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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



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*[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRRMS), Bureau of Learner Support Services (BLSS), Baguio Teachers' Camp (BTC), Central Security & Safety Office (CSSO)]*

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