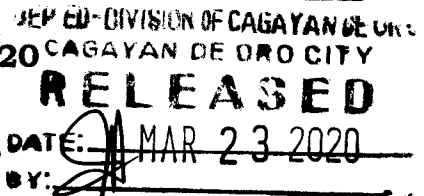




Republic of the Philippines  
**Department of Education**  
REGION X  
DIVISION OF CAGAYAN DE ORO CITY

**Office of the Schools Division Superintendent**

March 23, 2020




**DIVISION MEMORANDUM NO. 203 s. 2020**

**TO :** **Asst. Schools Division Superintendent**  
**Chief EPS – Curriculum Implementation Division**  
**Chief EPS – Schools Governance and Operations Division**  
**CID Personnel**  
**SGOD Personnel**  
**Public and Private Elementary, JHS and SHS School Heads**  
**This Division**

**DISSEMINATION OF DepEd MEMORANDUM NO. 042 s.2020 – GUIDELINES  
FOR THE REMAINDER OF SCHOOL YEAR 2019-2020  
IN LIGHT OF COVID-19 MEASURES**

1. All concerned are hereby informed of DepEd Memorandum No. 042 s. 2020 entitled Guidelines for the Remainder of School Year 2019-2020 in Light of COVID-19 Measures for your guidance and information.
2. Immediate dissemination and strict compliance to this Memorandum is desired.

  
**CHERRY MAE L. LIMBACO**  
Schools Division Superintendent



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City  
Telephone: (08822)-8550048



Republic of the Philippines  
**Department of Education**

15 MAR 2020

DepEd MEMORANDUM  
No. **042** s. 2020

**GUIDELINES FOR THE REMAINDER OF SCHOOL YEAR 2019-2020  
IN LIGHT OF COVID-19 MEASURES**

To: Undersecretaries  
Assistant Secretaries  
Minister, Basic, Higher, and Technical Education, BARMM  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
Public and Private Elementary and Secondary School Heads  
All Others Concerned

1. The Department of Education (DepEd) adopted **Social Distancing Measures for the Remainder of the School Year** (Enclosure 1) in light of the latest developments and information on COVID-19, as well as its assessment of the remaining school requirements for School Year 2019-2020.

2. School Year (SY) 2019-2020 is already about to end. DepEd Order No. 7, s. 2019 titled **School Calendar for School Year 2019-2020** prescribed the 4th Quarter Examinations for the graduating levels of Grades 6 and 12 on March 12-13, 2020. On the other hand, the 4th Quarter Examinations for all other grade levels are scheduled on March 19-20, 2020. Thus, the essential competencies specified in the curriculum are expected to have already been covered.

3. On the public health side, new confirmations indicate local transmission and possible community transmission of COVID-19. The government, through the Inter-Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF) and the Office of the President (OP), has imposed stringent social distancing measures and other guidelines for the management of the COVID-19 situation.

4. Given the above considerations, DepEd adopts the following guidelines for the completion of the remainder of SY 2019-2020, confirming and giving further details to earlier directives indicated in Enclosure 1:

- a. The week of March 16 to 20 is designated as the examination week in all DepEd schools for any remaining 4th Quarter Examinations. Schools should schedule these on staggered basis during the said week, in order to maximize and abide by social distancing protocols of the Department of Health (DOH). Students shall only come to school scheduled on stagger on the day of their respective examination schedules.
- b. In areas where classes have been suspended by the relevant national or local authorities for the week of March 16 to 20 and thus preventing the holding of the scheduled 4th Quarter Examination, such as in NCR and in areas where local government units have suspended classes, the 4th Quarter Examination will no longer be administered. The affected schools shall apply the grading formula in paragraph 5 hereof, for the computation of the final grades for the 4th quarter.

