



DIVISION OF CEBU PROVINCE

Sudlon, Lahug, Cebu City

November 18, 2013

DIVISION MEMORANDUM

No. 699, s. 2013

ELEMENTARY ENGLISH READERS' FEST 2013

To: OIC, Assistant Superintendents
Division Supervisors/ Coordinators
District Supervisors/ OICs
Elementary School Heads

1. Pursuant to DepED's vision of developing our pupils' competencies in reading, this Office announces the conduct of **Elementary English Readers' Festival** with the theme: "Achieved Literacy and Fluency among 21st Century Learners".

2. As agreed, the following schedule shall be the point of reference:

Area	Venue	Date
Bantayan Island	Madridejos Central School	December 10, 2013
Camotes Island	Poro Central School	December 12, 2013
Northwest	Asturias Central School	November 28, 2013
Northeast	Carmen Central School	November 26, 2013
Southwest	Dumanjug Central School	November 22, 2013
Southeast	Sibonga Central School	November 25, 2013
Division Level	SM City Consolacion	December 16, 2013

3. Contest categories in the Area and Division Levels shall be limited only to Spelling Bee and Read-A-Thon. However, contests in story retelling, chamber theater, declamation, essay writing, poetry reading, extemporaneous speaking, jazz chant may also be conducted in the school and district levels.

4. Enclosed are the Guidelines and Mechanics of the Spelling Bee Competition based on Regional Memorandum No. 536, s. 2013, dated September 2, 2013, entitled "First Regional Rotary-Sponsored Spelling Contest".

5. Qualified for the Division Level are the Top Three Winners in the Area Spelling Bee and Read-A-Thon competitions.

6. A registration fee of **One Hundred Pesos** (Php 100.00) shall be charged each participant to defray the cost of contest materials and certificates, while travel and meal expenses shall be charged against school MOOE/SEF/local school board funds, subject to their availability and the accounting and auditing rules and procedures.
7. This Memorandum serves as the participants' authority to travel.
8. Immediate dissemination of this Memorandum to all concerned is desired.


ARDEN D. MONISIT, Ed.D.
Schools Division Superintendent 

Enclosure No. 1- Guidelines and Mechanics of the Spelling Bee Competition

Spelling Bee Mechanics

Registration

- The spelling competition is open to students who are enrolled in public schools.
- It is the responsibility of the Schools Division thru the division focal person to pre-register their contestants for the Regional level Spelling Bee. He/She shall submit the names of their Regional qualifiers to the Regional Office the week after the conduct of the Division Level Spelling Bee. Deadline of submission of the names of regional qualifiers for registration is on the *first week* of February, 2014. **Late registration entries will not be accepted on the actual day of the Regional Level competition.**
- All contestants (elem. & sec.) have to be in the designated venue on or before 8:00 AM. Attendance checking of the participants will start at 8:00 AM. The opening program will start at 8:30 AM. Pre-registered contestants who will come later than 8:30 AM will be excluded from the competition.

Conduct Code

- The participants, school representatives, parents, or spectators are expected to display politeness, courteousness, patience, respect toward others, honesty and good sportsmanship during the Final Spelling Bee competition and the awarding ceremony.

Dress Code

- The contestants are expected to dress appropriately and modestly for all levels of competition. They may wear their school uniform on the Final level. Sloppy, immodest, or inappropriate dress will not be tolerated and will result in the disqualification of the participant from the competition.

Supervision

- It is the teacher-coach/ parent's responsibility to provide adequate supervision for their students at all times during the competition and awarding ceremony.

Spelling Bee Guidelines

Purpose

- To improve and advance the skills associated with good spelling habits
- To enhance student's development of poise and communication under pressure
- To expand student's vocabulary and encourage accurate word usage and pronunciation
- To provide an opportunity for students to meet and encourage students from other schools.

Description of Event

- The Regional level Spelling bee competition will be held in a location designated by the Rotary Club and DepEd, preferably at the Ecotech Center.
- Prior to the Regional level Spelling Bee, each school will conduct their own school level bee to determine the champion spellers from each grade level (Grades 4-6 in the elementary and Grades 7-10 in the secondary) then advance to District level to determine only one (1) district champion emerging from among the first place winners of Grades 4-6 (elem. cluster) and one (1) district champion emerging from among the first place winners of Grades 7-10 (sec. cluster) to compete in the Division level where the top three best spellers of the Division will be determined.
- Only the first Place Division winners from the elementary and secondary will compete in the Regional level.

