



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

17 October 2023

DIVISION MEMORANDUM
No. 461, s. 2023

**READING AND VOCABULARY DEVELOPMENT CUM
SPELLING BEE COMPETITION 2023**

To: **Assistant Schools Division Superintendent**
Chiefs of CID and SGOD
Education Program Supervisors
All Public Elementary and Secondary School Heads
All Public Elementary and Secondary School Teachers
Others concerned
This Division

1. Pursuant to **DO 45, s. 2002 re Reading Literacy Program in Elementary Schools, DM-2023-09-376 re Reiterating the Full Implementation of Project Care for NorMin Readers (CNR), BASA ELSA for SY 2023-2024 and the No Read, No Move Policy as Part of the Rx ADOBE Learning Recovery and Continuity Plan** and in our efforts to improve the reading ability of the learners in El Salvador City, this Office incessantly finds appropriate measures and all possible means to address the perennial challenge in reading. Hence, this Office hereby announces the **Spelling Bee Competition 2023** on October 25, 2023 at El Salvador City Central School, Zone 3, Poblacion, El Salvador City.
2. The activity aims to:
 - a. develop students' inspiration to improve and advance reading skills associated with good spelling habits;
 - b. expand students' vocabulary, ability to correctly enunciate words, and increase awareness on correct usage;
 - c. provide opportunities like spelling and other vocabulary development activities to ensure automaticity in reading; and
 - d. nurture a culture of reading at homes, in schools, and communities.
3. The competition shall include the following categories:
 - a. Category A: Key Stage 1 (Grade 3 Learners)
 - b. Category B: Key Stage 2 (Grade 6 Learners)
 - c. Category C: Key Stage 3 (Grade 7 Learners)
 - d. Category D: Key Stage 4 (Grade 11 Learners)
4. Matrix of Activities, Mechanics and Guidelines of the Contests are attached for reference and guidance. For queries, please contact MARGIE R. VALMORIA, Education Program Supervisor through messenger or text message.



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5. This Office shall adhere to Equal Opportunity Principle (EOP) in receiving the General Plan of Activities and Attending to clarification/queries relative to the **Reading and Vocabulary Development cum Spelling Bee Contest 2023**. Hence, all decisions and actions shall be based on guidelines set forth, with no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
6. This memorandum shall serve as **Authority to Travel** for all participants.
7. Immediate and wide dissemination of this memorandum is desired.


RANDOLPH B. TORTOLA
Schools Division Superintendent
9

*To be indicated in the Perpetual Index
Under the following subjects: CURRICULUM / PAPs / ENGLISH / READING*

CID/ mrv



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Enclosure No. 1 – Matrix of Activity (BASA ELSA Reading Program)

Reading and Vocabulary Development cum First Spelling Bee Competition 2023

October 25, 2023

El Salvador City Central School, El Salvador City

ACTIVITY MATRIX

Date	Time	Activity	Venue
October 27, 2023	7:30 a.m. – 8:30 a.m.	Arrival and Registration	El Salvador City Central School, Zone 3, Poblacion, El Salvador City
	8:30 a.m. – 9:30 a.m.	Opening Program and Statement of Purpose	
	9:30 a.m. – 10:30 a.m.	Simultaneous Conduct of Spelling Bee Competitions: (ELIMINATION ROUND) Category A: Key Stage 1 (Grade 3 Learners) Category B: Key Stage 2 (Grade 6 Learners) Category C: Key Stage 3 (Grade 7 Learners) Category D: Key Stage 4 (Grade 11 Learners)	
	10:30 a.m. – 12:00 p.m.	Simultaneous Conduct of Spelling Bee Competitions: (DIFFICULT ROUND) Category A: Key Stage 1 (Grade 3 Learners) Category B: Key Stage 2 (Grade 6 Learners) Category C: Key Stage 3 (Grade 7 Learners) Category D: Key Stage 4 (Grade 11 Learners)	
	1:00 p.m. – 2:30 p.m.	Simultaneous Conduct of Spelling Bee Competitions: (FINAL ROUND) Category A: Key Stage 1 (Grade 3 Learners) Category B: Key Stage 2 (Grade 6 Learners) Category C: Key Stage 3 (Grade 7 Learners) Category D: Key Stage 4 (Grade 11 Learners)	
	2:30p.m. – 4:00p.m.	Awarding and Closing Ceremonies	
	4:00 p.m. – 5:00 p.m.	Homebound	



