



Republic of the Philippines  
Department of Education  
Region 4-A CALABARZON  
Province of Quezon  
**CITY SCHOOLS DIVISION**  
City of Tayabas



**DIVISION MEMORANDUM NO. 133**

**TO :** OIC-ASSISTANT SCHOOLS DIVISION SUPERINTENDENT  
CHIEFS, EDUCATION PROGRAM SUPERVISOR, CID AND SGOD  
EDUCATION PROGRAM SUPERVISORS  
HEADS, PUBLIC & PRIVATE ELEMENTARY AND SECONDARY  
SCHOOLS

**FROM :** CATHERINE P. TALAVERA, Ph. D.  
OIC- Schools Division Superintendent

**SUBJECT :** ANNUAL ICT MONTH CELEBRATION

**DATE :** June 8, 2017

This office announces the conduct of the **ANNUAL ICT MONTH CELEBRATION** on June 27-28, 2017 at Luis Palad National High School, Tayabas City.

Enclosed are copies of the training design, the technical working committee, contest guidelines and program of activities for your reference.

Participants for Training Workshop on June 28, 2017 are requested to bring their laptops, pocket WiFi and extension wire.

Participants of the Contests and Training Workshop must submit the online registration at <http://www.deped.in/tayabasictmonth2017> on or before June 23, 2017.

School Heads are advised to provide necessary adjustments to avoid disruption of classes.

Immediate and wide dissemination of this Memorandum is desired.

CID & ITO/ Annual ICT Month Celebration 2017  
DM-133 /June 8, 2017

We are an emerging division where excellence is a habit and allegiance for quality is a pledge.  
Email us at: [tayabas.city@deped.gov.ph](mailto:tayabas.city@deped.gov.ph)  
Website: [www.depedtayabascity.ph](http://www.depedtayabascity.ph)

tel. no. : (042) 797-0591  
telefax no. : (042) 797- 0054), (042) 797-0773





## ACTIVITY DESIGN

### I. Title

### **ANNUAL INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT) MONTH CELEBRATION IN THE CITY SCHOOLS DIVISION OF TAYABAS**

### II. Rationale

The City Schools Division of Tayabas in line with ICT Month Celebration adheres to the principles of excellence through the utilization of the 21<sup>st</sup> century technology in education. With ICT as the tool to achieve educational goals, over the years it has evolved into a major driving force in attaining economic development and creating connections in the global digital community. It has been identified as a key towards growth and progress and a bridge towards the future.

Relative to the theme of this year's ICT month **"ICT for a Better and Safe Philippines"**, are the supporting advocacies of the division to promote the technological skills and knowledge brought out to the world by ever-changing gadgets of advanced technology.

### III. Objectives

1. Promote and strengthen the use of information and communications technology (ICT) for effective teaching, learning, and governance through ICT skills competitions.
2. Provide all educational managers, teachers and pupils/students avenues towards the new access of acquiring information, knowledge and skills with ease and convenience by conducting series of ICT skills workshops and trainings;
3. Celebrate the ICT month with educational programs and activities geared towards interactive 21<sup>st</sup> century teaching and learning

### IV. Expected Output

All participants are enhanced and updated with the trends of the Department of Education Computerization Program. Thereby, recognized the best works of the participating schools in line with the ICT month celebration such as skills competitions in tarpaulin designing, web page designing, PC assembly with configuration and networking, video editing, demo teaching and campus publication using MS Publisher/InDesign.