- c. Further academic requirements, if any, shall be done as home-based assignments.
  - d. During the period of class suspension in NCR and other areas, teachers are not required to report to school, unless called to report by the Schools Division Superintendent on learner-related matters, if the same cannot be done at home or online. The teachers, however, are expected to finish the tasks required of them.
5. For the schools, or classes within schools, prevented from administering the 4th Quarter Examination, as described in paragraph 4 (b) above, the following grading and transmutation formula shall be adopted for the evaluation of the final grades of the affected learners:
- a. DepEd Order No. 8, s. 2015 titled **Policy Guidelines on Classroom Assessment for the K to 12 Basic Education Program** shall still be the basis in computing the Fourth Quarter grade of the learners, except that it will be based on class standing (CS) composed of written works and performance tasks.
  - b. For all learning areas from Grades 1 to 10 and non-core subjects in the Technical-Vocational-Livelihood/Sports/Arts and Design track in the Senior High School (SHS), CS totals 80% in original formula. Upon computing the weighted score in each component, the CS grade will be transmuted using Table 1 in Enclosure No. 2 to get the Fourth Quarter Grade.
  - c. For all core subjects in the SHS as well as Work Immersion/Research/Business Enterprise/Simulation/Exhibit/Performance in the Academic Track, CS totals 75% in original formula. Upon computing the weighted score in each component, the CS grade will be transmuted using Table 2 in Enclosure No. 2 to get the Fourth Quarter Grade.
  - d. For all other subjects in the Academic Track of SHS, CS totals 70% in original formula. Upon computing the weighted score in each component, the CS grade will be transmuted using Table 3 in Enclosure No. 2 to get the Fourth Quarter Grade.
  - e. A sample computation of Fourth Quarter Grade is provided in Enclosure No. 3.
6. Consistent with paragraph 2 of DepEd Order No. 2, s. 2020 titled **Multi-Year Implementing Guidelines on the Conduct of the K to 12 Basic Education Program End-Of-School-Year Rites**, the week of April 13 to 17, 2020 shall be the period when schools may hold their moving up/graduation/recognition rites, subject to the following guidelines:
- a. The rites shall be conducted pursuant to applicable social distancing measures in the locality directed by DepEd, OP, IATF, DOH and other relevant national and local authorities.
  - b. The schools, in consultation with the Parents-Teachers Association (PTA) leadership, may choose to reschedule or forego the holding of the rites, should the public health situation prevent the holding of the rites within the said period.

7. Teachers with available resources and access to the internet are highly encouraged to explore the *Online Alternative Learning Delivery Platforms* identified by the DepEd Information and Communications Technology Service (ICTS) that may be used for delivering distance learning during periods of class suspensions and similar circumstances. The guides for the use of these platforms are provided by the Office of the Undersecretary for Administration and ICTS.
8. Private schools in the basic education level are highly encouraged to adopt the above guidelines for the remaining period of the school year.
9. For more information on the grading and transmutation formula, please contact the **Bureau of Curriculum Development-Curriculum Standards Development Division (BCD-CSDD)**, 3rd Floor Bonifacio Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City at telephone numbers (02) 8632-7746 and (02) 8635-9822 or email address [bcd.csdd@deped.gov.ph](mailto:bcd.csdd@deped.gov.ph).
10. For more information on the *Online Alternative Learning Delivery Platforms*, please contact the **Information and Communications Technology Service-Education Technology Unit (ICTS-ETU)**, 5th Floor Bonifacio Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City at email address [edtech@deped.gov.ph](mailto:edtech@deped.gov.ph).
11. Immediate dissemination of this Memorandum is desired.

  
**LEONOR MAGTOLIS BRIONES**  
Secretary

Encls.:

As stated

Reference:

DepEd Order: (No. 7, s. 2019; No. 8, s. 2015; No. 2, s. 2020)

To be indicated in the Perpetual Index  
under the following subjects:

ASSESSMENT  
CLASSES  
ELEMENTARY EDUCATION  
JUNIOR HIGH SCHOOL  
LEARNERS  
SCHOOLS  
SENIOR HIGH SCHOOL  
TEACHERS


**DEPARTMENT OF EDUCATION  
OFFICE OF THE SECRETARY**

**OFFICIAL STATEMENT**

**DepEd Adopts Social Distancing Measures  
for Remainder of School Year**

*PASIG CITY, March 10, 2020* – At its meeting held this afternoon, the Executive Committee of the Department of Education (DepEd) discussed the implementation of the school suspension in the National Capital Region (NCR), and its broader options in light of the latest developments and information on COVID-19, as well as its assessment of the remaining school requirements for the year.

