



Republic of the Philippines
Department of Education
Cordillera Administrative Region
DIVISION OF BAGUIO CITY
#82 Military Cutoff Road, Baguio City
Telefax # 442-7819



July 30, 2017
RELEASED

DIVISION MEMORANDUM
No. 101, S. 2017

**Division Poster Making Contest for Elementary
and Essay -Writing Contest for High School Students**

To: Public Elementary and Secondary School Heads
Public School DRRM Coordinator

1. Attached is the Regional Memorandum No. 188, s2017 with the subject "Regional On-the-Spot Poster Making Contest for Elementary Pupils and Essay Writing contest for Junior High School (Grades 7-10)." with the theme "**4Ks: Kamalayan sa Kahandaan, Katumbas ay Kaligtasan**".
2. We are inviting interested participants to submit their entry for the Poster Making Contest and Essay Writing Contest on **July 4, 2017, 10:00 AM** for the **Division Selection of Winners to represent the Division of Baguio to the Regional Contest on July 5, 2017.**
3. Entries must be related to the theme provided by the Office of the Civil Defense. Guidelines for the Division Selection are as follows:
 - a. Division Poster Making Contest (Elementary)
 - i. Use ½ illustration board.
 - ii. Any medium used will be accepted
 - b. Division Essay Contest (Junior HS)
 - i. 750 to 2,000 words in English
 - ii. A4 paper size
 - iii. Arial font style
 - iv. 12 font size
 - v. Alignment; Justified
 - vi. 1 inch on all sides margin
 - vii. Double Space
4. Participating pupils/students, including the coaches will be given certificates as acknowledgment to their support for National Disaster Consciousness Month this July.
5. Immediate and wide dissemination of this Memorandum is desired.

For: **FEDERICO P. MARTIN, Ed., D. CESO VI**
Schools Division Superintendent


ROBERTO D. GONZALES
Administrative Officer V



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



June 19, 2017

REGIONAL MEMORANDUM

No. J 88 - 2017

TO: All Schools Division Superintendents

FROM: MAY B. ECLAR, Ph.D, CESO V
Officer in-charge
Office of the Regional Director



SUBJECT: REGIONAL ON-THE-SPOT POSTER-MAKING CONTEST FOR ELEMENTARY PUPILS AND ESSAY-WRITING CONTEST FOR HIGH SCHOOL STUDENTS

1. The month of July was declared as the National Disaster Consciousness Month by virtue of Executive Order No. 137 dated August 10, 2016. With this year's theme "4Ks: Kamalayan sa Kahandaan, Katumbas ay Kaligtasan" the Office of Civil Defense (OCD) - CAR in coordination with the Department of Education-CAR will conduct an On-the-Spot Poster-Making contest for elementary pupils and Essay Writing Contest for Junior High school (Grades 7-10) students on July 5, 2017 at the Stephen N. Capuyan Hall, DepEd-CAR Regional Office.
2. Schools Divisions are invited to send one participant each to the Poster Making and Essay Writing Contest. To prepare for this activity, Divisions are encouraged to conduct their own Division Poster and Essay Writing Contest in coordination with their local Provincial/Municipal Disaster Risk Reduction and Management Offices/Councils.
3. Drawing and coloring materials for the Regional On-the-Spot Poster-Making contest shall be provided by the OCD-CAR. However, since laptops will be used during the Essay Writing Contest, participants are requested to bring their own Laptops. Mechanics of the contest is found on Inclosure No. 1 of this memorandum.
4. Regional winners for both Poster Making and Essay Writing will receive prizes as follows:
 - a. First Prize - PhP 5,000.00
 - b. Second Prize - 4,000.00
 - c. Third Prize - 3,000.00
5. The winning contest pieces shall be sent to the OCD Central Office for adjudication and the top three winners in the national level will receive awards during the National Awarding on July 31, 2017.

Telephone Numbers:

Office of the Director IV	-422-1318	Budget and Finance Division	-422-5155	Cash Section	-309-3017	Record Section	-300-3015
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	-422-7434



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5. The winning contest pieces shall be sent to the OCD Central Office for adjudication and the top three winners in the national level will receive awards during the National Awarding on July 31, 2017.
6. Participating divisions are requested to submit the names of their contestants on or before July 3, 2017 to the Education Support Services Division, DepEd-CAR Regional Office through fax number (074) 422-4074 or through email add: car@deped.gov.ph.
7. Travel and other incidental expenses of contestants and coaches in relation to this activity shall be charged against local funds, accommodation of contestants and their coaches shall be charged against Regional Office Funds while meals and snacks during the conduct of the activity shall be charged to the Office of the Civil Defense-CAR.
8. For information and wide dissemination.

Reference:
Letter from OCD-CAR dated May 26
DND-OCD Memo No. 351, s. 2017

ESS/D/SRM
A/G/epm



REPUBLIC OF THE PHILIPPINE
DEPARTMENT OF NATIONAL DEFENSE
OFFICE OF CIVIL DEFENSE
CAMP GENERAL EMILIO AGUINALDO, QUEZON CITY, PHILIPPINES

NATIONAL DISASTER CONSCIOUSNESS MONTH 2017
Mechanics for Poster-Making and Essay-Writing Contests

- I. **THEME.** The central theme for the observance of National Disaster Consciousness Month 2017 will be used during the contests: **"4Ks: Kamalayan sa Kahandaan, Katumbas ay Kaligtasan"**.
- II. **PARTICIPANTS.** The Poster-Making Contest is for Elementary students (Grade 1 – 6) while the Essay-Writing Contests is for High School students (Grades 7 – 10). The OCD and DepEd Regional Offices may decide on limiting the number of participants per school, per school division or per province basis. The participants shall present a certification from their respective school or school division as the official representative.
- III. **DATES.** The Contests should be conducted within the first week of July, or before 07 July 2017. The entries of the First Place Winners in the Regional level should be sent to, and received by OCD Central Office by 13 July 2017.

