



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



January 7, 2019

Division Memorandum
 No. 011, s. 2019

DIVISION SPELLING CONTEST

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

- Pursuant to Regional Memorandum No. 0968, s. 2018, entitled 4th Region VII Spelling Contest, this Office announces the **Division Level Spelling Contest** on **January 22, 2019** at **Cogon Elementary School** while the secondary will be at **Dr. Cecilio National Putong National High School**. The contest will begin at 8:30 simultaneously. The Region VII Spelling Contest will be on **February 23, 2019 at Ayala Center, Cebu City**.
- Participants to the competition are grades 4-6 for the elementary level and grades 7 to 12 for the secondary level.
- Schools are advised to conduct school level competitions before the division level competition. Only the First Place winners will advance to the Division Level Spelling Contest.
- The following are the members of the working committees:

Committee	Elementary	Secondary
Registration	Lorna Poquita Rowena Padreganda	Maximille Barrete Margelyn Canon
Spelling Bee Master	Anabelle Lansang	Raflyn Salutan
Proctors	Marilou Pondoc	Jerry Belecina
	Jennifer Alas	Babe Isaga
Tally Sheet & Tally Board	Jeremias Relator	Irene Malayas
	Brian Baluca	Evelyn Pahang
Answer Sheets	Lorna Poquita	Mita Naval
	Rowena Padreganda	Maria Grace Santiago
Timer	Florenda Golosino	Miralou Bolotano
Physical Arrangement	Oliver P. Toh	Rochelle Bolotaulo
	Heremias Buctuan	Emma Balatero
Judges	Grace Marie Campos	Maria Antonette Dugang
	Dolores Dahab	Evangelina Canda
	Corazon Samuya	Estrella Calain
Certificates	Sarah Jane Cacho	Babe Isaga Mernita Palac

4. A minimal registration in the amount of P50.00 per participant shall be collected to cover the expenses for the certificates and the snacks of the judges and the members of the working committee.
5. Participants are required to bring pentel pen.
6. For the guidelines and the mechanics of the Spelling Contest and other details refer to the enclosures.
7. Travel expenses of the coaches and the student contestants relative to the conduct of the Division Level Competition shall be charged to the school MOOE.
8. Immediate dissemination of, and compliance with this memorandum is directed.


MARCELO K. PALISPIS, Ed. D.

OIC - Assistant Schools Division Superintendent

Guidelines and Mechanics of the Spelling Contest

Contest Mechanics

Registration

- The spelling competition is open to students who are enrolled in **public and private 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 1, 2019. **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 9:00 AM. Attendance checking of the participants will start at 9:30 AM. Pre-registered contestants who will come later than 9:30 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 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 Ayala Center Cebu, Cebu City on February 23, 2019
- 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 7-12 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 7-12 (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 – 1st to 2nd Week of December 2018
- District Level – 3rd Week of December 2018
- Division Level - January 2019

2. Final level - searching for the best individual speller in the Regional level which will be conducted on **February 23, 2019** at Ayala Center Cebu, Cebu City.

Eligibility of Contestants

- This competition is designed for public school students in Grades 4-6 for the Elementary and Grades 7-12 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, 9,10, 11 or 12)

Awards

- All students will receive a framed Certificate of Participation.
- The top three best spellers from the Elementary and Secondary levels will receive cash 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 Contest 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*, 4th 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 13 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- second 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.**

9. Speller Elimination

• A contestant has to satisfy two things: spell the word correctly and answer the vocabulary question correctly in order for him/her to continue in the contest. When a contestant misspells a word or answers incorrectly vocabulary question, he/she immediately drops out of the contest and will be asked to report to the roundkeeper (**only after the round**). Then **next word** is given to the next participant.

• If in case, all spellers in a certain round misspell or answer vocabulary questions incorrectly, meaning none of the spellers spells a word correctly nor answers a vocabulary question correctly during that round, all remain in the competition and a new spelling round begins with the next set

of words to be given, until three (3) spellers are left. From among the remaining three contestants, the one to be eliminated first will be the 3rd place and the remaining two (2) contestants will compete in the Final phase.

III. Final Round:

1. When the **participants are reduced to two**, the elimination procedure changes.
2. At this point, when one participant misspells a word or answers incorrectly a vocabulary question, the other contestant shall be given an opportunity to spell that **same word**.
3. If the second contestant spells that word correctly, he'll be given another word to spell and to answer a vocabulary question. If he/she successfully spells it and answers the vocabulary question correctly, then he shall be declared the champion of the Bee.
4. If one of the last two participants misses and then the other, after correcting the error, misspells the new word given to him/her or incorrectly answer the vocabulary question, the misspelled word shall be referred to the first speller. If the first speller correctly spells the word but answers incorrectly the vocabulary question, the second speller will be given a chance to spell a new word and answer a vocabulary question.
5. If the second speller then succeeds in correcting the error and correctly spells the next word on the Bee Master's list and correctly answers the vocabulary question, then he/she shall be declared the champion.
6. If both spellers misspell the same word, both shall continue in the contest, and the one who first misspelled the word shall be given a new word to spell and to unlock. The pattern will continue until one of the contestants is declared the champion.

During the Contest proper, Caution is firmly imposed on everyone to abide, such as:

- **No talking** will be allowed among contestants or between contestants and members of the audience.
- If a contestant **receives assistance** from anyone in the audience, he/she will be **disqualified**.
- The audience is also requested to remain seated until a break is offered in order to avoid confusion for the contestants.

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.