



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

November 19, 2020

DIVISION MEMORANDUM
No. 309 s. 2020

2020 COOPERATIVE AND FINANCIAL LITERACY MONTH CELEBRATIONS

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. In support to the 2020 National Cooperative Month Celebration and Financial Literacy Month Celebration and in partnership with the City Cooperative Office of the Local Government Unit of Tayabas City through its Local Chief Executive Hon. Mayor Ernida A. Reynoso and Gener Abordo as the City Cooperative Officer, this Division will conduct the 2020 Division Contest related to cooperative and financial literacy month celebrations which will commence thru a virtual opening program on November 24, 2020 at 10:00 AM via SDO livestream.
2. The activity aims to:
 - a. Provide awareness on the significance and contribution of cooperatives in school and economic development in the countryside especially in this time of pandemic;
 - b. Provide the schools particularly the learners an avenue for learning in the field of cooperatives;
 - c. Inculcate the principles and practices of cooperative among learners;
 - d. Integrate cooperative and financial literacy values such as savings and thrift among teachers and learners;
 - e. Integrate cooperative and financial literacy principles in teachers' instructional practices; and
 - f. Showcase learners and teachers' talents and skills amid COVID-19 pandemic; and
 - g. Recognize the contribution and efforts of all partners.
3. This division encourages all public and private schools (elementary and secondary) for their voluntary participation.
4. Enclosed are the technical working group, and contest guidelines/mechanics for your reference.
5. Immediate dissemination of this memorandum is desired.

ANIANO M. OGAYON, CESO V
Schools Division Superintendent

Encl.:
As stated



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<https://depeditayabas.com/>



Enclosure No. 1

TECHNICAL WORKING GROUP

Committees	Person/s-in-charge	School/Office
Program and Invitation and Certificates	Sancho C. Calatrava	SDO
	Maylin O. Villa	LGU City Cooperative
Awards	Gener B. Abordo	LGU City Coop Office
	Maylin O. Villa	LGU City Coop Office
Documentation	Joel Dela Cruz	Buenaventura Alandy NHS
	Margie Salvanera	Luis Palad Integrated HS
Registration	Sancho C. Calatrava	SDO
	Maylin O. Villa	LGU City Cooperative
Supplies and Materials	Gener B. Abordo	LGU City Coop Office
	Maylin O. Villa	LGU City Coop Office
Food and Refreshment	Gener B. Abordo	LGU City Coop Office
	Maylin O. Villa	LGU City Coop Office
Contest Categories		
Comics Making	Waldymar Pasacsac	Kalumpang ES
	Ronan Ranillo	Taybas Central Sch. I
Vlog Making	Reniel Fabella	Luis Palad Integrated HS
	Aldwin Rea	Luis Palad Integrated HS
Cooperative-Based Module Making	Cherry Hugo	Dapdap Integrated School
	Raymond Hugo	Luis Palad Integrated HS
	Nezsi Garcia	Luis Palad Integrated HS
Coloring Contest	Waldymar Pasacsac	Kalumpang ES
	Ronan Ranillo	Tayabas West CS I
	Cherry Hugo	Dapdap Integrated Sch.
	Michael Safred	RQM NHS



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Enclosure No. 2

2020 COOP and Financial Literacy Month Celebrations

Guidelines

I. General Guidelines

1. A participant is qualified to compete in any contests.
2. The contest is open to teachers and learners of the City Schools Division of the City of Tayabas.
3. Contestants are required to register online on the link indicated in this Division Memorandum and they are expected to complete the information needed.
4. The link for the launching and awarding programs will be provided to the participants and guests.
5. The artist will be held accountable to any issues that may arise with regards to the originality and authenticity of the design.
6. Interested participants shall submit their entries in pdf format on or before December 3, 2020 thru this link: <https://tinyurl.com/2020cooperativecontest>
7. Prize to be awarded is per entry, meaning if more than one person is involved in the work, then the prize will be shared between them.
8. The judging of all contest categories will be on December 11, 2020
9. All winning and non-winning entries will become properties of the City Cooperative Development Office of the City of Tayabas and will be used for its related activities and undertakings.
10. Decisions of the Board of Judges are final.
11. Announcement of results and awarding of top three (3) winners will be conducted via online during the awarding ceremony.
12. Winners will receive online notification.
13. All schools of the participating teachers and learners in the different contest categories will receive 1 box of bond paper from the Office of the City Cooperative Development Office.
14. Entries with 4th to 33rd ranks upon judging will be entitled to receive consolation prize.

II. Specific Guidelines

A. Comics Making Contest (For Teachers)

1. The comics should revolve around the National Cooperative Month Theme: **Cooperatives Amidst Pandemic, Stand for Resiliency, Strive for Sustainability.**
2. Filipino, English or both could be used to present dialogues in the comics.
3. Contestants should submit one colored entry containing a minimum of four to six frames drawn on one standard-sized using A4 (210 x 297mm) size bond paper (hard copy) in not less than 10 pages with at least 300 dpi.
4. Each participant in this contest category should submit ONE entry only.
5. Contestants are encouraged to create original artwork, characters and story that are not yet published in any form.
6. Manually and digitally drawn work are acceptable. Manually drawn must be scanned and save in the prescribed format.
7. The use of excessive or overly violent, sexual, offensive themes, graphics and language will not be accepted.
8. Judging shall be based on the following criteria:

Relevance to the Theme	20%
Artistry (overall quality of illustration, coloring, shading, line detail, background, etc.)	30%
Story (Appeal to human interest, grammar and flow, originality & creativity)	30%