### V. Activities

Activities	Date	Persons Involved
Planning Meeting of Core Team	June 15, 2017 @ 3:00 pm	EPS, ITO, ICT Coordinators, and DTEO Officers
School Based ICT Competition and selection of contestants	June 21-23, 2017	School Heads, School ICT Coordinator, teachers, and students
Division ICT Skills Competition in tarpaulin designing, web page designing, PC assembly with configuration and networking, demonstration teaching with technology for teachers, documentary/featured video	June 27, 2017	EPS, ITO, School Heads, School ICT Coordinators, teachers, and students

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contest and campus publication using MS Publisher/InDesign		
Conduct ICT Skills Training/Workshop for School ICT Coordinators and Selected DO Personnel	June 28, 2017	ITO, School/Department ICT Coordinators, SDO Personnel
Submission of Evaluation and Accomplishment Reports	July 14, 2017	EPS and ITO

#### VI. Participants

The participants to the activities of the celebration are selected DO personnel, School/Department ICT Coordinators, K-12 teachers, and selected students in the City Division of Tayabas.

#### VII. Venue and Date

The conduct of the celebration will be held for two days on June 27-28, 2017 at Luis Palad National High School and Tayabas East Central School, Tayabas City.

#### VIII. Budgetary Requirements:

Supplies/Equipment  
Foods

#### IX. Organizers/Trainers/Facilitators

1. Kendrick C. Cabriga – Information Technology Officer
2. Louie L. Fulleo – Education Program Supervisor
3. ICT Coordinators and DTEO Officers

#### X. Quality Assessment and Monitoring Evaluation

##### QAME TEAM

Chairperson – Dr. Edwin R. Rodriguez, Chief – SGOD

Co-Chairperson – Imelda C. Raymundo, Chief – CID

Members:

Louie L. Fulleo – EPS

Kendrick C. Cabriga – Information Technology Officer I

T & D Personnel

#### XI. Sources of Fund

**SEF**

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Prepared by:

  
**KENDRICK C. CABRIGA**  
Information Technology Officer

  
**LOUIE L. FULLEO**  
Education Program Supervisor

Recommending Approval:

  
**IMELDA C. RAYMUNDO**  
CID Chief

**EDWIN PAUL M. NAVARRO**  
OIC – Asst. Schools Division Superintendent

Approved:

  
**CATHERINE P. TALAVERA, Ph.D.**  
Schools Division Superintendent

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**ANNUAL INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT) MONTH CELEBRATION IN THE  
CITY SCHOOLS DIVISION OF TAYABAS**

**TECHNICAL WORKING GROUP**

- Over-All Chairperson - DR. CATHERINE P. TALAVERA - Schools Division Superintendent  
Co-Chairpersons - EDWIN PAUL M. NAVARRO - Asst. Schools Division Superintendent  
- DR. EDWIN R. RODRIGUEZ, Chief, SGOD  
- IMELDA C. RAYMUNDO, Chief, CID  
- LOUIE L. FULLEDO, EPS-EPP/TLE  
- KENDRICK C. CABRIGA, Information Technology Officer

**Members:**

Schools ICT Coordinators and Division Technopreneur Educators Organization (DTEO) Officers

**Committees:**

**1. Registration**

Chairwoman – Geraldine M. Constantino  
Member – Jaymie Jane Y. Nanez

**2. Program**

Chairman – Ronan Thaddeus de los Santos  
Member – Edmar G. Rada

**3. Certificates**

Chairwoman – Lalaine Calabano  
Member – Rich Ann Dulot  
Marchella Unson  
Michelle Anyayahan

**4. Documentation**

Chairwomen – Magdalena T. Lagrosas & Christine Cabuyao  
Members – Meredith De Jesus  
Cristina C. Esperanza

**5. Physical Arrangement**

Chairman – Ronaldo De Jesus  
Members – Jowell C. Mendoza  
Marc Dennis G. Capistrano

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**General Guidelines for the 2017 ICT Month Celebration**

**A. Participants**

1. The participants of the 2017 ICT Month Celebration will showcase their best products and performances in the different events as an evidence of their learning in the different learning areas;
2. Participation is open to any pupil/student currently enrolled in public or private elementary and secondary schools for SY 2017-2018;
3. A pupil/student is allowed to participate in one (1) event/skill exhibition/contest only.
4. The teacher-coach/trainer/adviser of the top 3 record holders shall each receive a division certificate of recognition.
5. Participants of the Contests and Training Workshop must submit the online registration at <http://www.deped.in/tayabasictmonth2017> on or before June 23, 2017.

