



February 26, 2019

Division Memorandum

No. 114 s. 2019

**13th ANNIVERSARY CELEBRATION OF KOPEC AND DEPED RO7 PARTNERSHIP
ON SPECIAL EDUCATION PROGRAM**

To: Assistant Superintendents
Chiefs, CID and SGOD
Education Supervisors/Coordinators
District Supervisors/OICs
Elementary and Secondary School Heads

1. DepEd RO7 and Korean-Philippines Cultural Educational Exchange Center will celebrate their 13th anniversary of partnership with the theme "Always Happy Together" on February 28, 2019 at DepEd Ecotech Center, Sudlon, Lahug, Cebu City.
2. During this activity, there will be showcase of talents and skills of learners with special educational needs through different competitions, viz:
 - a. Arts and crafts – Flower vase (Recycling) - Secondary (HI)
 - b. Ocean Crafts (Picture Frame) - Secondary (HI)
 - c. Poster Making contest - Elem and Sec (HI)
3. Please refer to attached Regional Memorandum No. 102, s. 2019 for more information.
4. A registration fee of **Php 1,700.00** shall be collected from each participant to cover expenses for meals, board and lodging, venue rental and other materials. Registration fee, travelling and other incidental expenses that may be incurred by the students and coaches relative to their attendance to the said activity shall be chargeable against **school MOOE/SEF/PTA funds**, subject to the usual auditing and accounting rules and regulations.
5. This Memorandum serves as participants' **Authority to Travel**.
6. Immediate and wide dissemination of this Memorandum is directed.

For:

RHEA MAR A. ANGTUD, Ed.D, CESO VI
Schools Division Superintendent

LEAH B. APAO, Ed.D. CESE
Assistant Schools Division Superintendent
Office-in-Charge

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REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
REHIYON VII, GITNANG VISAYAS
REGION VII, CENTRAL VISAYAS
Sudlon, Lahug, Cebu City



FEB 14 2019

REGIONAL MEMORANDUM

No. **0102** s. 2019

**13th ANNIVERSARY CELEBRATION OF KOPEC AND DEPED RO7
PARTNERSHIP ON SPECIAL EDUCATION PROGRAM**

To: **ALL SCHOOLS DIVISION SUPERINTENDENTS**

1. DepEd RO7 and Korean-Philippines Cultural Educational Exchange Center will celebrate their 13th anniversary of partnership with the theme "Always Happy Together" on February 28, 2019 at DepEd Ecotech Center, Sudlon, Lahug, Cebu City.
2. In view of the above, there will be showcase of talents and skills of learners with special educational needs through different competitions as follows:
 - a. Arts and crafts- Flower Vase (Recycling)- Secondary (HI)
 - b. Ocean Crafts (Picture Frame) - Secondary (HI)
(exclusive for Bohol, Cebu Prov, Siquijor, and Negros Oriental)
 - c. Poster making contest - Elementary and Secondary Level (HI)
3. The following documents are hereto attached as enclosures for your reference:
 - Enclosure no. 1 - Program Management Team/Program Matrix
 - Enclosure no. 2 - Guidelines, Mechanics and Criteria
 - Enclosure no. 3 - Working Committees
 - Enclosure no. 4 - Roles and Responsibilities
 - Enclosure no. 5 - List of Participants (to be submitted on February 19, 2019)
4. All contestants are directed to wear their complete school uniform during and after the contest for safety, security and validation purposes. Meantime, all division supervisors are directed to ensure that all the contestants from their division meet the contest standards, criteria, and guidelines set.
5. A registration fee of one thousand seven hundred pesos (P1, 700.00) shall be collected from each participant to cover expenses for meals (3 meals, 2 snacks) board and lodging, venue rental and other materials needed. First meal to be served is dinner of February 27, 2019 while last meal is lunch of February 28, 2019.
6. The teacher-trainer must observe the safety and security protocols for all the contestants before, during and after the activity and to uphold child-protection principles, in observance to DO 66, s. 2017-Implementing Guidelines on the Conduct of Off Campus Activities. Likewise, observance of DepEd Order No. 9 s. 2005 entitled "Instituting Measures to Increase Engaged Time-On-Task and Ensuring Compliance Therewith, is strongly encouraged.

