



**POLICY GUIDELINES ON AWARDS AND  
RECOGNITION FOR THE K TO 12  
BASIC EDUCATION PROGRAM  
(DepEd Order No. 36, s. 2016)**

**DR. RIZA C. GUSANO**

Supervising Education Program Specialist  
Philippine Schools Overseas Focal Person  
DepEd , Bureau of Curriculum Development

# Rationale

## **Republic Act No. 10533**

Enhanced Basic Education Act of 2013 ( K to 12 Law)

## **Department of Education**

Policy Guidelines on Awards and Recognition for the  
K to 12 Basic Education Program  
(DepEd Order No. 36, s. 2016)

# Rationale

**Recognize** the **Outstanding Performance** and **Achievement** of Learners in

- Academics
- Leadership
- Social Responsibilities

# Rationale

All learners, including transferees, who have met the standards, criteria, and guidelines set by the policy shall be recognized.

There can be two or more recipients of any award. However, should there be no qualified, the awards shall not be given.

# Rationale

Effective School Year **2016-2017**, the Policy Guidelines on Awards and Recognition for K to 12 Basic Education Program shall be implemented in public elementary and secondary schools, including Grade 6 classes under the old basic Education Curriculum (BEC)

These guidelines are anchored in the **Classroom Assessment for the K to 12 Basic Education Program (DepEd Order No.8 s.2015)**, which supports learners' holistic development in order for them to become effective lifelong learners with 21st-century skills.

# What awards do we give?

## A. Classroom Awards

- These are recognition given to learners in each class or section. A simple recognition may be given per quarter, semester or at the end of the school year.

## B. Grade – level Awards

- These are given to qualified learners for every grade level at the end of the school year. Candidates for the awards are deliberated by the Awards Committee (AC) if they have met the given criteria.

## C. Special Recognition

- This is given by the school to the learners who have represented and/or won in competitions at the district, division, regional, national, or international levels.

# A. Classroom Awards

## 1. Conduct Awards

- Conduct Awards for grades 4 to 12 in each class will be given at the end of the school year. This will be based on the evaluation of the adviser and subject teachers, using the guidelines stipulated in Section VI of DepEd Order No. 8, s. 2015.

## 2. Academic Excellence Award

- The Award for Academic Excellence within the quarter is given to learners from grades 1 to 12 who have attained an average of at least 90 and passed all learning areas. The Average Grade per Quarter is reported as a whole number following DepEd Order No. 8, s. 2015.

## 3. Recognition for Perfect Attendance

- This award is given at the end of every quarter to encourage learners to attend and actively participate in class. Perfect attendance means that a learner must be present in all of his/her classes, and must have no absences for the entire quarter.

# A. Classroom Awards

## 1. Performance Awards for Kindergarten Learners in Kindergarten

should be recognized for their most evident and most prominent abilities. They can also be recognized for showing significant improvement in a **specific area** (e.g., from having poor fine-motor skills to being able to draw or write well).

Since kindergarten learners have no numerical grades, teachers are advised to recognize outstanding achievement of learners based on the **different domains and/or learning competencies of the kindergarten curriculum at the end of every quarter.**

# A. Classroom Awards

## 2. Conduct Awards

These awards are given to learners who have been observed to consistently demonstrate the DepEd core values (**Maka-Diyos, Makatao, Makakalikasan, Makabansa**).

### 2.1. Character Traits for Kindergarten to Grade 3

These awards are given to younger learners to affirm their positive traits and attitudes or to recognize significant improvement in their behavior.

# Appendix 1

<b>PERFORMANCE AWARD FOR KINDERGARTEN</b>	<b>SAMPLE TITLES</b>
1. Award in Communication/Self-expression	Public Speaker Award, Good Communicator Award, Word Weaver Award
2. Award in Literacy (Reading, Composing, Writing)	Batang Manunulat, Star Reader Award, Aspiring Author, Bookworm Award, Book Lover Award, Potential Composer Award
3. Award in Numeracy	Quantum Leap, Budding Mathematician
4. Award in Performing Arts (Singing, Dancing)	Tinig ng Kabataan Award, Young Dancer Award, Young Singer Award, The Voice, Graceful Dancer Award
5. Award in Physical Agility	Athletics Award, Sporty Kid Award
6. Award in Science	Quantum Leap Award, Naturalist Award, Budding Scientist Award, Kinder Curious Award
7. Award in Self-care	Self-care Star Award, Neat Kid Award, Tiny Tidy Award
8. Award in Visual Arts (Coloring/Drawing)	Awesome Artist Award, Artistic Hands Award

