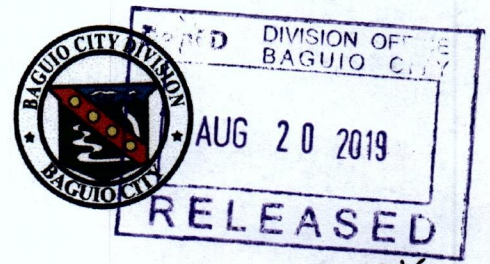




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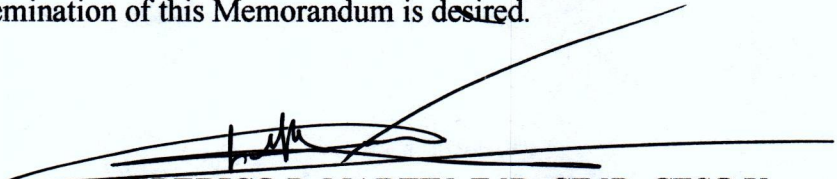
DIVISION MEMORANDUM

No. 364, s. 2019

**Definition/Parameters/Guidelines of Data Elements in the  
“Academic Performance Report” for SY 2020-2021**

To: **All Public Schools District Supervisors  
Education Program Supervisors  
Public Elementary and Secondary School Heads  
Public Elementary and Secondary School Heads  
Others Concerned**

1. For common context, the field is informed of the definition/parameters/guidelines of data elements in the Academic Performance Report for School Year 2020-2021 and the succeeding years thereof, unless otherwise the legal bases will be rescinded. Refer to Enclosure 1 of this Memorandum.
2. Based on experience, the generation of needed data from the Enhanced Basic Education Information System (EBEIS) is indefinitely available. Hence, the need for a Division initiated data gathering tool is necessary. The generated data shall be used for planning, decision making, policy recommendations, technical assistance, reporting, among others across level of governance in the Division.
3. Legal bases are: (1) Department of Education (DepEd) Order No. 8, s. 2015 entitled *Policy Guidelines on Classroom Assessment for the K to 12 Basic Education Program*, (2) Dropout Reduction Program (DORP), (3) DepEd Order 88, s. 2010 entitled *Revised Manual of Regulations for Private Schools in Basic Education*, and (4) 2000 DECS Service Manual.
4. For any clarification, please call the SGOD-Planning and Research at 446-6738.
5. Compliance and widest dissemination of this Memorandum is desired.

  
**FEDERICO P. MARTIN, EdD, CEEd, CESO V**  
Schools Division Superintendent



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Enclosure Number 1 of Division Memorandum No. 1, s. 2019

### ACADEMIC PERFORMANCE REPORT QUARTERLY

DATA ELEMENTS	DEFINITIONS/ PARAMETERS/GUIDELINES
Passed	Grade of at least 75 in every learning area
Failed	Did not meet expectation; grade of 74 and below in every learning area
At risk of failing	In deciding whether a learner is at risk of failing or not, consider the quarter/s involved. For example, Learner A got a grade of 74 in the first quarter. As a rule of thumb, Learner A is both counted in “Failed” and “At risk of failing” in the first quarter. In the second quarter, Learner A got a grade of 80. In this case, the adviser/school principal/staff will discern whether or not Learner A will be considered to be “At risk of failing” based on the other factors. In the third quarter, Learner A got a grade of 85. Logically, Learner A is no longer considered to be “At risk of failing” in this quarter. In the Fourth Grading however, Learner A got a grade of 74 perhaps due to extreme family problem. As per computation, Learner A will have an average of 78.25, thus Learner A is no longer considered to be “At risk of failing in this quarter.
At risk of dropping	<p>As a general rule: <i>A student who incurs absences of more than twenty percent (20%) of the prescribed number of class or laboratory periods during the school year or term should be given a failing grade and given no credits for the course or subject Furthermore, the school head may at his/her discretion and in the individual case exempt, a student who exceeds the twenty percent limit for reasons considered valid and acceptable to the school. Such discretion shall not excuse the student concerned from responsibility in keeping up with lesson assignments and taking examinations where indicated. The discretionary authority is vested in the school head, and may not be availed of by a student nor granted by a faculty member without the consent of the school head (Chapter IV, DECS Service Manual, 2000).</i></p> <p>In deciding whether a learner is at risk of dropping or not in a particular quarter, the adviser/school head/staff shall consider the following: (1) number of incurred absences, (2) the reason/s of absences, and (3) academic performance of the learner.</p>
Summary Table (as general average per warm body)	For “Passed, “Failed”, and “At risk of failing” based on the general average per warm body for the quarter; “At risk of dropping” per warm body across learning areas



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**ACADEMIC PERFORMANCE REPORT  
END OF SCHOOL YEAR (EOSY)**

<b>DATA ELEMENTS</b>	<b>DEFINITIONS/ PARAMETERS/GUIDELINES</b>
Average per learning Area	
Passed	Average grade of at least 75 in every learning area
Failed	Did not meet expectation; average grade of 74 and below in every learning area
As general average in all learning areas	
Promoted	Final grades of at least 75 in all learning areas
Retained	Did not meet expectations in three or more learning areas; Did not take nor pass the remedial classes within the school year
Conditionally promoted	Did not meet expectations in not more than two learning areas; to under remedial class within the school year