



Holy Trinity Academy of Calamba, Inc.
A DEPED RECOGNIZED AND ESC CERTIFIED SCHOOL
 Brav. Barandal, Calamba City, Laguna
 Contact Nos: (049)502-3785/0999-872-1945
Shepherding the Heart and Training the Mind



GRADING SYSTEM, REPORT CARD, AND END-OF-THE-YEAR AWARDS

We will follow the DEPED guidelines on the grading system.

WEIGHT DISTRIBUTION OF THE COMPONENTS PER LEARNING AREA FOR GRADES 1 TO 10

Assessment Components	Weights		
	Language/AP/ESP	Science/Math	MAPEH/EPP/TLE
Written Works	30	40	20
Performance Tasks	60	40	60
Quarterly Exams	20	20	20

Weight Distribution of the Summative Assessment Components per Learning Area for Senior High School

Assessment Components	Core Subjects (Academic Track)	All Other Subjects	Work Immersion/Research/Business Enterprise Simulation/Exhibit/Performance	TVL/Sports/Arts and Design Track	Work Immersion/Research/Business Enterprise Simulation/Exhibit/Performance
Written Works	40%	40%	50%	30%	30%
Performance Tasks	60%	60%	50%	70%	70%

REPORT CARDS

Report cards will be issued one month after the quarterly examinations. We will also have Parent-Teacher Conferences every quarter to discuss the progress and grades of the students to the parents.

To ensure that students comply with the requirements, we do the following:

1. Send weekly assignments through our learning platform,
2. Send follow-ups on assignments and projects that have not been submitted,
3. Visitations to inquire on the students' situations, and we
4. Provide one-on-one tutoring to students who are struggling in their studies.

HONORS AND AWARDS

I. Classroom Awards: Quarterly Recognition of Students' Efforts:

- Academic Excellence Awards(Honor Roll Certificates): Students are awarded an Honor Roll certificate every quarter if they meet the following criteria:
 - High Honor Roll-Grades per quarter for **all** subjects are 90% and above. Conduct grade of at least a B.
 - Honor Roll-Grades per quarter for all but two subjects are 90% and above. They are allowed the lowest grade of 85% for only two subjects to qualify for the honor roll. Conduct grade of at least a B.
- Note that only students who are consistently on the Honor Roll from the first to the fourth quarter of the school year shall be included in the end of the year selection of honor pupils and students.
- Note also that even if students are not consistently on the Honor Roll from the first to the fourth quarter, they may be recognized for their efforts and excellence in certain areas.

II. End of the Year Awards and Recognition of Students

DEPED Order No 36, series of 2016, entitled Policy Guidelines on Awards and Recognition for the K to 12 Basic Education Program, shall serve as guidelines in the formulation of our school's selection of honors and recognition of their efforts for the school year, with a few exceptions, which our school recognizes as essential in the selection of our honor pupils.

A. The school head shall be the chairman of the school selection committee composed of at least 3 members from the teaching staff, the candidates for honors, their advisers and their parents and shall make the final announcement of honor pupils/students after the deliberation of honor pupils and students have been accomplished and approved by the school selection committee. Candidates for honors and their advisers must be present during the deliberation of honors. In case of protest, it shall be filed by the candidate with his/her parent or guardian to the School Head within 5 working days from the final

announcement and shall be settled by the selection committee within 5 working days from the filing of the protest.

1. Guidelines on the selection of Honor Pupils and Students in the Elementary and Secondary level:

- Candidates for honors shall be drawn from the **list of consistent honor roll pupils and students of the current school year.**
- 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.
- Candidates for honors must also be a model student not only in academics but also in attitude and conduct. Conduct grade must be at least a B. **There must not have been any record of misdemeanor during the school year.**
- End of the year awards:
 - Academic Excellence Awards shall consider the general average of the student given that the student is a consistent honor roll student from first to fourth quarter of the current school year:

Academic Excellence Award	General Average
With highest honors	98-100
With high honors	95-97
With honors	90-94

- Leadership Awards are given to Grade 6, 10, and 12 students only, who have manifested excellent leadership qualities in school activities during the school year. Candidates for leadership must have no failing grades, must have not committed any offense, and must hold a position in an organization or serve as a classroom/school officer.
- Awards for Outstanding Performance in Specific Disciplines in Athletics, Arts, Communication Arts, Mathematics and Science, Social Sciences and Tech-Voc.
- Award for Work Immersion for Grade 12 students
- Award for Research or Innovation
- Award for Club or Organization Achievement
- Department Award
- Perfect Attendance Award
- Most Improved Award

- Special Awards for participation in academic and performance inter school competitions

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