



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

March 4, 2024

REGIONAL MEMORANDUM
No. 185, s. 2024

To: Schools Division Superintendents
Functional Division Chiefs
All Others Concerned

**HOSTS AND TERMS OF REFERENCE ON THE CONDUCT OF REGIONAL
COMPETITIONS FOR SY: 2024, 2025 AND 2026**

1. The Department of Education-National Capital Region through the Curriculum and Learning Management Division (CLMD) is pleased to announce the Terms of Reference for the conduct of regional competitions. These guidelines aim to ensure the smooth and fair execution of all regional competitions while upholding the values of integrity, sportsmanship, and excellence.
2. The Terms of Reference for Regional Competitions have been developed to provide a clear framework for organizing and managing various competitions at the regional level. These guidelines will serve as a reference point for all personnel/stakeholders involved in the planning and execution of regional events.
3. Key Points:
 - Clearly outline the goals and objectives of each competition, including promoting talent development, fostering teamwork, and encouraging healthy competition among participants.
 - Clearly define the roles and responsibilities of key personnel involved in organizing and overseeing the regional competitions, including event coordinators, judges, volunteers, and support staff.
 - Establish a timeline for the planning, promotion, and execution of regional competitions, deadlines, and event dates.
4. All concerned personnel are encouraged to familiarize themselves with the Terms of Reference for Regional Competitions and ensure compliance with the guidelines outlined therein. The cooperation and commitment to upholding these standards will contribute to the overall success and credibility of our regional competitions.
5. Immediate and wide dissemination of this Memorandum is desired.

JOCELYN DR ANDAYA
Director IV 

Encl.: As stated
Reference:
To be indicated in the Perpetual Index

CLMD-MAHngit2024



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TERMS OF REFERENCE

General Objective:

- Conduct the regional contests as a prelude to the national competitions of the Central Office; and
- Ensure proper coordination of arrangements, agreements, logistics, event preparation and co-management of the activities run in a timely and effective manner.

The specific objectives are to:

- Ensure a seamless and well-coordinated event.
- Oversee logistical requirements and arrangements.
- Uphold a professional and respectful tone, maintaining the prestige of the contest.
- Enhance the overall experience for all attendees through engaging activities and event amenities.

HOST DIVISION FOR THE FOLLOWING REGIONAL CONTESTS

Regional Contests	2024	2025	2026
Regional Schools Press Conference (RSPC)	Pasay City	Malabon City	Las Piñas City
Regional Festival of Talents (RFOT)	Pasig City	Valenzuela	Pasay
Regional Science and Technology Fair (RSTF)	Quezon City	Manila	Makati
Regional Gawad Teodora Alonzo (National Competition of Storybook Writing)	Taguig City And Pateros	Quezon City	Mandaluyong City



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Scope of Responsibilities of Regional Office (RO)

- Develop a comprehensive event plan, outlining timelines and responsibilities.
- Secure judges for the contest and implement a fair, transparent judging process.
- Coordinate with stakeholders (judges and participants) to ensure alignment with contest goals.
- Conduct regular planning meetings and updates to keep all parties informed.
- Prepare communication, Complete Staff Work (CSW), certificates and other relevant documents, including TOR and documents for judges' honoraria.

Scope of Responsibilities of Schools Division Office (SDO)

1. Propose/select specific venues for the contest.
2. Provide holding areas for participants, coaches, judges, regional management team, and special guests.
3. Take charge of the following:
 - Physical arrangement of contest venues, including Opening and Closing Program venues.
 - Rooms with WIFI for contests needing internet connectivity.
 - ICT concerns.
 - Contest equipment (TV monitor, projectors, desktop/computer, sound system, green screen, and studio equipment for specific contests).
 - Food and refreshments for Regional Management Team/Regional Technical Working Group/Room proctors/administrators, and other committees.
 - Traffic management, security/parking spaces, vehicle/car passes, and venue maps/directions.
 - Coordination with LGU.
 - Program and invitation.
4. Other Expenses:
 - Shared by other SDOs through registration fees, subject to top management approval.
 - Expenses may include payment for judges, medals, trophies, certificates, and materials specific to certain categories/events if there are no downloaded/limited funds from CO.