



August 15, 2019

DIVISION MEMORANDUM

No. 490, s. 2019

2019 DIVISION LEVEL BUWAN NG KASAYSAYAN COMMEMORATION

**To: Assistant Superintendents
Education Supervisors/Coordinators
District Supervisors/OICs
Elementary and Secondary School Heads**

1. As per Proclamation No. 339 dated February 16, 2012, declaring August as history month, the Araling Panlipunan in the Division of Cebu had started conducted various contests for the “Buwan ng Kasaysayan” Commemoration since 2015. This Division wide activity is done every third week of August. The theme for this year’s celebration is, “**Kasaysayan: Bahagi ng ating Nakaraan Gabay sa Kinabukasan**”.
2. Relative to this, the **2019 Division Level Buwan ng Kasaysayan Commemoration** will be on August 23, 2019 for both Secondary and Elementary of which will be held in Tabuelan Astrodome, Tabuelan, Cebu. This activity is highlighted with the following contests:
 - a. Bayani Look-Alike (Elementary & Secondary)
 - b. Kasaysayan, Heograpiya, at Kultura ng Pilipinas Quiz (Elementary)
ASEAN Quiz (Secondary)
 - c. Dagliang Talumpati / Extemporaneous Speaking (Secondary)
 - d. Poster Making Elementary(Elementary)
 - e. Minutes Making (Elementary & Secondary)
 - f. Resolution Writing (Elementary & Secondary)(For the mechanics, criteria and guidelines of the given events and with the different committees to handle the contests, please refer to **Enclosures**)
3. Objectives for this commemoration are as follows:
 - a. gives meaning of the “Buwan Ng Kasaysayan” commemoration through various contests;
 - b. elicits amongst students the importance of the country’s history and its role in nation building;
 - c. develops camaraderie among Araling Panlipunan Teachers;
 - d. provides opportunities for the students to gain more learning insights and skills processes beyond the context of classrooms learning; and
 - e. initiates activities that would help student leaders practice their skills in governance.
4. PSDSs’ and School Principals both Elementary and Secondary in every District together with the AP Coordinators are advised to initiate district activities for determining their participants of the said contests.

5. Participants of this contest are the First-place Winners in the “Buwan ng Kasaysayan”- District Level Contest, Coaches, and the Division Officers for AP Group of Advisers.
6. Division Officers for AP Group of Advisers for both Elementary and Secondary are expected to wear **Filipiniana Attire** on the said date. Further, officers must be on the venue on the 22nd day of August for a meeting at 1:00 PM.
7. Participating schools who wish to be at the venue a day before the contest should contact the following persons:
 - A. Elementary: **Ermalyn P. Dahuman, Tabuelan CS - 09561293420**
 - B. Secondary : **Shamie Y. Osmena, Juan Pamplona NHS – 09399177728 / 09164558268**
8. Registration fee of **One hundred fifty pesos (Php 150.00)** for participants shall be collected. Traveling, per diem, and other incidental and related expenses incurred in connection with the participants’ attendance to the said activity shall be chargeable against **Local School MOOE/ SEF/ PTA Funds**, subject to its availability and the usual accounting and auditing rules and regulations.
9. This Memorandum serves as Travel Authority of the participants.


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

Telephone Numbers:

Schools Division Superintendent:	(032) 255-6405
Asst. Schools Division Superintendent:	(032) 414-7457
Accounting Section:	(032) 254-2632
Disbursing Section:	(032) 255-4401

Website : www.depedcebuprovince.com
E-mail Add : depedcebuprovince@yahoo.com

DIVISION LEVEL BUWAN NG KASAYSAYAN COMMEMORATION

THEME: "Kasaysayan : Bahagi ng Ating Nakaraan, Gabay sa Kinabukasan"

SECONDARY: AUGUST 23, 2019 – Venue: Tabuelan Astrodome, Tabuelan Cebu

MECHANICS & GUIDELINES OF THE CONTESTS

1. BAYANI LOOK –A-LIKE

CRITERIA

1. Personality (Bayani look alike)	50%
2. Intelligence	30%
3. Poise and Confidence	10%
4. Over-all impact	10%
TOTAL	100%

Mechanics:

