



Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF CITY SCHOOLS-TAGBILARAN CITY
Tagbilaran City



November 14, 2016


Division Memorandum

No. 727, s. 2016

3rd REGION VII SPELLING CONTEST

To : All Public Elementary and Secondary School Heads
Education Program Supervisors/ Division Coordinators

1. This Office announces the conduct of the 3rd Region VII Spelling Contest which will be on February 18, 2017 at SM Seaside City, Cebu City.
2. This competition aims to:
 - give the Grade 4-6 & 7-10 learners equal chance to join in the spelling contest;
 - inspire learners to improve and advance the skills associated with good spelling habits;
 - expand learner's vocabulary and encourage accurate word usage and pronunciation;
 - immerse the learners into an intellectual competition that provides learning with fun;
 - enhance learner's development of poise and communication under pressure; and
 - provide an opportunity for learners to meet students from other schools.
3. Principals are advised to conduct spelling competitions at the school level.
4. **Division level** competition will be on **January 18, 2017** at Tagbilaran City Central Elementary School.
5. Expenses in the attendance to this activity is chargeable to local/ Division Funds/School MOOE subject to the usual accounting and auditing rules and procedures.
6. **Regional Memorandum No. 720, s. 2016** is herewith attached for further reference.
7. Immediate dissemination of this memorandum is enjoined.


VIRGINIA C. ZAPANTA Ed.D. CESO V
Schools Division Superintendent



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
REHIYON VII, GITNANG VISAYAS
REGION VII, CENTRAL VISAYAS
Sudlon, Lahug, Cebu City



REGIONAL MEMORANDUM
No. **0720**, s. 2016

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3RD REGION VII SPELLING CONTEST


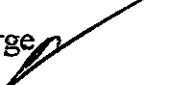
To: Schools Division Superintendents

1. This Office, through the Curriculum and Learning Management Division (CLMD) and in partnership with the Rotary Club of Cebu will hold the 3rd Region VII Spelling Contest on February 18, 2017 at SM Seaside City, Cebu City.
2. This competition aims to:
 - give the Gr. 4-6 & Gr. 7-10 learners equal chance to join in the Spelling Contest;
 - inspire learners to improve and advance the skills associated with good spelling habits;
 - expand learner's vocabulary and encourage accurate word usage and pronunciation;
 - immerse the learners into an intellectual competition that provides learning with fun;
 - enhance learner's development of poise and communication under pressure; and
 - provide an opportunity for learners to meet students from other schools.
3. The expected participants are the First Place winners from each Schools Division, one from Elementary Level (either Grade 4, 5 or 6) and one from the Secondary Level (either Grade 7, 8, 9 or 10). All must come from the **public schools**. The contestants (elementary and high school) are allowed to bring along their teacher-coach.
4. Division English Supervisors/Coordinators, District Supervisors and School Principals are advised to conduct spelling competitions at the school, district, and division levels preparatory to the Regional level, taking into consideration the following suggested schedules:
 - School Level - November 2016
 - District Level - December 2016
 - Division Level - January 2017
 - Regional Level - February 18, 2017
5. For the guidelines and mechanics of the Spelling Contest and other details, refer to the enclosures. For further queries, please contact Dr. Emiliano B. Elnar, Jr or Sylvio H. Sabino at telephone number 414-7323.

Office of the Director (ORDir), Tel. Nos.: (032) 231-1433; 231-1309; 414-7399; 414-7325; Office of the Assistant Director, Tel. No.: (032) 255-4542
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Quality Assurance Division (QAD), Tel. Nos.: (032) 231-1071 Human Resource Development Division (HRDD), Tel. No.: (032) 255-5239
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414-7065 Administrative Division, Tel. Nos.: (032) 414-7326; 414-4367; 414-7366; 414-7322; 414-4367
Finance Division, Tel. Nos.: (032) 256-2375; 253-8061; 414-7321

"EFA 2015: Karapatan ng Lahat, Pananagutan ng Lahat"

6. The food (2 meals & 2 snacks) for all participants in the Regional Level Competition, cash prizes for winners, certificates for all the contestants and coaches, traveling expenses of student-contestants and coaches and honorarium for the Technical Working Group shall be shouldered by the Rotary Club of Cebu, while the overnight accommodation (for far Schools Divisions) of the student-contestants and their respective coaches as well as travelling expenses and overnight accommodation (for far Schools Divisions) of Division Supervisors shall be charged to local/ Division Funds/School MOOE, subject to the usual accounting and auditing rules and procedures. First meal will be breakfast on the actual day of the contest and the last meal will be afternoon snacks of the same day.
7. This Memorandum also serves as **TRAVEL ORDER**.
8. Immediate dissemination of, and compliance with this Memorandum is directed.