**B. General Orientation/Briefing**

1. Orientation regarding the events of the different skills exhibition is scheduled after the opening program;
2. After the general orientation, coaches/trainers of each event will have a briefing with the event administrator/facilitator/coordinator/focal person on the mechanics and other details of the specific skills exhibition. The venue of the orientation will be announced during the registration of official participants;
3. All clarifications, issues and concerns regarding the contests shall be addressed during the orientation. Any concerns raised during the actual skills exhibition shall not be entertained unless they are valid and necessary;
4. Distribution of needed supplies and materials, if applicable to the event, shall be done at the venue. Hence, participants are enjoined to be at the venue an hour before the start of the skills exhibition; and
5. Participants are encouraged to visit the venue of the event a day before the actual skills exhibition.

**C. Mechanics for Judging the Skills Exhibition**

1. The products and performances of participants in all events shall be judged by three members of the board of judges composed of experts and practitioners;
2. The score of the three judges in any event shall be computed to determine the **AVERAGE** of each participant/team. The average score shall be the basis for ranking the products/performances of participants to determine the top 3 record holders;



3. Tabulation, consolidation and review of all results shall be done by representatives from the host school;
4. The final results shall be reviewed by the members of the board of Judges before they affix their signatures to the summary sheet;
5. In case of a tie, triple tie or a quadruple tie, the participant who finished with the shortest/fastest time will be declared as the "Record Holder." In the event of another tie, the chair of the board of judges will decide; and
6. The decision of the board of judges is final and irrevocable.

#### **D. Areas for Skills Exhibition**

The areas for skills exhibition, number of participants per event and time allotment for the **Annual ICT Month Celebration 2017** are the following:

Areas for Skills Exhibition/Contests/Workshop	No. of Participants		Time Allotment
	Elem. Public and Private	Junior HS& Senior HS Public and Private	
ICT			
1. Tarpaulin Designing	1/school	1/school LPNHS- 1/Department	3 hrs.
2. Web Page Designing		1/school	3 hrs.
3. PC assembly with configuration and networking		1/school	3 hrs.
4. Campus Publication Using MS Publisher (Elem.)/ Adobe InDesign (Sec.)	1/school	1/school	3 hrs.
5. Demonstration Teaching Using Technology	1/school (for teachers only)	1/school (for teachers only)	
6. Documentary/Featured Video Contest	1/school	1/school, LPNHS – 1/Dept.	
Workshop			
1. Training Workshop for School ICT Coordinators and Selected DO Personnel	44- School ICT Coordinators 21- SDO Personnel		8 hours

#### **E. Skills Exhibition Proper**

- 1.1. The event administrators and their secretaries, technical committee and judges, should be in the venue sixty (60) minutes ahead of the event schedule.
- 1.2. Event materials, supplies, tools, equipment and other things needed at the venue will be made ready by the event administrator sixty (60) minutes before the event schedule.
- 1.3. All participants should be at the designated venue fifteen (15) minutes before the event starts. Late participants without valid reasons shall be disqualified.
- 1.4. Setting up of their extension cords, equipment, and tools should be done during this time.
- 1.5. The briefing of participants will be done fifteen (15) minutes before the scheduled event.
- 1.6. The event secretary will give the signal for the event to begin. Once the event has started, the coaches, teachers, and delegates are no longer allowed to talk to the participants to allow them to fully concentrate on their work.
- 1.7. Only the event administrator, secretary, technical staff, judges, official photographer, and participants are allowed in the venue.
- 1.8. No questions shall be entertained during the contest proper except clarifications and points of order. All clarifications and points of order shall be raised with the event administrator.
- 1.9. Should there be any irregularities found during the event, the event administrator, in consultation with the board of judges, may suspend the conduct of the specific skill exhibition, if justified, and refer the matter to the attention of the Technical and Evaluation Committee for appropriate action.
- 1.10. Borrowing of materials, tools, and supplies during the event is not allowed.
- 1.11. The working area should be cleaned immediately after every event.
- 1.12. All outputs shall be endorsed to the Secretariat by the event administrator
- 1.13. All endorsed outputs shall be displayed throughout the duration of the event

