



November 26, 2019

Division Memorandum  
No. 757 S. 2019

**Conduct of the School Level English Festival 2019**

To: Assistant Superintendents  
Chiefs, CID and SGOD  
Education Program Supervisors/ Coordinator  
Public Schools District Supervisor  
School Heads Elementary and Secondary  
Private and Public  
Teachers

1. In order to ensure maximum participation of all learners and to empower all school heads, this office hereby announces the conduct of the English Festival 2019, which shall be done at the school level only in both elementary and secondary schools.

2. The following are the suggested activities:

Elementary	Secondary
Speech Choir	Speech Choir
Read-A-Thon	Essay Writing
Story Retelling ( G-4)	Impromptu Speaking
Extemporaneous Speaking	Cosplay
Essay Writing	Story Telling
Spelling Tilt	Spelling Tilt

3. Attached also are the guidelines and mechanics of the suggested activities.

4. All elementary and secondary school heads are expected to lead in all activities and strictly monitor the implementation.

5. District Supervisors are likewise requested to monitor , supervise all schools within the district during the conduct.

6. District -wide submission of report is expected using attached template.

7. Activities shall be done every 3:00-5:00 p.m. from January 13-17,2020.

8. Expenses incurred in this week-long activity are chargeable against School MOOE/PTA Funds, SEF subject to its availability and the usual accounting and auditing rules and regulations.

9. Immediate and wide dissemination with this memorandum are required.

**MARILYN S. ANDALES, Ed.D., CESO V**  
Schools Division Superintendent



Republic of the Philippines  
Department of Education  
Region VII, Central Visayas  
**DIVISION OF CEBU PROVINCE**  
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**SCHOOL ENGLISH FESTIVAL ACCOMPLISHMENT REPORT**  
SY: 2019-2020

SCHOOL/DISTRICT : \_\_\_\_\_

ACTIVITY	MOV	PROCESS IN THE CONDUCT OF ACTIVITIES	% OF LEARNERS INVOLVED BY GRADE LEVEL

Prepared by \_\_\_\_\_

Submitted by: \_\_\_\_\_

Teacher Coordinator /School Head

School Head/ District Supervisor

(Note: This template shall be used for district and school submission)

**ENGLISH FESTIVAL 2020**  
**MECHANICS & GUIDELINES**

**A. READ-A-THON**

1. The team is composed of three (3) members for every grade level from Grades 3-6 pupils.
2. During the contest, each team will be given a book with the chosen selection to be read.
3. The reading time is 30 minutes (silent reading).
4. After 30 minutes, the team will answer the questions to be given orally by the examiner.
5. Only one member of the team will write the answer on the strips of white cartolina using black pentel pen. Answers are direct to the point.
6. In case of tie, clinchers will serve as breakers.
7. The contestant will write in all capital letters for clarity.
8. Questions will be read twice by the quiz master.
9. Coaches and chaperones are not allowed to interact with contestants during reading time and contest proper.
10. The decision of the judge is final and irrevocable.

**CRITERIA for JUDGING**

5	Easy questions with 4 choices (a,b,c,d)	1 point each correct response
5	Average questions with 4 choices (a,b,c,d)	3 points each correct response
4	Difficult questions (without choices)	5 points each correct response
2	Clincher questions (without choices)	5 point each correct response

NOTE: Bring 16 strips of white cartolina and 1 black pentel pen

**B. STORY RETELLING – GRADE 4**

1. Contestant wait in the holding room.
2. They will be given 30 minutes to read the story.
3. After the reading time, the copy of the selection will be retrieved.
4. The contestant will retell the story using his or her own words.
5. Direct speech is not allowed.
6. The decision of the judge is final and irrevocable.

**CRITERIA for JUDGING**

Content	30%
Organization	20%
Enunciation/Pronunciation	25%
Voice Projection	15%
Stage Presence	<u>10%</u>
	100%

**C. EXTEMPORANEOUS SPEAKING**

1. Participants in this contest are Grade 6 pupils.
2. Contestants wait in the holding room.
3. They will be given a topic to be discussed.
4. They have 1 minutes to prepare and organize their speech.
5. After the 1 minute, the contestant will deliver his or her speech for five minutes.

- The decision of the judge is final and irrevocable.

CRITERIA for JUDGING

Content and Relevance to the Topic	40%
Enunciation/Pronunciation	20%
Organization	20%
Spontaneity	10%
Overall Impact	<u>10%</u>
	100%

**D. ESSAY WRITING**

- The essay writing contest is open to all Grade 5 pupils only of any public or private schools in the division. For secondary, the competition is open to all grade levels.
- All essays must be done on the spot and must be completed within the allotted time of one hour only.
- All essays shall be written in English and shall consist of not less than 150 words nor more than 250 words for elementary participants. The secondary contestants shall write their essay of not less than 300 words and not more than 450 words.
- Contestants shall be given only one official entry sheet.
- The decision of the judge is final and irrevocable.

