



Department of Education
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY
Corner Don Carlos-Guingona Sts., Malaybalay City




September 2, 2013

DIVISION MEMORANDUM

No. 229, s. 2013

To: Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary Schools Administrators

From: 
EDILBERTO L. OPLENARIA
Schools Division Superintendent

Subject: **CONDUCT OF DIVISION COMFEST FOR TEACHERS, SCHOOL HEADS AND
EDUCATION PROGRAM SUPERVISORS**

Date: September 2, 2013

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DepEd-MALAYBALAY CITY DIVISION

RELEASED

Date: 9/4/13 Time: 11:36 AM
By: John Arduelle

1. Pursuant to Regional Memorandum No. 117, s. 2013 this office will conduct the 2013 Communication Festival (Comfest) to showcase the oral and written capabilities of the School Heads, Teachers and education Program Supervisors on October 4, 2013 (venue to be announced later).
2. Each district/high school will have a competitor in the following category:
 - A. Writing competition
 1. Teacher category
 2. School Head category
 - B. Speech competition
 1. Teacher category
 2. School Head category
3. The best writer and speakers will represent our Division in the Regional Comfest on October 24.
4. Refer to Enclosure 1 to Regional Memorandum No.117, s. 2013.
5. Wide dissemination of this memo is enjoined.

A. GENERAL GUIDELINES IN THE WRITING SKILL COMPETITION

1. In Writing Skill Competition, the following events are to be contested:
 - A. Writing Memorandum
 - B. Newswriting
 - C. Feature Writing
 - D. Editorial Writing
2. This contest is to be conducted simultaneously, thus no contestant is allowed to compete in two events.
3. Time allotment for writing per event is one hour only.
4. Contestant in writing memorandum must bring his/her own laptop for the said competition while other events will be provided with the official writing sheet.
5. The decision of the members of the Board of Judges in all aspects of the contest shall be deemed final and irrevocable.

B. GENERAL GUIDELINES IN THE SPEAKING SKILL COMPETITION

1. In the Speaking Skill Competition the following events are to be contested with its appropriate time allotment:
 - A. Table Topics (Impromptu) - 1-2 minutes only
 - B. Humorous Speech - 5-7 minutes only
 - C. Prepared Speech Contests - 5-7 minutes only
2. This contest is to be conducted simultaneously, thus no contestant is allowed to compete in two events.
3. Official list of contestants on Speaking Competition must be submitted on or before October 14, 2013 to DepEd-ROX addressed to the Regional Coordinator on Communication.
4. Contestants are encouraged to observe business attire and shall attend the briefing an hour before the contest.
5. The decision of the members of the Board of Judges in all aspects of the contest shall be deemed final and irrevocable.

SCORESHEET/CRITERIA FOR JUDGING ON WRITING & SPEAKING SKILL COMPETITION

A. SCORESHEET ON WRITING SKILL COMPETITION

SCORE SHEET FOR EDITORIAL WRITING

Technical	40 %
Uses lead paragraph that contains news peg and the general stand of the writer	
Presents arguments that are based on facts.	
Cites sources of facts to add credibility to the arguments raised	
Uses a strong and thought-provoking title or headline	
Shows logical reasoning	
Observes the rules of grammar and syntax	
Utilizes transitions properly	
Content	50%
Presents the general stand of the writer in the lead	
Utilizes facts from interviews, documents review, data analyses and other reliable sources	
Displays evidence of the writers' knowledge and understanding of issues/problems	
Reflects clarity of the message and can influence public opinion	
Arguments presented in the body logically support the writer's stand	
Ethics	10%
Observes ethical and professional standards for print media (fairness, relevance, accuracy, originality)	
Cites sources and observes copyright laws	
Total	100%

SCORE SHEET FOR NEWS WRITING

Technical	40%
Arranges details of the event in decreasing importance	
Shows the news writer's ability to organize information	
Uses a lead that is clear and focused on the most important detail	
Avoids the use of words with controversial elements or double-meaning.	
Avoids personal slants	
Has clear and unbiased headline	
Uses short and simple words	
Conforms with the principles of unity and coherence	
Observes the rules of grammar and syntax	
Uses transitions properly	
Content	50%
Uses appropriate lead type to get the readers' attention	
Presents to the readers the most important detail of the event	
Follows logical presentation of the event and emphasizes the most important or relevant fact (s)	
Follows the correct news writing format/style	
Ethics	10%
Observes ethical and professional standards for print media (fairness, relevance, accuracy and balance)	
Cites sources and observes copyright laws	
TOTAL	100%

