



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

3 0 OCT 2025

DIVISION MEMORANDUM
NO. **571** s. 2025

**CREATIVE MINDS, BRIGHT FUTURES: A SKILLS AND ARTS DAY
2025 DIVISION NATIONAL STUDENTS' DAY CELEBRATION**

To: Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division
OIC- CES, School Governance and Operations Division
Public Schools District Supervisors
Heads of Public Secondary and Integrated Schools
All Others Concerned

1. National Students' Day in the Philippines is celebrated annually on November 17 as mandated by Republic Act No. 11369. The Schools Division Office of Capiz – School Governance and Operations Division - Youth Formation Unit, will be conducting an activity titled **Creative Minds, Bright Futures: A Skills and Arts Day 2025 Division National Students' Day Celebration** on **November 15, 2025**, at **Ivisan National High School, Ivisan, Capiz**.
2. Participation to the activity is voluntary and must adhere with DepEd Order No. 66, s. 2017 titled *"Implementing Guidelines on the Conduct of Off-Campus Activities"*, DepEd Order No. 008, s. 2023 titled *"Teachers and their Involvement in Volunteer and Extracurricular Activities"* DepEd Order No. 22, s. 2023 titled *"Implementing Guidelines on the School Calendar and Activities for the School Year 2023-2024"*, DepEd Memorandum No. 41, s. 2024 titled *"Reiteration of the No Collection Policy in Schools"* and DepEd Order No. 003, s. 2024 titled *"Amendment to DepEd Order No. 22, s. 2023 (Implementing Guidelines on the School Calendar and Activities for the School Year 2023-2024)"*.
3. Travel and other expenses relative to the conduct of this activity are chargeable against Local funds subject to the usual accounting and auditing rules and regulations.
4. Participants, Technical Working Group (TWG) and SDO personnel are entitled to service credits in accordance with DepEd Order No. 53, s. 2003 titled: Updated Guidelines on the Grant of Vacation Service Credits to



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Teachers. On the other hand, non-teaching personnel including the management staff shall be provided with Compensatory Time Off (CTO) as per Civil Service Commission (CSC) and Department of Budget (DBM) Joint Circular No. 2, s. 2004 on Non-Monetary Remuneration for Overtime Service Rendered.

5. This memorandum will serve as an authority to travel to all participants, technical working group and other involved personnel from November 13-15, 2025.
6. Attached are the guidelines and mechanics of the different contests, activity matrix, list of technical working group, and the pre-registration form as Enclosures No. 1,2, 3 & 4 respectively.
7. Immediate dissemination of this Memorandum is desired.

ROEL F. BERMEJO
Schools Division Superintendent

Encl.: As stated

Reference:

To be indicated in the Perpetual Index
under the following subjects:

SCHOOLS

LEARNERS

YOUTH FORMATION

LEADERSHIP



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Enclosure No. 2 to SDM 571, s. 2025

ACTIVITY MATRIX

Creative Minds, Bright Futures: A Skills and Arts Day November 15, 2025 Ivisan National High School			
Time		Activity	Venue
7:00 am – 8:00 am	60 mins	Registration <ul style="list-style-type: none">Attendance/Verification of Participants	
8:00 am – 8:45 am	45 mins	Opening Program <ul style="list-style-type: none">Entrance of ColorsPreliminaries<ul style="list-style-type: none">Philippine National AnthemPrayerCapiz HymnOpening PerformanceIVISAN NHS STUDENTSWelcome Remarks ROEL F. BERMEJO Schools Division SuperintendentAttendance CheckIntermission NumberClosing Remarks LUZ U. BANSON EdD, CESE OIC – Assistant Schools Division SuperintendentPhoto Opportunity	
8:45 am – 9:00 am	15 mins	Health Break	



