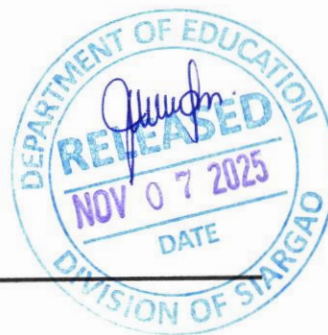




Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OF SIARGAO



Division Memorandum
No. _____ s., 2025

TO: **11-362** Assistant Schools Division Superintendent
Chiefs, CID & SGOD
Education Program Supervisors
Public Schools District Supervisors
K to 3 Teachers
This Division

**DIVISION-LEVEL POEM, SONG, SHORT STORY WRITING AND
WORDLESS ACCORDION DRAWING CONTESTS
FOR KEY STAGE 1 LEARNERS**



1. In line with the Department of Education's thrust to promote literacy, creativity, and holistic development among early grade learners, the Schools Division of Siargao shall conduct the **Division-Level Poem, Song, Short Story Writing and Wordless Accordion Drawing Contests** to be used by **Key Stage 1 learners (Kinder to Grades 1-3)** during the ***Pasundayag sa Nahibayuan 2026***.
2. The contests aim to:
 - a. encourage creative expression among teaching and non-teaching personnel.
 - b. develop foundational literacy and artistic skills.
 - c. promote values formation through storytelling and visual narratives.
 - d. showcase teaching and non-teaching talents in a supportive and inclusive environment.
3. The contests category, mechanics, and criteria are found in the enclosures of this memorandum. Each district shall choose one entry per category as the district official entry to the division level contest.
4. The deadline for submission of all districts winning entries will be on **December 1, 2025** and entries will be uploaded through this link: [Division-Level Poem, Song, Short Story Writing & Wordless Accordion Drawing Contests – Fill out form](#)
5. Division-level winners will be announced through a division memorandum.
6. Winners will receive certificates, and the winning entries will be used as contests pieces during the ***K to 3 Pasundayag sa Nahibayuan 2026***. These winning entries will also be submitted to Regional Information Officer to be featured in the DepEd Caraga Official Facebook Page, *if it meets the criteria*, and be featured in the division social media platforms.
7. Public Schools District Supervisors and School heads are enjoined to encourage all interested teaching and non-teaching personnel and ensure active participation in the said writing and drawing contests.





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8. For inquiries, you may contact Luz Sandra R. Fernandez, the Division GMRC/VE & Kindergarten Coordinator or through the messenger account: Serendipity Hershey.
9. Immediate dissemination of and compliance with this Memorandum is desired.


MANUEL O. CABERTE
Schools Division Superintendent 

Encls.: As stated
Reference: None

To be indicated in the **PERPETUAL INDEX** under the following subjects:
CONTESTS CURRICULUM LITERACY

CID/lserf
11/07/2025



Republic of the Philippines
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Enclosure No. 1 to Division Memorandum No. 11-362 s. 2025

GUIDELINES

A. POEM, SONG and SHORT STORY WRITING CONTEST FOR KEY STAGE 1

1. The contests are open to all interested teaching and non-teaching personnel within the Division.
2. Entries may be written in **English, Filipino, or Mother Tongue (Sinurigaanon or Socoronhon)**, depending on the teacher's comfort and classroom language.
3. **All poem, song, and short story entries must reflect Key Stage 1 age-appropriate and gender-responsive themes**, promoting inclusivity, respect, positive values suitable for young learners and shall undergo quality assurance in the school and district level.
4. The writer may develop the content based on the following themes:
 - a. **Family and friendship**
 - b. **Nature and environment**
 - c. **School experiences**
 - d. **Kindness and helpfulness**
 - e. **Community and culture**
 - f. **Family values**
4. All entries must be original and created by the teaching and non-teaching personnel. Other teachers, parents or stakeholders may guide but not co-author.
5. Each school may submit **one entry per category per grade level (K to Grade 3)** for the district level selection. Each district may submit **one entry per category per grade level** for the division level selection. Entries must be submitted in hard copy or scanned format to the designated Division Key Stage 1 focal person, Luz Sandra R. Fernandez, on or before **December 1, 2025** through this link: [Division-Level Poem, Song, Short Story Writing & Wordless Accordion Drawing Contests – Fill out form.](#)

