



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

24 October 2023

DIVISION MEMORANDUM
No. 482, s. 2023

**POSTPONEMENT OF THE CONDUCT OF SPELLING BEE COMPETITION 2023
AND PREWORK ACTIVITY FOR ALL WORKING COMMITTEES**

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. In reference to **Division Memorandum No. 461, s. 2023 re Reading and Vocabulary Development cum Spelling Bee Competition 2023**, the field is hereby informed that said activity is moved to November 8, 2023 at 8:00a.m. to 5:00p.m., same venue.
2. A prework for the members of the working committees is scheduled on October 27, 2023 at 9:00a.m. at the Conference Room, Diamond Building, El Salvador City Division. Please see attached list of participants.
3. All other provisions in the abovementioned memorandum shall remain in effect. This memorandum serves as **Authority to Travel**.
4. This Office shall adhere to Equal Opportunity Principle (EOP) in receiving the General Plan of Activities and Attending to clarification/queries relative to the **Postponement of the Conduct of Spelling Bee Competition 2023 and Prework Activity for All Working Committees**. 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.
5. Immediate and wide dissemination of this memorandum is desired.


RANDOLPH B. TORTOLA
Schools Division Superintendent

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



Address: Zone 3, Poblacion, El Salvador City
Telephone No: (088) 855-0113
Website: www.depedelsalvadorcity.net
Email Address: elsalvador.city@deped.gov.ph

Transforming Schools,
Forging Partners





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

Enclosure to Postponement of the Conduct of Spelling Bee Competition 2023 and Prewrite Activity for All Working Committees) – (BASA ELSA)

Reading and Vocabulary Development cum First Spelling Bee Competition 2023

October 25, 2023

El Salvador City Central School, El Salvador City

WORKING COMMITTEES

Committee	Members	Tasks
Over-all	Chair: Randolph B. Tortola Co-chair: Conniebel C. Nistal, PhD Members: Ninian A. Alcasid, PhD Rolly B. Labis, EdD Jeffrey M. Martinez, JD	<ul style="list-style-type: none"> • Review and approve Activity Design, Memo and other relevant materials for the activity • Monitor the flow of implementation of activity • Attend to all program of activities relative to the conduct of Spelling Bee Competition
Program	Chair: Margie R. Valmoria Co-chair: Grace P. Paculba Members: Mariel B. Ubaub Glenn John O. Isiderio Sherrie R. Dungog Emelie G. Yubuco Melanie M. Ligutom ECCS	<ul style="list-style-type: none"> • Prepare and seek approval for activity design, pr, ris, canvass, opening program and closing program • Make follow up of the flow of implementation • Identify, inform and check preparedness and/or availability of personnel involved in the program • Layout, print and distribute copies of the opening and closing program • Prepare powerpoint, audio/video of national anthem, prayer and other materials for the opening and closing programs • Prepare copies for the mechanics and guidelines of the contest
Food	Chair: Lorna H. Estrosas Co-chair: Rebecca B. Namoc Members: Nilo L. Lomongo Richard Sabellano Chuchie A. Quiring James Worren P. Clarabal Francis Jason G. Amos Joy B. Buna	<ul style="list-style-type: none"> • Coordinate with the caterer • Ensure that caterer abides with the provision of the sanitation code in the Philippines • Take pictures of the foods (lunch and snacks being served) before these have to be served to the identified participants (for documentation and reporting to the LGU) • Facilitate the signing of attendance for those identified to receive the foods • Submit attendance for foods and pictures to Joy B. Buna for reporting processes • Furnish a copy of attendance for foods and pictures to the Program Holder
Communication	Chair: Karen Rose A. Serrania Co-chair: Marilou Descallar Members: Rheamie C. Magriña Shena Marie M. Abratiguin Arjelyn B. Mangayan	<ul style="list-style-type: none"> • Check on the availability of schedule • Assist in making follow up of the flow of the processing of documents in the LGU • Provide technical assistance in the processing of materials, and foods • See to it that program (opening and closing) are disseminated/distributed to the officials involved



Address: Zone 3, Poblacion, El Salvador City
Telephone No: (088) 855-0113
Website: www.depedelsalvadorcity.net
Email Address: elsalvador.city@deped.gov.ph