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9:00 am – 12:00 nn		<i>Simultaneous Competition</i> Judging of Digital Poster Making Contest Judging of Advocacy Film Competition Extemporaneous Speaking Contest	
12:00 nn – 1:00 pm	60 mins	<i>Lunch Break</i>	
1:00 pm – 2:00 pm	2 hours	Team Quiz Bee Competition	
3:00 pm – 4:00 pm	60 mins	Awarding Ceremony and Closing Program	
4:00 pm onwards		Home Sweet Home	

Enclosure No. 2 to SDM _____, s. 2025

GUIDELINES, MECHANICS AND CRITERIA OF THE DIFFERENT COMPETITION



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**“Connected, Informed, Empowered: Learners’ Rights in the Digital Age”
Digital Poster Making Contest**

OBJECTIVES:

- Promote creativity, innovation, and advocacy among learners using digital art as a means of expression and awareness.
- Encourage students to communicate their ideas, perspectives, and values on the given theme “Connected, Informed, Empowered: Learners’ Rights in the Digital Age” using various technology-based tools and digital platforms.
- Enhance learners’ digital literacy, visual communication skills, and appreciation of art as a medium for social awareness, collaboration, and positive change.

I. GUIDELINES:

- The contest is **open to all secondary and integrated schools** within the **Schools Division of Capiz**.
- Each school may submit **only three (3) official entries with one (1) coach each entry**.
 - One (1) entry **NO. 1** for the theme: “National Students’ Day Celebration”
 - One (1) entry **NO. 2** for the theme: “Anti-Bullying Campaign”
 - One (1) entry **NO. 3** for the theme: “Learner Rights”
- The participants must be a **bona fide learner** of the participating school.
- Participating schools must submit the following documents.
 - **Registration Form** of the official entry.
 - **Parent’s Consent Form** of the learner participant.
- **All required documents and entries** must be submitted **on or before November 12, 2025**, through this link <https://bit.ly/4oAJt49> uploaded with folder named after your school. The link will be closed after the deadline.
- Each school must:
 - Open the folder titled **“DIGITAL POSTER MAKING”**
 - Create a subfolder labeled with the school’s name (e.g., **DPM_Entry_No1_AglalanaIS**) and upload all required files there.
- If a school wishes to withdraw its entry, it must inform the **Capiz Division Federation Officers on or before November 13, 2025**.



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- By signing the Registration Form, the participant and school representative agree to abide by all **rules and regulations** of the competition.
- They also acknowledge that the **judges' decisions are final and irrevocable**.
- A **pre-judging** of all entries will be conducted **one (1) day before** the official evaluation to ensure compliance with contest rules.
- Entries found **non-compliant** will be **disqualified** and the respective SSLG President will be notified.
- All artworks must be **original** and created **solely by the participant**.
- **Plagiarism** or the use of **copyrighted materials without permission** will result in **automatic disqualification**.

Deadline of Submission: November 12, 2025 | 3:00 PM

II. MECHANICS:

- Participants may use any **digital editing software commonly used in schools**, such as **Adobe Photoshop, Paint, Canva, or PicsArt**.

Time-Lapse Video Requirement:

- Each participant must submit a **time-lapse video** showing:
 - The **face of the learner-participant**, and
 - The **device screen** while creating the digital poster.
- The total working time allotted is **two (2) hours**, and the submitted **time-lapse video** should have a **maximum duration of two (2) minutes**.

Poster Specifications:

- **Paper Size:** A4 (8.27 x 11.69 inches)
- **Resolution:** 300 DPI
- **Orientation:** Portrait

Intellectual Property and Originality:

- All entries must comply with existing **laws and regulations on intellectual property**.
- The **use of copyrighted materials is strongly discouraged**.
- **Non-compliance** with any of the above rules and guidelines may result in **disqualification** of the entry.