School Year 2019-2020 is already about to end. The 4<sup>th</sup> Quarter Examinations for the graduating levels of Grades 6 and 12 are scheduled per the School Calendar on March 12-13, 2020. This is already this coming Thursday and Friday. On the other hand, the 4<sup>th</sup> Quarter Examinations for all other grade levels are scheduled on March 19-20, 2020, which is already Thursday and Friday next week. Our feedback from the field is that the essential competencies specified in the curriculum are expected to have been covered.

On the public health side, we are informed of the new confirmations that indicate local transmission and possible community transmission. The suspension of classes in NCR, as advised by the expert panel of the Department of Health (DOH) and decided by the President upon recommendation of the Inter-Agency Task Force on Emerging Infectious Diseases (IATF-EID), constitutes a social distancing measure intended to mitigate or slow down community transmission. 

Given the above considerations, the DepEd Executive Committee adopted the following directives to the field for all DepEd schools:

- In NCR, considering the class suspension directed by the President for March 10 to 14, all teachers with the supervision of the Regional, Schools Division and School officials, shall schedule all remaining 4<sup>th</sup> Quarter Examinations in the week of March 16 to 20 on a staggered basis to reduce the number of students in the school per day. Teachers shall communicate with their students on pointers for review for examination and may opt to work from home. Students shall come to school next week (March 16 to 20) on the day of their respective examination schedules.

- Outside NCR, all teachers shall use the next three days (March 11 to 13) for any 4<sup>th</sup> Quarter Examinations already scheduled, or to catch up with all remaining class requirements, and to schedule all remaining 4<sup>th</sup> Quarter Examinations for the week of March 16 to 20 on similar staggered basis. Students shall come to school next week (March 16 to 20) on the day of their respective examination schedules.
- After the 4th Quarter Examinations have been taken, any further school requirements shall as far as practicable be done as home-based assignments. Any compelling need to come to school shall observe all applicable COVID-19 precautions.

Should the public health situation prevent coming to school as outlined above, the Department shall issue a guideline for the evaluation of the final grades of all learners.

On moving up and graduation rites, each school shall have the discretion to elect the date for the holding of their rites within the week of April 13-17, 2020 taking into consideration the applicable guidelines by the DOH, and to conduct the same consistent with the DOH guidelines on mass gatherings. Should the public health situation prevent the holding of the graduation and moving up rites within the said week, the schools, in consultation with the PTA leadership, may choose to reschedule or forego the holding of graduation and moving up rites.

Private schools in the basic education level are highly encouraged to adopt the above guidelines for the remaining period of the school year.

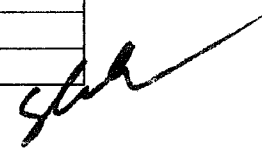
Secretary Leonor Magtolis Briones reiterates that this social distancing measure for schools will only be effective if students, parents, and the local governments will do their part in ensuring that students avoid places like malls, movie houses, markets, and similar crowded places.

DepEd will continue to closely monitor the situation and shall continue to take informed, coordinated and proportionate decisions, in close consultation with DOH and other members of the IATF, to contribute to meeting the challenge of containing and managing COVID-19.