**The following special materials and equipment are required to be brought by participants of the contests:**

- A. Laptops/Desktops and Printers



**2017 Annual ICT Month Celebration**

**Program Overview**

**Luis Palad National High School**

**June 27-28, 2017**

**DAY 1: DIVISION ICT CONTEST PROPER**

	<b>Activity</b>	<b>Materials Needed</b>	<b>Person-in-charge</b>
8:00 AM - 9:00 AM	<b>Opening Ceremony</b> <ul style="list-style-type: none"><li>• Lupang Hinirang</li><li>• Regional Hymn</li><li>• Opening Prayer</li><li>• Welcome remarks from the SDS</li></ul> <b>Orientation</b>	Laptop and Projector  Slides with embedded videos/audio files of Lupang Hinirang and  Regional Hymn	DTEO Officers Officers School ICT Coordinators
9:00 AM - 9:15 AM	<b>CONTEST PROPER</b>  Proceeding to the designated contest venue/room.	Laptops/desktops	DTEO Officers Officers School ICT Coordinators Board of Judges
9:30 AM - 12:30 AM	1. Tarpaulin Designing, 2. Campus Publication, 3. Web Page Designing, and 4. Documentary/Featured Video Contest 5. PC Assembly with Configuration and networking 6. Demonstration Teaching with Technology for Teachers		
12:30 PM - 1:30 PM	<b>LUNCH BREAK</b>	<b>LUNCH BREAK</b>	<b>LUNCH BREAK</b>
1:30 PM – 4:00 PM	Continuation of Contests	Laptops/desktops	Board of Judges
4:00 PM – 5:00 PM	Awarding Ceremony  Coordinators	DTEO Officers Officers School ICT	

## DAY 2 : TRAINING WORKSHOP FOR SCHOOL/DEPARTMENT ICT COORDINATORS AND SDO PERSONNEL

	Agenda		Materials needed	Person-in-charge
8:00 AM - 8:30 AM	MOL		Slide Presentation	Participants
8:30 AM - 12:00 PM	SDO Personnel	School/Department ICT Coordinators	Computer Peripherals/Laptops Laptops with Internet Connection	The Trainers
	Google Apps <ul style="list-style-type: none"> <li>➤ Google Docs</li> <li>➤ Google Forms</li> <li>➤ Google Sheets</li> <li>➤ Google Drive</li> <li>➤ Other Google Features</li> </ul>	DCP Maintenance and Troubleshooting		
12:00 PM - 1:00 PM	Lunch			
1:00 PM - 5:00 PM	Continuation of Training			
5:00 PM	Home Sweet Home			



## ANNUAL ICT MONTH CELEBRATION CONTEST PACKAGE

A.