III. CRITERIA:



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CRITERIA	DESCRIPTION	PERCENTAGE
RELEVANCE TO THE THEME	Evaluates how well the entry reflects, interprets, and connects to the given theme.	30%
CONTENT	Assesses the clarity, depth, and effectiveness of the message or idea being conveyed.	25%
CREATIVITY AND ORIGINALITY	Measures the uniqueness, innovation, and artistic approach demonstrated in the work's design or execution.	25%
OVER-ALL QUALITY AND IMPACT	Consider the overall impression, emotional appeal, and ability of the entry to engage and leave a lasting impact on the audience.	20%
TOTAL		100%



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**“Lens of Purpose: The Learner’s Perspective”
An Advocacy Film Competition**

OBJECTIVES:

- To raise awareness and promote positive social values among learners through the power of visual storytelling that reflects relevant advocacies and real-life issues.
- To encourage creativity, critical thinking, and social involvement by allowing students to express their perspectives and advocacies through the production of short films.
- To develop learners’ media literacy, collaboration, and appreciation for film as an effective tool for education, advocacy, and meaningful change in the community.

I. GUIDELINES:

ELIGIBILITY AND PARTICIPATION

- The competition is **open to all secondary and integrated schools** within the **Schools Division of Capiz** that wish to participate.
- Each participating school is allowed to submit **only One (1) Official Entry**.
- Each film entry must consist of a **minimum of six (6)** and a **maximum of ten (10) learner-participants**, with **two (2) coaches**.

FILM CONTENT AND ADVOCACY

- The short film must promote or highlight a **specific advocacy**, such as:
 - Environmental protection
 - Mental health awareness
 - Anti-bullying
 - Gender equality
 - Youth empowerment
 - Digital citizenship, and similar themes.



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- The film must have a **minimum duration of three (3) minutes** and a **maximum of five (5) minutes**, including **opening and closing credits**.

SUBMISSION REQUIREMENTS

Participating schools must submit the following:

1. **Official Registration Form** of the entry.
2. **Parent's Consent Form** for all learner-participants;
3. All required documents and entries shall be submitted through this link <https://bit.ly/4nmgIYd>.
4. Each school must create a folder labeled as follows:
[SchoolName]_[TitleOfFilm]
(Example: "CapizNHS_OneStepForward")

TERMS AND CONDITIONS

- By signing the Registration Form, participants agree to **abide by all contest rules and regulations** and acknowledge that the **decision of the panel of judges is final and irrevocable**.
- A **pre-judging** of entries will be conducted **prior to the official evaluation** to ensure that all submissions comply with the competition's rules and guidelines.
- The **deadline for submission of entries** is **November 12, 2025**.

II. MECHANICS:

TECHNICAL AND CREATIVE REQUIREMENTS

- The film may be presented in **English, Filipino, Hiligaynon**, or a **combination** of these languages.
- **English subtitles** must be included in every entry, regardless of the primary language used.
- The film may be in **narrative, documentary, or experimental format**, provided it aligns with the chosen **advocacy theme**.
- Participants may use **any available device or software** for filming and editing, including cameras, mobile phones, or computers.
- All **music, visuals, and footage** used in the film must be **original or copyright-free**.



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- The film must **not contain vulgar, offensive, or inappropriate content** in any form.

FILM CREDITS

Opening credits must include the following information:

- a. **Title of the Film**
- b. **Name of the School**
- c. **Names of the Participants**

Closing credits must include acknowledgments for any **external contributors, materials, or resources** used in the production.

SUBMISSION AND ONLINE POSTING

- All entries must be **uploaded to the Google Drive link** provided by the organizers **on or before the deadline**. The link will be closed after the deadline
- All qualified entries will be **officially posted** on the **Capiz Division Federation SSLG Facebook Page** for **online viewing and engagement**.

DISQUALIFICATION AND JUDGING DECISIONS

- **Non-compliance** with any of the stated rules and requirements will result in **automatic disqualification**.
- The **decision of the judges** shall be **final and non-appealable**.