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Overall impact of work

20%

Total

100%

9. The winners will receive the following prize:
1st Place – Php 5,000.00 plus Certificate and 1box of bond paper for the school
2nd Place – Php 4,000.00 plus Certificate and 1box of bond paper for the school
3rd Place – Php 3,000.00 plus Certificate and 1box of bond paper for the school
10. Non-winners will receive consolation prize of Php 500.00 and a Certificate of Participation

B. Vlog Making Contest (For High School Students)

1. The contest is open to all enrolled public and private high school students of the SDO Tayabas City.
2. School head must choose a teacher-coach who will select the contestant/s for this contest.
3. Each entry shall be a short story that is focused mainly on contribution and impact of Cooperatives in the life of ordinary Filipinos.
4. Vlog entries shall focus on the National Cooperative Month Theme: **Cooperatives Amidst Pandemic, Stand for Resiliency, Strive for Sustainability.**
5. The length of the video must not exceed 3 minutes.
6. All entries must be submitted in an MP4 format with 3 lead characters.
7. The Vlog entries must be mainly in Filipino or English or both.
8. Any kind of multimedia / video-editing software (Adobe Premiere, Sony Vegas Pro, Proshow Producer, Movie Maker, Adobe after Effects, Particle Illusion, etc.) can be used. The entry must be an original work.
9. The contestants are 100% responsible for all the production costs of the video.
10. All submission must not violate copyright laws or use brand names/logos.
12. Vloggers must give credits to the composers and songs used in the video.
13. Use of disrespectful language or personal attack on people or organization will automatically disqualify entries.
14. The entries will be uploaded in the official FB page of the City Cooperative Development Office on December 5 to 0, 2020 for online voting through the number of reactions (**hearts only**) an entry received.
15. Entries will be judged according to the following criteria:

Relevance to the Theme **20%**

Originality **20%**

Online Votes **20%**

1000 votes and above 20%

800-999 votes 15%

600-799 votes 10%

400-599 votes 7%

399 votes and below 5%

Editing **15%**

Story Presented **15%**

Over-all Impact **10%**

Total **100%**

16. The winners will receive the following prize:
1st Place – Php 5,000.00 plus Certificate and 1box of bond paper for the school
2nd Place – Php 4,000.00 plus Certificate and 1box of bond paper for the school
3rd Place – Php 3,000.00 plus Certificate and 1box of bond paper for the school
17. Non-winners will receive consolation prize of Php 500.00 and a Certificate of Participation

C. Cooperative-based Module Making Contest (For Teachers)

1. Learning module must be subdivided into microteaching sessions. An entire module may have a total duration of 3 weeks. One-week duration for each



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microlearning session that can be delivered through modular distance learning delivery.

2. The use of cooperative resource materials is highly encouraged. Participants may ask copies (hard and/or soft) of Cooperative Resource Materials from the Office of the City Cooperative Development Office.
3. The module should follow the standard format and elements of ADM issued by the Department of Education. Participants may ask Mr. Sancho C. Calatrava and/or Generosa Zubieta for the format.
4. The following should also be considered in developing the module.

- **Structure and Sequence**

- Lessons shall be arranged from simple to complex.
- Size of the letters and sentences shall be appropriate to the target learners.
- Presentation shall be engaging and interesting.

- **Content**

- It shall consider learners context, situations, needs and capabilities
- It shall adhere to the social content guidelines
- It shall be learner-centered and shall promote 21st century skills.

- **Language**

- Material shall use English as the language of instruction.
- It shall use appropriate language and vocabulary.
- The length of the sentences, paragraphs shall be age-appropriate.

- **Illustrations**

- Illustrations shall adhere to the Social Content Guidelines.
- Filipino characters (if applicable) shall be the subject of illustration.
- People, animals, places, and objects shall be appropriate to the age, grade level and context of the learners.
- Illustrations shall clarify and/or enhance concepts.
- Illustrations and visuals shall be **gender and culture sensitive**.
- Cover art shall bear the official logos of LGU Tayabas, City Cooperative Development Office and City Schools Division of Tayabas City.

5. Judging shall be based on the following criteria:

Relevance to the Theme	20%
Content	30%
Lay out and Format	20%
Language and Grammar	20%
Over-all Impact	10%
Total	100%

6. The winners will receive the following prize:
1st Place – Php 5,000.00 plus Certificate and 1box of bond paper for the school
2nd Place – Php 4,000.00 plus Certificate and 1box of bond paper for the school
3rd Place – Php 3,000.00 plus Certificate and 1box of bond paper for the school
7. Non-winners will receive consolation prize of Php 500.00 and a Certificate of Participation

D. Coloring Contest

1. The contest is open to all enrolled public and private grades 4 to 6 learners of the SDO Tayabas.
2. School head must choose a teacher-coach who will select the contestant/s for this contest.
3. The contest will be on December 11, 2020 at Casa Comunidad from 8:00 AM to 12:00 NN.
4. Only one entry per participant will be allowed.
5. Only colored pencil or crayons shall be used, which will be provided by the participants.
6. Judging shall be based on the following criteria:



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Accuracy of color to real image	30%
Overall attractiveness of picture	30%
Creativity	20%
Color of Scheme	20%
Total	100%

7. The winners will receive the following prize:
1st Place – Php 2,000.00 plus Certificate and 1box of bond paper for the school
2nd Place – Php 1,500.00 plus Certificate and 1box of bond paper for the school
3rd Place – Php 1,000.00 plus Certificate and 1box of bond paper for the school
8. Non-winners will receive consolation prize of Php 300.00 and a Certificate of Participation
9. Strict compliance of minimum health protocol should be observed.