	

C.4.2. Character Traits to be Rated on Conduct

C.4.2.1. Piety

- Does s/he pray fervently the morning/afternoon prayers, Angelus and the grace before and after meals?
- Does s/he behave properly during Saturday Mass?

C.4.2.2. Honesty

- Does s/he always tell the truth?
- Is s/he honest during examinations?

C.4.2.3. Diligence and Industry

- Does s/he always complete her/his assigned tasks?
- Does s/he strive to make her/his work better?

C.4.2.4. Courtesy

- Does s/he greet her/his teachers and other figures of authority?
- Does s/he respect the teachers, classmates and others?
- Does s/he thank others for favors done?

C.4.2.5. Obedience

- Does s/he obey the teachers and other figures of authority?
- Does s/he follow the rules and regulations of the school?

C.4.2.6. Friendliness

- Does s/he mingle with others?
- Does s/he join group games and other group activities?
- Is s/he kind to her/his classmates? her/his schoolmates?

C.4.2.7. Promptness and Punctuality

- Does s/he submit reply slips, signed quiz papers, etc. on scheduled date/time?
- Does s/he come to school on time?

C.4.2.8. Helpfulness and Cooperation

- Is s/he willing to help her/his classmates? her/his teachers?
- Does s/he join her/his classmates in group duties?

C.4.2.9. Orderliness and Cleanliness

- Does s/he keep things in order?
- Does s/he keep herself/himself neat and tidy?
- Does s/he return things to their proper places?

C.4.2.10. Responsibility

- Does s/he do things without much prodding?
- Does s/he always do her/his duties?

Example:

Chinese Adviser	90 x 2	180
English Adviser (* Math Teacher)	87 x 2	174
English	89	89
HeKaSi	90	90
Filipino	85	85
Science and Health	91	91
Conduct Grade		709/8 = 88.63 = B+

C.5. HIGHEST POSSIBLE GRADES

The highest possible grade in Arts, Music, Physical Education, Penmanship, Chinese Writing, Chinese Composition is as follows:

First Quarter:	90
Second Quarter:	92
Third Quarter:	94
Fourth Quarter:	96

The grades of the students in the Grade School Department are recorded in the following:

- a. Subject Grading Sheets
- b. Section Grading Sheets
- c. Report Cards
- d. Reports on Promotion (4 copies of Form 18-C for Grades 1 to 3)
- e. Reports on Promotion (4 copies of Form 18-E for Grades 4 – 6)

C.6. INCENTIVES FOR OFF-CAMPUS COMPETITIONS

The school gives incentives to students who participate in the local and international competitions in recognition of the honor and victory they bring to the school. The incentives apply to the competitions which are duly approved by the department head prior to the participation in the contest. Incentives are credited to the relevant subject area/s within the quarter.

The department selects the contestants upon the recommendation of the teacher/s or subject area coordinator/s. The following may be considered in the selection of the participants:

- a. academic standing in the relevant subject of the current school year
- b. winability
- c. track record

A. Local Competitions

1. For individual and/or team participation

- This contest is held for one day which may be one event or a series of events.
- The contest may be a single or double-subject event
e.g. Math-Science Olympiad.
- Quiz exemption is not retroactive.
 - a. A student or group of students who represents the school in an off-campus competition is given an exemption in the quiz given on the day of the competition. He is also exempted in doing the project/activity done during his absence.

b. In case the student or team becomes a finalist but **does not make it to any of the top three positions**, he/she/they are given an additional exemption in one quiz. It means an additional exemption in the next quiz after the competition.

- c. If the student or team makes it to any of the top three positions, in addition to his/her/their rewards for representing the school, he/she/they receive incentives based on his/her/their performance on the said contest.
- c.1. Gold – The student or the team is exempted from taking the quarter examination.
 - c.2 Silver – The student or the team takes the quarter examination. Ten points are added to his/her score in the quarter exam but should not exceed the highest possible score.
 - c.3. Bronze - The student or the team takes the quarter exam. Five points are added to his/her score in the quarter exam but should not exceed the highest possible score.