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2



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Enclosure No. 2 –Mechanics and Guidelines of the Spelling Bee Competition (BASA ELSA)

Mechanics

1. The spelling competition is open to all Grade 3, Grade 6, Grade 7 and Grade 11 learners from all public elementary and secondary schools in the Division.
2. The school heads shall pre-register their contestants by submitting the names of the coach and student-contestant through group chat or text message on or before October 23, 2023.
3. All contestants must be in the contest venue before 8:00a.m. Latecomers shall be excluded from the competition.
4. All contestants are expected to display politeness, courteousness, honesty and sportsmanship at all times.
5. All coaches and contestants must wear their uniform and school ID.
6. No talking will be allowed among participants or between participants and members of the audience.
7. If a participant receives assistance from anyone in the audience, he/she will be disqualified.
8. The audience is also requested to remain seated until a break is offered in order to avoid confusion of the participant.

Guidelines

1. Each school shall conduct a school-based spelling bee contest to determine the champion spellers for each Key Stage.
2. Only the Top 1 winners of the school will compete in the Division Level.
3. Top Three winners shall be identified at the Division Level and shall be awarded with –
 - A. First Place – Cash prize of Php1,000.00, a medal and a certificate of recognition for the student-contestants
 - B. Second Place – Cash prize of Php750.00, a medal and a certificate of recognition for the student-contestants
 - C. Third Place – Cash prize of Php500.00, a medal and a certificate of recognition for the student-contestants

A consolation prize of Php100.00 shall be awarded to all students-finalist.

All winning coaches shall be awarded with a certificate of recognition, aside from the certificate of participation. A certificate of participation shall be given to all participants.

4. The following Bee officials shall be officiating the Spelling Bee with the following functions:
 - a. **Bee Master** – facilitates the Bee in all rounds, implements the rules and procedures, pronounces the words to be spelled by the contestants and will communicate whether the student can continue in the Bee or not.
 - b. **Head Judge and Timer** – represents the judging panel and talks to/assists the Bee Master. During the difficult round, he will stop the student if he/she does not pronounce the word, or if it is pronounced incorrectly. He will assist



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- the Bee Master in any way possible to keep the Bee running efficiently, and in the elimination of contestants who misspell words. The Head Judge operates the stop watch or may be assisted by another person to serve as Timer.
- c. **Hangman Judge** (manual and/or computer assisted) – is responsible for writing down each letter on the log (preferably be seen also on the LCD monitor) as the contestant spells the word. This is necessary for the retracing rule.
 - d. **Roundkeeper** – guides the participants to randomly choose numbered cards. This card will be worn about the neck and will determine the order in which students compete. They will be used for contestant identification by the judging panel. Keep a complete identification of each contestant that matches each numbered card for the awarding purposes. The Roundkeeper's other responsibility is to keep a record of the rounds during the Difficult Phase and a log of the elimination order of the spellers using the provided Spelling Bee Roundkeeper's Log.
 - e. **Arbitrator and Scorer** – checks the correctness of the spelling of each contestant during the Easy/Elimination round. Takes charge of the score sheet for this round and announces who had correctly spelled 5-6 words to continue to the next round. His/Her other responsibility is to resolve questions or conflicts regarding rules or procedures.
 - f. **Monitor** – collects the writing materials from the contestants and/or checks that all writing materials are cleaned after each word is checked by the Arbitrator.
5. The Official Dictionary of the Spelling Bee is the **American Heritage Dictionary of the English Language, 5th Edition**. This will serve as the final authority for word spelling and pronunciation.
- If a word has two or more accepted spellings, the spelling listed first will be accepted as correct.
 - Some words on the list may not appear directly in the dictionary (plurals, possessive, etc.). Accepted rules for these words will apply.
 - Words shall be pronounced according to the diacritical markings in the dictionary, from which the Bee Master shall select the definition/s that he/she gives.
 - The Bee Master may give a fuller explanation of the meaning of the word to supplement the dictionary definition/s quoted.
 - He/She may also give the part of speech as well as alternative sentences, if needed.