**Appendix 2**

<b>CHARACTER TRAITS FOR KINDERGARTEN TO GRADE 3</b>	<b>SAMPLE TITLES</b>
1. Active (participation)	Eager Beaver Award
2. Cheerfulness	Sunshine Award, Cheerful Soul Award, Exuberant Heart Award
3. Cooperation/Team player	Collaborative Kid Award, Contributor Award, Team Player Award
4. Friendliness	Friendly Neighbor Award, Miss/Mister Congeniality, Kinder Buddy Award
5. Gentleness	Peace Maker Award, Ambassador Award, Peace Keeper Award
6. Hardworking	Extra Miler Award, TaskChamp Award, Busy Bee Award
7. Helpfulness	Happy Helper Award
8. Honesty	Honest Kid Award, Matapat Award
9. Initiative	Enthusiastic Learner Award, Sparkler Award
10. Kindness	Golden Heart Award
11. Leadership	Mr/Ms Motivator, Kinder Leader Award, Little Teacher Award
12. Motivation / Enthusiasm	Eager Beaver Award
13. Patience	Ms/Mr Patience, Patience Advocate Award
14. Perseverance	Out-of-Your-Shell Award, Extra Miler Award, Determined Kid Award
15. Persistence	Tenacious Striver Award, Batang Masigasig Award
16. Politeness/Courtesy	Batang Magalang Award, Courteous Kid Award
17. Responsibility	Batang Maasahan Award
18. Risk taking	Brave Soul Award, Kaya Ko! Award
19. Self-discipline	Prudent Worker Award, Disiplinado Ako Award
20. Sharing	Great Giver Award, Mapagbigay Award
21. Sportsmanship	Good Sport Award

# A. Classroom Awards

## **2.2. Conduct Awards for Grades 4 to 12**

Conduct Awards for grades 4 to 12 in each class will be given at the end of the school year. This will be based on the evaluation of the adviser and subject teachers, using the guidelines stipulated in Section VI of Dep Ed Order No. 8, s. 2015.

Awardees must have consistently and dutifully carried out the core values of the Department as indicated in the report card. They must have obtained a rating of at least 75% “Always Observed” (AO) at the end of the school year (with at least 21 out of 28 AO rating in the report card).

# 3. Academic Excellence Award

- The Award for Academic Excellence within the quarter is given to learners from grades 1 to 12 who have attained an average of at least 90 and passed all learning areas.
- The Average Grade per Quarter is reported as a whole number following DepEd Order No. 8, s. 2015.

Table 1 shows the specific Academic Excellence Award given to learners who meet the following cut-off grades.

<b>Academic Excellence Award</b>	<b>Average Grade per Quarter</b>
1. With Highest Honors/May Pinakamataas na Karangalan	98–100
2. With High Honors/May Mataas na Karangalan	95–97
3. With Honors/May Karangalan	90–94

## 4. Recognition for Perfect Attendance

This award is given at the end of **every quarter** to encourage learners to attend and actively participate in class. Perfect attendance means that a learner must be **present in all of his/her classes, and must have no absences for the entire quarter.** Learners who are **representing the school** for various purposes (e.g., in-school or off campus activities) may also **qualify** for this award.

# B. Grade-level Awards

## 1. Academic Excellence Award

- **At the end of the school year**, the Academic Excellence Award is given to learners from **grades 1 to 12** who have attained a **General Average of at least 90** and a passing Final Grade in all learning areas. The General Average is reported as a whole number following **DepEd Order No. 8, s. 2015**.

## 2. Leadership Award

- The leadership award is given to learners in **grades 6, 10, and 12** who have demonstrated exemplary skills in motivating others and organizing projects that have significantly contributed to the betterment of the school and/or community. This award is given during the completion or graduation ceremony.

## 3. Award for Outstanding Performance in Specific Disciplines

- These awards are given to recognize learners in grades **6, 10, and 12** who have exhibited exemplary skills and achievement in specific disciplines. These disciplines are **Athletics, Arts, Communication Arts, Mathematics and Science, Social Sciences, and Technical-Vocational Education (Tech-Voc)**.

# B. Grade-level Awards

## 4. Award for Work Immersion

- Award for Work Immersion is specific to **Senior High School (SHS)** tracks. This award may be given to **grade 12** graduating students who have exemplified outstanding performance based on the terms of reference or engagement set by the school and evaluation of the direct supervisor and subject teacher. The awardee(s) must have received high efficiency rating for their diligence and consistency in performing their duties and responsibilities throughout the immersion program.

