



Republic of the Philippines
Department of Education
 REGION X- NORTHERN MINDANAO
 DIVISION OF MALAYBALAY CITY

2023-54676

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Division Memorandum
 No. 496 Series of 2023

TO : **Assistant Schools Division Superintendent**
Chief Education Supervisors (SGOD and CID)
Public Elementary School Heads
All Others Concerned

FROM : **CHERRY MAE L. LIMBACO-REYES**
 Schools Division Superintendent

DATE : **November 15, 2023**

SUBJECT : **MALAYBALAY CITY LGU CHILDREN'S MONTH CELEBRATION: QUIZ BEE AND SPELLING BEE CONTEST**

1. Relative to the letter from Malaybalay City LGU dated November 7, 2023, requesting DepEd Malaybalay SDO to spearhead the conduct of the **Quiz Bee and Spelling Bee Contest** as part of the celebration of the Children's Month 2023, this office would like to invite all public elementary schools of DepEd Malaybalay SDO to participate in the said contests on **November 21, 2023, at LPT Hall, BNHS, 8:00 AM to 5:00 PM**, to wit:

Contest	Time
Spelling Bee	8:00 AM – 12:00 PM
Quiz Bee	1:00 PM – 5:00 PM

2. For the Spelling Bee, there will be two (2) contestants per District who may come from the same school or different schools within the district. For the Quiz Bee, there will be two (2) teams, composed of 3 learners per team, coming from each District. The team composition may be coming from the same school or from different schools within the district. For further information on the guidelines, see attached Guidelines and Mechanics of the Spelling Bee and Quiz Bee.
3. The chaperone/coach will be the Schoolhead or non-teaching personnel from the school, and travelling and other related expenses are chargeable to local funds.
4. Queries relative to this can be relayed to Lucilyn M. Cahucom, PDO1 at 0955-125-9232 or Karl Lois C. Pagaran, PDO1 at 0915-245-0076.

Copy furnished:
 Records Unit
 SGOD/lmc



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GUIDELINES AND MECHANICS OF THE SPELLING BEE AND QUIZ BEE 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.

Supervision

- It is the coach'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 students' development of poise and communication under pressure.
- To expand students' vocabulary and encourage accurate word usage and pronunciation.
- To provide an opportunity for students to meet and encourage students from other schools

Awards

1. All students will receive a Certificate of Participation
2. The top three best spellers will receive the following cash prizes:

First Place	P3,000.00 + Certificate of Recognition
Second Place	P2,500.00 + Certificate of Recognition
Third Place	P1,500.00 + Certificate of Recognition

3. The non-winning contestants will all receive P1,000.00 each as consolation prizes plus Certificate of Participation.

GUIDELINES

1. The contest is open to all student from grade 1-3.
2. Each District is allowed to endorse two (2) student as contestants.
3. Participants must wear their prescribed uniform with school ID, and a bona fide student of their respective schools.
4. Both coaches and participants must be at the venue at least 30 minutes before the start of the contest for the briefing/reminders.
5. The contest shall be facilitated by a committee composed of the following:

a. Arbiter
b. Bee Master
c. Time Keeper
d. Checker
e. Tabulators



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6. The **American Heritage Dictionary** will be used as the official reference.

MECHANICS

1. The contest is done in three (3) rounds: Easy or Elimination, Average, and Difficult. There shall be five (5) words for every round.
2. The Bee Master must give the correct pronunciation of the word, including its part of speech, definition and it shall be used in a sentence. The words are read twice.
3. For time allotment:

a. Easy Round	20 Second per word
b. Average Round	18 Seconds per word
c. Difficult Round	16 seconds per word

SPELLING BEE PROCEDURE

There are three (3) rounds of the Spelling Bee competition, the Easy or elimination round, the Difficult round, and the Final round.

1. Participants will be provided with permanent markers and writing sheets during this phase. The members of the committee will collect the writing sheets after the Arbitrator checks the spelling of every contestant.
2. There will be five (5) words to be given for the elimination round by the Bee Master. This is to give all the contestants a fair chance and opportunity to spell the same words, as well as a way of determining who will be able to continue to the next round,
3. The Bee Master will pronounce each word twice and aid to each word identification.
4. Only when the spelling bee master says "**GO**" will the timer start the countdown, and the contestant may start to write their answer. Contestants must raise their pens and answer to signify their final answer on or before the time limit.
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 and final spelling should 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 and put it down only after the Arbitrator Judge has checked their spelling.
7. For an easy round, the participant will earn **1 point**. For an average round, the participant will earn **2 points**, the for a difficult round, **3 points**.
8. The participant who earns the most points will be the winner.
9. The top three (3) teams with the highest scores gathered shall be declared the Champion, 1st Place, and 2nd Placer respectively.
10. Should a tie exist, the match shall go to sudden death. The contestant who correctly answers two (2) questions first shall be declared the winner of the tie.
11. The decision of the judges is final and irrevocable.



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QUIZ BEE

Awards

1. All learners will receive a Certificate of Participation.
2. The top three (3) best teams will receive the following cash prizes:

First Place	P3,000.00 + Certificate of Recognition
Second Place	P2,500.00 + Certificate of Recognition
Third Place	P1,500.00 + Certificate of Recognition

3. The non-winning teams will all receive P1,000.00 each as consolation prizes plus Certificate of Participation.

MECHANICS

1. The contest is open to all learners from grade 4 – 6.
2. The District can send two (2) teams, which may be composed with learners from the same school or different schools from the same District.
3. Each team is composed of three (3) members each.
4. The contest will be divided into three (3) rounds: Easy, Average, and Difficult.
5. The contestants shall be at the place of the competition at least thirty (30) minutes before the scheduled time.
6. The contest shall be facilitated by a committee composed of the following:

f. Arbiter
g. Bee Master
h. Time Keeper
i. Checker
j. Tabulators

7. Clarifications regarding the rules of the competition shall be entertained by the Committee before the start of the contest.
8. The contestants must be bona fide students of their respective schools.
9. The organizers will provide them with the whiteboard, markers, and erasers and only those things will be on their table and nothing more than unnecessary equipment.
10. No questions shall be entertained during the contest proper.

QUIZ BEE PROCEDURE

1. The contest shall be in the form of a team. They will help each other in answering the question.
2. Each round will have a total of ten (10) questions.
3. The coverage of the quiz will include **General Knowledge, English, Science, and Mathematics.**
4. The question is alternately given by category.



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5. Each question shall be given a predetermined number of points corresponding to its round:
 - Easy – 1 point
 - Average – 2 points
 - Difficult – 3 points
6. The question shall be read twice. Afterward, the quiz master will say **“GO”**, which is only when the contestant may start writing their answer on the white board provided and, at the same time, the start of the countdown timer. All teams should raise their pens and show their final answers after the time allotted for the specified question. The time allotment are as follows:

a. Easy Round	20 seconds per question
b. Average Round	18 seconds per question
c. Difficult Round	16 seconds per question

7. Each team must write their answer on the whiteboard provided.
8. The team who earns the most points will be the winner.
9. The top three (3) teams with the highest scores gathered shall be declared the Champion, 1st Place, and 2nd Placer respectively.
10. Should a tie exist, the match shall go to sudden death. The team who answers two (2) questions first shall be declared the winner of the tie.
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