1. For Secondary category, one (1) contestant is coming either from any of grade levels in Grade 7 to Grade 12.
 2. Exposures:
 - A. Parade of Heroes
 - B. Portrayal of Heroes (included in the introduction: name of the hero portrayed and bayani quote maximum of 30 seconds, Filipino)
 - C. Selection of Top Ten
 - D. Question and Answer Portion (Top Ten Finalist)
 3. Props men and back-ups are not allowed.
 4. No Legendary heroes.
 5. Use only improvised props (harm free)
 6. A deduction of 1 point if the intro will exceed more than 30 seconds.
 - a. Avoid hashtag, punch line, dramatization and hugot line
- Note: Do not include the name of contestant and the school in the introduction

MAJOR AWARDS

* BAYANI LOOK-ALIKE 2019 AND 1st to 4th Runners Up

2. MINUTES MAKING

CRITERIA

1. Content	40%
2. Organization: Parliamentary Procedure	30%
3. Structure	20%
4. Neatness & Accuracy	10 %
TOTAL	100%

GUIDELINES:

1. Contestant must be the SSG Secretary.
2. Contestant must attend the lecture before the contest.
3. Use the Official paper provided by the committee with Watermark
4. The contest will be done through actual Parliamentary Procedure.
5. One - hour contest

3. RESOLUTION WRITING

C R I T E R I A

1. Content	40 %
a. Arguments must be realistic	20 %
c. Issue Detailed	20 %
2. Organization (logical Sequence)	20 %
3. Structure	20 %
4. Format	20 %
TOTAL	100%

GUIDELINES:

1. Contestant must be an SSG Officer.
2. Contestant must attend the lecture before the contest.
3. Use the Official paper provided by the committee with Watermark
4. Topics will be provided to develop into a resolution.
5. One - hour contest

4. Dagliang Talumpati

Mechanics:

1. One (1) contestant for every district which is selected from Grade 11-12 Learners.
2. Contestants will draw a topic, and expected to prepare for a mental outline of his/her speech in 3 minutes
3. The medium shall be in Filipino.
4. The delivery should be between 3 minutes.
5. Signals will be provided if time is up.

Criteria for Judging:

1. Presentation (40%)

A. Vocal delivery (20%) Pronunciation, intonation, pitch, tone, articulation and pace should be considered and employed to convey the ideas, mood and argument of the speech.

B. Manner of Speaking (20%) The speaker should give the appearance of relaxed self-assurance and conviction. Movement, gesture and facial expression should reinforce the vocal delivery.

2. Content (50%)

A. Originality/Evidence/Information (20%). The judges will look for the speaker's ability to be original, to support arguments with evidence, and to supply information with little preparation time.

B. Organization (30%). The speech should have a clear beginning, middle, and end. The judges will take into consideration whether the speech is introduced in an original fashion, how well the subject matter is organized, and whether it is brought to a logical conclusion.

3. Audience Response (10%) Judges will consider the speaker's effectiveness and persuasiveness in conveying the spirit of the speech as well as stimulating audience response, gauging audience reaction, and adapting accordingly.

5. ASEAN QUIZ

Mechanics:

1. ASEAN Quiz for Secondary is represented by one (1) contestant who is a current Grade 10 learner.
2. During the quiz, participants will be provided with pens and writing sheets that are numbered and color-coded. The writing sheets will be collected after each round.
3. English will be used as the official language in the conduct of the quiz.
4. Participants will be given a total number of thirty questions, of which ten (10) are "easy", ten (10) are "average" and ten (10) are "difficult"
5. Points for every correct answers will be given as follows:
 - a. One (1) point for each "easy" question
 - b. Two (2) points for each "average" question
 - c. Three (3) points for each "difficult" question
6. Participants shall be given ten (10) seconds to answer each question.
7. Quizmaster will only read each question twice. Countdown will start after the question has been read the second time.
8. Should participants wish to change their answer that they have written down, this answer should be crossed out with the horizontal line. The new answer must be written clearly above the crossed out answer. Participants are allowed to change their answer within the time allotted for a particular question.
9. The Division Winner will be proclaimed based on cumulative scoring.
10. All ties shall be broken by a tie breaker question from the "difficult" category.
11. In case of a protest or inquiry during the actual quiz proceedings, the following procedures shall be observed:
 - Only the official coach of the participants is allowed to raise a protest or inquiry at the earliest appropriate time during the quiz or before the next question will be read.
 - The protest or inquiry will be addressed orally to the chair of the board of judges who will recognize the protest or inquiry.
 - The chair will announce the decision upon deliberation with the members of the board of judges. The decision of the board of judges is final and irrevocable.
12. The topics for the ASEAN Quiz for the Secondary are focused on profile of ASEAN members in terms of social, cultural, economic and political aspects.

