



Republic of the Philippines  
Department of Education  
NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division  
Superintendent

FEB 03 2025

**MEMORANDUM**

No. 042, s. 2025

**DIVISION-WIDE CONTESTS IN LINE WITH MUNTINLUPA 30TH  
CITYHOOD CELEBRATION**

TO: OIC- Asst. Schools Division Superintendent  
Chief Education Supervisor, Curriculum Implementation Division  
OIC – Chief, School Governance and Operation Division  
Public and Private Elementary and Secondary School Heads/OICs  
All Concerned

1. The City of Muntinlupa will celebrate its 30<sup>th</sup> Cityhood Anniversary on March 1, 2025, with this Year's Theme: Muntinlupa City @ 30: Smart, Sustainable, Strong.
2. In line with this celebration, the SDO in coordination with the Public Information Office will hold:
  - Essay Writing Contest (English and Filipino) – AVR Cityhall, February 12, 2025, 1:00 – 5:00 PM
  - On the Spot Poster Making Contest - South Park Alabang, February 13, 2025, 10:00 AM Onwards
3. Attached to this Memorandum are the Contest Mechanics.
4. For inquiries, please contact the Curriculum Implementation Division Office at telephone Numbers 02-842-37-560/ 02-842-37-561 locals 131 and 132.
5. Immediate and wide dissemination of this Memorandum is desired.

  
**VIOLETA M. GONZALES**

Asst. Schools Division Superintendent  
Officer-in-Charge

Office of the Schools Division Superintendent

Encl.: As stated  
Reference: None  
To be indicated in the Perpetual Index  
under the following subjects:

LEARNING RESOURCES

REPORTS

SCHOOLS

GUU: NM DIVISION-WIDE CONTESTS IN LINE WITH MUNTINLUPA 30TH CITYHOOD CELEBRATION  
042/January 23, 2025

042

NUM-2025-042



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City  
8805-9935, 8805-9940  
[sdo.muntinlupa@gmail.com](mailto:sdo.muntinlupa@gmail.com)  
[deped-muntinlupa.com](http://deped-muntinlupa.com)



Republic of the Philippines  
**Department of Education**  
National Capital Region  
Schools Division Office – Muntinlupa

---

**Essay Writing Contest Guidelines and Mechanics**  
**(English Category)**

**Theme: Muntinlupa City @ 30: Smart, Sustainable, Strong**

**Eligibility:**

1. The contest is open to all bonafide Grade 7 to Grade 10 junior high school students and Grade 11 to Grade 12 senior high school learners enrolled in any Public and Private schools/institutions in the City of Muntinlupa.
2. One (1) entry is allowed to represent the junior high school, and another one (1) entry to represent the senior high school.

**Entry Requirements:**

1. The essay must be **original**, unpublished, and written solely by the contestant.
2. Essays must adhere to the theme provided.
3. Word count: Minimum of 500 words, maximum of 700 words.

**Submission Details:**

1. Deadline: February 12, 2025 (on the Day of the contest)
2. Submit entries to the Lead Person
3. Each submission must include a cover page with the following details:
  - o Contestant's full name
  - o Grade and section
  - o Contact information
  - o Title of the essay

**Contest Mechanics:**

1. The contest will be held on February 12, 2025, at 8:00 AM, at the 4th floor Activity Center of the Schools Division Office of Muntinlupa.
2. The essay topic will be announced at the start of the contest.



3. No prior preparation is allowed.
4. Each participant may submit only one entry.
5. Plagiarism will result in automatic disqualification.
6. Essays must be handwritten on standard paper size. Use legible handwriting.
7. Contestants will be given a pen/pencil and paper. **No outside materials** (e.g., notes, internet access) are allowed.
8. Essays will be judged based on originality, relevance to the topic, coherence, clarity, language style, and adherence to instructions.
9. The judges' decision is final and irrevocable.
10. The rights of the submitted materials will automatically belong to the City Government of Muntinlupa.
11. Winners will be announced in the last week of February.