JULIET A. JERUTA, Ph.D., CESO V
Director III
Officer-in-Charge 

Guidelines and Mechanics of the Spelling Contest

Contest Mechanics

Registration

- The spelling competition is open to students who are enrolled in **public schools**.
- It is the responsibility of the Schools Division thru the division focal person to preregister their contestants for the Regional level Spelling Contest. He/She shall submit the names of their Regional qualifiers to the Regional Office right after the conduct of the Division Level Spelling Contest. Deadline of submission of the names of regional qualifiers for registration is on February 8, 2017. **Late registration entries will not be accepted on the actual day of the Regional level competition.**
- All contestants (elem. & sec.) have to be in the designated venue on or before 8:00 AM. Attendance checking of the participants will start at 8:00 AM. The opening program will start at 8:30 AM. Pre-registered contestants who will come later than 8:30 AM will be excluded from the 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 ceremony.

Dress Code

- The contestants are required to wear their school uniform on the Regional level. Sloppy, immodest, or inappropriate dress will not be tolerated and will result in the disqualification of the participant from the competition.

Supervision

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

Description of Event

- The Regional level Spelling contest will be held at SM Seaside City, Cebu on February 18, 2017
- Prior to the Regional level Spelling Contest, each school will conduct their own school level spelling contest to determine the champion spellers from each grade level (Grades 4-6 in the elementary and Grades 7-10 in the secondary) then advance to District level to determine only one (1) district champion emerging from among the first place winners of Grades 4-6 (elem. cluster) and one (1) district champion emerging from among the first place winners of Grades 7-10 (sec. cluster) to compete in the Division level where the top three best spellers of the Division will be determined.
- Only the Division First Place winners from the elementary and secondary will compete in the Regional level.

The Spelling Contest will be done in two parts and in four different levels:

1. Spell Off - searching for the best individual spellers from the classroom level, school district, and division level, following the same guidelines and procedures for the Final Spelling Bee. These Bees will take place simultaneously in various schools/districts/divisions on the suggested schedules below:

- School Level - November 2016
- District Level - December 2016
- Division Level - January 2017

2. Final level - searching for the best individual speller in the Regional level which will be conducted on **February 18, 2017** at SM Seaside City, Cebu.

Eligibility of Contestants

- This competition is designed for public school students in Grades 4-6 for the Elementary and Grades 7-10 for the Secondary level.
- Each Division is allowed to endorse two (2) student qualifiers: one (1) Division winner from the Elementary (either Grade 4, 5 or 6) and one (1) Division winner from the Secondary level (either Grade 7, 8, 9, or 10)

Awards

- All students will receive a framed Certificate of Participation.
- The top three best spellers from the Elementary and Secondary levels will receive the following cash prizes:

First Place - Php 15,000.00 + Certificate of Recognition

Second Place - Php 10,000.00 + Certificate of Recognition

Third Place - Php 5,000.00 + Certificate of Recognition

- The non-winning contestants will all receive Php 1,000.00 each as consolation prizes.

Note for the School principals: After the competition, they are advised to display the certificates of participation & recognition of the participating students/winners on the walls of their classroom/ school bulletin boards to inspire and encourage other students to enhance their spelling skills and participate in the next spelling contests.

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,
- o Words shall be pronounced according to the diacritical markings in the dictionary, from which the Bee Master/ Pronouncer shall select the definition/s that he/she will give as one of the options for the vocabulary questions.

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 the word or if the student pronounces the word incorrectly and will ask him/her to pronounce it well.
5. If the student still begins to spell without pronouncing the word, he/she will be disqualified from the contest.

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 spells every word, distinguishing one from the other such as A from E; B from V; G from J; and C from Z. The Judges' decision is final in determining the correctness of the spelling, which may be misunderstood if not spoken clearly.

6.4 choose the appropriate meaning of the word from the choices given. (The speller may answer the vocabulary question by either giving the letter of the correct answer, the correct answer, or both the letter and correct answer.) For example: If the speller is offered the question, "What is porridge made from? Choices: A. Fur, B. grain. The speller is correct if he answers, "B", or "grain" or "B- grain". It's wrong if he says "B-Fur"

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 spelling bee was due to pronunciation error should be denied unless it can be proven that the pronouncer never offered a correct pronunciation.
2. Alternate pronunciations: An appeal claiming that the pronouncer did not offer alternate pronunciations should be denied unless it is determined that the speller requested alternate

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 substandard, nonstandard), 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 misspelled or incorrectly answered because the judges and/or pronouncer failed to correct the speller's mispronunciation of the word should be denied. It is sometimes impossible to detect a speller's mispronunciation or misunderstanding, and ultimately it is the responsibility of the speller to understand and correctly pronounce the word.

10. Disqualification request: An appeal seeking to dislodge another speller from the spelling bee should be denied.