*Transforming Schools,
Forging Partners*





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

Finance and Prizes	Chair: Maricel B. Jangao, CPA Co-chair: Stephanie Saligumba, CPA Members: Rizan L. Sardane Adrian Gabriel Labadan Joy B. Buna	<ul style="list-style-type: none">• Provide technical assistance in the preparation of budget• Facilitate in the distribution of prizes to all winners• Monitor the flow of implementation relative to the budgetary requirements
Decoration	Chair: John Franklin Dresser Co-chair: Johnell G. Vacalares Members: Raymond U. Tomarong ALS	<ul style="list-style-type: none">• Coordinate with host school for the spelling bee contest• Decorate the stage and the surrounding area• Coordinate with the program holder for the tarpaulin• Decide on the physical set up or arrangement of the stage where tally boards and judges table are to be coordinated too
Table and Skirting	Chair: Richard A. Sabellano Co-chair: Bob T. Paquinol Members: Jorge Cacdac Janice Pasok	<ul style="list-style-type: none">• Coordinate with the host school on the availability of long tables and materials for skirting• Secure at least 3 long tables with skirting for Deped Officials, BEE Officials, and Registration Committee• Secure and return borrowed materials after use• Do other necessary task relative to the assigned committee
Physical Arrangement	Chair: Melanie M. Ligutom, PhD Co-chair: Mark Anthony G. Arrieta Members: Rosemarie U. Saguing Joey A. Oco Lindo M. Cayadong	<ul style="list-style-type: none">• Prepare the venue with seating arrangement of contestants by Category (4 categories) – (Center & Front)• Coordinate with the members of the committee for table and skirting and set up long tables with skirting for DepEd Officials, the BEE officials and the Registration Committee• Prepare and set up chairs at both sides of the covered court for coaches and parents
Sound System	Chair: Sherrie R. Dungog Co-chair: Roque R. Sabasaje Members: Melanie M. Ligutom James Worren P. Clarabal Francis Jason G. Amos ECCS	<ul style="list-style-type: none">• Coordinate with the host school for availability and functionality of sound system, including microphones, projector and projector screen, and/or television• Prepare at least four microphones (wire and wireless)• Coordinate with Program Holder for the purchase of batteries for wireless microphones• Coordinate with Program Committee the audio and video materials to be played/presented• Check with Moresco Management for any scheduled power interruptions on the date of activity• Prepare an alternative battery-operated or rechargeable speaker for any possible unscheduled power interruptions
Cleanliness and After Care	Chair: Jovel C. Labis Co-chair: Salvador T. Bendijo II Members: All School Heads	<ul style="list-style-type: none">• Ensure cleanliness and orderliness of the venue before and after the spelling bee contest



Address: Zone 3, Poblacion, El Salvador City
Telephone No: (088) 855-0113
Website: www.depedelsalvadorcity.net
Email Address: elsalvador.city@deped.gov.ph