Spelling Bee Procedure

There are three (3) phases of the Spelling Bee Competition, the Easy or Elimination Round, the Difficult, and the Final Round.

I. Easy/Elimination Round

1. Participants will be provided with writing materials (*chalk and illustration board or pentel pen and bond paper*). The monitor will collect



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- the writing sheets or checks that all spelling boards are cleaned after the Arbitrator checks the spelling of every contestant.
2. There will be six (6) words to be given for this elimination round by the Bee Master. This is to give all the contestants fair chance and opportunity to spell the same words and a way of determining who will be able to continue to the next round.
 3. The Bee Master will pronounce each word twice and give an aid to word identification. Countdown will start after the word has been pronounced the second time by the Bee Master.
 4. Contestants will be given a maximum of 20 seconds to simultaneously write the word on the writing material provided.
 5. Should a participant wish to change the spelling that he/she has written down, the first one should be crossed out with one horizontal line and the new and final spelling, be written clearly above the crossed-out word. A participant is allowed to change his/her answer within the time allotted for a particular word.
 6. Contestants are required to raise their writing sheet/material after 20 seconds is over and to put it down only after the Arbitrator Judge has checked their spelling.
 7. Those who spelled five (5) or six (6) words correctly will continue in the Bee, while those who correctly spelled only four (4) words and below will be eliminated from the Bee.

II. Difficult Round

1. Participants will not be allowed to write the word upon spelling it but he/she has to spell it orally. Every round, he/she picks up his own word to be spelled from among the rolled papers provided and give it to the Bee Master.
2. The Bee Master will pronounce the word, give the meaning from the dictionary, use it in a sentence or identify the part of speech.
3. The participant, in 30-second time, will then pronounce the word, spell the word, and pronounce the word again (if there's no more need for him/her to ask for any clarification from the Bee Master).
4. The Head Judge will have the responsibility for stopping the student if he/she fails to pronounce the word or if the student pronounces the word incorrectly.
5. If the student still begins to spell without pronouncing the word, heshe will be disqualified from the contest.
6. The participant must:
 - Pronounce the word before spelling. This is to ensure that the student has heard the correct word.
 - Look at the Bee Master when spelling the word.
 - Spell the word orally. Participants will not be allowed to write the word before spelling it.
 - Pronounce the word again after the word is spelled.
 - Speak clearly and loudly. The official's decision is final in determining the correctness of the spelling, which may be misunderstood if not spoken clearly.





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- The participant may ask for any re-pronunciation, meaning, sentence to be repeated or any question for word clarification before spelling but only one time per word. If a participant takes undue advantage of this rule, he/she will be advised by the Bee Master.
7. Timing
- The participant shall have 10 seconds from the time he/she pronounces the word until he/she must begin spelling the word. If the participant does not begin spelling at the end of the 10-second period, he/she shall be reminded by the Bee Master, who will be informed by the Head Judge / Timekeeper.
 - Once the participant begins spelling the word, he/she will have 20 seconds remaining time to complete the spelling of the word.
 - A participant will be disqualified if he/she fails to follow the above listed timing rules.
8. Retracing
- Having started to spell a word, a student may stop and start over, retracing the spelling from the beginning. However, in the retracing, there can be no change of letters and their sequence from those first pronounced.
 - If any letter and/or their sequence are changed in the spelling, the speller will be disqualified.
9. Speller Elimination
- When a participant misspells a word, he/she immediately drops out of the contest. The next word is given to the next participant.
- III. Final Round
1. When the participants are reduced to two, the elimination procedure changes.
 2. At that point, when one participant misspells a word, the other contestant shall be given an opportunity to spell that same word.
 3. If the second contestant spells that word correctly, plus the next word on the Bee Master's list, then the second participant shall be declared the champion of the Bee.
 4. If one of the last two participants misses and then the other, after correcting the error, misspells the new word given to him/her, the misspelled word shall be referred to the first speller.
 5. If the first speller then succeeds in correcting the error and correctly spells the next word on the Bee Master's list, then he/she shall be declared the champion.
 6. If both spellers misspell the same word, both shall continue in the contest, and the one who first misspelled the word shall be given a new word to spell. The pattern will continue until one of the contestants is declared the champion.

