



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



August 24, 2018

**Division Memorandum**

No. 491, s. 2018

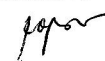
**SIGN LANGUAGE AND WHITE CANE SAFETY DAY**

TO: Curriculum Implementation Division  
School Governance Operations Division  
Public and Private Elementary School Heads of Schools Offering SPED Program

1. Per Regional Memorandum No. 0606, s. 2018, this Office through the Curriculum Implementation Division announces the conduct of the Division Sign Language and White Cane Safety Day on August 30, 2018 at 8:00 A.M. at the Conference Room, New City Division Office.
2. This activity aims to showcase the talents and skills of the blind and the deaf learners, and strengthen their confidence and self-esteem.
3. This is highlighted with a competition on:  
For blind and low vision learners – 8:00 – 12:00 Noon
  - a. Singing Contest (OPM) - Elementary & Secondary
  - b. Storytelling - Elementary (K to 3) (Grade 4 to 6)
  - c. Quiz Bee - Secondary
  - d. Braille Challenge - Secondary  
For deaf learners - 1:00 – 5:00 PM
  - a. Poster Making - Elementary & Secondary
  - b. Arts & Crafts - Elementary & Secondary(Contestants are requested to bring their own materials)
4. The First place winners of this competition will vie for the Regional Sign Language and Safety Day to be held on September 5-6, 2018 at the Reynas the Haven and Gardens, Tagbilaran City.
5. For more details, please refer to Regional Memorandum No. 0606, s. 2018.
6. Immediate dissemination of and compliance of this Memorandum is desired.

  
**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

AUG 22, 2018

NO. 0606 s. 2018

**SIGN LANGUAGE AND WHITE CANE SAFETY DAY**

To: **SCHOOLS DIVISION SUPERINTENDENTS**


1. This Office, through the Curriculum and Learning Management Division will conduct Sign Language and White Cane Safety Day on September 4-6, 2018 at Reynas the Haven and Gardens, New Calceta St., Tagbilaran City, Bohol. The activity shall be hosted by Bohol Province Division and co-hosted by Tagbilaran City Division.
2. This activity aims to showcase the talents and skills of the blind and the deaf or learners who have difficulty in seeing and hearing, strengthen their confidence, self-esteem, and protect their physical, moral and social well-being. Likewise, the activity promotes recognition and acceptance of the white cane as a symbol of mobility and safety and emphasizes sign language as a critical prerequisite to the full realization of human rights for deaf people.
3. Participants to this activity are the division 1<sup>st</sup> place winners and coaches in the different contest categories, division SPED supervisors/focal persons, selected board of judges, and identified SPED coordinators and teachers who will serve as working committee members in the following contest categories;
  - a. Singing Contest (OPM) - Elementary and Secondary
  - b. Storytelling - Elementary (K to 3) (Grades 4-6)
  - c. Quiz Bee - Secondary
  - d. Braille Challenge - Secondary
  - e. Poster Making - Elementary and Secondary
  - f. Arts and Crafts - Elementary and Secondary
4. All contestants are directed to wear their complete school uniform during and after the contest for safety, security and validation purposes. Meantime, all division supervisors are directed to ensure that all the contestants from their division meet the contest standards, criteria, and guidelines set and agreed.
5. A registration shall be collected from each participant to cover expenses for meals, board and lodging, venue rental and materials needed as follows;

1 night stay , (first meal A.M. snacks of Aug. 5, last meal lunch of Aug. 6) -	P1400.00
2 nights stay, (first meal P.M. snacks of Aug. 4, last meal, lunch of Aug. 6) -	P 2400.00
6. The following documents are hereto attached as enclosures for your reference:
  - Enclosure no. 1 -Day Program Management Team/Program Matrix
  - Enclosure no. 2 -Guidelines, Mechanics and Criteria
  - Enclosure no. 3 -Working Committees
  - Enclosure no. 4 -Roles and Responsibilities
  - Enclosure no. 5 - List of Participants

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  
Field Technical Assistance Division (FTAD), Tel. Nos.: (032) 414-7324 Curriculum Learning Management Division (CLMD), Tel Nos.: (032) 414-7323  
Quality Assurance Division (QAD), Tel. Nos.: (032) 231-1071 Human Resource Development Division (HRDD), Tel. No.: (032) 255-5239  
Education Support Services Division (ESSD), Tel. No.: (032) 254-7062 Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-9030;  
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 ”*