Office of the Director (ORDir), Tel. Nos.: (032) 231-1433; 231-1309; 414-7399; 414-7325; Office of the Assistant Director, Tel. No.: (032) 255-4542
Field Technical Assistance Division (FTAD), Tel. Nos.: (032) 414-7324 Curriculum Learning Management Division (CLMD), Tel. Nos.: (032) 414-7323
Quality Assurance Division (QAD), Tel. Nos.: (032) 231-1071 Human Resource Development Division (HRDD), Tel. No.: (032) 255-5239
Education Support Services Division (ESSD), Tel. No.: (032) 254-7062 Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-9030;
414-7065 Administrative Division, Tel. Nos.: (032) 414-7326; 414-4367; 414-7366; 414-7322; 414-4367
Finance Division, Tel. Nos.: (032) 256-2375; 253-8061; 414-7321

"EFA 2015: Karapatan ng Lahat, Pananagutan ng Lahat"

7. Transportation, registration fee and other incidental expenses incurred by the division participants relative to their participation in the activity shall be charged against local/School/Division MOOE and other source of funds subject to the usual accounting and auditing rules and regulations.
8. All Division SPED Supervisors/Focal Persons are expected to attend the planning meeting in preparation for the successful conduct of the activity on **February 19, 2019 (8:00am-3:00pm)** at **RO7-CLMD Office, Sudlon, Lahug, Cebu City**. Expenses for meals and snacks relative to the conduct of the meeting shall be charged against Regional Funds, subject to the usual and accounting rules and regulations.
9. Immediate dissemination of and compliance with this Memorandum is directed.

JAJ/SAJ/EBE/ggb
CLMD'19


JULIET A. JERUTA PhD, CESO IV
Director IV


**13th ANNIVERSARY CELEBRATION OF KOPEC AND DEPED RO7
PARTNERSHIP ON SPECIAL EDUCATION PROGRAM
February 28, 2019 (Ecotech Center)**

Program Management Team/Program Matrix

Director: Dr. Juliet A. Jeruta
 Assistant Director: Dr. Salustiano Jimenez
 Program Manager: Dr. Emiliano Elnar, Jr.
 Program Coordinators: Dr. Gilda G. Bancog and Dr. Marilyn Miranda

ORGANIZERS, SUPERVISORS AND STAFF

Mrs. Cristina A Domocol	-	Bais City Division
Mrs. Roselene Tabilon	-	Bayawan City Division
Mrs. Teotima Paningsoro	-	Carcar City Division
Dr. Felipa Mantos	-	Bogo City Division
Dr. Analiza Layasan	-	Naga City Division
Mrs. Araceli Laude	-	Danao City Division
Mrs. Neileen Wale	-	Dumaguete City Division
Mrs. Josebel Lasconia	-	Guihulngan City
Dr. Celestina Gohetia	-	Cebu City Division
Dr. Lucia Zapanta	-	Lapulapu City
Dr. Delia Minoza	-	Mandaue City Division
Mrs. Kathrine Sedillo	-	Negros Oriental
Mr. Mechor Cenas	-	Siquijor
Mr. Rogelio Cabanero	-	Talisay City Division
Mrs. Wendisprinda Silva	-	Tanjay City Division
Mrs. Imelda Almiran	-	Toledo City Division
Mrs. Ma. Elena Paras	-	Cebu Province
Dr. Carmela Restificar	-	Bohol Province
Mrs. Erlinda Puangang	-	Tagbilaran City

PROGRAM MATRIX

Time	Day 0 (February 27)	Day 1 (February 28)
8:00-9:00		Opening Program
9:00-11:00		Contest Proper
11:00-12:00		Awarding
12:00-1:00		Lunch
1:00-3:00		HOME SWEET HOME
3:00-6:00	Registration at the Ecotech receiving area (4:00pm c/o Lapulapu City Division) Arrival Time (Dinner will be serve by 5:30 pm at the dining hall)	

GUIDELINES, MECHANICS AND CRITERIA

List of Competitions

For deaf learners

- | | | |
|---|---|--|
| a. Poster Making | - | Elementary (1) and Secondary(1) |
| b. Arts and Crafts (Flower Vase-Recycling)-
Ocean Crafts (Picture Frame) | - | Secondary(1)
3 High School Contestants from the Division
of Bohol, Neg. Orr., Cebu Prov., & Siquijor |

General Guidelines

1. Each division shall select/identify contestants to represent in all the contest categories.
2. Participants to this competition are presently enrolled learners with profound/severe hearing impairment or deaf. All the coaches are advised to bring with them and submit the contestants' clinical assessment to the chairman of the contest committee they are in. A contestant is allowed to participate in one category only.
3. Contestants shall be required to wear their school uniform/practice teaching uniform and must be at the contest venue thirty (15) minutes before the contest begins.
4. Coaches and parents are not allowed to stay in the contest area during the contest. STRICTLY NO COACHING SHALL BE OBSERVED WHILE THE CONTEST/PRESENTATION IS GOING ON.
5. Mechanics in the conduct of the contest per category is to be followed strictly. The judges will agree on the deductions to be given for every violation on the mechanics of the contest.
6. The contestants will be picking their numbers during registration. They will be given a number tag.
7. All winners including their coaches will receive medal and a certificate of recognition while the non- winners will be given certificate of participation.
8. The panel of judges shall be composed of a Chairman and 2 members. The decision of the board of judges is final and irrevocable.
9. List of participants and their coaches in the different categories shall be submitted to the Regional Office on February 19, 2019.