SCORE SHEET FOR FEATURE WRITING

Technical	30%
Observes the rules of grammar and syntax	
Conforms with the principles of organization and progression of ideas	
Exhibits creative presentation of the story	
Combines colorful and figurative language to present facts	
Uses a catchy title for the article	
Sustains interest of the readers	
Utilizes the appropriate feature type to emphasize the impact/relevance of the topic	
Content	60%
Cites facts like historical references, statistics, relevant names/facts to bolster credibility of statements and/or narratives	
Presents a new angle or information about the topic that are timely and interesting to read	
Stirs the imagination of the reader	
Balances presentation of thoughts and ideas from the obtained data with those of the writers' perceptions	
Ethics	10%
Observes ethical and professional standards for print media (fairness, relevance, accuracy and balance)	
Cites sources and observes copyright laws	
TOTAL	100%

SCORE SHEET FOR WRITING MEMORANDUM

Technical	30%
Observes the rules of grammar and syntax	
Conforms with the principles of organization and progression of ideas	
Exhibits clarity of the communication	
Utilizes the appropriate format/structure on writing a memorandum	
Content	60%
Cites facts references, statistics, relevant names/facts to bolster credibility of statements	
Presents appropriate facts	
Stirs the imagination of the reader	
Balances presentation of thoughts and ideas from the obtained data with those of the writers' perceptions	
Ethics	10%
Observes ethical and professional standards	
TOTAL	100%

A. SCORESHEET ON SPEAKING SKILL COMPETITION

SCORESHEET ON TABLE TOPICS CONTEST (IMPROMTU)

JUDGING ITEMS	SUGGESTED POINT VALUES			
	<i>Excellent</i>	<i>Very Good</i>	<i>Good</i>	<i>Fair</i>
SPEECH DEVELOPMENT • Opening, Body, Close, Organization, Smoothness	30	23-29	17-22	0-16
EFFECTIVENESS • Logic, Directness, Enthusiasm, Achievement of Purpose, Audience Response	25	18-24	11-17	0-10
PHYSICAL • Appearance, Body Language	15	11-14	6-10	0-5
VOICE • Flexibility, Volume	15	11-14	6-10	0-5
LANGUAGE • Appropriate to Speech, Purpose and Audience, Good Grammar, Pronunciation and Word Selection	15	11-14	6-10	0-5
TOTAL SCORE (100 Points Possible)				

SCORESHEET ON HUMOROUS SPEECH

JUDGING ITEMS		SUGGESTED POINT VALUES			
		<i>Excellent</i>	<i>Very Good</i>	<i>Good</i>	<i>Fair</i>
SPEECH DEVELOPMENT • Structure, Opening, Body, Support Material	C O N T E N T 5 5	15	12-14	10-11	0-9
EFFECTIVENESS • Excitement Created, Suspense, The Unexpected Twist, Surprise, Connection of Humorous Events, Achievement of Purpose		10	8-9	6-7	0-5
SPEECH VALUE • Ideas, Originality of Thoughts and Material		15	12-14	10-11	0-9
AUDIENCE RESPONSE • Attentiveness, Laughter, Interest, Reception		15	12-14	10-11	0-9
PHYSICAL • Appearance, Body Language	D E L I V E R 3 0	10	8-9	6-7	0-5
VOICE • Flexibility, Volume		10	8-9	6-7	0-5
MANNER • Directness, Assurance, Enthusiasm		10	8-9	6-7	0-5
APPROPRIATENESS • To Speech Purpose and Audience, Reflecting Good Taste	L A N G U A G E 1 5	10	8-9	6-7	0-5
CORRECTNESS • Grammar, Pronunciation, Word Selection		5	4	3	2

SCORESHEET ON INTERNATIONAL/PREPARED SPEECH

JUDGING ITEMS		SUGGESTED POINT VALUES			
		<i>Excellent</i>	<i>Very Good</i>	<i>Good</i>	<i>Fair</i>
SPEECH DEVELOPMENT • Structure, Organization, Support Material	C O N T E N T S O D E L I V E R 3 0 L A N G U A G E 20	20	14-19	9-11	0-8
EFFECTIVENESS • Achievement of Purpose, Interest, Reception		15	11-14	6-10	0-5
SPEECH VALUE • Ideas, Logic, Original Thought		15	12-14	10-11	0-9
AUDIENCE RESPONSE • Attentiveness, Laughter, Interest, Reception		15	11-14	6-10	0-9
PHYSICAL • Appearance, Body Language		10	7-9	4-6	0-3
VOICE • Flexibility, Volume		10	7-9	4-6	0-3
MANNER • Directness, Assurance, Enthusiasm		10	7-9	4-6	0-3
APPROPRIATENESS • To Speech Purpose and Audience		10	7-9	4-6	0-3
CORRECTNESS • Grammar, Pronunciation, Word Selection		10	7-9	4-6	0-3
TOTAL SCORE	100				