



**OFFICE OF THE UNIVERSITY PRESIDENT**

**P A M A N T A S A N**  
**Administrative Order**  
**No. 14, s. 2013**  
X-----X

In the interest of the service and to ensure that the PLM grading system reflects the academic standards of the University, it is hereby adopted **The New University Grading System** with the following criteria for grading student's achievement or performance, a uniform transmutation table, and guidelines on safe keeping of class records and student's awareness on the computation of grades.

1. **Institutional Grading System.** All Colleges, except for the College of Medicine (CM), College of Law (CL) and Graduate Schools, shall observe the institutional grading system to ensure uniformity in giving numerical grade for every student. However, CM, CL and the Graduate Schools will employ the same numerical ratings and remarks.

% Scale Rating	Numerical Rating	Remarks
98-100	1.00	Excellent
95-97	1.25	Excellent
92-94	1.50	Very Good
89-91	1.75	Very Good
86-88	2.00	Good
83-85	2.25	Good
80-82	2.50	Satisfactory
77-79	2.75	Satisfactory
75-76	3.00	Passed
Below 75	5.00	Failed
	INC	Incomplete
	DO	Dropped Officially
	DU (5.00)	Dropped Unofficially

2. **Criteria for Grading Students' Performance/Achievement.** All Colleges, except for the Graduate Schools and CL, shall follow a systematic way of recording and transmuting of grades and shall be conscientious in transferring students' grades from class record to report of grades. To be consistent in grading students in terms of their performance in the teaching-learning process, the following criteria shall be applied.

Lecture		Laboratory	
Criteria	%	Criteria	%
Midterm Examination	40%	Laboratory Performance	60%
Final Examination		Other Requirements	40%
Other Requirements	60%		

For **Lecture's Other Requirements**, this may include any of the following:

Attendance	Seatwork	Case Analysis
Character/Behavior/Attitude	Long test/Examination	Term paper
Recitation	Oral/Written Reports	Group dynamics
Boardwork	Reaction/Critiquing	and others
Assignment/Homework	Quiz/Exercises	

For **Laboratory Performance**, this may include any of the following:

Experiment	Design	Report sheet
Practice Examination	Major Plates	Special Problem
Machine Problem	Quiz	Projects
Exercises	Laboratory Report	and others

For **Laboratory's Other Requirements**, this may include any of the following:

Attendance	Quiz	Major Examinations
Character/Behavior/Attitude	Long test/Examination	and others

The criteria for grading students' performance/achievement for the courses such as OJT, Practicum, Practice Teaching, Community Immersion, Clinical Rotation, and the like shall be within the discretion of each College/Graduate School.


- Uniform Transmutation Table.** Except for the College of Accountancy and Economics (which uses base 0%), College of Law and Graduate School of Law, each College/Graduate School shall follow a computation of raw scores (base 50%) for its equivalence to have a uniform value in the transmutation table. Similarly, all courses under general education may employ the same equivalency (base 50%). Below is the formula for equivalent % grade:

$$\text{Equivalent \%} = \frac{\text{Raw Score}}{\text{Total Score}} \times 50\% + 50\%$$

- Safe Keeping of Class Records.** Each College shall keep and maintain the class records of their faculty at the end of every semester. A uniform grading system as well as the criteria for grading students must be reflected on the class records and syllabi.
- Student's Awareness on the Computation of Grades.** Transparency on the computations of grades must be observed. Should any concern arise regarding the computation of grades, the faculty concerned must be available to respond to students' queries.

All issuances, orders, and regulations of parts thereof inconsistent with this Order are hereby repealed accordingly.

Signed this 27<sup>th</sup> day of June 2013 at the City of Manila.

  
**RAFAELITO M. GARAYBLAS**  
Acting President