The Spelling Bee Competition will be done in two parts and in four different levels:

1. **Spell Off Bee** - searching for the best individual spellers from the classroom level, school district, and division level, following the same guidelines and procedures for the Final Spelling Bee. These Bees will take place simultaneously in various schools/districts/divisions on the suggested schedules below:

School Level Spelling Bee - **August - September, 2013**

District Level Spelling Bee - **October- November, 2013**

Division Level Spelling Bee - **December- January, 2013**

2. **Final Spelling Bee** – searching for the best individual speller in the Regional level which will be conducted on **February 21, 2014** at DepEd Ecotech Center.

Eligibility of Contestants

- This competition is designed for public school students in Grades 4-6 for the Elementary and Grades 7-10 for the Secondary level.
- Each Division is allowed to endorse two (2) student qualifiers: one (1) Division winner from the Elementary (either Grade 4, 5 or 6) and one (1) Division winner from the Secondary level (either Grade 7, 8, 9, or 10)

Awards

- All students will receive a framed Certificate of Participation.
- The top three best spellers from the Elementary and Secondary levels will receive the following cash prizes:
First Place - Php 30,000.00 + Certificate of Recognition
Second Place - Php 20,000.00 + Certificate of Recognition
Third Place - Php 10,000.00 + Certificate of Recognition
- The non-winning contestants will all receive Php 1,000.00 each as consolation prizes.

Note for the School principals: After the competition, they are advised to display the Rotary made certificates of participation & recognition of the participating students/winners on the walls of their classroom/school bulletin boards to inspire and encourage other students to enhance their spelling skills and participate in the next spelling bees.

Spelling Bee Officials:

The following Bee officials will be officiating the Spelling Bee with their respective functions:

1. **Bee Master** – facilitates the Bee in all rounds, implements the rules and procedures, pronounces the words to be spelled by the contestants and will communicate whether the student can continue in the Bee or not.
2. **Head Judge and Timer**- represents the judging panel and talks to/assists the Bee Master. During the difficult round, he will stop the student if he/she does not pronounce the word, or if it is pronounced incorrectly. He will assist the Bee Master in any way possible to keep the Bee running efficiently, and in the elimination of contestants who misspell words. The Head Judge operates the stop watch or may be assisted by another person to serve as Timer.

3. **Hangman Judge (manual and computer assisted)** - is responsible for writing down each letter on the Spelling Bee Hangman Judge's Log (preferably be seen also on the LCD monitor) as the contestant spells the word. This is necessary for the retracing rule. It is advisable to have one person to do the manual recording of the letters of the word as spelled by the contestants and another person to encode it on a computer and flash it on the LCD monitor.
4. **Roundkeeper** - guides the participants to randomly choose numbered cards. This card will be worn about the neck and will determine the order in which students compete. They will also be used for contestant identification by the judging panel. Keep a complete identification of each contestant that matches each numbered card for the awarding purposes. The Roundkeeper's other responsibility is to keep a record of the rounds during the Difficult phase and a log of the elimination order of spellers using the provided Spelling Bee Roundkeeper's Log.
5. **Arbitrator and Scorer** – Checks the correctness of the spelling of each contestant during the Easy/ Elimination round. Takes charge of the score sheet for this round and announces who had correctly spelled 5-6 words to continue to the next round. His other responsibility is to resolve questions or conflicts regarding rules or procedures. He must pay very close attention to every aspect of the contestant's participation, as a protest could be filed at any time for many different reasons.

The Official Dictionary

The official dictionary of the Spelling Bee is the *American Heritage Dictionary of the English Language, 4th Edition*. This dictionary will serve as the final authority for word spelling and pronunciation.

- If a word has two or more accepted spellings, the spelling listed first will be accepted as correct.
- Some words on the list may not appear directly in the dictionary (plurals, possessives, etc.). Accepted rules for these words will apply.
- Words shall be pronounced according to the diacritical markings in the dictionary, from which the Bee Master shall select the definition/s that he/she gives.
- The Bee Master may give a fuller explanation of the meaning of the word to supplement the dictionary definition/s quoted.
- He/She may also give the part of speech as well as alternative sentences, if needed.

Spelling Bee Procedure

There are three (3) phases of the Regional Spelling Bee competition, the **Easy or Elimination phase/round**, the **Difficult**, and the **Final Round**.

