

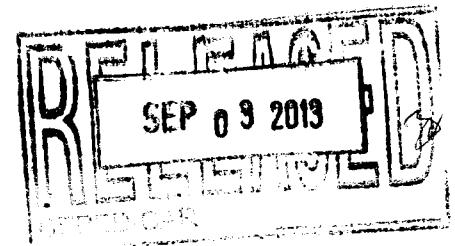


Republic of the Philippines  
Department of Education  
CORDILLERA ADMINISTRATIVE REGION  
Wangal, La Trinidad, Benguet




Regional Memorandum

No. 121 s.2013



To : Schools Division Superintendents  
Heads of Schools, Public and Private

From :   
**ELLEN B. DONATO, Ed. D., CESO III**  
Director 1V

Date : September 02, 2013

Subject: 2013 Northern Luzon Science and Technology On-the Spot Essay Writing Contest

1. Pursuant to the agreement entered into by CHED, DepED, DOST, and PIA after a meeting held at the PIA-CAR, Romulo Drive, Lualhati Barangay, Baguio City, the 2013 Northern Luzon Science and Technology On-the-Spot Essay writing Contest will be conducted in the division and regional levels. This will be participated in by the students in the public and private secondary schools.
2. The On-the-Spot Essay Writing Contest is one of the activities lined up in celebration of the Science and Technology Month. The activity aims to:
  - a. Develop and hone the potentials of the students in expressing their ideas through writing; and
  - b. Contribute their noble ideas on the contributions of Science and Technology in their own lives and in their own communities through an essay.
3. The divisions will manage their own competition with the division theme, "More than meets the Eye: Appreciation, Application and Promotion of Science and Technology for the Development of my Province." The divisions shall allocate local and other sources of funds for their contestants, coaches, judges, and other administrative costs relative to the conduct of the contest, subject to the usual accounting and auditing rules and regulations.
4. Two (2) division champions who will emerge from the division level competition will represent their own division in the 2013 Northern Luzon Science and Technology On-the Spot Essay Writing Contest to be conducted at the Benguet State University, La Trinidad, Benguet on October 01, 2013 at 9:00-11:00 a. m.

(CEO File)

Telephone Numbers:

Office of the Director IV	-422-1318	Budget and Finance Division	-422-5155	Cash Section	-309-3017	Record Section	-309-3015
Fax Machine	-422-4074	Elementary Education Division	-422-7096	Physical Facilities Unit/ICT	-309-3011	Payroll Services Unit	-424-3993
Office of the Director III	-309-3013	Alternative Learning System	-422-5187	Regional Planning Unit	-309-1234	Special Services Division	-424-5167
Administrative Division	-422-1804	Secondary Education Division	-309-3014	Supply Unit	-422-2198	Commission on Audit	-4227434



Republic of the Philippines  
Department of Education  
CORDILLERA ADMINISTRATIVE REGION  
Wangal, La Trinidad, Benguet



5. Cash awards and certificates of recognition will be given to the top 5 winners while their coaches will be given certificates of recognition during the closing ceremonies on October 4, 2013.
6. Transportation allowances, meals and accommodation of contestants and their coaches from their places of origin to the contest venue and vice versa will be borne by the schools/division offices. The snacks in the morning and lunch on October 01 of all the participants, coaches and judges including the cash prizes of the top 5 winners and the honorarium of the board of judges will be borne by the Philippine Information Agency (PIA) while the certificates of recognition and participation of the contestants including their coaches will be taken care of by the Department of Science and Technology (DOST).
7. The seven(7) divisions are requested to submit the names of their two(2) contestants, names of their coaches and names of their schools and divisions on or before September 25, 2013 to give time to the regional office to submit the list to PIA and the DOST for proper documentation and accounting. For more information, please call 422-1318 or 309-3014 or mobile phone number 09198314659
8. The guidelines and mechanics of the contest including the criteria for judging the essay during the division and regional competitions are hereby attached for your guidance and reference.
9. Immediate and widest dissemination of this memorandum is desired.

To:	All School Administrators Public and Private Secondary Schools
From:	ESTELA LEON-CARIÑO, Ed.D., CESO V Schools Division Superintendent Division of Baguio City
SUBJECT:	DIVISION ESSAY WRITING CONTEST.
Date:	September 17, 2013
Each secondary school is entitled to one contestant only regardless of the size of the school. Division competition shall be on September 23, 2013 at 2:30-4:30 P.M at the Division Office conference hall.	
Be guided by the mechanics of the contest.	

Telephone Numbers:

Office of the Director IV	-422-1318	Budget and Finance Division	-422-5155	Cash Section	-309-3017	Record Section	-309-3015
Fax Machine	-422-4074	Elementary Education Division	-422-7096	Physical Facilities Unit/ICT	-309-3011	Payroll Services Unit	-424-3993
Office of the Director III	-309-3013	Alternative Learning System	-422-5187	Regional Planning Unit	-309-1234	Special Services Division	-424-5167
Administrative Division	-422-1804	Secondary Education Division	-309-3014	Supply Unit	-422-2198	Commission on Audit	-4227434

Enclosure to Regional Memorandum No. \_\_\_\_\_

**Guidelines, Mechanics and Criteria for Judging the On-the Spot Essay Writing Contest**

A. **Division Theme** : "More than Meets the Eye: Appreciation, Application and Promotion of Science and Technology for the Development of my Province."

B. **Contestants**: Two (2) Champions (First and second placers) during the Division Contest.

C. **Guidelines** :

- a. Language to be used is English.
- b. Names of contestants, coaches, schools and divisions shall be submitted to the Regional Office, SED on or before September 25, 2013.
- c. The writing activity shall be timed by a timekeeper who will be introduced before the contest.
- d. The panel of judges shall be introduced before the contest and their decision is final and irrevocable.
- e. The contest mechanics/criteria for each event shall be strictly followed.

D. **Mechanics**:

- a. For Secondary students only; public and private schools.
- b. The contestants will register in the room assigned indicating their names, coaches, schools and divisions.
- c. The topic shall be given by the moderators/facilitators in the room.
- d. The contestants are given two (2) hours to develop their essays centered on the theme with their own titles. The words will not be more than 1000 but not less than 800 words (articles, and prepositions are included).
- e. After two hours the contestants will stop writing and line up to submit their papers to the moderator who will place a code number on top of the contestant's paper and beside his name in the form where the list of contestants are indicated. The writer should not know his code number. The code number is determined by their number in submitting their papers starting from the first student who will submit his/her paper as number 1, 2, 3 etc.
- f. The moderator/facilitator will place the papers in an envelope and give it to the board of judges. When finished judging, the judges will submit the ranked result to the moderators/coordinators.

**B. Criteria for judging:**

- Content's relevance and originality(including title)( 40pts.)  
content is relevant; adheres to the theme. It is original and there is citation of borrowed lines/quotes.
- Clarity and Organization (30 pts.)  
Presentation is logical with clear thesis and presented in a cohesive manner.
- Language use (30pts)  
Structure is accurate in form and usage; vocabulary is appropriate and does not interfere with the communication of ideas.

C. **Prizes**: 1<sup>st</sup> place = P7,000.00      4<sup>th</sup> place = P2,000.00  
              2<sup>nd</sup> place = P5,000.00      5<sup>th</sup> place = P1,000.00  
              3<sup>rd</sup> place = P3,000.00