7. All Division SPED Supervisors/Focal Persons are expected to be in the venue at 3 o'clock in the afternoon of September 4 (day 0) for the final planning and preparation for the successful conduct of the activity.
8. The teacher-trainer must observe the safety and security protocols for all the contestants before, during and after the activity and to uphold child-protection principles, in observance to DO 66, s. 2017-Implementing Guidelines on the Conduct of Off Campus Activities. Likewise, observance of DepEd Order No. 9 s. 2005 entitled "Instituting Measures to Increase Engaged Time-On-Task and Ensuring Compliance Therewith, is strongly encouraged.
9. Transportation, registration fee and other incidental expenses incurred by the division participants relative to their participation in the activity shall be charged against local/School/Division MOOE and other source of funds while that of the regional personnel shall be charged against Regional funds, subject to the usual accounting and auditing rules and regulations.
10. Immediate dissemination of and compliance with this Memorandum is directed.

  
JULIET A. JERUTA, Ph. D., CESO IV  
Director III  
Officer-In-Charge

**2018 SIGN LANGUAGE AND WHITE CANE DAY**  
 September 4-6, 2018

**Program Management Team/Program Matrix**

Director: Dr. Juliet A. Jeruta  
 Assistant Director: Dr. Salustiano Jimenez  
 Program Manager: Dr. Emiliano Elnar, Jr.  
 Program Coordinator: Dr. Gilda G. Bancog  
 Asst. Coordinators: Dr. Carmela Restificar  
 Mrs. Erlinada Puangang

**ORGANIZERS, SUPERVISORS AND STAFF**

Mrs. Cristina A Domocol	-	Bais City Division
Mrs. Annabela P. Eva	-	Bayawan City Division
Mrs. Teotima Paningsoro	-	Carcar City Division
Dr. Felipa Mantos	-	Bogo City Division
Dr. Analiza Layasan	-	Naga City Division
Mrs. Araceli Laude	-	Danao City Division
Mrs. Neileen Wale	-	Dumaguete City Division
Mrs. Josebel Lasconia	-	Guihulngan City
Dr. Celestina Gohetia	-	Cebu City Division
Dr. Lucia Zapanta	-	Lapulapu City
Dr. Robert Gallardo	-	Mandaue City Division
Mrs. Kathrine Sedillo	-	Negros Oriental
Mr. Mechor Cenas	-	Siquijor
Mr. Rogelio Cabanero	-	Talisay City Division
Mrs. Wendisprinda Silva	-	Tanjay City Division
Mrs. Imelda Almiran	-	Toledo City Division
Mrs. Ma. Elena Paras	-	Cebu Province

**PROGRAM MATRIX**

Time	Day 0	Day 1	Day 2
8:00-10:00	Travel Time	Registration	Poster Making Contest
10:00-12:00		Opening Program	Arts and Crafts: Lantern and Flower Making
12:00-1:00		Lunch	
1:00-3:00		Contest Proper	Closing
3:00-6:00	Arrival and Final Planning with the Division SPED Focal Persons	<ul style="list-style-type: none"> <li>• Storytelling</li> <li>• Vocal Solo</li> <li>• Quiz Bee</li> <li>• Braille Challenge</li> </ul>	Home Sweet Home

## GUIDELINES, MECHANICS AND CRITERIA

### List of Competitions

#### For blind and low vision learners

- a. Singing Contest (OPM) - Elementary (1) and Secondary (1)
- b. Storytelling - Elementary (1 - K to 3) (1- Grades 4-6)
- c. Quiz Bee - Secondary (1)
- d. Braille Challenge - Secondary (1)

#### For deaf learners

- e. Poster Making - Elementary (1) and Secondary(1)
- f. Arts and Crafts - Elementary (1) and Secondary(1)