CRITERIA for JUDGING

Content & Relevance to the Topic	30%
Organization	30%
Word Choice	15%
Mechanics (Grammar, Spelling, Punctuation & Capitalization)	20%
Format (introduction, body, conclusion) & Neatness	<u>5%</u>
	100%

**E. SPEECH CHOIR**

- This contest is open to all Grade 3-6 pupils for elementary. For secondary, the participants come from Grades 7-10 students of any public or private schools in the division.
- Each team shall be composed of a maximum of 30 members and a minimum of 25 members.
- The official piece for the speech choir elementary category is the composition of Nida T. Orio entitled "Salih, Pepe, and John". The official piece for the secondary level is "Peace Not War" by Sylvia Mae Eser. Copy of the said pieces are attached in the memo.
- The conventional speech choir method of presentation shall be followed. Minimum movements and gestures shall apply.
- The team shall wear the school uniform only. No props allowed.
- There shall be three voices: Light, Dark, and Medium.
- The decision of the judge is final and irrevocable.

CRITERIA for JUDGING

Interpretation (Manner in which the piece is internalized and presented.)	30%
Delivery (Quality of voice, fluency, pronunciation, blending & harmony)	30%
Choreography (gestures, movement)	20%
Stage Presence (Stage poise, eye contact, audience impact)	10%

Mastery of the piece	<u>10%</u>
	100%

### F. IMPROMPTU SPEAKING

1. The contest is open to all students from Grade 7-12.
2. The topic will be given during the contest by the organizer.
3. The contestant delivers the speech about the topic in 3-5 minutes.

#### CRITERIA for JUDGING

Presentation (Vocal delivery, manner of speaking)	40%
Content (Originality, evidence, information, organization)	40%
Command of Language	10%
Audience Response (Effectiveness/Persuasiveness of Speech)	<u>10%</u>
	100%

### G. COSPLAY

1. The contest is open to all Secondary grade levels from Grade 7-12.
2. The characters to be portrayed should be a literary character from Grades 7-10 books.
3. The contestant should perform a maximum of 3-minute monologue.
4. There should only be one participant from each district for the area level.  
There will be an elimination round and the Top 3 from each area will qualify for the final round.
5. The contestant is only allowed to use replicas for props. Only handheld props are allowed. Props must be handled with utmost care and must not be harmful to fellow CosPlayers, event staff and Dangerous articles such as metallic weapons like knives, swords, etc. are strictly prohibited.
6. The decision of the judge is final and irrevocable.

#### CRITERIA for JUDGING

Characterization (Costume resemblance, accessories, make-up and wig to the Champion being portrayed)	40%
Craftsmanship (Workmanship, creativity, intricacy of costume detail )	30%
CosPlay Catwalk (Character portrayal & Overall stage performance)	20%
Audience Impact (Entertainment value & presence)	<u>10%</u>
	100%

## H. SPELLING CONTEST

### **Word list and the Official Dictionary:**

Local Spelling Bee officials are responsible for selecting the word lists for use at each level. All words in Spelling Bee word lists must be taken from entries in the *Merriam Heritage Dictionary*, 5th Edition, the official dictionary of the Spelling Bee. This dictionary will serve as the final authority for word spelling and pronunciation.

- o If a word has two or more accepted spellings, the spelling listed first will be accepted as correct.
- o Some words on the list may not appear directly in the dictionary (plurals, possessives, etc.). Accepted rules for these words will apply.

### **Spelling Bee Procedure**

There are three (3) phases/ stages of the Regional Spelling Contest, the Easy or Elimination phase, the Difficult phase, and the Final phase.

#### **I. Easy/ Elimination Phase**

1. Participants will be provided with permanent markers and writing sheets during this phase. The monitor will collect the writing sheets after the Judges check the spelling of every contestant.
2. There will be six (6) words to be given for this elimination round by the Bee Master/ Pronouncer. 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/ Pronouncer 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/ Pronouncer.
4. Contestants will be given a maximum of 15 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 15 seconds is over and to put it down only after the Judges have 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 Phase:**

1. Each speller remaining in the spelling bee for the Difficult Phase will not be allowed to write the word upon spelling it but he/she has to spell it orally this time and he/she has to give the correct or appropriate meaning (choices A & B will be provided) of the given word. This phase or stage will be run through certain number of rounds depending on how good or weak the contestants spell and give the meaning of the words. A round means one complete cycle after all the 19 contestants have been given the chance to spell and give the meaning of a word. Every round, the contestant picks up his own word to be spelled and unlocked from among the rolled papers provided and give it to the Bee Master/ Pronouncer.
2. The Bee master/ Pronouncer will pronounce the word once, and as per student's request use it in a sentence or identify the part of Speech (only 1 form of clarification).
3. The participant, in 30 second- time, will then pronounce the word, spell the word, choose its appropriate meaning from the given options and pronounce the word again.
4. The Judge will have the responsibility for stopping the student if he/she fails to pronounce

**6.1 pronounce the word before spelling.** This is to ensure that the student has heard the correct word;

**6.2 look at the Bee Master/Pronouncer** when spelling the word because seeing the speller's lip movements, may be critical in detecting misspellings.