## 5. Award for Research or Innovation

- Award for Research or Innovation is specific to the SHS tracks. **Grade 12 graduating** students—individuals, pairs, or groups of not more than four members—must have led the planning and execution of a research or innovation to advance the potential applications of technology, or research whose findings can be used to drive better efficiency and productivity as well as to improve the lives of the people in the school and/or community.

## 6. Award for Club or Organization Achievement

- This award is given to a duly recognized **club or organization that has created positive impact** on the school and/or community it serves through the implementation of all its planned projects and activities, provided strong support to the implementation of the school activities and attainment of the school's objectives, and taken great strides to help its members develop their potentials.

## Table 2. Academic Excellence Award

Academic Excellence Award	Average Grade per Quarter
1. With Highest Honors/May Pinakamataas na Karangalan	98–100
2. With High Honors/May Mataas na Karangalan	95–97
3. With Honors/May Karangalan	90–94

## 2. Leadership Award

- To qualify for this award, a learner must:
  1. Have **no failing grades** in any of the learning areas.
  2. Have **not committed any offense** punishable by suspension or higher sanction according to the Department's service manual and child protection policies in the current school year.
  3. Be a class officer or an active member/officer of any recognized school **club, team, or organization**

## 2. Leadership Award

**Candidates will be evaluated by at least 30% of their peers** (group, team, class, or club mates) as well as their class or club advisers. Only those learners who have met at least **90% of the criteria** on the next page shall be awarded.

# Table 3. Criteria for Leadership Award

Criteria	Weight	
	Advisers	Peers
1. Motivational Skills (40%) a. Communicates effectively b. Shows initiative and responsibility c. Engages group and/or club mates to participate actively d. Establishes collaborative relationships e. Resolves conflicts	24%	16%
2. Planning and Organizational Skills (40%) a. Plans and designs relevant activities for the class, club and/or school b. Implements planned activities effectively and efficiently c. Monitors implementation of plans and tasks d. Manages and/or uses resources wisely	24%	16%
3. Contribution to the School and/or Community (20%) Renders service and/or implements activities relevant to the school population and/or community	12%	8%
Total	60%	40%

### 3. Award for Outstanding Performance in Specific Disciplines

These awards are given to recognize learners in **grades 6, 10, and 12** who have exhibited exemplary skills and achievement in specific disciplines. These disciplines are

Athletics,

Arts,

Communication Arts,

Mathematics and Science,

Social Sciences,

and Technical-Vocational Education (Tech-Voc).

# 3.1 Athletics

This award is given to learners who have shown outstanding **skills in athletics** (particularly in games and sports) through participation and **victories in competitions**, as well as **discipline in training and sportsmanlike conduct and character**.

The **academic rating** that will be considered for this award would be the **student's final grade in Physical Education**.

## 3.2 Arts

(e.g., visual, media, music, or performing arts)

This award is given to learners who have consistently demonstrated **outstanding skills in the arts** and above average creativity and craftsmanship exemplified through contribution to school's various functions and events.

- The academic rating that will be considered for this award is the **final grade in Music, Arts, or Contemporary Philippine Arts from the Regions for Senior High School (SHS)**.

## 3.3 Communication Arts

This award is given to learners who have demonstrated proficiency in any **language (Filipino, English, or other foreign languages)**, in written or in oral communication, shown creativity in expressing ideas in written or oral activities in various subjects, and contributed to the school community.

The academic rating that will be considered for this award is the **student's final grade in Filipino, English, or other foreign-language** subjects and related learning areas in Senior High School specific to the award.

## 3.4 Science

This award is given to learners who have high academic standing **in Science**, demonstrated passion for science expressed through an excellent attitude toward science work, shown enthusiasm for science which positively influences other students in class and the wider school community, and displayed inquisitiveness about the environment, how things work, and how natural processes occur.

The academic rating that will be considered for this award is the student's **final grade in Science for grades 6 and 10, or the average rating for the two core Science subjects in SHS.**

## 3.5 Mathematics

This award is given to learners who have high academic standing in **Mathematics**, demonstrated passion for math expressed through an excellent attitude toward math work, and shown enthusiasm for math, which positively impacts other students in class.