Component Area	ICT	
Grade/Year Level	Public and Private (Grade 4, 5 or 6 –Elem.), (Grade 7, 8, 9, 10, 11 or 12 – Sec.)	
Event Package	Tarpaulin Designing	
No. of Participants	One (1) per school, LPNHS – 1/Department	
Time Allotment	Three (3) hours	
Contest Venue / Time	Nantes Bldg. / 9:30-12:30	
Contest Administrator	Maria Cecilia P. Pagana	
Description	Applying MS Publisher (Elem.) and Adobe Photoshop CS4-CS6 (Sec.) in Tarpaulin designing gets you to quality and marketable product/service advertisements.	
Criteria for Assessment	Criteria	Percentage
	<b>Creativity and Innovation</b> Originality of Design/Ideas/ Presentation - 10% Combination of materials- 10% Additional Use- 10%	30
	<b>Process</b> Use of appropriate tools, materials and equipment -10% Methods/Workmanship - 10% Safety Work Habits & Housekeeping-10%	30
	<b>Marketability</b> Quality/Durability - 5% Purpose/Functionality - 5% Affordability-5% Visual Appeal -5%	20
	<b>Time Management</b> Wise use of time/Speed	10
	<b>Communication Skills</b> Fluency of oral communication-5% Flow of thoughts and ideas-5%	10
	<b>Total</b>	<b>100</b>
	<i>Note: All materials, tools and equipment shall be provided by the contestant.</i>	
Tools and Equipment	USB and Laptop	
<b>Mechanics</b> 1. Theme: <b>ICT for a Better and Safe Philippines</b> 2. Graphics and layout size shall be given on-the-spot. 3. Contestants are not allowed to import other designs or to use internet during the contest proper. 4. Contestants shall bring their own laptop. It will be inspected before the contest proper. 5. Once the contestants completed their task, they will present their output to the panel of judges.		



**B.**

Component Area	ICT	
Year/Grade Level	Public and Private Secondary (Grade 7/8/9/10)	
Event Package	Web Page Designing	
No. of Contestant	One (1) per school	
Time Allotment	Three (3) hours	
Contest Venue / Time	Suarez Computer Room / 9:30-12:30	
Contest Administrator	Abigail P. Vito	
Description	Create website through HTML that can be used to publish information, advertise, and sell products. Good navigation gets you where you want to go quickly and offers easy access to the breadth and depth of the sites contest.	
Criteria for Assessment	Criteria	Percentage
	<b>Creativity and Innovation</b> Originality of Design/Ideas/ Graphics/Presentation/Harmony and Balance- 10% Combination of materials- 10% Additional Use- 10%	30
	<b>Process</b> Use of appropriate tools, materials and equipment -10% Methods/Workmanship/ Hyperlink- 1 0% Safety Work Habits & House Keeping-10%	30
	<b>Marketability</b> Quality/Durability - 5% Purpose/Functionality - 5% Affordability-5% Visual Appeal -5%	20
	<b>Time Management</b> Wise use of time/Speed	10
	<b>Communication Skills</b> Fluency of oral communication-5% Flow of thoughts and ideas-5%	10
	<b>Total</b>	100
Note: All materials, tools and equipment shall be provided by the contestants		
Tools and Equipment	USB and computer	
<b>Mechanics:</b>  1. Type and content of website will be given on the spot. 2. Contestants shall bring their own laptop. It will be inspected before the contest proper. 3. Once the contestants completed their task, they will present their output to the panel of judges.		

**C.**

<b>Component Area</b>	ICT
<b>Year Level</b>	Public and Private Secondary (Grade 7/8/9/10)
<b>Event Package</b>	<b>PC Assembly with Configuration and Networking</b>
<b>No. of Contestant</b>	One (1) per school
<b>Time Allotment</b>	Three (3) hours
<b>Contest Venue / Time</b>	Suarez Bldg. / 9:30-12:30 pm
<b>Contest Administrator</b>	Ronan Thaddeus Delos Santos
<b>Description</b>	Computer System and Networking Configuration ensures the functionality and connectivity of the PC system to perform task such as file and printer sharing and internet connectivity.
<i>Note: All materials, tools and equipment shall be provided by the contestants</i>	
Materials Tools and Equipment	PC and its peripherals cable for networking. XP installer, Crimping tools, screwdriver, LAN tester, RJ45

***Mechanics:***

1. Contestants shall bring their own laptop. It will be inspected before the contest proper.
2. Once the contestants completed their task, they will present their output to the panel of judges.

