

Republic of the Philippines
Department of Education
Region IV-A (CALABARZON)
Division of Cavite
Trece Martires City, Cavite



Certificate Number: AJA17-0083

July 10, 2019

C-7802
7/10/19
I. Sp. Jr.

DIVISION MEMORANDUM

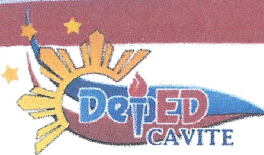
No. 259, s. 2019

CALL FOR SUBMISSION OF ENTRIES FOR THE OFFICE OF CIVIL DEFENSE (OCD) IV-A'S ESSAY WRITING CONTEST

TO: Assistant Schools Division Superintendents
Chief, Curriculum Implementation Division
OIC- Chief, School Governance and Operations Division
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
School DRRM focal persons
Supreme Pupil and Supreme Student Government Advisers and Officers
All Concerned

1. Relevant to the celebration of the National Disaster Resilience Month themed "Kahandaan sa Sakuna't Peligro para sa Tunay na Pagbabago," DepEd Cavite enjoins all public elementary and secondary students' participation to the Office of Civil Defense's (OCD's) essay writing contest on July 17, 2019, 9:00 a.m. at the Chipeco Hall Auditorium of Rizal Memorial School, Calamba City.
2. DepEd Cavite shall be represented by one (1) elementary (Grade 1 to 6) and one (1) secondary (Grade 7 to 10) student only. To provide equal opportunity for all interested participants, a Division screening and selection will be conducted. Hence, all interested participants shall submit a copy of their entry to depedcavite.drrm@deped.gov.ph until **July 12, Friday**.
3. All participants shall receive a Certificate of Participation while the winning students shall receive a Certificate of Recognition.
4. The official participants shall be accompanied by a chaperone each during the regional contest proper. Transportation and food provisions shall be arranged by the Division DRRM focal person, Mr. Jesselle Mark Reyes.
5. Attached herewith are the **essay writing contest guidelines**.
6. Other queries and/ or clarifications may be communicated to Mr. Reyes through contact number (046) 412-0349/09955824459.
7. Immediate and widest dissemination of this Memorandum is earnestly desired.


CHERRYLOU D. REPIA
Schools Division Superintendent



Republic of the Philippines

Department of Education

Region IV-A (CALABARZON)

Division of Cavite

Trece Martires City, Cavite



Certificate Number: AJA17-0083



Enclosure 1 to Division Memorandum No. _____, s. 2019 Call for Submission of Entries for the Office of Civil Defense IV-A Essay Writing Contest

ESSAY WRITING CONTEST GUIDELINES

1. All participants are entitled to one (1) coach or chaperone.
2. Laptops will be used during the contest. Participants are then advised to bring their own laptops or use a laptop provided by the school or schools division being represented. Internet access of the laptop should be switched off throughout the duration of the contest. Designated personnel will be monitoring the contestant during the work period.
3. After the announcement of the official theme, the participants are given five minutes to consult with their coaches. After that, the participants are given two and a half 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 pt
Alignment: Justified
Margin: 1" 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 the school being represented should not appear to any part of the work. Participants will be given Reference Numbers that will be used to identify the entries.
7. The organizers should 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 a file name. After the contest period, entries will be submitted through thumb drives provided by the organizers.
9. Regional Panel of judges shall be composed of the following:

CHAIRPERSON: Regional office Representative
Members: Regional Office Representative
PIA Representative
DSWD Representative
NEDA Representative
TABULATOR: OCD



(046) 419-1286



deped.cavite@deped.gov.ph



www.facebook.com/DivisionOfCaviteProvince



Capitol Compound, Brgy. Luciano, Trece Martires City Cavite



Text Hotline: 74442848



depedcavite.com.ph



10. 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%

11. Regional winners will receive the following prizes:

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

OTHER PROVISIONS

1. The OCD shall have exclusive rights to the use of the top three entries in its communications and publication materials including but not limited to the OCD official Gazettes, online publications, calendars and planners. This exclusivity clause covers a period of two years from August 2019 to 31 July 2021.
2. By joining the contests, all participants agree to release and discharge OCD and its official and employees from any claims, losses or damages arising from their participation.
3. Participants agree that their names and the name of the school and schools division being represented may be released to the public for the purposes of announcing the contest finalists and winners.