2. For multi-level individual and/or team participation

- o This contest is composed of different levels in different events.
- o The student accumulates the incentives as he/she progresses to different levels.
- o **Quiz/Project/Activity exemption is not retroactive.**
e.g. Metrobank-MTAP-DepEd Mathematics Challenge

LEVEL	INDIVIDUAL	TEAM
Area/Division	A student representing the school is given an exemption in the quiz and activity/project done on the day of the competition.	The team that wins any of the top three places is given an exemption in ONE QUIZ.
Sectoral	A student who makes it to the Top 10 places is given an exemption in ONE QUIZ.	The team that wins any of the top three places is given an exemption in ONE QUIZ and ONE PROJECT/ACTIVITY
Regional	A student who makes it to any of the Top 3 places is given the following incentives: <ul style="list-style-type: none"> a. Gold – The student is exempted from taking the quarter examination. b. Silver – The student takes the quarter examination. Ten points are added to his/her score in the quarter exam but should not exceed the highest possible score. c. Bronze - The student takes the quarter exam. Five points are added to his/her score in the quarter exam but should not exceed the highest possible score. 	The team that wins any of the top three places is given an exemption in the QUARTER EXAM

	A student who does not make it to the Top 3 places but maintains his/her ranking in the Top Ten places is given an exemption in ONE QUIZ and ONE PROJECT/ACTIVITY.	
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- . Incentives for contest which are composed of three or more learning areas are subject for deliberation.
- 4. Winners in competitions requiring application/display of their skills/talents (e.g. music, arts and physical education) are given incentives approved by the department head/s.

B. International Competitions

- o **Quiz/Project/Activity exemption is not retroactive.**

1. Contest Requiring Physical Presence

- a. A student who represents the school in international competition is given exemption in **ALL QUIZZES AND ACTIVITIES/PROJECT DONE DURING HIS/HER ABSENCE.**
- b. A student who wins in any of the top three positions is given the **HIGHEST POSSIBLE GRADE IN CLASS PARTICIPATION AND EXEMPTION IN THE QUARTER EXAM.**

2. Contest Requiring Sending of Entries

- a. A student whose entry makes it to the final selection is given an exemption in ONE QUIZ and ONE ACTIVITY.
- b. In case a student's entry makes it the top three places, the following apply:
 - b.1. Gold – The student is exempted from taking the quarter examination.
 - b.2. Silver – The student will take the quarter examination. Ten points will be added to his/her score in the quarter exam but should not exceed the highest possible score.
 - b.3. Bronze - The student will take the quarter exam. Five points will be added to his/her score in the quarter exam score but should not exceed the highest possible score.
- 3. Winners in competitions requiring application/display of their skills/talents (e.g. music, arts and physical education) are given incentives approved by the department head/s.

IV. QUIZZES, TESTS AND EXAMINATIONS

Each academic unit requires a certain number of quizzes, tests and examinations per quarter, semester or annually.

A. English Curriculum

- 1 periodic test per quarter
- At least 5 quizzes each for English, Mathematics and Science per quarter
- At least 3 quizzes for HeKaSi, Filipino and Religion per quarter
- At least 2 homework per quarter
- At least 2 projects or graded activities per quarter

B. Chinese Curriculum

- 1 periodic test per quarter
- At least 3 quizzes each for Chinese Reading and Chinese Language
- At least 6 outputs for Chinese Composition
- At least 3 outputs for Chinese Writing

V. PROCTORING

Proctoring may be assigned to academic administrators or faculty members as the need arises. The regular assignments of proctors of the respective academic units are as follows:

A. English Curriculum

- Quizzes - Subject Teacher
- Quarter Exam - Class Adviser

B. Chinese Curriculum

- Quizzes – Class Adviser
- Quarter Exam – The Head Teacher assigns for Grades 2-6
- Class Advisers for Grade 1