**END**

**Table 1. Transmutation Table for Grades 1-10 and Non-Core Subjects of TVL, Sports, and Arts & Design**

<b>INITIAL CLASS STANDING GRADE</b>	<b>Transmuted Grade</b>
80	100
78.70 - 79.99	99
77.40 - 78.69	98
76.10 - 77.39	97
74.80 - 76.09	96
73.50 - 74.79	95
72.20 - 73.49	94
70.90 - 72.19	93
69.60 - 70.89	92
68.30 - 69.59	91
67.00 - 68.29	90
65.70 - 66.99	89
64.40 - 65.69	88
63.10 - 64.39	87
61.80 - 63.09	86
60.50 - 61.79	85
59.20 - 60.49	84
57.90 - 59.19	83
56.60 - 57.89	82
55.30 - 56.59	81
54.00 - 55.29	80
52.70 - 53.99	79
51.40 - 52.69	78
50.10 - 51.39	77
48.80 - 50.09	76
47.50 - 48.79	75
44.33 - 47.49	74
41.16 - 44.32	73
37.99 - 41.15	72
34.82 - 37.98	71
31.65 - 34.81	70
28.48 - 31.64	69
25.31 - 28.47	68
22.14 - 25.30	67
18.97 - 22.13	66
15.80 - 18.96	65
12.63 - 15.79	64
9.46 - 12.62	63
6.29 - 9.45	62
3.12 - 6.28	61
0 - 3.11	60



**Table 2. Transmutation Table for SHS Core Subjects and Work Immersion/  
Research/Business Enterprise/Simulation/Exhibit/Performance in the Academic Track**

<b>INITIAL CLASS STANDING GRADE</b>	<b>Transmuted Grade</b>
75	100
73.80 – 74.99	99
72.60 – 73.79	98
71.40 – 72.59	97
70.20 – 71.39	96
69.00 – 70.19	95
67.80 – 68.99	94
66.60 – 67.79	93
65.40 – 66.59	92
64.20 – 65.39	91
63.00 – 64.19	90
61.80 – 62.99	89
60.60 – 61.79	88
59.40 – 60.59	87
58.20 – 59.39	86
57.00 – 58.19	85
55.80 – 56.99	84
54.60 – 55.79	83
53.40 – 54.59	82
52.20 – 53.39	81
51.00 – 52.19	80
49.80 – 50.99	79
48.60 – 49.79	78
47.40 – 48.59	77
46.20 – 47.39	76
45.00 – 46.19	75
42.01 – 44.99	74
39.02 – 42.00	73
36.03 – 39.01	72
33.04 – 36.02	71
30.05 – 33.03	70
27.06 – 30.04	69
24.07 – 27.05	68
21.08 – 24.06	67
18.09 – 21.07	66
15.10 – 18.08	65
12.11 – 15.09	64
9.12 – 12.10	63
6.13 – 9.11	62
3.14 – 6.12	61
0 – 3.13	60




**Table 3. Transmutation Table for all other SHS Subjects in the Academic Track**

<b>INITIAL CLASS STANDING GRADE</b>	<b>Transmuted Grade</b>
70	100
68.90 - 69.99	99
67.80 - 68.89	98
66.70 - 67.79	97
65.60 - 66.69	96
64.50 - 65.59	95
63.40 - 64.49	94
62.30 - 63.39	93
61.20 - 62.29	92
60.10 - 61.19	91
59.00 - 60.09	90
57.90 - 58.99	89
56.80 - 57.89	88
55.70 - 56.79	87
54.60 - 55.69	86
53.50 - 54.59	85
52.40 - 53.49	84
51.30 - 52.39	83
50.20 - 51.29	82
49.10 - 50.19	81
48.00 - 49.09	80
46.90 - 47.99	79
45.80 - 46.89	78
44.70 - 45.79	77
43.60 - 44.69	76
42.50 - 43.59	75
39.67 - 42.49	74
36.84 - 39.66	73
34.01 - 36.83	72
31.18 - 34.00	71
28.35 - 31.17	70
25.52 - 28.34	69
22.69 - 25.51	68
19.86 - 22.68	67
17.03 - 19.85	66
14.20 - 17.02	65
11.37 - 14.19	64
8.54 - 11.36	63
5.71 - 8.53	62
2.88 - 5.70	61
0 - 2.87	60