B. WORDLESS ACCORDION DRAWING CONTEST FOR KEY STAGE 1

1. The contest is open to all teaching and non-teaching personnel within the Division.
2. Entries must depict Key Stage 1 age-appropriate and gender-responsive themes such as:
 - a. **A day in school**
 - b. **Helping at home**
 - c. **Playing with friends**
 - d. **Visiting the local tourist spots in Siargao**



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e. **Celebrating a local festival in Siargao**

3. Entries must be drawn on a $\frac{1}{2}$ **lengthwise manila paper** folded accordion-style (minimum of 4 panels, maximum of 8 panels).
4. No words, captions, or dialogue should be included.
5. Contestants may use crayons, colored pencils, markers, or watercolor.
6. Entries must be the own work of the teaching or non-teaching personnel. Other teachers and parents may assist with materials and folding but not with the drawing itself.
7. Each entry must have **only one illustrator**, and all illustrations must be **free from gender bias** and must reflect **gender sensitivity**, promoting inclusivity and respect for all genders.
6. Each school may submit **one entry per grade level** for the district level contests. District winning entries must be submitted in physical form to the designated Division Key Stage 1 focal person, Luz Sandra R. Fernandez or scanned clearly for digital submission through this link: [Division-Level Poem, Song, Short Story Writing & Wordless Accordion Drawing Contests – Fill out form](#) for the selection of the division level winning pieces, on or before **December 1, 2025**.



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Enclosure No. 2 to Division Memorandum No. 11-362 s. 2025

MECHANICS

A. Poem Writing

- Maximum of **8 lines** or **2-stanza** for Kindergarten and Grade 1; **12 lines** or **3-stanza** for Grades 2 and **16 lines** or **4-stanza** for Grade 3.
- May be rhymed or free verse.
- Should express a clear idea or emotion suitable for the K to 3 learner's age.

B. Song Writing

- Lyrics and melody may be submitted as a recording.
- Maximum of **3 stanzas** and **1 chorus**.
- Should be simple, rhythmic, and easy to sing.

C. Short Story Writing

- Maximum word count:
 - Kindergarten: **50 words**
 - Grade 1: **75 words**
 - Grade 2: **100 words**
 - Grade 3: **150 words**
- Should have a beginning, middle, and end.
- May include simple illustrations (optional).

D. Wordless Accordion Drawing

- Each panel should sequentially tell a story through images only.
- The story must be clear and coherent even without text.
- May include characters, settings, and actions that reflect the chosen theme.
- Entries must be neat, age-appropriate, and free from violent or inappropriate content.



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Enclosure No. 3 to Division Memorandum No. 11-362s. 2025

CRITERIA FOR JUDGING POEM, SONG, SHORT STORY WRITING

Criteria	Weight
Creativity and Originality	30%
Relevance to Theme	25%
Clarity of Message	20%
Language Use (age-appropriate vocabulary and grammar)	15%
Overall Impact	10%
Total	100%

CRITERIA FOR JUDGING WORDLESS

Criteria	Weight
Creativity and Originality	30%
Clarity of Storytelling	25%
Relevance to Theme	20%
Artistic Presentation	15%
Overall Impact	10%
Total	100%



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Enclosure No. 4 to Division Memorandum No. 11-362 s. 2025

TECHNICAL WORKING GROUP (TWG)

Category	Role	Responsible Person
A. Poem Writing	Chairperson Members	Mildred M. Rosales Shiela Marie C. Seguis Genelyn Antigro Genia Flor Gubaton
B. Song Writing	Chairperson Members	Luzvim S. Blasé Mariel C. Sarador Surza Mae C. Ticmon Elvie M. Sinday
C. Short Story Writing	Chairperson Members	Ianne Rofa E. Sulima Jamelle M. Cubillan Zocyth E. Alaba Rezel P. Durero Jessa Lyka F. Savandal
D. Wordless Accordion Drawing	Chairperson Members	Roxcyl B. Toldo Milky Marie O. Tayer Maricel M. Carballo Karen P. Forcadilla Genelyn Antigro
E. Quality Assurance	Chairperson Members	Rose Karen May E. Sulima June Mark P. Solloso Mendracel C. Cedro Charrel M. Astronomo
F. Program/ Certificate Preparation	Chairperson Members	Miraflor P. Bocota Hezzel C. Espenido Carolyn D. Clamohoy Divah E. Osares Rica Mae Maturan