WORKING COMMITTEES

NAME	COMMITTEE	TASK
Jocelyn Alarde Shammie Osmena Anamae Faith Ramirez 2 Teachers from Host District	Registration, Records and Food	<ol style="list-style-type: none"> 1. Prepare registration form / receive the registration form from the secretariat 2. Facilitate in the registration of all participants of the competition. 3. Take charge of all the records and prepare all documents. 4. Collect results from every contest venue. 5. Submit all results of the different competitions to the Awards and Certificates committee.
Tempora Balaba Christine Jane Nies Eunice P. Logod Jocelyn Alarde Riza Sheila Mar Ramos	Program/Certificates/ Awards	<p>To prepare the following:</p> <ol style="list-style-type: none"> 1. Receive materials from the secretariat 2. Written manuscripts on the flow of the program. 3. Certificates (Participation/ Appearance/ Recognition/Certificates for the working committees/plaque) 4. Assist in the distribution of certificates during the awarding ceremony. 5. Accept/receive contest results from the Records Committee
Host School/District	Sash/Lei/Decoration/Physical Arrangement	<ol style="list-style-type: none"> 1. Organize the physical arrangements for every contest and fix the decorations of the contest venues. 2. Prepare the lei for our special guests and judges.
Celsa P. Delator Harold Arivado Jan Lee Damalerio 2 Teacher from Host District	Documentation	<ol style="list-style-type: none"> 1. Take photos to document all the contests. 2. Prepare a video presentation for report. 3. Post pictures to the Division AP Group FB Page.
Rosemary N. Oliverio	Focal Person for all the Judges	Coordinate and take charge for all the judges
Arlie Fernandez	Master of Ceremonies	<ol style="list-style-type: none"> 1. Follow the flow of events carefully and smoothly. 2. Take charge on the announcements as per instruction by the authorized personnel. 3. Should stay in the post until all events have been done.
Carina Marikit Marife Montellano 3 Teachers from host District	Secretariat	<ol style="list-style-type: none"> 1. Take charge of the minutes of entire proceedings of the contest. 2. Keep all the contest materials. 3. Distribute the contest materials when contest proper starts. 4. Collect all contest materials after the contest.
Maridian Sebu Maryditha Uytico 3 Teachers from host District	Bayani Look-Alike	<ol style="list-style-type: none"> 1. Receive the registration form from the secretariat to register the contestants 2. Prepare the registration number of the candidates 3. Check the entry of each candidate(No legendary heroes) 4. Take charge of the flow of the Bayani-Look-Alike Exposures / entire program. 5. Gives the score sheets to the judges. 6. Always make yourself available in the area. 7. Submit result-winning contestants to the records committee
Tita Ceniza	ASEAN QUIZ (Quiz Master)	<ol style="list-style-type: none"> 1. Read clearly the randomly chosen questions twice from the test item. 2. Keep the custody of test questions before, during and after the quiz bowl. 3. Should check that proctors are available before the contest starts
Almira Mier Joseph Judaya 3 Teachers from host District	ASEAN QUIZ	<ol style="list-style-type: none"> 1. Receive the registration form from the secretariat to register the contestants 2. Prepares numbers for the contestants. 3. Sees to it that the venue is prepared. 4. Assign proctors / scorer / timer to its designated area 5. Should see to it that the quiz will start on time 6. Facilitates/assists the distribution of materials. 7. Assists the Quiz Master in checking the answers. 8. Informs the encoder of the numbers of the winning contestants 9. Submit result-winning contestants to the records committee