III. CRITERIA

CRITERIA	DESCRIPTION	PERCENTAGE
RELEVANCE TO THE ADVOCACY AND CONTENT	Evaluates how well the entry reflects, interprets, and connects to the chosen advocacy or theme.	30%
CREATIVITY AND ORIGINALITY	Measures the uniqueness, innovation, and	25%



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	creative expression demonstrated in the presentation of ideas.	
TECHNICAL QUALITY	Assesses the clarity, editing, cinematography, sound design, and overall production quality of the output.	25%
OVER-ALL QUALITY AND IMPACT	Consider the overall impression, emotional appeal, and the ability of the entry to engage and leave a lasting impact on the audience.	20%
TOTAL		100%



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Extemporaneous Speaking Contest

- To showcase and enhance the public speaking and communication skills of learners across the Division of Capiz.
- To develop critical thinking and confidence among learners in expressing their ideas clearly and logically within a limited preparation time.
- To promote awareness and meaningful discourse on relevant social, environmental, and political issues affecting the youth and the community.

I. GUIDELINES:

Eligibility and Participation

- The **Extemporaneous Speaking Contest** is open to all **secondary and integrated schools** in the **Schools Division of Capiz**, with **one (1) participant per school**.
- Participants must be **officially enrolled learners** in their respective schools.
- Each school may assign **only one (1) coach** to guide and assist the contestant.

Registration Requirements

Each participating school must accomplish and submit the following:

- **Online Registration Form** - Participants must register through this link <https://forms.gle/6xpRahk4PmpdR35BA> on or before November 10, 2025.
- **On-site Registration Form** to be accomplished during the competition proper for confirmation of participation.
- **Parent's Consent Form** of the learner-participant to be uploaded on the link provided.
- **Photocopy of the learner's school ID**
- **Online registration** must be completed **on or before November 12, 2025**.
- **On-site registration** will be conducted on the day of the competition to confirm attendance and participation.



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Withdrawal of Participation

- If a school wishes to withdraw its entry, it must notify the **Capiz Division Federation Officers on or before November 13, 2025.**

Contest Rules and Regulations

- By signing the registration forms, both the **participant** and the **school representative** agree to abide by all **rules and regulations** of the competition.
- Contestants are required to wear their **prescribed school uniform** during the contest proper.

Contest Topics

The competition topics may include, but are not limited to, the following areas:

- **Environmental Concerns:** climate change, sustainability, conservation
- **Social Issues:** youth empowerment, mental health, education, disaster preparedness, drug awareness and preventions
- **Political Matters:** governance, civic engagement, policy reforms

II. MECHANICS

- Each contestant will be given **1 minute to prepare** for the assigned question.
- Each contestant will be allotted a maximum of **two (2) minutes to deliver the speech.**
- When the timer starts, a yellow flag will be raised to signal the contestant to begin speaking.
- When the bell rings and a blue flag is raised, this signifies the end of the allotted time; the contestant must immediately conclude the speech.
- A one-point deduction shall be imposed for every 15 seconds of delay in finishing the speech beyond the time limit.
- Contestants must use **English as the medium of communication** throughout the delivery.



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III. CRITERIA

CRITERIA	DESCRIPTION	PERCENTAGE
Content	Relevance to the topic	40%
Pacing and Delivery	Appropriate speed, no stuttering, proper enunciation, and appeal	30%
Body Language and Eye Contact	Appropriate Non-Verbal Cues and Posture	20%
Tone and Volume	Clear and well-modulated voice.	10%
TOTAL		100%



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**Know-it-all: The Quest for Knowledge
Team Quiz Bee Competition**

OBJECTIVES:

- Foster academic excellence and critical thinking among learners by providing a platform to apply their knowledge across various subject areas.
- Promote camaraderie, teamwork, and sportsmanship through healthy and meaningful competition among participating schools.
- Strengthen learners' confidence and enthusiasm for learning by engaging them in an intellectually stimulating and friendly academic environment at both the school and division levels.