### General Guidelines

1. Each division shall conduct their own competition to select the contestant in all categories.
2. Participants to this competition are presently enrolled learners who have difficulty in seeing and/blind and deaf. All the coaches are advised to bring with them and submit the contestants' clinical assessment to the chairman of the contest committee they are in. A - contestant is allowed to participate in one category only.
3. Only Division 1st place winners per category are qualified to join the contest in the Regional Level. In case the 1st place winner is not available, the 2nd placer may represent the division.
4. Contestants shall be required to wear their school uniform/practice teaching uniform and must be at the contest venue thirty (15) minutes before the contest begins.
5. There will be a common contest piece for storytelling. Contestants for vocal solo are given the freedom to choose any age appropriate and Original Pilipino Music song.
6. Coaches and parents are not allowed to stay in front of the stage during the performance of their contestants specifically in vocal solo and quiz bee. Likewise, their presence is strictly prohibited inside the contest venue in the other category. **STRICTLY NO COACHING SHALL BE OBSERVED WHILE THE CONTEST/PRESENTATION IS GOING ON.**
7. Mechanics in the conduct of the contest per category is to be followed strictly. The judges will agree on the deductions to be given for every violation on the mechanics of the contest.
8. The contestants will be picking their numbers during registration. They will be given a number tag.
9. Over all Regional winners will be identified by the committee on awards thru point system. Total points garnered by each division shall be consolidated to get the overall champion.
10. All winners including their coaches will receive medal and a certificate of recognition while the non- winners will be given certificate of participation.
11. The panel of judges shall be composed of a Chairman and 2 members. The decision of the board of judges is final and irrevocable.
12. List of Division Winners and their coaches in the different categories shall be submitted to the Regional Office 5 days before the date of Regional Sign Language and White Cane Safety Day in hard and soft copy.

## Contest Mechanics of the Different Categories

### I. STORYTELLING

(Si Pagong ug si Kuneho – MTB for K to 3 low vision learners)

(The Lion and the Mouse – ENGLISH for Grades 4-6 low vision learners)

1. There will be a common piece for Key Stage 1 contestants and another common piece for Key Stage 2 contestants.
2. Each contestant will be given 5-7 minutes to deliver the piece. The storyteller should use The storybook as she/he tells the story.
3. The winner will be chosen by the panel of judges based on the criteria below:

A. Mastery of the Piece	- 50%
B. Voice Projection/Verbal Style	-20%
C. Expression/Distinct Style	- 20%
D. Level of Confidence	- 10%
Total	- 100%

### II. VOCAL SOLO COMPETITION (Elementary and Secondary totally blind learners)

1. Contestant can choose any age appropriate song for children which must be an OPM.
2. Performance time is 3-5 minutes including entrance and exit.
3. Only Minus-one music is allowed to be used for the competition.
4. The winners will be chosen based on the following criteria:

A. Voice Quality and Projection	- 25%
B. Rhythm	- 15%
C. Dynamics	- 15%
D. Diction	- 15%
E. Mastery	- 20%
F. Showmanship	- 10%
Total	- 100%

### III. QUIZ BEE (Secondary totally blind learners)

1. The contest questions shall be about the legal basis and rights of visually impaired persons.
2. Each participating division shall be giving two (2) multiple choice questions. Each question shall have four (4) options (a, b, c, and d) typed in a ¼ sheet of short bond paper (horizontally cut), Times New Roman and font size 14. The option that bears the correct answer shall be highlighted. References including the page number/s shall be stated, if not, the question shall be considered invalid. The name of the participating division shall be written below the references and page number. All participating divisions shall drop their questions in the boxes. Only 10 questions shall be drawn to be used for the quiz bee. The remaining questions shall be used should there'll be tie.
3. All coaches shall convene in a specific area in the venue and drop the questions in the labeled boxes 30 minutes before the quiz bee proper.
4. The quiz master shall read the question twice.
5. The contestants are given 30 seconds to write the letter of their answer and shall raise their braille boards that bears the letter of their correct answer when the quizmaster announces "Time's up, raise your answers."
6. Each correct answer is equivalent to one (1) point.

7. The first three (3) contestants with the highest points shall be declared as winners: 1st Place, 2nd Place, and 3rd Place, respectively.
8. A panel of arbiters shall be designated for clarifications, protests and other questions which shall be raised before the next question is asked. Supporting facts, articles, or printed materials shall be presented. Clarifications, protests and other questions which shall be raised after the next question is asked will no longer be entertained. The decision of the panel of arbiters is final and irrevocable.
9. In case of tie, all remaining questions shall be placed in a bigger box. The first contestant to get two correct answers shall be declared the winner.

#### IV. THE BRAILLE CHALLENGE (SECONDARY LEVEL)

The Braille Challenge is an academic competition for students who are totally blind. Region VII initiates the Braille Challenge to motivate students to practice and hone their braille literacy skills, which are essential to academic and employment success.

Any blind student in high school who can read and write braille is eligible to participate in the Braille Challenge. All Contestants are tested on fundamental braille skills such as reading comprehension, spelling, speed and accuracy.