NAME	COMMITTEE	TASK
Celsa P. Delator	Timer	<ol style="list-style-type: none"> 1. Take note of the time limit for every question in the Pop Quiz. 2. Informs or signals the Quiz Master of the time
Pantaleon (San Rem 1)	Encoder/Tally	<ol style="list-style-type: none"> 1. Records/encodes the score of every contestant. 2. Prepares tally sheets both soft and hard copies. 3. Tabulates the scores of the contestants. 3. Projects the score on the white screen.
Evelyn Malabay Rogaciano Ugbaniel 3 Teachers from the Host District	Dagliang Talumpati	<ol style="list-style-type: none"> 1. Receive the registration form from the secretariat to register the contestants 2. Prepare entry numbers for the participants 3. Wait for the box of questions to come to start the contest 4. Gives the score sheets to the judges. 5. Assist contestant when drawing their topics from the box 6. Guide the contestant to the waiting room and instruct the same to have his/her mental outline of the topics for 3 minutes. 7. After 3 minutes call the contestant to deliver his/her topics in the contest room. At the same time call the next contestant to draw his/her topics. (Do the same pattern until the last contestant.) 8. Submit result-winning contestants to the records committee.
Henry Martin Hamoy Felix Sareno 3 Teachers from the Host District	Minutes Making	<ol style="list-style-type: none"> 1. Receive the registration form from the secretariat to register the contestants 2. Prepares numbers for the contestants. 3. Sees to it that the venue is prepared. 4. Accommodate the speaker for the short talk before the contest 5. Presentation of Parliamentary Procedure 6. Facilitates/assists the distribution of materials. 7. Gives the score sheets to the judges. 8. Collects the score sheets from the judges . 9. Tabulates the scores of the judges and prepare the official list of winners for the said contest 10. Submits the score sheets, tabulated sheet and the list of official winners to the Registration and Records Committee.
Paloma Bula Bethzaida Ronato 3 Teachers from the Host District	Resolution Making	<ol style="list-style-type: none"> 1. Receive the registration form from the secretariat to register the contestants 2. Prepares numbers for the contestants. 3. Sees to it that the venue is prepared. 4. Gather the contestants for the short talk before the contest 5. Facilitates/assists the distribution of materials. 6. Gives the score sheets to the judges. 7. Collects the score sheets from the judges . 8. Tabulates the scores of the judges and prepare the official list of winners for the said contest 9. Submits the score sheets, tabulated sheet and the list of official winners to the Registration and Records Committee.

BUWAN NG KASAYSAYAN COMMEMORATION

THEME: "Kasaysayan : Bahagi ng Ating Nakaraan, Gabay sa Kinabukasan"

ELEMENTARY: AUGUST 23, 2019 - Venue: District of Tabuelan

MECHANICS & GUIDELINES OF THE CONTESTS

1. BAYANI LOOK –A-LIKE

CRITERIA

5. Personality (Bayani look alike)	50%
6. Intelligence	30%
7. Poise and Confidence	10%
8. Over-all impact	10%
TOTAL	100%

Mechanics:

1. For Elementary category, one (1) contestant is coming either from any of grade levels in Grade 4 to Grade 6.

2. Exposures:

A. Parade of Heroes

B. Portrayal of Heroes (included introduction: name of the hero portrayed and bayani quote maximum of 30 seconds)

C. Selection of Top Ten

D. Question and Answer Portion (Top Ten Finalist)

Note: Grades 1-3 in Mother Tongue and Grades 4-6 in Filipino

3. Props men and back-ups are not allowed.

4. No Legendary heroes.

5. Use only improvised props (harm free)

6. A deduction of 1 point if the intro will exceed more than 30 seconds.

a. Avoid hashtag, punch line, dramatization and hugot line

Note: Do not include the name of contestant and the school

MAJOR AWARDS

* BAYANI LOOK-ALIKE 2019 AND 1st to 4th Runners Up

2. KASAYSAYAN QUIZ

Mechanics:

- Kasaysayan Quiz Bowl (AP Competency Based) for elementary will be composed of two (2) Contestants who are coming either from Grade 4 - Grade 6 learners
- During the quiz, participants will be provided with pens and writing sheets that are numbered and colored-coded. These writing sheets will be collected after each round.
- Filipino will be used as the official language in the conduct of the quiz.
- Participants will be given a total number of thirty questions, of which ten (10) are "easy", ten (10) are "average", and ten (10) are "difficult".
- Points for every correct answers will be given as follows:
 - One (1) point for each "easy" question
 - Two (2) points for each "average" question
 - Three (3) points for each "difficult" question.