## ASSESSMENT GUIDE

A. SAFETY WORK HABITS AND HOUSEKEEPING-OCCUPATIONAL HEALTH AND SAFETY POLICIES (5%)

1	Write at least FIVE (5) Occupational Health and Safety Policies a Computer Technician must exercise in the performance of his/her job. (1% for every correct answer)	
		Sub-Total
		5%

## B. HARDWARE ASSEMBLY (30%)

1	Power Supply		1%
2	Back Panel		1%
3	Motherboard		1%
4	Processor (CPU)		1%
5	Wiring (neat, efficient, precise)		5%
6	Memory (RAM)		1%
7	Hard disk drive		
		Partition: (50% drive C:), (50% drive D:)	10%
		Operating system will be on drive C:	10%
			Sub- 30%

Total	
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C. SOFTWARE INSTALLATION (30%)			
1	Windows XP		10%
2	HARDWARE DRIVERS		
3		onboard video	5%
4		onboard audio	
5		onboard LAN	
7	Hard disk drive		
		Computer Name: School Name	5%
		WORKGROUP: ICT	5%
			Sub-Total
			25%

D. NETWORK CONFIGURATION (25%)			
1	Peer to peer		
2	UTP CABLE		
3		Cross-over cable	10%
4		Fiber were removed properly	5%
5		Wire shields is properly inserted	5%
6	NETWORK		
		Shared folder on desktop	5%
7		Shared printer	5%
			Sub-Total
			30%

E. TIME (10%)			
1	30 min. before time	10%	
2	20 min. before time	9%	
3	10 min. before time	8%	
4	5 min. before time	7%	
5	exactly on time	6%	
6	over time	5%	
		Sub-Total	10%

TOTAL 100%



### Tools & Materials needed

1 usb installer windows xp

1 usb installer driver

rj 45

utp cable

LAN tester

Flat

Screwdriver

Philips

Screwdriver

crimping tool

### D.

<b>Component Area</b>	ICT	
<b>Grade/Year Level</b>	Public and Private (Grade 4, 5 or 6 –Elem.), (Grade 7, 8, 9, 10, 11 or 12 – Sec.)	
<b>Event Package</b>	<b>Campus Publication Using MS Publisher (Elem.) Adobe InDesign (Secondary)</b>	
<b>No. of Contestant</b>	One (1) per school	
<b>Time Allotment</b>	Three (3) hours	
<b>Contest Venue / Time</b>	Suarez Bldg. / 9:30-12:30	
<b>Contest Administrator</b>	Wendell R. Javin	
<b>Description</b>	Lay outing of one section (Feature) of Campus Publication	
Criteria for Assessment	<b>Criteria</b>	<b>Percentage</b>
	<b>Creativity and Innovation</b> Originality of Design/Ideas/ Graphics/Presentation/Harmony and Balance- 10% Combination of materials- 10% Additional Use- 10%	30
	<b>Process</b> Use of appropriate tools, materials and equipment -10% Methods/Workmanship/ Hyperlink- 1 0% Safety Work Habits & House Keeping-10%	30
	<b>Marketability</b> Quality/Durability - 5% Purpose/Functionality - 5% Affordability-5% Visual Appeal -5%	20
	<b>Time Management</b> Wise use of time/Speed	10
	<b>Communication Skills</b> Fluency of oral communication-5% Flow of thoughts and ideas-5%	10
	<b>Total</b>	100
<i>Note: All materials, tools and equipment shall be provided by the contestants</i>		
<b>Materials</b>	Laptop	
<b>Tools and Equipment</b>		

**Mechanics:**

1. Graphics and articles will be given on-the-spot.
2. Layout size: Elem. – 8.268 inches x 11.693 (A4), Sec. - 12 inches x 18 inches
3. Contestants are not allowed to import other designs or to use internet during the contest proper.
4. Contestants shall bring their own laptop. It will be inspected before the contest proper.
5. Once the contestants completed their task, they will present their output to the panel of judges.