**6.3 spell the word orally.** Participants will not be allowed to write the word before spelling it; (The speller should enunciate well the letter names of the alphabet with sufficient volume as he

**6.5 pronounce the word again** after the word is spelled and unlocked.

Take note:

# The participant may ask for any re-pronunciation, sentence to be repeated or any question for word clarification **within the 30- minute time period, but only one time per word and provided no extra time is given.**

• If a participant takes undue advantage of this rule, he/she will be advised by the Bee Master.

#### **7. Timing**

• After the Bee Master/ Pronouncer has pronounced the word, he shall remind the speller to ask for word clarification. Right after the participant asks for word clarification and addressed by the Bee Master, the speller is expected to pronounce the word at once and the 30 second-time allotment starts, that includes the pronunciation of the word, spelling of the word, answering of the vocabulary question and pronunciation of the word for the second time after spelling it.

• In another case, after the Bee Master/ Pronouncer had reminded the participant to ask for word clarification but he/she remains speechless for five (5) seconds, the former informs the speller that the timer will start timing for the 30-second time allotment for the participant to supposedly pronounce the word, spell the word, answer the vocabulary question and pronounce the word again. Once he starts pronouncing and spelling the word but does not finish spelling at the end of the 30-second period, he/she shall be declared out from the contest by the Judge.

• 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 as determined by the Judge.

#### **On Protests/ Appeals:**

• The responsibility or privilege to pose any question, complaints relating to the spelling of a word or anything related to the proceedings is given only to the contestants and not to anyone else. (A parent or coach or any school official present is prohibited to raise any question or complaints in behalf for his/her contestant to maintain order.)

• The question should be referred to the Judge, in an orderly and quiet manner by making a written appeal and to be hand delivered to the Bee Coordinator or to the Judge. The written appeal must provide the speller's name, the word in question and the reason the speller should be reinstated. When five or fewer spellers remain, an oral appeal must be made before the speller would have received his/her next word had he/she stayed in the spelling bee.

• The deadline for making a protest/ appeal 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 Judge will oversee the investigation of the protest/ question for clarification with the assistance of the other officials. The Judge's decision shall be final.

### **Appeal protocol:**

1. To minimize disruptions to the spelling bee, every effort should be made to deliver an appeal by the end of the round in which the speller was eliminated.
2. While the competition is in session, individuals who have filed appeals may not directly approach the judges unless explicit permission to approach the judges has been given. The judges will contact the speller if they decide to reinstate the speller. To minimize disruption to the pace of the spelling bee and the concentration of the spellers, the judges are under no obligation to stop the spelling bee in order to discuss with the speller

### **Reinstatement protocol**

1. Pronouncer mispronunciation: An appeal claiming that a speller's elimination from the pronunciations and the pronouncer did not accommodate the speller's request for alternate pronunciations and it appears that the speller's spelling almost matches the correct spelling.
3. Speller's misunderstanding: An appeal claiming that the speller's elimination from the spelling bee was due to the speller's not understanding the word [its pronunciation(s) and/or other information about the word] should be denied. It is the speller's responsibility to understand the word.
4. Speller offered correct spelling for a word: An appeal claiming that the speller correctly spelled the word should be denied unless an audio recording of the bee's proceedings or bee officials' recollections clearly indicate that the word was indeed spelled correctly.
5. Exception: If the speller's spelling is listed in Webster's 3rd New International Dictionary and its addenda section, Merriam-Webster, copyright 2002, the speller should be reinstated if all of the following three criteria are met:
  - (1) The pronunciations of the words are identical
  - (2) The definitions of the words are identical
  - (3) The words are clearly identified as being standard variants of each other. Spellings at other locations having temporal labels (such as archaic, obsolete), stylistic labels (such as substand, nonstand), or regional labels (such as North, Midland, Irish) which differ from main entry spellings not having these status labels will not be accepted as correct.
6. Speller offered correct spelling, as indicated in a dictionary other than Webster's Third: An appeal claiming that the speller spelled the word correctly according to a dictionary other than Webster's Third New International Dictionary and its addenda section, copyright 2002, Merriam-Webster, should be denied.
7. Homonym in a spelling round: An appeal claiming that the speller's elimination was unfair because the speller's word is a homonym should be denied unless the pronouncer failed to use the word in a sentence or gave other form of word clarification and the speller correctly spelled a homonym of the word.
8. Incorrect or unsolicited information: An appeal claiming that the speller's elimination was unfair because the pronouncer offered incorrect or unsolicited information about the word should be denied unless it is determined that the pronouncer indeed gave factually incorrect information and it appears that the speller's spelling would have been correct if not for the incorrect or unsolicited information provided by the pronouncer.
9. Bee officials failed to correct a misunderstanding: An appeal claiming that the speller