I. Easy/ Elimination Round

1. Participants will be provided with pentel pens and writing sheets during this phase. The monitor will collect the writing sheets after the Arbitrator checks the spelling of every contestant.
2. There will be six (6) words to be given for this elimination round by the Bee Master. This is to give all the contestants fair chance and opportunity to spell the same words and a way of determining who will be able to continue to the next round.
3. The Bee Master will **pronounce each word twice and give an aid to word identification**. Countdown will start after the word has been pronounced the second time by the Bee Master.
4. Contestants will be given a maximum of 20 seconds to simultaneously write the word on the writing sheet provided.
5. Should a participant wish to change the spelling that he/she has written down, the first one should be crossed out with one horizontal line and the new & final spelling, be written clearly above the crossed out word. A participant is allowed to change his/her answer within the time allotted for a particular word.
6. Contestants are required to raise their writing sheet after 20 seconds is over and to put it down only after the Arbitrator Judge has checked their spelling.
7. Those who spelled five (5) or six (6) words correctly will continue in the Bee, while those who correctly spelled only four (4) words & below will be eliminated from the Bee.

II. Difficult Round -

1. Participants will not be allowed to write the word upon spelling it but he/she has to **spell it orally**. Every round, he picks up his own word to be spelled from among the rolled papers provided and give it to the Bee Master.
2. The Bee master **will pronounce the word**, use it in a sentence or identify the part of speech.
3. The participant, in **30 second- time**, will then **pronounce the word, spell the word, and pronounce the word again** (if there's no more need for him/her to ask for any clarification from the Bee Master).
4. The Head Judge will have the responsibility for **stopping the student if he/she fails to pronounce the word or if the student pronounces the word incorrectly**.
5. If the student still begins to spell without pronouncing the word, he/she will be **disqualified** from the contest.
6. The participant must:
 - **pronounce the word before spelling**. This is to ensure that the student has heard the correct word.
 - **look at the Bee Master** when spelling the word
 - **spell the word orally**. Participants will not be allowed to write the word before spelling it.
 - **pronounce the word again** after the word is spelled
 - **speak clearly and loudly**. The official's decision is final in determining the correctness of the spelling, which may be misunderstood if not spoken clearly.
 - **The participant may ask for any re-pronunciation, meaning, sentence to be repeated or any question for word clarification before spelling but only one time per word**. If a participant takes undue advantage of this rule, he/she will be advised by the Bee Master.

7. Timing

- **The participant shall have 10 seconds from the time he/she pronounces the word until he/she must begin spelling the word.** If the participant does not begin spelling at the end of the 10-second period, he/she shall be reminded by the Bee Master, who will be informed by the Head Judge/ Timekeeper.
- **Once the participant begins spelling the word, he/she will have 20 seconds remaining time to complete the spelling of the word. After the remaining 20 seconds**
- A participant will be disqualified if he/she does not follow the above listed timing rules.

8. Retracing

- Having started to spell a word, a student may stop and start over, retracing the spelling from the beginning. However, in the retracing, **there can be no change of letters and their sequence from those first pronounced.**
- If any letter and/or their sequence are changed in the respelling, the speller will be disqualified.

9. Speller Elimination

- **When a participant misspells a word, he/she immediately drops out of the contest. Then next word is given to the next participant.**

III. Final Round –

1. When the **participants are reduced to two**, the elimination procedure changes.
2. At that point, when one participant misspells a word, the other contestant shall be given an opportunity to spell that **same word**.
3. If the second contestant spells that word correctly, plus the next word on the Bee Master's list, then the second participant shall be declared the champion of the Bee.
4. If one of the last two participants misses and then the other, after correcting the error, misspells the new word given to him/her, the misspelled word shall be referred to the first speller.
5. If the first speller then succeeds in correcting the error and correctly spells the next word on the Bee Master's list, then he/she shall be declared the champion.
6. If both spellers misspell the same word, both shall continue in the contest, and the one who first misspelled the word shall be given a new word to spell. The pattern will continue until one of the contestants is declared the champion.

Caution

- **No talking** will be allowed among participants or between participants and members of the audience.
- If a participant **receives assistance from anyone in the audience**, he/she will be **disqualified**.
- The audience is also requested to remain seated until a break is offered in order to avoid confusion for the participant.


Protests

- It is the responsibility of a school official to pose any question relating to the spelling of a word. (A parent may do so if no school official is present)
- The question should be referred to the Arbitrator, in an orderly and quiet manner, by going directly to the official's table.
- The deadline for making a protest is before the contestant affected would have received his next word had he stayed in the contest.
- When only two spellers remain, a protest must be made immediately; this is, before the second speller has started to spell the word given to him/her, or, if both have missed the same word, before the correct spelling is given to the audience.
- The Arbitrator will oversee the investigation of the question for clarification with the assistance of the other officials. The Arbitrator's decision shall be final.

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