- Participants shall be given ten (10) seconds to answer each question.
- Quizmaster will only read each question twice. Countdown will start after the question has been read second time.
- Should participants wish to change their answer that they have written down, this answer should be crossed out with the horizontal line. The new answer must be written clearly above the crossed out answer. Participants are allowed to change their answer within the time allotted for a particular question.
- The division winners will be proclaimed based on cumulative scoring.
- All ties shall be broken by a tie breaker question from the “difficult” category.
- In case of a protest or inquiry during the actual quiz proceedings, the following procedures shall be observed:
 - Only the official coach of the participants is allowed to raise a protest or inquiry at the earliest appropriate time during the quiz or before the next question will be read.
 - The protest or inquiry will be addressed orally to the chair of the board of judges who will recognize the protest or inquiry
 - The chair will announce the decision upon deliberation with the members of the board of judges. The decision of the board of judges is final and irrevocable.

3. POSTER MAKING CONTEST

Event Rules and Mechanics

- a. The contestant must be a Grade 4 - Grade 6 pupil.
- b. The contestants will be picking their numbers during registration. They will be given a number tag which will be attached to the poster.
- c. Any artwork in the poster must be original in design and shall be based on the theme.
- d. Each contestant will bring their own materials
 - ½ illustration board
 - 1 box craypas
 - 12 inch ruler
 - 1 pencil
 - 1 black pentel pen (broad)
 - 1 pack medium size cotton
 - 1 eraser
- e. Duration of the contest shall be 2 hours. There shall be no extension of time for late comers.
- f. Finished output shall not contain any label of the theme or name of contest/district. Only the number tab based on the registration shall be attached on the upper left corner of the illustration board with the initial of the contest manager.
- g. The decision of the board of the judges shall be final and irrevocable.

Criteria for the Assessment

Criteria	Percentage
Creativity/Presentation	50%
Originality	30%
Relevance to theme	20%
TOTAL	100%

4. MINUTES MAKING

C R I T E R I A

1. Content	40%
2. Organization: Parliamentary Procedure	30%
3. Structure	20%
4. Neatness & Accuracy	10 %
TOTAL	100%

GUIDELINES:

1. Contestant must be the SPG Secretary.
2. Contestant must attend the lecture before the contest.
3. Use the Official paper provided by the committee with watermark.
4. The contest will be done through actual parliamentary procedure.
5. One - hour contest

5. RESOLUTION WRITING

C R I T E R I A

1. Content	40 %
a. Arguments must be realistic	20 %
c. Issue Detailed	20 %
2. Organization (logical Sequence)	20 %
3. Structure	20 %
4. Format	20 %
TOTAL	100%

GUIDELINES:

1. Contestant must be an SPG Officer.
2. Contestant must attend the lecture before the contest.
3. Use the Official paper provided by the committee with watermark.
4. Topics will be provided to develop into resolution.
5. One - hour contest