VI. HONORS AND AWARDS

A. Quarterly Honors

A.1. FIRST HONOR AWARDEES

- A.1.1. General Average of 92% and above
- A.1.2. Grade of 90% and above in any of these subjects: Math, Reading and Phonics, Language and Spelling, Science, Filipino, HeKaSi, Chinese Reading, Chinese Language
- A.1.3. Grade of 80% and above in Arts, Penmanship, Music, P.E. etc.
- A.1.4. Computer Grade of 85% and above
- A.1.5. Conduct Grade of B+ and above

A.2. SECOND HONOR AWARDEES

- A.2.1. General Average of 90% and above
- A.2.2. Grade of 88% and above in any of the following: Math, Reading and Phonics, Language and Spelling, Science, Filipino, HeKaSi, Chinese Language, Chinese Reading
- A.2.3. Grade of 80% and above in Arts, Music, P.E. , etc.
- A.2.4. Grade of 85% and above in Computer
- A.2.5. Conduct Grade of B+ and above

B. Year-End Class Medalists

Students garnering the top three highest ranking averages with a conduct grade of B+ at the end of the school year are awarded the gold, silver and bronze medals respectively.

C. SELECTION OF HONOR GRADUATES

1. Candidates for honors 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).
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. Any member of the school selection committee must not be related within the third degree of consanguinity or affinity to any of the candidates for honors.
9. The School Head or his/her representative shall be the chair of the school selection committee composed of at least three (3) members from the teaching staff and shall make the final announcement of honors pupils/students after final results have been duly recommended and approved by the School Head and/or School 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.
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.

PROCEDURE IN THE RANKING OF HONOR GRADUATES

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			
A	1	1	5	3.5	2	12.5	1	3
B	2	4	4	3.5	1	14.5	3	9
C	4	5	1	1	3	14.0	2	6
D	5	2	2	3.5	4	16.5	4	12
E	3	3	3	3.5	5	17.5	5	15

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	3	10	1
B	14	9	23	2
C	21	6	27	3
D	28	12	40	4
E	35	15	50	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	0.75
	School	2	1	0.75	0.5
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	0.75
	COMELEC and Committee Member	2	1	0.75	0.5
	Homeroom President				1
	Other Homeroom Officers				0.75
	Other Officers				0.5
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
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	0.75
AREAS/ACTIVITIES	LEVEL OF PARTICIPATION	POINTS GIVEN			
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.	International	8			
	National	6			
	Regional	4			
	Division	3			
	District	2			
	School	1			

6. Computations of points shall be cumulative.
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 other) 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.

References:

DepED Order No. 4, s. 2010 entitled “**Amendment to DepED Order No. 92, Series 2010**”

DepED Order No. 92, s. 2009 entitled “**Revised Guidelines on the Selection of Honor Pupils and Students in Public and Private Elementary and Secondary Schools**”

VII. SUMMER CLASSES

The following are the guidelines to be followed in the conduct of summer classes.

1. A student is **required** to take summer classes when s/he fails in **one** of the following subjects:
 - a. Reading and Phonics
 - b. Language and Spelling
 - c. Mathematics
 - d. Science
 - e. Filipino
 - f. Chinese Language
 - g. Chinese Reading
2. At the end of the fourth grading period, the subject teacher- in - charge will be requested to rank all the students in the grade level in his/her respective subject. S/he will be requested to prepare the list of summerians based on the criteria mentioned above.
3. Excluding the names of the students who are obliged to take summer classes, the teacher shall list the names of the students who belong to the bottom 20 of the batch. They will be **advised** to take summer classes in that particular subject provided that the subject is offered in school.

VIII. RETENTION

1. A student is retained when s/he:
 - 1.1. fails in the general average
 - 1.2. fails in any **three** of the following subjects:
 - Reading and Phonics
 - Language and Spelling
 - Mathematics
 - Science
 - Filipino

1.3. fails in any **two** of these subjects:

Reading and Phonics

Language and Spelling

Mathematics

Science

Filipino

and any one of these Chinese subjects: Chinese Language and Chinese Reading

1.4. fails in two Chinese subjects: Chinese Language and Chinese Reading