Contest Mechanics of the Different Categories

V. POSTER MAKING CONTEST – (Elementary and Secondary for deaf learners)

Theme: "Always Happy Together!"

Number of Participants per division: Elementary – 1 Secondary - 1

1. The contestants shall be provided with the materials to be used in the skills exhibition. Only the following materials shall be utilized with the following specifications:
(To be provided by the region) ¼ illustration board, 1 box oil pastel for secondary and 1 box double crayons for elementary, 1 pencil, 1 black pentel pen (fine),
(To be brought by the contestants) 12-inch ruler, 1 pack medium size cotton, 1 eraser
2. Any artwork in the poster must be original in design and shall be based on the theme.
3. Duration of the contest shall be 2 hours. There shall be no extension of time for late comers.

4. Finished outputs shall not contain any label of the theme or name of contestant/division. Only the number tag (based on the registration) shall be attached on the upper left corner of the illustration board with the initial of the Contest Manager.
5. The decision of the Board of Judges shall be final and irrevocable.

Criteria

Creativity	25%
Originality	25%
Relevance to theme	20%
Visual Impact	20%
Neatness	10%
 Total	 100%

VI. ARTS AND CRAFTS/OCEAN CRAFTS (Secondary)

(Flowers and vase making for arts and crafts and picture frame for ocean crafts)

Participating Divisions for Arts and Crafts (Flower and Vase Making)

Number of Participants per division: 1

- | | | |
|------------------|--------------------|----------------|
| a. Cebu City | h. Tagbilaran City | o. Toledo City |
| b. Lapulapu City | i. Guihulngan City | |
| c. Mandaue City | j. Tanjay City | |
| d. Danao City | k. Dumaguete City | |
| e. Bogo City | l. Bayawan City | |
| f. City of Naga | m. Carcar City | |
| g. Talisay City | n. Bais City | |

Participating Division for Ocean Crafts (Picture Frame)

Number of Participants per division: 3

- a. Negros Oriental
- b. Cebu Province
- c. Siquijor
- d. Bohol Province

1. *Contestant Must be a deaf learner.*
2. *Project/ Product must be constructed from used, recyclable materials the main of which is plastic bottle for arts and crafts and shells for Ocean Crafts.*
Exceptions (these materials can be used): tape, glue, string, or other similar materials needed for fastening, glitters/sequence and the like.
3. *A duration of 2 hours is given for the contestant to finish their work.*
4. *Contestants must bring all the materials they need.*

Criteria:

Creativity	-	30%
Originality	-	30%
Craftsmanship	-	30%
Aesthetic Value	-	10%
Total	-	100%

WORKING COMMITTEES

COMMITTEES	CHAIRPERSONS	MEMBERS
AWARDS(Medals/CERTIFICATE S/trophy), leis, token,	Dr. Marilyn Miranda	Bohol and Tagbilaran
Stage Decoration/ Accommodation/Sounds/Multimedia	Mrs. Maria Elena Paras	Cebu Province
Food and Snack	Dr. Felipa Mantos	Bogo City and Danao City
Registration/Program	Dr. Gilda G. Bancog	Mandaue City/Bayawan City
Ushers/After Care	Mrs. Analiza Layasan	Selected SPED teachers
Documentation/ News Letter	Dr. Lucia Zapanta	Janice Pamaybay Ivy Marie Zapanta

CONTEST CATEGORY IN-CHARGE

CONTEST	CHAIRPERSONS	MEMBERS
Poster Making (Elem)	Dr. Delia Minoza	Mr. Rogelio Cabanero – set up Mrs. Windisprinda Silva – set up Mrs. Erlinda Puagang – tabulator
Poster Making (Sec)	Ms. Araceli Laude	Mrs. Cristina Domocol – set up Mrs. Josebel Lasconia – set up Dr. Imelda Almiran - Tabulator
Arts and Crafts (Flower and Vase Making)	Mrs. Maria Elena Paras	Dr. Carmela Restificar – set up Mr. Melchor Cenas – set up Ms. Katherine Sedillo - tabulator
Ocean Crafts	Dr. Celestina Gohetia	Mrs. Analiza Layasan – set up Mrs. Teotima Paningsoro – set up Dr. Neileen Wale - tabulator

BOARD OF JUDGES

CONTEST	CHAIRPERSONS	MEMBERS
Poster Making (Secondary)	Mr. Cesar Restauero	Mr. Quirico Sumampong Mr. Agustin Mondilla Mr. Sigmund Rios Mr. Rogaciano Bajo
Poster Making (Elementary)		
Arts and Crafts (Flower and Vase Making)	Mrs. Juanita Negapatan	Dr. Juvelyn Otero Dr. Elaine Perfecio Dr. Judith Abellaneda Dr. Felina Calledo
Ocean Crafts (Picture Frame)		

Roles and Responsibilities

Accommodation

- Coordinate with the chairpersons of the different contest categories for the tables, chairs and other things needed.
- Inform and guide the Ecotech personnel in the preparation of the contest venues.
- Check arrangement and label seat of participants by division, VIP, Supervisors, judges tables and chairs.
- Put proper signages/directories to guide the participants.
- Ensure that all the contest venues are clean and everything is ready a day before.