WORKING COMMITTEES

NAME	COMMITTEE	TASK
Ermalyn P. Dahunan 4 Teachers from the Host District	Registration, Records and Food	<ol style="list-style-type: none"> 1. Prepare registration form / receive the registration form from the secretariat 2. Facilitate in the registration of all participants of the competition. 3. Take charge of all the records and prepare all documents. 4. Collect results from every contest venue. 5. Submit all results of the different competitions to the Awards and Certificates committee.
Fe L. Dura 4 Teachers from the Host District	Program/Certificate s/ Awards	<p>To prepare the following:</p> <ol style="list-style-type: none"> 1. Receive materials from the secretariat 2. Written manuscripts on the flow of the program. 3. Certificates (Participation/ Appearance/ Recognition/Certificates for the working committees/plaque) 4. Assist in the distribution of certificates during the awarding ceremony. 5. Accept/receive contest results from the Records Committee
Renalyn A. Salgado 4 Teachers from the Host District	Sash/Lei/Decoration /Physical Arrangement	<ol style="list-style-type: none"> 1. Organize the physical arrangements for every contest and fix the decorations of the contest venues. 2. Prepare the lei for our special guests and judges.
Marnelli Ancajas Richard Inoc 3 Teachers (Host District)	Documentation	<ol style="list-style-type: none"> 1. Take photos to document all the contests. 2. Prepare a video presentation for report. 3. Post pictures to the Division AP Group FB Page.
Rosemary N. Oliverio	Focal Person for all the Judges	Coordinate and take charge for all the judges
James Ian Luyao	Master of Ceremonies	<ol style="list-style-type: none"> 1. Follow the flow of events carefully and smoothly. 2. Take charge on the announcements as per instruction by the authorized personnel. 3. Should stay in the post until all events have been done.
Priscila Villaester 4 Teachers from the Host District	Secretariat	<ol style="list-style-type: none"> 1. Take charge of the minutes of entire proceedings of the contest. 2. Keep all the contest materials. 3. Distribute the contest materials when contest proper starts. 4. Collect all contest materials after the contest.
Abegail Villamor Florido Padayugdog 3 Teachers from the Host District	Bayani Look-Alike	<ol style="list-style-type: none"> 1. Receive the registration form from the secretariat to register the contestants 2. Prepare the registration number of the candidates 3. Check the entry of each candidate(No legendary heroes) 4. Take charge of the flow of the Bayani-Look-Alike Exposures / entire program. 5. Gives the score sheets to the judges. 6. Always make yourself available in the area. 7. Submit result-winning contestants to the records committee
Ma. Glynn B. Sumagang	Kasaysayan. Heograpiya, at Kultura ng Pilipinas QUIZ (Quiz Master)	<ol style="list-style-type: none"> 1. Read clearly the randomly chosen questions twice from the test item. 2. Keep the custody of test questions before, during and after the quiz bowl. 3. Should check that proctors are available before the contest starts
Salvacion Teves Kareen Abayon 3 Teachers from the Host District	Kasaysayan. Heograpiya, at Kultura ng Pilipinas QUIZ	<ol style="list-style-type: none"> 1. Receive the registration form from the secretariat to register the contestants 2. Prepare the registration numbers of the contestants. 3. See to it that the venue is prepared. 4. Assign proctors / scorer / timer to its designated area 5. Should see to it that the quiz will start on time 6. Facilitates/assists the distribution of materials. 7. Assists the Quiz Master in checking the answers. 8. Informs the encoder of the numbers of the winning contestants 9. Submit result-winning contestants to the records committee

NAME	COMMITTEE	TASK
Ma. Milagros S. Andoy	Timer	<ol style="list-style-type: none"> 1. Take note of the time limit for every question in the Pop Quiz. 2. Informs or signals the Quiz Master of the time
Evelyn Pantilgan Sonia Santiago	Encoder/Tally	<ol style="list-style-type: none"> 1. Records/encodes the score of every contestant. 2. Prepares tally sheets both soft and hard copies. 3. Tabulates the scores of the contestants. 3. Projects the score on the white screen.
Aritas Quiñanola 4 Teachers from the Host District	Poster Making	<ol style="list-style-type: none"> 1. Receive the registration form from the secretariat to register the contestants 2. Prepare the registration numbers of the contestants. 3. Sees to it that the venue is prepared. 4. Display the poster for easier evaluation of the judges 5. Gives the score sheets to the judges. 6.. Collects the score sheets from the judges 7. Tabulates the scores of the judges and prepare the official list of winners for the said contest 8. Submits the score sheets, tabulated sheet and the list of official winners to the Registration and Records Committee.
Rameeh Gelig 4 Teachers from the Host District	Minutes Making	<ol style="list-style-type: none"> 1. Receive the registration form from the secretariat to register the contestants 2. Prepares numbers for the contestants. 3. Sees to it that the venue is prepared. 4. Accommodate the speaker for the short talk before the contest 5. Presentation of Parliamentary Procedure 6. Facilitates/assists the distribution of materials. 7. Gives the score sheets to the judges. 8. Collects the score sheets from the judges . 9. Tabulates the scores of the judges and prepare the official list of winners for the said contest 10. Submits the score sheets, tabulated sheet and the list of official winners to the Registration and Records Committee.
Anabelle Gempero Engracia Alcain 3 Teachers from the Host District	Resolution Making	<ol style="list-style-type: none"> 1. Receive the registration form from the secretariat to register the contestants 2. Prepares numbers for the contestants. 3. Sees to it that the venue is prepared. 4. Gather the contestants for the short talk before the contest 5. Facilitates/assists the distribution of materials. 6. Gives the score sheets to the judges. 7. Collects the score sheets from the judges . 8. Tabulates the scores of the judges and prepare the official list of winners for the said contest 9. Submits the score sheets, tabulated sheet and the list of official winners to the Registration and Records Committee.