



**October 16, 2019**

**DIVISION MEMORANDUM**

No. 656, s. 2019

**DIVISION LEVEL POPULATION QUIZ AND ON-THE-SPOT SKILLS  
EXHIBITION ON POPULATION DEVELOPMENT**

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

1. This Office announces the conduct of the “**Division Level Population Quiz and On-The-Spot Skills Exhibition on Population Development (PopDev)**” with the theme, “**Authentic Filipino Talents and Skills: Breaking the Barriers for Inclusive Education**” on October 30, 2019 at Liloan National High School, Liloan, Cebu.
2. Categories of the competitions are as follows:
  - a. PopDev debate, Pop quiz, and Jingle writing and singing – Secondary
3. There are two (2) contestants for every districts in the categories of Pop quiz and PopDev debate-the District Champion and first placers winners, and one (1) contender for the Jingle writing and singing. These participants together with their respective coaches are expected to join on the said contest.
4. PSDS’s and the Municipal PopEd/Social Studies Coordinators are advised to initiate and spearhead the Municipal Level Population Quiz and On-The-Spot Skills Exhibition on Population Development prior to the date of the Division Level Competition.
5. Traveling, per diem and other incidental expenses relative thereto shall be chargeable against **local school/ SEF/ MOOE/ PTA funds**, subject to the usual accounting and auditing rules and regulations.
6. This memorandum serves as the Travel Authority of the participants.
7. Contests Committees with tasks is attached as Enclosure 1
8. Wide dissemination of and compliance with this Memorandum is desired.

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

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# WORKING COMMITTEES FOR POP QUIZ AND ON-THE-SPOT SKILLS EXHIBITION FOR POPULATION DEVELOPMENT

(OCTOBER 30, 2019 – LILOAN NHS)

NAME	COMMITTEE	TASK
<b>Chair : Christine Colibao</b> Members : Carina Marikit Tempora Balaba Marissa Rabadan Committees: Liloan District	Secretariat/Program /Certificates/Awards	1. Takes charge of the proceedings of the contest and its entire minutes. 2. Prepares and keeps all the contest materials ready for use. 3. Distributes the contest materials when the contest proper starts. 4. Collect all contest materials after the contest. 5. Makes the written manuscripts on the flow of the program. 3. Prepares Certificates of Participation/ Appearance/ Recognition including Certificates for the working committees. 4. Assists in the distribution of certificates during the awarding ceremony.
<b>Chair : Eunice P. Logod</b> Members : Jocelyn Alarde Violeta Rosacena Maridian Sebua Committees: Liloan District	Registration, Records and Food	1. Claims the registration form from the Secretariat 2. Facilitates in the registration of all participants 3. Takes charge of all the records and keep all the necessary documents. Be sure to keep everything intact. 4. Collects results from every contest venue. 5. Submits all results of the different competitions to the Awards and Certificates committee.
<b>Chair: Maryditha Uytico</b> Committees: Liloan District	Lei/Decoration/Physical Arrangement	1. Organizes the physical arrangements for every contest and fix the decorations of the contest venues. 2. Prepares the lei for our special guests and judges.
C/O Liloan District	Documentation	1. Takes photos to document all the contests. 2. Prepares a video presentation for report. 3. Posts pictures to the Division AP Group FB Page.
<b>Chair : Anamae Faith Ramirez</b> Members: Janeth Villacampa Mae Tangpos Genet Jore Committees: Liloan District	Pop Quiz	1. Claims the registration form and other materials from the Secretariat 2. Prepares entry numbers for the contestants. 3. Sees to it that the venue is prepared. 4. Facilitates/assists the distribution of materials. 5. Assists the Quiz Master in checking the answers. 6. Informs the encoder of the numbers of the winning contestants. 7. Submits the score sheets, tabulated sheet, the list of official winners and other documents to the Registration and Records Committee.
Tita Ceniza	Quiz Master	Do the following: 1. Read clearly the randomly chosen questions twice from the test item bank. 2. Keep the custody of test questions before, during and after the quiz bowl.
Bethzaida Ronato	Timer Pop Quiz	1. Takes note of the time limit for every question in the Pop Quiz. 2. Informs or signals the Quiz Master of the time
Joseph Judaya – Electronics/Soft Copy Christine Jane Neis – Hard Copy	Encoder/Tally	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.

<p><b>Chair : Edisa Lim</b>  <b>Members :</b> Mary Jane Rivera  Felix Sareno  Rogaciano Ugbaniel  Ian Aguilar  <b>Committees:</b> Liloan District</p>	<p><b>POPDEV DEBATE</b></p>	<ol style="list-style-type: none"> <li>1. Claims the registration form and other materials from the Secretariat</li> <li>2. Prepares the entry numbers for the contestants.</li> <li>3. Sees to it that the venue is prepared.</li> <li>3. Start early for the elimination round with the first set of judges. Facilitates/assists the judges.</li> <li>4. Prepare the fifteen (15) contenders for the second round</li> <li>5. In the second round, refer to RFOT/NFOT guidelines in the conduct of this contest.</li> <li>6. Submit the score sheets, tabulated sheet, the list of official winners and other documents to the Registration and Records Committee.</li> </ol>
<p>Cyril Frances Rinen</p>	<p>Timer POPDEV Debate</p>	<ol style="list-style-type: none"> <li>1. Take note of the time limit allocated for every contestant in the POPDEV Debate.</li> <li>2. Informs or signals as the time ended for each contestant.</li> </ol>
<p><b>Chair : Evelyn Malabay</b>  <b>Members :</b> Paloma Bula  Marife Montillano  Elirose Lucero</p>	<p>Jingle Writing &amp; Singing</p>	<ol style="list-style-type: none"> <li>1. Claim registration form and other materials from the Secretariat</li> <li>2. Prepare entry numbers for the contestants.</li> <li>3. Sees to it that the venue is prepared.</li> <li>3. Start the first part of the contest right after the opening program.</li> <li>4. Prepare the competitors for the part two of the contest which will be done right after the conduct of the POP Quiz</li> <li>5. Refer to RFOT/NFOT guidelines in the conduct of this contest.</li> <li>6. Submit the score sheets, tabulated sheet, the list of official winners and other documents to the Registration and Records Committee.</li> </ol>
<p>Arlie Fernandez</p>	<p>Master of Ceremonies</p>	<ol style="list-style-type: none"> <li>1. Follow the flow of events carefully and smoothly.</li> <li>2. Take charge on the announcements as per instruction by the authorized personnel.</li> <li>3. Should stay in the post until all events have been done.</li> </ol>
<p>Rosemary N. Oliverio</p>	<p><b>OVERALL FOCAL PERSON</b></p>	<p>Coordinate and take charge for entire activity of "POP QUIZ AND ON-THE-SPOT SKILLS EXHIBITION ON POPULATION DEVELOPMENT"</p>