**E.**

Component Area	ICT	
Grade/Year Level	Public and Private Elementary and Secondary Teachers	
Event Package	Demonstration Teaching with Technology	
No. of Contestant	One (1) per school	
Time Allotment		
Contest Venue / Time	Nantes Bldg. / 9:30-12:30	
Contest Administrator	Geraldine M. Constantino	
Description	Demonstration Teaching to showcase the inclusion of technology as a tool to enhance teaching and learning and provide learners a lesson that will actively engage them with interactive activities.	
Criteria for Assessment	Criteria	Percentage
	<b>Creativity and Innovation</b> Originality of Design/Ideas/ Graphics/Presentation/Harmony and Balance- 10% Combination of materials- 10% Additional Use- 10%	40
	<b>Process</b> Use of appropriate tools, materials and equipment -10% Methods/Workmanship/ Hyperlink- 1 0% Safety Work Habits & House Keeping-10%	40
	<b>Time Management</b> Wise use of time/Speed	10
	<b>Communication Skills</b> Fluency of oral communication-5% Flow of thoughts and ideas-5%	10
	<b>Total</b>	100
	<i>Note: All materials, tools and equipment shall be provided by the contestants</i>	
Materials Tools and Equipment	To be provided by each participant	
<b>Mechanics:</b>  1. Teachers will demonstrate the lesson on the spot using any technology like teaching software, audio-visual equipment, and other electronic devices which will enhance the teaching and learning		

- process.
2. They will present based on the subject they teach. Topics will be lessons following the Curriculum Guide during the first two quarters of the school year.
  3. Three copies of Lesson Plan will be given before the demonstration.
  4. Credits to the owner of any software, etc should be indicated in the lesson plan.
  5. Contestants shall bring their own electronic devices. They are also allowed to use any devices provided that security and mastery of operating those devices are presented.
  6. Demonstration Teaching is limited to 10-15 minutes focusing on the presentation part of the lesson and merely explaining the remaining parts.

#### F.

Component Area	ICT		
Grade Level	Public and Private Elementary and Secondary Teachers		
Event Package	<b>Featured Video Contest (Elementary) / Documentary (Secondary)</b>		
No. of Contestant	1 per school, LPNHS-1 per Department		
Time Allotment	3-5 min. – Elem, 5-8 min. – Sec.		
Contest Venue / Time	Nantes Bldg. / 9:30 – 12:30		
Contest Administrator	Jojo J. Oabel		
Description	Documentary / Featured Video Contest that shows teacher and pupils' skills in Video Editing, promotes culture, delicacy, tourist spot or remarkable person of Tayabas and shares those videos to LRMDs.		
Criteria for Assessment	<b>Criteria</b>	<b>Percentage</b>	
	Creativity and Innovation - Originality of Design / Ideas / Graphics / Presentation / Harmony and Balance (10%) - Combination of Materials (10%) - Additional use (10%)	30%	
	Process - Use of Appropriate tools, materials and equipment (10%) - Methods, Workmanship, Hyperlink (10%) - Safety Work Habits and Housekeeping (10%)	30%	
	Marketability - Quality / Durability (5%) - Purpose / Functionality (5%) - Affordability (5%) - Visual Appeal (5%)	20%	
	Time Management - Wise Use of Time / Speed	10%	
	Communication Skills - Fluency of Oral Communication (5%)	10%	



	- Flow of Thought and Ideas (5%)	
	<b>TOTAL</b>	100%

**NOTE:** All materials, tools and equipment shall be provided by the contestants

Materials, Tools and Equipment	Camera (Digital, DSLR, Drone) -Laptop or Desktop Computer with Video Editing Software -CD  Others (optional): -Tripod -Lights
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**MECHANICS:**  
**Featured Video Contest (Elementary)**

Featured Video Contest is a 3-5-minute video competition showcase delicacy, place or remarkable person of Tayabas. This aims to promote the distinct features and mesmerizing beauty of the City. The material should be limited only to a particular topic and revolve around the theme. The outputs will be submitted to LRMSD and will be used as instructional material.

The content should reflect historical perspective – the causes and consequences of an event. It should also be able to impart new knowledge and promote positive values.