I. GUIDELINES:

ELIGIBILITY AND PARTICIPATION

- The **Quiz Bee Competition** is open to all **Secondary and Integrated schools** within the **Schools Division of Capiz**.
- Each participating school shall be represented by **five (5) bona fide learners**, who will compete **as a team**.
- Each team shall have one (1) coach.

REGISTRATION REQUIREMENTS

Participating schools must submit the following documents:

- **Official Registration Form** of the school's representative team through this link
- **Parent's Consent Form** of all participating learners
- By signing the Registration Form, the participants and their school representative agree to **abide by all contest rules and regulations** and acknowledge that the **decision of the panel of judges is final and irrevocable**.



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CONTEST RULES AND REGULATIONS

- All participants must wear their **prescribed school uniform** during the competition.
- The contest will be held on **November 15, 2025**.
- The **time and venue** of the Division-Level Quiz Bee will be **announced through the Capiz Division Federation Facebook Page**.

II. MECHANICS

COMPETITION FORMAT

- The competition will consist of **three (3) rounds**:
 1. **Easy Round**
 2. **Average Round**
 3. **Difficult Round**
- In the event of a **tie, five (5) clincher questions** will be given.
 - The **team(s) with the highest score** after the fifth clincher question will be declared the **winner** and will proceed to the next level or be awarded accordingly.

COVERAGE AND SCOPE OF QUESTIONS

The questions will cover **General Knowledge** in the following areas:

- a. **Literature**
- b. **Mathematics and Science**
- c. **Humanities and Social Studies**
- d. **Current Events**
- e. **General Information**

PRESENTATION AND ANSWERING PROCEDURE

- During the **Division-Level Quiz Bee**, all questions will be **flashed on the screen** for all participants to see.
- For **School-Based Competitions**, the **mode of presentation** (oral, written, or projected) will depend on the **facilitating school**.



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- **Posters and markers** will be provided at the venue for participants to write their answers.
- **No personal materials, gadgets, notes, or reference tools** will be allowed during the competition.

SCORING AND AWARDS

- After the **Difficult Round**, the **team with the highest total score** will be declared the **Champion**.
- The next two highest-scoring teams will be awarded as:
 - **1st Runner-Up**
 - **2nd Runner-Up**

CONDUCT AND DISCIPLINE

- Any form of **cheating, misconduct, or violation** of the rules shall result in **automatic disqualification**.
- The **decision of the Board of Judges and contest facilitators** shall be **final and non-appealable**.

A. Time, Number of Questions and Scoring System

Category	Points	Number of Questions	Total Points	Time (in seconds)
Easy	1	15	15 points	30
Average	2	10	20 points	45
Difficult	3	10	30 points	60
Clincher	5	5	25 points	45
Total			90 points	

B. Elimination Mechanics

- All **registered teams** will participate in the **Easy Round**.
- Teams that score **ten (10) points or higher** in the Easy Round will **qualify for the Average Round**.



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- All teams that participate in the **Average Round** will **automatically proceed to the Difficult Round**, regardless of their scores in the Average Round.

C. Answer Format

- For **multiple-choice questions**, answers must be written in **ALL CAPITAL LETTERS**.
- For **identification questions**, answers must have the **correct spelling and proper capitalization** (if applicable).
- **Illegible or unclear answers** shall be considered **incorrect**.
- Any answer that **violates the stated rules** shall be declared **void**, and **no point** will be awarded.

D. General Rules:

- The **Quiz Master** will read each question **twice (2x) only**.
- Participants must write their answers **within the allotted time** for each category.
- When the timer stops, participants must **stop writing immediately**.
- Participants shall raise their whiteboards **only upon the Quiz Master's signal**.
- Questions, timers, and the scoreboard will be **displayed on screen** throughout the competition.
- After each round, the **team scores will be announced**.
- A **three (3) minute break** will be observed after each round/category.
- Once the Quiz Bee has started, **no participant is allowed to leave the venue or go to the bathroom**.
- If a participant leaves, he/she will be **disqualified**, but the **remaining teammates may continue answering**.
- **No gadgets, calculators, notes, or other reference materials** are allowed during the contest.
- Teams must remain **quiet and respectful** at all times. Any act of distraction may result in **score deduction or disqualification**.