##### First Round - Spelling

1. Words shall be pronounced according to the diacritical markings in the dictionary.
2. The pronouncer will say the word, then use the word in a sentence, then say it again. Webster's New World Dictionary is the official dictionary for this contest
3. The pronouncer will say "Go" as a signal for the contestant to write the word on their paper.
4. A total of 5 words shall be dictated.
5. Contestant with the highest point shall be declared winner.

##### Second Round – Reading Comprehension

The contestant will be asked to read the paragraph silently in braille. Then, he/she will be timed in reading the paragraph orally. After reading the paragraph, 5 questions will be asked. Each question is given 5 points.

The one who will get the highest point will be declared winner.

#### V. POSTER MAKING CONTEST – (Elementary and Secondary for deaf learners)

Theme: "With Sign Language, Everyone is Included!"

1. The contestants shall be provided with the materials to be used in the skills exhibition. Only the materials provided by the organizer shall be utilized with the following specifications: ¼ illustration board, 1 box oil pastel for secondary and 1 box double crayons for elementary, 12-inch ruler, 1 pencil, 1 black pentel pen (fine), 1 pack medium size cotton, 1 eraser
2. Any artwork in the poster must be original in design and shall be based on the theme.
3. Duration of the contest shall be 2 hours. There shall be no extension of time for late comers.
3. Finished outputs shall not contain any label of the theme or name of contestant/division.  
Only

the number tag (based on the registration) shall be attached on the upper left corner of the illustration board with the initial of the Contest Manager.

4. The decision of the Board of Judges shall be final and irrevocable.

#### **Criteria**

Creativity	25%
Originality	25%
Relevance to theme	20%
Visual Impact	20%
Neatness	10%
Total	100%

#### **VI. ARTS AND CRAFTS**

(Lantern Making for High School and Flower Making for Elementary)

1. *Contestant Must be a deaf learner.*
2. *Project/ Product must be constructed from used, recyclable materials the main of which is plastic bottle.*
  - *Exceptions: tape, glue, string, or other similar materials needed for fastening, glitters/sequence and the like.*
3. *A duration of 2 hours is given for the contestant to finish their work.*
4. *Contestants must bring all the materials they need.*

#### **Criteria:**

Creativity	-	30%
Originality	-	30%
Craftsmanship	-	30%
Aesthetic Value	-	10%
Total	-	100%

**WORKING COMMITTEES**

COMMITTEES	CHAIRPERSONS	MEMBERS
AWARDS(Medals/CERTIFICATE S/trophy), leis, token,	Mrs. Erlinda Pugang	Tagbilaran SPED Teachers
Stage Decoration/Accommodation/Sounds/Multimedia/Food and Snack, Registration	Dr. Carmela Restificar	Bohol SPED Teachers
Program	Dr. Gilda G. Bancog	
Documentation/ News Letter	Dr. Lucia Zapanta	Janice Pamaybay Ivy Marie Zapanta

**CONTEST CATEGORY IN-CHARGE**

CONTEST	CHAIRPERSONS	MEMBERS
Vocal Solo	Mrs. Josebel Lasconia	Mr. Melchor Cenas
Storytelling	Ms. Kathrine Sedillo	Mrs. Cristina Domocol/Mrs. Analiza Layasan
Quiz Bee	Dr. Felipa Mantos Ms. Araceli Laude- Arbiter	Mrs. Mae Gonzaga- Timer Ms Ethel Diaz- Recorder Mrs. Guadalupe Boiser-Recorder Mrs. Pamela Joy Catacutan - Quizmaster
Braille Challenge	Dr. Anabella Eva Dr. Lucia Zapanta- arbiter Mrs Wendisprinda Silva	Mrs. Arlene Ranile- Timer Mr. John Elvin Flor- Examiner Mr. Zardy Amantillo- Recorder Mrs. Jennily Villo - Checker Mrs. Apolinaria San- Checker
Poster Making	Dr. Robert Gallardo	Mr. Regelio Cabanero Mrs. Maria Elena Paras
Arts and Crafts (Lantern/Flower Making)	Dr. Neileen Wale	Mrs. Teotima Paningsoro Dr. Imelda Almiran

**BOARD OF JUDGES**

CONTEST	CHAIRPERSONS	MEMBERS
Vocal Solo (Elem & Secondary)	Dr. Juvelyn Otero	Mr. Cirilo Calatraba Mr. Alberto Lakang
Storytelling (K-3, Gr. 4-6)	Dr. Elaine Perfecio	Mrs. Beatriz Incog Dr. Wilfreda Flor
Poster Making	Mr. Cesar Restauero	Mr. Quirico Sumampong Mr. Jupiter Maboloc
Arts and Crafts	c/o Bohol and Tagbilaran	

