


VERSION NO. 1	MANUAL TITLE CURRICULUM AND INSTRUCTION MANUAL	DOCUMENT NO. CIM 4.6
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1.0 OBJECTIVES

- 1.1 To define the PSHS grading system.
- 1.2 To determine the academic and behavioral status of scholarship.
- 1.3 To ensure quality standards in evaluating and assessing the students' performance.

2.0 SCOPE

This procedure covers the computation of academic grades and character rating.

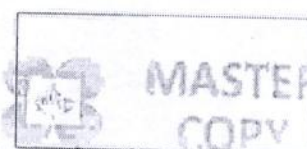
3.0 POLICIES

- 3.1 The school year is divided into four (4) quarters. Grades are released at the end of each quarter. The school follows the cumulative system of grading. This means that, except for the first quarter grades, quarterly grades are computed using the following formula:


$$\frac{[(\text{Tentative Grade}) \times 2] + [\text{Previous Grade}]}{3} = \left(\begin{array}{l} \text{Grade for} \\ \text{Present Quarter} \end{array} \right)$$

- 3.2 The result will be truncated to three (3) decimal places. The following transmutation table will be used as basis for the Quarter Grade:

Average	Quarter Grade
1.000 - 1.125	1.00
1.126 - 1.375	1.25
1.376 - 1.625	1.50
1.626 - 1.875	1.75
1.876 - 2.125	2.00
2.126 - 2.375	2.25
2.376 - 2.625	2.50
2.626 - 2.875	2.75
2.876 - 3.125	3.00



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3.3 The grading system of PSHS is shown below:

Percent System	Equivalent	Adjectival Equivalent
96-100	1.00	EXCELLENT
90-95.99	1.25	VERY GOOD
84-89.99	1.50	
78-83.99	1.75	
72-77.99	2.00	GOOD
66-71.99	2.25	
60-65.99	2.50	
55-59.99	2.75	SATISFACTORY
50-54.99	3.00	
40-49.99	4.00	
Below 40	5.00	FAILED ON CONDITION
		FAILED

3.4 Character Rating

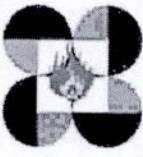
3.4.1 The scholars are rated on the following qualities:

- 3.4.1.1 Integrity
- 3.4.1.2 Industry and Resourcefulness
- 3.4.1.3 Observance of School Rules and Regulations
- 3.4.1.4 Cooperation
- 3.4.1.5 Responsibility
- 3.4.1.6 Respect for Others and Property
- 3.4.1.7 Physical Well-Being (Health Consciousness and Grooming)

3.4.2 Rating Scale for Character Profile

Letter Code	Adjectival Equivalent	Number Code
E	Excellent	1
VG	Very Good	2
G	Good	3
F	Fair	4
NI	Needs Improvement	5



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3.4.3 The quarterly character rating is determined by getting the mode of the character rating given by at least five (5) faculty members for every character quality (trait).

3.5 Submission of Grades

3.5.1 The faculty members prepare the grading sheets and submit the same to the Academic Unit Head for checking/counter-checking.

3.5.2 Once approved by the Academic Unit Head, the faculty member shall encode the grades or submit the grades to the Registrar.

3.6 Correction of Grades

3.6.1 Correction of grades may be done right before the scholarship meeting. Corrections of grades after the scholarship meeting shall be accomplished by filing a Correction of Grades Form. The correction shall be duly approved by the Campus Director. Upon approval, the Registrar and the Class Adviser shall be furnished copies.

3.6.2 The Correction of Grades form shall include information on the name of the student, name of subject, proposed change and the reason for the change.


3.6.3 The Academic Unit Head may file the request in case the faculty member is not available.

3.6.4 Correction of grades shall be done within the succeeding quarter.

3.6.5 Grades and corrections are recorded in the Academic database.

3.7 The Scholarship Committee validates the grades and character ratings submitted by the faculty members. The committee is composed of the 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 Hall Head,



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Physician/Nurse. The Registrar acts as the secretariat of the committee. The Management Committee may opt to attend the Scholarship Committee meeting.

4.0 PROCEDURES

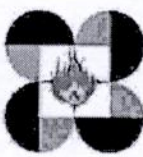
4.1 Submission and Recording of Grades

Responsibility	Activity
Faculty Member	1. Keeps class record. 2. Submits quarterly grades and character rating to the Academic Unit Head.
Academic Unit Head	3. Approves grades and character ratings submitted by individual faculty members.
CID Chief or FAS Instruction Officer	4. Facilitates the Scholarship Committee meeting.
Registrar	5. Keeps record of grades.
CID Chief	6. Counterchecks grades and other reports.

4.2 Conduct of Scholarship Meeting

Responsibility	Activity
CID Chief/ FAS Instruction Officer for Main Campus	1. Presides over the Scholarship Committee meeting.
Homeroom Adviser/Academic Adviser	2. Presents the performance of students.




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Responsibility	Activity
Scholarship Committee	3. Gives feedback and validates the grades.
Registrar	4. Records and prepares the minutes of the meeting.

4.3 Correction or Completion of Grades after the Scholarship Committee Meeting

Responsibility	Activity
Faculty member/Academic Unit Head	1. Submits to the Campus Director through the CID Chief a duly accomplished and signed Correction of Grades Form requesting to change or complete grades.
CID Chief	2. Endorses the request to the ManCom.
Faculty Member	3. Presents the details of the request to the ManCom.
ManCom	4. Deliberates and acts on the request.
	5. Informs the faculty member and the Registrar of the decision.
Registrar	6. Encodes the final grade.
	7. Keeps a record of the decision.



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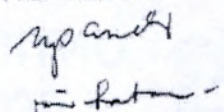
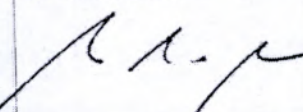


5.0 LIST OF FORMS AND REPORTS

5.1 Forms

- 5.1.1 Grading Sheets
- 5.1.2 Report Cards
- 5.1.3 Summary of Grades
- 5.1.4 Correction of Grades

5.2 Reports

- 5.2.1 Permanent Record
- 5.2.2 Intervention Reports
- 5.2.3 Academic Profile
- 5.2.4 Anecdotal Reports

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