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Enclosure No. 3 to SDM _____, s. 2025

TECHNICAL WORKING GROUP

Over-all Chairperson: **Roel F. Bermejo**
Schools Division Superintendent

Co-Chairpersons: **Luz U. Banson EdD, CESE**
Asst. Schools Division Superintendent

Edna B. Azcarraga, PhD
Education Program Supervisor
OIC – Chief Education Supervisor
School Governance and Operations Division

Program Handlers: **Yzarda Claudette D. Ballera**
Project Development Officer 1 – Youth Formation

Jhean Mae Grace Lingco
Project Development Officer 1 – Youth Formation

Committee on Program and Invitation

Chairperson: Christal Fe Dollete – PDO 1
Co-Chairperson: Edwin Salanatin – MT 1, Comm. Luis R. Asis NHS
Members: Dave Mitchelle S. Lantoria – SSLG Teacher-Adviser
Larry Mar Farinas – T3, Ivisan NHS
Ysay Grace Banico – Vice President, CDFSSLG

Committee on Registration of Entries

Chairperson: Jan Fred Condino - CDFSSLG Teacher-Adviser
Co-Chairperson: Faith Angel Louise Alvarez – President, CDFSSLG
Members: Clydd Jenner Generosa – Secretary, CDFSSLG
Janine Marie Alayon – Auditor, CDFSSLG
John Rey Ajeno – P.O., CDFSSLG

Committee on Competition Facilitators

Chairperson: Linuel Guillermo - CDFSSLG Teacher-Adviser
Co-Chairperson: Maybel Ambion – T3, Ivisan NHS



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Rodalyn Orola
Luthgarda Ballera
Fryan Vergabera
Myreen Patricio
Kharen Gialen
Ma. Eljoie Beluso

Committee on Secretariat and Registration

Chairperson: Danessa Mae Dator – PDO 1
Co-Chairperson: Menilyn Carbon – SSLG Teacher-Adviser
Members: Dave Leccio – CDFSSLG Teacher-Adviser
Meryl Araque – CDFSSLG Teacher-Adviser
Romela Muyco – CDFSSLG Teacher-Adviser

Committee on Physical Arrangement, Stage Decoration & Logistics

Chairperson: Jason Portada – PDO 1
Co-Chairpersons: Emie Mateo – PDO 1
Ralph Quejada – TA 1, Sports
Members: Andrea Nicole Gallardo – P.I.O., CDFSSLG
Ivisan NHS SSLG Officers

Committee on Documentation

Chairperson: Are Silva – CDFSSLG Teacher-Adviser
Co-Chairperson: Melbin Sombilon – CDFSSLG Teacher-Adviser
Members: Ivisan National High School Publication

Committee on Security and Safety

Chairperson: Jose Denny Leones – CDFSSLG Teacher-Adviser
Co-Chairperson: Reynaldo Palangre – CDFSSLG Teacher-Adviser
Members: Ivisan National High School Security Personnel

Committee on Food

Chairperson: Rita Shiela Palomar – SSLG Teacher-Adviser
Co-Chairperson: Elened Jean Escalera – SSLG Teacher-Adviser



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Technical & Sounds Committee

Chairperson: Erden Gentolea – T3, Pontevedra NHS
Members: Geneboy Amador – T2, Dulangan NHS
Rio Ureta, T3, Basiao NHS
John Steven Valiente – T1, Jagnaya NHS
Paulo Dela Torre – CDFSSLG Teacher-Adviser



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Website: <http://depedcapiz.ph>



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

PRE-REGISTRATION FORM

CONTEST: _____

SCHOOL: _____

NO.	NAME	POSITION/DESIGNATION	SIGNATURE



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