## **Roles and Responsibilities**

### **Accommodation (Dr. Carmela Restificar)**

- Coordinate with the chairpersons of the different contest categories for the tables, chairs and other things needed.
- Inform and guide the hotel personnel in the preparation of the contest venues.
- Check arrangement and label seat of participants by division, VIP, Supervisors, judges tables and chairs.
- Put proper signages/directories to guide the participants.
- Ensure that all the contest venues are clean and everything is ready a day before.

### **Registration/ Attendance (Dr. Carmela Restificar)**

- 1. Put up Registration Table in front of the venue before the contest (Day 0)
- Prepare the necessary folders/forms for Registration by contest category.
- Coordinate with Bohol Finance Officer for the registration/issuance of receipt.
- Facilitate systematically the registration of participants of the competition.

### **Program (Document) (Region)**

- 1. Prepare the opening and closing program.
- Inform all the persons involved in the program of their parts.
- Distribute/send the program for the VIPs a week before.
- Give enough copies of the program to the registration committee a day before for distribution per division during registration.

### **Stage Decoration (Dr. Carmela Restificar)**

- Prepare and decorate the stage a day before.
- Prepare table with cover for the medals, trophies and certificates and place it in a strategic place on stage.

### **Sounds/Multimedia (Dr. Carmela Restificar)**

- Coordinate with the hotel personnel for the availability of sound system and projector for the opening activity.
- Ensure that the sound system operator is within reach for easy access whenever technical problems occur.
- Ensure availability of microphones in all contest venues.

### **Food and Snacks (Dr. Carmela Restificar)**

- Coordinate with the hotel personnel on the meal preparation, the time it will be served and the mode of serving.
- Follow up a day before, the orders made and finalize arrangement on the mode of serving.
- Make a follow up to the hotel management or kitchen personnel, 15 minutes before the agreed time to serve to ensure it will be served on time.
- Assign person in charge of snacks/food and VIPs on stage.
- Inform the participants where the food will be served.
- Reserve tables for VIP, judges and Kindergarten Supervisors for their lunch.

### **Ushers (Mrs. Erlinda Puagang)**

- Get all the leis a day before from the Awards Committee.
- Ushers should be the first group of persons to arrive in the venue and are expected to be in good shape and exhibit proper disposition.

- Greet all the participants as they enter the venue and guide them to their respective area.
- Must know all the VIPs, judges and SPED Supervisors or focal persons.
- They should guide/escort the VIPs until they reach their seat.

#### **Master of Ceremonies (Mrs. Erlinda Puangang)**

- Take charge of the opening and closing program.
- Facilitate the announcement and or inform the participants of the contest venues and other important undertaking of the day.
- Stay in the post until all events have been done.
- Give clear instructions.
- Receive/Announce the result of every contest.

#### **Awards (Lei, Medal, Gift Certificates, Trophy, Token for the Judges) (Mrs. Erlinda Puangang)**

- Purchase and prepare the medals, trophies, certificates and token for distribution.
- Prepare lei of the judges, supervisors and VIPs.
- Should attend the closing program to personally hand in the medals/certificates/trophies to the committee chair who will give award the same to the winning contestants and coaches.

#### **Documentation (Dr. Lucia Zapanta)**

- Prepare documents and take pictures during proceedings of all activities undertaken.
- Collect results from every contest venue.
- Give a copy of the results of the different contests to the Awards Committee.
- Come up with a newsletter featuring the highlights of the activity for distribution before the program ends.
- Come up with an album containing all information and pictures about the activity following this format: Album Title, Memorandum, Program Management Team, List of Participants, Narrative and Picture of Different Contest Categories, Winning Contestants and Coaches and etc..

#### **After-Care (Mrs. Erlinda Puangang)**

- Ensure that all the contest venue and its surroundings are well-kept before participants leave the place.
- Return all the borrowed facilities and equipment.