The academic rating that will be considered for this award is the student's **final grade in Mathematics for grades 6 and 10, or the average rating for the core Mathematics subjects in SHS.**

## 3.6 Social Sciences

This award is given to learners who have high academic standing in **social sciences**. They have consistently demonstrated the willingness and ability to contribute to and participate in activities that serve the common good.

They have used their knowledge, skills, and disposition in history, geography, economics, and other areas of the social sciences.

## 3.6 Social Sciences

The academic rating that will be considered for this award is the student's **final grade in Araling Panlipunan for grades 6 and 10, or the average rating for the core** Social Science subjects (Personal Development/Pansariling Kaunlaran and Understanding Culture, Society, and Politics) in SHS.

## 3.7 Technical-Vocational Education

This award is given to learners who have consistently exhibited exemplary skills and achievement in their **area of specialization** in **technical-vocational** (Tech-Voc) education. They have applied their knowledge and skills in Tech-Voc to projects and activities that have contributed to the school and/or community.

The academic rating that will be considered for this award is the student's **final grade in Technology and Livelihood Education (TLE)** for grades 6 and 10, or the average rating for the specialized Tech-Voc subjects in SHS specific to the award.

## Table 4. Criteria for awards for outstanding performance in specific disciplines

Criteria	Weight
1. Academic Rating Final grade in the learning area or average of the final grades in subjects specifically related to the award	20%
2. Skill in the Discipline As shown through: <ul style="list-style-type: none"> <li>a. Output (oral or written work, projects, etc., if applicable)</li> <li>b. Membership in a club/team (if applicable)</li> <li>c. Class or school representation</li> <li>d. Winnings and awards</li> </ul>	40%
3. Attitude toward the Discipline <ul style="list-style-type: none"> <li>a. Peer evaluation (if applicable)</li> <li>b. Commendation from coach/adviser</li> </ul>	20%
4. Contribution to the School related to the Discipline In any of the following: <ul style="list-style-type: none"> <li>a. Tutorials/Coaching</li> <li>b. Performance in school's various functions and events</li> <li>c. Products</li> <li>d. Projects</li> <li>e. Volunteer work</li> </ul>	20%

# 4. Award for Work Immersion

Award for Work Immersion is specific to Senior High School (SHS) tracks. This award may be given to **grade 12 graduating students** who have exemplified outstanding performance based on the terms of reference or engagement set by the school and evaluation of the direct supervisor and subject teacher.

Only those learners who have received an **outstanding academic rating in the Work Immersion subject (at least 90%) shall be awarded.**

## 5. Award for Research or Innovation

Award for Research or Innovation is specific to the SHS tracks. **Grade 12 graduating students—individuals, pairs, or groups of not more than four members**—must have led the planning and execution of a research or innovation to advance the potential applications of technology, or research whose findings can be used to drive better efficiency and productivity as well as to improve the lives of the people in the school and/or community.



# Table 6. Innovation criteria and weights

Criteria	Weight
1. Output a. Originality or novelty of the product or service b. Relevance, applicability, replicability, sustainability and/or usefulness to the school and/or larger community c. Cost-effectiveness, efficiency, and/or practicality d. Environmentally safe	15% 25% 20% 10%
2. Delivery or Presentation a. Clarity of the product development process and the innovative features shown during presentation b. b. Acceptability of the innovation to the target beneficiaries	10% 5%
3. Study or Research Research basis of the service	15%

## 6. Award for Club or Organization Achievement

This award is given to a duly recognized **club or organization that has created positive impact on the school and/or community** it serves through the implementation of all its planned projects and activities, provided strong support to the implementation of the school activities and attainment of the school's objectives, and taken great strides to help its members develop their potentials.

Only those clubs or organizations that have received at least 90% of the criteria below shall be awarded.

**Table 7. Criteria and weights for awards for Club or Organization Achievement**

<b>Criteria</b>	<b>Weight</b>
<p>1. Club/Organization Performance</p> <ul style="list-style-type: none"> <li>a. Plans and develops club/organization’s objectives, projects, and activities</li> <li>b. Implements projects and activities, and delivers services based on the club/organization’s objectives and plans</li> <li>c. Manages and/or uses resources wisely</li> <li>d. Shows teamwork and collaboration among its members</li> </ul>	50%
<p>2. Exemplary Output Delivers a concrete output related to the objectives and purpose of the organization and the school</p>	30%
<p>3. Contribution to the School or Community Benefits the members of the club/organization and the greater majority of the school population and/or community</p>	20%

# What do awardees receive?

The grade-level awardees shall receive certificates, medals, and/or plaques from the school, bearing the official seal of the Department (DepEd Order No. 63, s.2011). Schools are required to follow the specifications to ensure the quality of awards, certificates, and medals and uphold the prestige of the awards.