**SAMPLE COMPUTATION FOR GRADES 1-10**

STEPS	EXAMPLE																											
<p>1. Get the total score for each component</p>	<table border="1"> <thead> <tr> <th></th> <th>Learner's Raw Score</th> <th>Highest Possible Score</th> </tr> </thead> <tbody> <tr> <td>Written Work 1</td> <td>18</td> <td>20</td> </tr> <tr> <td>Written Work 2</td> <td>22</td> <td>25</td> </tr> <tr> <td>Written Work 3</td> <td>20</td> <td>20</td> </tr> <tr> <td>Written Work 4</td> <td>17</td> <td>20</td> </tr> <tr> <td>Written Work 5</td> <td>23</td> <td>25</td> </tr> <tr> <td>Written Work 6</td> <td>26</td> <td>30</td> </tr> <tr> <td>Written Work 7</td> <td>19</td> <td>20</td> </tr> <tr> <td><b>Total</b></td> <td><b>145</b></td> <td><b>160</b></td> </tr> </tbody> </table>		Learner's Raw Score	Highest Possible Score	Written Work 1	18	20	Written Work 2	22	25	Written Work 3	20	20	Written Work 4	17	20	Written Work 5	23	25	Written Work 6	26	30	Written Work 7	19	20	<b>Total</b>	<b>145</b>	<b>160</b>
		Learner's Raw Score	Highest Possible Score																									
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<b>Total</b>	<b>100</b>	<b>120</b>																										
<p>2. Divide the total raw score by the highest possible score then multiply the quotient by 100%</p>	<p>Percentage Score (PS) = <math>(145/160) \times 100\%</math></p> <p><b>Percentage of Written Work is 90.63</b></p> <p>Percentage Score (PS) = <math>(100/120) \times 100\%</math></p> <p><b>Percentage of Performance Task is 83.33</b></p>																											

<p>3. Convert Percentage Score to Weighted Scores. Multiply the Percentage Score by the weight of the component indicated in Table 4 and Table 5.</p>	<p>Written Work is 30%  Weighted Score (WS) = <math>90.63 \times 0.30</math></p> <p><b>The Weighted Score of Written Work is 27.19</b></p> <p>Performance Tasks is 50%  Weighted Score (WS) = <math>83.33 \times 0.50</math></p> <p><b>The Weighted Score of Performance Task is 41.67</b></p>
<p>4. Add the Weighted Scores of each component.</p>	<p><b>Component Weighted Score</b>  Written Work = 27.19  Performance Tasks = 41.67</p> <p><b>TOTAL : 68.86</b></p>
<p>5. Transmute the Initial Grade using the Transmutation Table in Table 1.</p>	<p>The Initial Grade is <b>68.86</b></p> <p><b>The Transmuted Grade is 91</b></p> <p><b>The Quarterly Grade for 4th Quarter is 91.</b></p> <p>This is reflected in the Report Card.</p>





Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
Tanggapan ng Pangalawang Kalihim

**OUA MEMO 00-0320-00020**

**MEMORANDUM**

19 March 2020

For: **Regional Directors  
Schools Division Superintendents  
School Heads**

Subject: **DEPED 4th QUARTER GRADING  
AND TRANSMUTATION TEMPLATES -  
FOR SCHOOLS WITHOUT 4th QUARTER EXAMS**

In support to DepEd Memorandum 42, s. 2020, the Department of Education is providing grading and transmutation templates for schools that are unable to administer the 4th Quarter Examination due to suspensions in their areas, where the fourth quarter grade of learners will be based on class standing composed of written work and performance tasks.

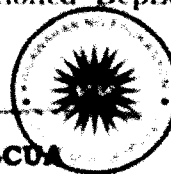
The following templates are available:

- Grade 1 to Grade 10
- Senior High School – Academic Track
- Senior High School – TVL, Sports and Arts and Design Tracks

The templates may be downloaded from <http://bit.ly/Q4GradingTemplate>

Teachers may input the names of the learners, raw scores and highest possible scores for written work and performance tasks. Meanwhile, the template will compute the percentage score, weighted score and transmuted grade based on the weights and transmutation table provided in the abovementioned DepEd Memorandum.

  
**ALAIN DEL B. PASCUA**  
Undersecretary



**Office of the Undersecretary for Administration (OUA)**

Administrative Services (AS); Information and Communications Technology Service (ICTS);  
Division Risk Evaluation and Management Service (DREMS); Division of Learner Support  
Services (DLSS); Division of Teachers' Camps (DTC); Central Security & Safety Office (CSSO)

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Email: usec.admin@deped.gov.ph, Facebook/Twitter @depedtayo