Transforming Schools,
Forging Partners





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

	ECCS	<ul style="list-style-type: none"> • Prepare waste bags for disposable of food containers and leftovers • Observe segregation of wastes • Coordinate with the host school for proper disposal
Registration and Attendance	Chair: Faith Q. Colarte Co-chair: JackieLine L. Ocon Members: Maristel C. Castanos Ivy Mae P. Bergado Rowena B. Oplas	<ul style="list-style-type: none"> • Facilitate the registration process and the signing of attendance sheets for all participants • Prepare 3 copies of Attendance Sheets • Report to the person-in-charge for the presentation of participants during the opening program • Submit completed attendance sheets (3 copies) and registration forms to the Program Holder or to the CID Secretary (Arjelyn Mangayan) • Ensure that all participants are accounted for
Documentation	Chair: Marie Jade A. Cacayan, PhD Co-chair: John Franklin Dresser Members: Rommel C. Abang Kenneth Jane Q. Ingente Jaypee Aturo	<ul style="list-style-type: none"> • Takes pictures or videos of activities • Furnish the Program Holder all copies of pictures and videos taken
Health and Safety Protocols, and Parents Consent	Chair: Dr. Gladys Grace Cabeltes Co-chair: Dr. Nurus Sinna Sarah R. Alonto Members: Cecille Z. Khobuntin, RN Franz Maybelle M. Gaid, RN Vanessa P. Tiad, RN	<ul style="list-style-type: none"> • Ensure that minimum health standards are observed • Attend to the medical needs of participants and guests
Certificates, Medals	Chair: Helen S. Palasan Co-chair: Emelie G. Yubuco Members: Rheamie C. Magriña Shena Marie M. Abratiguin Arjelyn B. Mangayan Charlotte J. Ytang	<ul style="list-style-type: none"> • Prepare and print certificates of appearance, participation, appreciation and recognition of participants • Coordinate with Program Holder the materials for printing and for the certificate holders • Attach certificate of appearance to certificate of participation and segregate it by school • Attach medals to certificate of recognition for the winners • Place certificate of recognition to certificate holders • Prepare certificate of commendation for the host school and place it in the certificate holder • Prepare certificate of appreciation for all working committees • Seek signature of the certificates • Arrange certificates on the designated table at the stage prior to the closing program
Spelling Bee Officials	Chair: Grace P. Paculba (A & S) Co-chair: Mariel B. Ubaub (BM) Members: Glenn John O. Isiderio (HJ) Emelie G. Yubuco (HJ & Timer) Bernie Bongolto (Roundkeeper) Irika R. Capili (Monitor)	<ul style="list-style-type: none"> • For the specific task of each member of the Spelling Bee Officials, please refer to DM-2023-10-461 under Guidelines in the Conduct of the Spelling Bee Competition
<ul style="list-style-type: none"> • Bee Master • Head Judge and Timer • Hangman Judge 		



Address: Zone 3, Poblacion, El Salvador City
 Telephone No: (088) 855-0113
 Website: www.depedelsalvadorcity.net
 Email Address: elsalvador.city@deped.gov.ph

Transforming Schools,
Forging Partners





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

<ul style="list-style-type: none">• Roundkeeper• Arbitrator and Scorer• Monitor		
Tally Board	Chair: Sammy S. Tres Reyes Co-chair: Jovel C. Labis Members: Roger E. Pagayon Zigger E. Villahermosa Arnel A. Superable	<ul style="list-style-type: none">• Prepare a tally board for four categories (loose board or tarpaulin)• Set up these tally boards at the front part of the covered court visible for all participants• Coordinate with the tabulation committee to align the details on the tally board with the score sheets for tabulation activity• Prepare other needed materials like whiteboard pen, and/or chalk and eraser• Assist the BEE Officials and the tabulators in making a tally of the results of the contest
Contest Materials	Chair: Marivic S. Torres Co-chair: Ian Khay H. Castro Members: Sammy S. Tres Reyes Ma. Lou Lea C. Nob Jessica Marie B. Ramos	<ul style="list-style-type: none">• Coordinate with SH Sammy S. Tres Reyes the availability of the “Show Board” and whiteboard pens• Coordinate with the Program Holder the availability of the illustration board and chalk or the bond papers and pentel pens.• Place all these contest materials on a small table at the front part of the covered court• Segregate and label materials for each category• Assist the BEE Officials in the distribution and retrieval of these materials• Account all materials after the contest and return the same to SH Sammy S. Tres Reyes or to the Program Holder
Tabulation and Scoresheets (Print and Digital)	Chair: Engr. Anabelle M. Mamaclay, PhD Co-chair: Lina C. Bejiga, PhD Members: Genevieve E. Lusterio, PhD Sherrie R. Dungog Glenn John O Isiderio	<ul style="list-style-type: none">• Prepare score sheets (print and digital) aligned to the guidelines of the contest• Prepare tabulation results signed by the tabulation committee and the BEE Officials• Refer to DM-2023-10-461 for Guidelines in the Conduct of the Spelling Bee Competition• Assist in the awarding process
Preparation of the Spelling Bee Materials (Words, guide to pronunciation, denotation, and sentences)	Chair: Margie R. Valmoria Co-chair: Mariel B. Ubaub	<ul style="list-style-type: none">• Prepare the set of words to be spelled for each phase and for each category• Prepare diacritical markings as guide to correct pronunciation• Provide the denotation of each word• Prepare sentences wherein these words to be spelled are used• Prepare a tie-breaker items