Certificates indicating the specific awards shall be given to all awardees. It is important to note that in the preparation of certificates, attention to proportion and detail is important. The date and venue of the school ceremony should also be complete and accurate.

# Table 8 shows the medal specifications for each of the awards.

AWARD	Technical Specifications	
1. Academic Excellence Award		Medal with DepEd seal
a. With highest honors	Gold	Diameter Size: 6cm
b. With high honors	Silver	Weight: 30g
c. With honors	Bronze	Ribbon width: 1 inch Ribbon color: depending on region
2. Award for Leadership	Gold	Medal with DepEd seal Diameter Size: 6cm Weight: 30g Ribbon width: 1 inch Ribbon color: gold
3. Award for Work Immersion	Gold	Medal with DepEd seal Diameter Size: 5cm
4. Award for Research/Innovation	Gold	Weight: 25g Ribbon width: 1 inch Ribbon color: depending on region

Table 8 shows the medal specifications for each of the awards.

AWARD	Technical Specifications
5. Award for Outstanding Performance in the specific learning areas	Gold
6. Award for Club or Organization Achievement (members from different grade levels)	Plaque for the club/organization Certificate for each member with school logo

# How do schools determine awardees?

- **AWARDS COMMITTEE (AC)**
- organized by the school head for each grade level at the beginning of the school year;
- Composed of at least three (3) members from the teaching staff, guidance counselor or designated teacher;
- chairperson could be any of the teachers, department head, grade-level chairperson, or curriculum head;
- no member of the AC must be related within the second degree of consanguinity or affinity to any of the candidates for awards.

# Table 9. Steps for determining the awardees

STEP	PROCESS	MONTH
Step 1	Establish the processes of and timelines in accepting nominations and in determining qualifiers for specific awards consistent with the policy guidelines	May to June
Step 2	Formulate rubrics specific to the grade-level awards	July to August
Step 3	Seek approval from the school head or principal on processes, timelines, and rubrics	August
Step 4	Communicate the approved processes, timelines, and rubrics to the school community	August
Step 5	Accept nominees for each award from the class/club advisers based on the minimum requirements set by these guidelines. Those that meet the requirements are endorsed to the AC by the class/club adviser.	February

# Table 9. Steps for determining the awardees

STEP	PROCESS	MONTH
Step 6	Evaluate and deliberate candidates for each award based on the portfolio (report card, certificates, documentation) submitted by the learner against the rubrics set by the AC	March
Step 7	Submit results of the evaluation and deliberation to the school head or principal for approval	
Step 8	Ensure that the results of the evaluation and deliberation are communicated to the class advisers, parents, nominees, and school community; (in case of protest/s, the AC will facilitate its timely resolution)	
Step 9	Announce or post the final list of awardees	

The AC shall use the **report cards** and permanent records as the main reference for **Academic Excellence Awards**.

For other awards, a **portfolio of copies of all documents such as DepEd Advisories, written authorization from the school head or principal, certificates, medals, trophies, plaques, accomplishment reports** (verified through certifications by proper authorities), and others shall be presented.

# When to file and settle protests?

Cases of **protest** shall be filed by the candidate with his/her parent or guardian to the **School Head** within **three (3) working days from the announcement** and shall be decided on by the school head or principal, considering the recommendations of the AC within three (3) working days from filing.

# Summary of Awards

**A. Classroom Awards** – given in every section per quarter, semester or at the end of school year, such as:

1. Performance Awards for Kindergarten
2. Conduct Awards
  - a. Character traits for Kindergarten to Grade 3
  - b. Conduct Awards for Grades 4-12
3. Academic Excellence Award for Grades 1-12
4. Recognition for Perfect Attendance

# Summary of Awards

## **B. Grade Level Awards** – given at the end of the school year

1. Academic Excellence Award - for all learners who attained a general average of not less than 90.
2. Leadership Awards – for grades 6, 10 and 12 learners
3. Award for Outstanding Performance in Specific Disciplines - for grades 6, 10 and 12 learners (Athletics, Arts, Communication Arts, Science, Mathematics, Social Sciences, Tech-Voch Ed.)
4. Award for Work Immersion
5. Award for Research and Innovation
6. Award for Club or Organization Achievement

## **C. Special Recognition** – for learners who won in competitions