Registration/ Attendance

- Put up Registration Table in front of the venue before the scheduled registration time of Day 0
- Prepare the necessary folders/forms for Registration by contest category.
- Coordinate with Finance Officer for the registration/issuance of receipt.
- Facilitate systematically the registration of participants of the competition.

Program (Document)

- Prepare the opening and closing program.
- Inform all the persons involved in the program of their parts.
- Distribute/send the program for the VIPs a week before.
- Give enough copies of the program to the registration committee a day before for distribution per division during registration.

Stage Decoration

- Prepare and decorate the stage a day before.
- Prepare table with cover for the medals, trophies and certificates and place it in a strategic place on stage.

Sounds/Multimedia

- Coordinate with the ecotech personnel for the availability of sound system and projector for the opening activity.
- Ensure that the sound system operator is within reach for easy access whenever technical problems occur.
- Ensure availability of microphones in all contest venues.

Food and Snacks

- Coordinate with the ecotech personnel on the meal preparation, the time it will be served and the mode of serving.
- Follow up a day before, the orders made and finalize arrangement on the mode of serving.
- Make a follow up to the management or kitchen personnel, 15 minutes before the agreed time to serve to ensure it will be served on time.
- Assign person in charge of snacks/food and VIPs on stage.
- Inform the participants where the food will be served.
- Reserve tables for VIP, judges and Kindergarten Supervisors for their lunch.

Ushers

- Get all the leis a day before from the Awards Committee.
- Ushers should be the first group of persons to arrive in the venue and are expected to be in good shape and exhibit proper disposition.

- Greet all the participants as they enter the venue and guide them to their respective area.
- Must know all the VIPs, judges and SPED Supervisors or focal persons.
- They should guide/escort the VIPs until they reach their seat.

Master of Ceremonies

- Take charge of the opening and closing program.
- Facilitate the announcement and or inform the participants of the contest venues and other important undertaking of the day.
- Stay in the post until all events have been done.
- Give clear instructions.
- Receive/Announce the result of every contest.

Awards (Lei, Medal, Gift Certificates, Trophy, Token for the Judges)

- Purchase and prepare the medals, trophies, certificates and token for distribution.
- Prepare lei of the judges, supervisors and VIPs.
- Should attend the closing program to personally hand in the medals/certificates/trophies to the committee chair who will give award the same to the winning contestants and coaches.

Documentation

- Prepare documents and take pictures during proceedings of all activities undertaken.
- Collect results from every contest venue.
- Give a copy of the results of the different contests to the Awards Committee.
- Come up with a newsletter featuring the highlights of the activity for distribution before the program ends.
- Come up with an album containing all information and pictures about the activity following this format: Album Title, Memorandum, Program Management Team, List of Participants, Narrative and Picture of Different Contest Categories, Winning Contestants and Coaches and etc..

After-Care

- Ensure that all the contest venue and its surroundings are well-kept before participants leave the place.
- Return all the borrowed facilities and equipment.

Poster Making /Arts and Crafts

- Coordinate with ecotech personnel for the contest venue and tables to be used by the contestants.
- Design and prepare contestant number to be distributed during the contest.
- Facilitate in the drawing of lots to identify the order of contestants.
- Distribute to the participants the complete set of materials needed in the activity.
- Provide the judges with the copy the criteria of the contest, record sheets, pencils, and the like.
- Take charge of the judges' accommodation in the contest venue.
- Read the contest mechanics and criteria before the contest proper.
- **Assign emcee/moderator** of the contest.
- Facilitate the smooth conduct of the contest.
- Display the contestants output in the strategic area of the hotel for viewing.
- Inform the participants of the schedule of awarding and provide the program emcee with a copy of the contest result for announcement and then submit the same to the documentation committee.

Enclosure no. 5 - List of Participants

LIST OF PARTICIPANTS
(to be submitted on February 19, 2019 during the meeting

No of contestants	Contest Category	Name of Contestant	School	Coach
	Poster Making			
1	Elementary			
1	Secondary			
	Arts and Crafts(Flower and Vase Making)			
1	Secondary			
	Ocean Crafts (Bohol, Neg Or. Siquijor, Cebu Prov			
3	Secondary			
1	SPED Supervisor/Focal			

Prepared by:

SPED Supervisor/ Focal Person

Approved

Schools Division Superintendent