- The contest is open to all bona fide students and teachers of the participating school. Each team shall be composed of ten (10) members (combination of teachers and students). One teacher shall serve as coach/leader who will supervise the team. The team shall be composed but not limited to the following:
  - Director
  - Videographer
  - Voice Talent / Narrator
  - Editor

Incomplete team or excess members shall be subjected to penalty.
- The entry shall focus only in one particular topic. They may choose to feature delicacies (processes, historical value, significance, etc.), historical place or remarkable person (unsung hero, famous personality, awardees, etc.) in the city. Each team is FREE to create their own theme.
- All footages must be original. In case past events need to be included, the contestants must secure a written permission to the owner and provide the organizers a copy of the permission signed by both parties. The clip which will be included shall be given proper credits. Works submitted in other competitions (part or whole) are not allowed for submission.
- The teams shall provide their own equipment and materials. Other expenses shall also be shouldered by the team (transportation, food, etc.).
- Minors must be accompanied by the coach/teachers/parents during the data gathering / shooting to ensure the security and safety of learners. If possible, ask for a waiver/permit from the parents.
- The entry should be 3-5 minutes long. Violation of the time limit will result to 3 points deduction in the total score.
- Media ethics shall be observed. Sensitive matters should not appear in the material. The

person/s involved may demand for his confidentiality if he wishes.

8. An oral interview will be set during the contest. Members of the team must be ready to answer the questions from the judges.

9. Submission of entries is on **June 27, 2017, 9AM**. The entry shall be saved in a CD, placed in a short brown envelope.

10. The organizers reserve the right to reproduce and distribute the materials for instructional purposes. Moreover, they have the right to request for reediting of the material.

11. The decision of the board of judges is final and irrevocable.

### **Documentary (Secondary)**

Documentary Contest is a video competition that will showcase culture, tourist spot, and history of Tayabas. This aims to promote the distinct features and mesmerizing beauty of the city.

The documentary shall be historically accurate. It should not simply recount facts but interpret and analyze them. It should also reflect historical perspective – the causes and consequences of an event. It shall demonstrate why the topic is significant and shall draw conclusion from it. It should be of high visual and production quality. The simpler is often better.

1. The contest is open to all bona fide students and teachers of the participating school. Each team shall be composed of ten (10) members (combination of teachers and students). One teacher shall serve as coach/leader who will supervise the team. The team shall be composed but not limited to the following:

- Director
- Scriptwriter
- Videographer
- Voice Talent / Narrator
- Editor

Incomplete team or excess members shall be subjected to penalty.

2. The entry shall focus only in one particular topic. They may choose to feature culture and tradition (values, traits, etc.), tourist spots in the city, or history of a particular barangay or community. Each team is FREE to create their own theme.

3. All footages must be original. In case past events need to be included, the contestants must secure a written permission to the owner and provide the organizers a copy of the permission signed by both parties. The clip which will be included shall be given proper credits. Works submitted in other competitions (part or whole) are not allowed for submission.

4. The teams shall provide their own equipment and materials. Other expenses shall also be shouldered by the team (transportation, food, etc.).

5. Minors must be accompanied by the coach/teachers/parents during the data gathering / shooting to ensure the security and safety of learners. If possible, ask for a waiver/permit from the parents.

6. The entry should be 5-8 minutes long. Violation of the time limit will result to 3 points deduction in the total score.

7. Media ethics shall be observed. Sensitive matters should not appear in the material. The person/s involved may demand for his confidentiality if he wishes.
8. An oral interview will be set during the contest. Members of the team must be ready to answer the questions from the judges.
9. Submission of entries is on **June 27, 2017, 9AM**. The entry shall be saved in a CD, placed in a short brown envelope.
10. The organizers reserve the right to reproduce and distribute the materials for instructional purposes. Moreover, they have the right to request for reediting of the material.
11. The decision of the board of judges is final and irrevocable.