#### **Storytelling (Ms. Kathrine Sedillo)**

- Coordinate with Dr. Carmela Restificar for the contest venue.
- Design and prepare contestant number to be distributed during the contest.
- Facilitate in the drawing of lots to identify the order of contestants.
- Provide the judges with the copy of the story before the contest, the criteria of the contest, record sheets, pencils, and the like.
- Take charge of the judges' accommodation in the contest venue.
- Read the contest mechanics and criteria before the contest proper.
- **Assign emcee/moderator** of the contest.
- Facilitate the smooth conduct of the contest.
- Inform the participants of the schedule of awarding and provide the program emcee with a copy of the contest result for announcement and then submit the same to the documentation committee.

#### **Poster Making (Dr. Robert Gallardo)**

- Coordinate with Dr. Carmela Restificar for the contest venue and tables to be used by the contestants.

- Design and prepare contestant number to be distributed during the contest.
- Facilitate in the drawing of lots to identify the order of contestants.
- Distribute to the participants the complete set of materials needed in the activity.
- Provide the judges with the copy the criteria of the contest, record sheets, pencils, and the like.
- Take charge of the judges' accommodation in the contest venue.
- Read the contest mechanics and criteria before the contest proper.
- **Assign emcee/moderator** of the contest.
- Facilitate the smooth conduct of the contest.
- Display the contestants output in the strategic area of the hotel for viewing.
- Inform the participants of the schedule of awarding and provide the program emcee with a copy of the contest result for announcement and then submit the same to the documentation committee.

#### **Vocal Solo (Mrs. Joesebel Lasconia)**

- Coordinate with Dr. Carmela Restificar for the contest venue .
- Design and prepare contestant number to be distributed during the contest.
- Facilitate in the drawing of lots to identify the order of contestants.
- Provide the judges with the copy the criteria of the contest, record sheets, pencils, and the like.
- Take charge of the judges' accommodation in the contest venue.
- Read the contest mechanics and criteria before the contest proper.
- **Assign emcee/moderator** of the contest.
- Facilitate the smooth conduct of the contest.
- Ensure that the microphones to be used are functional.
- Inform the participants of the schedule of awarding and provide the program emcee with a copy of the contest result for announcement and then submit the same to the documentation committee.

#### **Quiz Bee (Dr. Felipa Mantos)**

- Coordinate with Dr. Carmela Restificar for the contest venue and tables/chairs to be used by the contestants.
- Design and prepare contestant number to be distributed during the contest.
- Facilitate in the drawing of lots to identify the order of contestants.
- Provide the recorder with the copy of the guidelines of the contest, record sheets, pencils; and the like.
- Read the contest mechanics and criteria before the contest proper.
- Check the contestants materials (slate, stylus, braille paper etc.)
- **Assign timer and emcee/moderator** of the contest.
- Orient the committee members on their roles and responsibilities.
- Prepare score/tally board for the tally of correct responses.
- Facilitate the smooth conduct of the contest.
- Inform the participants of the schedule of awarding and provide the program emcee with a copy of the contest result for announcement and then submit the same to the documentation committee.

#### **Braille Challenge (Dr. Anabella Eva)**

- Coordinate with Dr. Carmela Restificar for the contest venue and tables/chairs to be used by the contestants.
- Design and prepare contestant number to be distributed during the contest.
- Facilitate in the drawing of lots to identify the order of contestants.
- Orient the committee members on their roles and responsibilities.
- Provide the recorder with the copy of the guidelines of the contest, record sheets, pencils, and the like.
- Read the contest mechanics and criteria before the contest proper.

- Check the completeness of the materials needed, (paragraphs in braille, set of questions etc.)
- **Assign timer and emcee/moderator** of the contest.
- Prepare score/tally board for the tally of correct responses.
- Facilitate the smooth conduct of the contest.
- Inform the participants of the schedule of awarding and provide the program emcee with a copy of the contest result for announcement and then submit the same to the documentation committee.

Enclosure no. 5 - List of Participants

**LIST OF PARTICIPANTS FOR SIGN LANGUAGE AND WHITE CANE DAY 2018**  
*(to be submitted thru telefax no. 4147323 on or before August 29, 2018)*

No	Contest Category	Name of Contestant	School	Coach
	Vocal Solo			
1	Elementary			
2	Secondary			
	Storytelling			
3	K to 3			
4	Gr 4-6			
	Quiz Bee (HS)			
5	Braille Challenge(HS)			
	Poster Making			
6	Elementary			
7	Secondary			
	Arts and Crafts			
8	Elementary			
9	Secondary			
	Working Committee Members			
	SPED Supervisor/Focal			

Prepared by:

\_\_\_\_\_

SPED Supervisor/ Focal Person

Approved

\_\_\_\_\_

Schools Division Superintendent