Adjudication of entries at the national level will be on 19 July 2017. National winners will be notified through their Regional Offices. National Awarding will be on 31 July 2017.

IV. POSTER-MAKING CONTEST GUIDELINES.

1. All participants are entitled to ONE coach or chaperon.
2. The organizers may also provide the contestant with 24"x36" illustration boards which will serve as their canvass. The name and school of the participant should be pasted to the back of the board.
3. The organizers may also provide basic drawing and coloring materials. Participants may also opt to use other materials provided by the school or Local DRRMO being represented; limited to crayons, oil pastels, coloring pencils, watercolor, poster paints and markers.
4. After the announcement of the central theme of the contest, the participants are given five (5) minutes to consult with the coaches. After that, the participants are given two (2) hours to work on their entries. No more coach or chaperone interference is allowed during this period.
5. No text or mark identifying the participant should appear on the artwork.
6. The organizers shall display a wall or digital clock so that participants are guided on the time limitations. The organizers should also announce the following during the contest time: last one hour, last thirty minutes, last fifteen minutes, last five minutes, and last minute.

7. After the contest work period, all entries will be submitted to the organizers.

8. The Regional Panel of Judges shall be composed of the following:

- Chairperson : DepEd Regional Office Representative
- Members : OCD Regional Office Representative
: PIA Representative
: DOST Representative
: DILG Representative
- Tabulator: : OCD

9. Entries will be judged on the following criteria:

- Overall presentation incl. creativity, color harmony etc. - 50%
- Relevance to the theme - 40%
- Originality - 20%
- TOTAL 100%**

10. After the adjudication and tabulation of results, the Panel of Judges shall announce and award the winners of the regional contest. The decision of the Panel of Judges shall be final.

11. Regional winners will receive the following prizes:

- 1st Place - PHP 5,000.00
- 2nd Place - PHP 4,000.00
- 3rd Place - PHP 3,000.00

V. ESSAY-WRITING CONTEST GUIDELINES.

1. All participants are entitled to ONE coach or chaperon.

2. Laptops will be used during the contest. Participants may bring their own laptops or use a laptop provided by the school or Local DRRMO being represented. Internet access of the laptop should be turned off throughout the duration of the contest. Designated personnel will be monitoring the contestants during the work period.

3. After the announcement of the central theme of the contest, the participants are given five (5) minutes to consult with the coaches. After that, the participants are given two (2) hours to work on their entries. No more coach or chaperone interference is allowed during this period.

4. Works must follow the specifications below:

- Paper Size : A4
- Font Style : Arial
- Font Size : 12

- Alignment : Justified
- Margin : 1 inch on all sides
- Spacing : Double space

5. Works must be in **English**. Maximum word count is 2,000. Minimum word count is 750.
6. The name of the participant or school being represented should not appear in any part of the work. Participants will be given Reference Numbers which will be used to identify the entries.
7. The organizers shall display a wall or digital clock so that participants are guided on the time limitations. The organizers should also announce the following during the contest time: last one hour, last thirty minutes, last fifteen minutes, last five minutes, and last minute.
8. All entries should be saved using the Reference Number as file name. After the contest period, entries will be submitted through thumb drives provided by the organizers.
9. The Regional Panel of Judges shall be composed of the following:

- Chairperson : DepEd Regional Office Representative
- Members : OCD Regional Office Representative
: PIA Representative
: DSWD Representative
: NEDA Representative
- Tabulator: : OCD

12. Entries will be judged on the following criteria:

• Substance and content	-	40%
• Relevance to the theme	-	30%
• Originality	-	15%
• Mastery of the English language	-	15%
TOTAL		100%

13. After the adjudication and tabulation of results, the Panel of Judges shall announce and award the winners of the regional contest. The decision of the Panel of Judges shall be final.

14. Regional winners will receive the following prizes:

- 1st Place - PHP 5,000.00
- 2nd Place - PHP 4,000.00
- 3rd Place - PHP 3,000.00

VI. NATIONAL AWARDING GUIDELINES.

1. All First Place Winners in the regional contests qualify for the National Awards. These entries must be sent to and received by OCD Central Office on or before 13 July 2017, 5:00 PM.
2. The National Adjudication Committee is composed of the NDRRMC Technical Working Group on Information, Education and Communications.
3. The National Adjudication Committee shall use the same criteria in evaluating the entries.
4. Final Adjudication for the National Awards will be on 19 July 2017. Announcement of National Winners will be coursed through the Regional Offices.
5. Awarding of winners will be on 31 July 2017, during the National Closing Ceremony for NDCM 2017.

VII. OTHER PROVISIONS

1. The OCD shall have exclusive rights to the use of the top three (3) entries in its communications and publication materials including but not limited to OCD Official Gazettes, online publications, calendars and planners. This exclusivity clause covers a period of two years from 01 August 2017 to 31 July 2019.
2. By joining the contests, all participants agree to release and discharge OCD and its officials and employees from any claims, losses or damages arising from their participation.
3. Participants agree that their names and the name of school represented may be released to the public for purposes of announcing the contest finalists and winners.


ASEC KRISTOFFER JAMES E PURISIMA
Officer-in-Charge