### **Criteria for Judging**

1. **Content and Relevance (40%)**
  - Relevance to the topic
  - Depth of ideas and arguments
  - Creativity and originality
  - Uniqueness, emotional resonance, and ability to engage the reader.
2. **Organization and Coherence (20%)**
  - Clear introduction, body, and conclusion
  - Logical flow of ideas and coherence between paragraphs
3. **Clarity and Language Style (20%)**
  - Clear and concise expression
  - Correct grammar, spelling, and punctuation
4. **Critical Thinking (15%)**
  - Ability to analyze, evaluate, and provide insightful perspectives
5. **Adherence to Instructions (5%)**
  - Following the time limit and formatting guidelines

### **Awards and Prizes**

First Place	P10,000
Second Place	P5,000
Third Place	P3,000

Prepared by:

**MA. CARMEN D. SOLAYAO PhD**

Education Program Supervisor-ENGLISH



Republic of the Philippines  
**Department of Education**  
National Capital Region  
Schools Division Office – Muntinlupa

---

**Essay Writing Contest Guidelines and Mechanics**

**(Filipino Category)**

**Tema: Muntinlupa City @ 30: Smart, Strong, Sustainable**

**Kwalipikasyon:**

1. Ang patimpalak ay bukas para sa lahat ng mag-aaral ng Grade 7 hanggang Grade 10 junior high school at Grade 11 hanggang Grade 12 senior high school na naka-enroll sa alinmang pampubliko at pribadong paaralan/institusyon sa Lungsod ng Muntinlupa.
2. Isang kalahok lamang ang papayagan na mag representa sa junior high school, at isang kalahok din para sa senior high school sa bawat paaralan.

**Kinakailangan sa Paglahok:**

1. Ang sanaysay ay **dapat orihinal**, hindi pa nailathala, at isinulat lamang ng kalahok.
2. Ang sanaysay ay dapat sumunod sa ibinigay na tema.
3. Bilang ng mga salita: Minimum na 500 salita, maximum na 700 salita.

**Detalye ng Pagsusumite:**

1. Deadline: February 12, 2025 (sa mismong Araw ng patimpalak)
2. Ipasa ang sanaysay sa Pinuno ng Paligsahan.
3. Ito ay dapat may kasamang cover page na naglalaman ng mga sumusunod na detalye:
  - o Buong pangalan ng kalahok
  - o Baitang at seksyon
  - o Contact information
  - o Pamagat ng sanaysay

**Panuntunan ng Paligsahan:**

1. Gaganapin ang patimpalak sa ika-12 ng Pebrero sa taong kasalukuyan ng ika-8:00 ng umaga, sa 4th floor Activity Center ng Schools Division Office of Muntinlupa.
2. Ang paksa ng sanaysay ay iaanunsyo sa simula ng patimpalak.



3. Hindi pahihintulutan ang paghahanda bago ang patimpalak.
4. Ang bawat kalahok ay maaaring magsumite ng isang sanaysay lamang.
5. Ang plagiarism ay magreresulta sa awtomatikong diskwalipikasyon.
6. Ang sanaysay ay dapat nakasulat-kamay sa karaniwang sukat ng papel. Gumamit ng mababasang sulat-kamay."
7. Ang kalahok ay bibigyan ng panulat at papel. **Hindi pahihintulutan ang mga panlabas na materyales** (e.g., notes, internet access).
8. Ang sanaysay ay huhusgahan batay sa orihinalidad, kaugnayan sa paksa, pagkakaugnay-ugnay, kalinawan, estilo ng wika, at pagsunod sa mga panuntunan.
9. Ang desisyon ng mga hurado ay pinal at hindi na mababago.
10. Ang pagmamay-ari ng mga isinumiteng materyales ay awtomatikong mapupunta sa Pamahalaang Lungsod ng Muntinlupa.
11. Ang mga nanalo ay iaanunsyo sa huling linggo ng Pebrero.

### **Batayan sa Paghatol**

1. **Nilalaman at Kaugnayan (40%)**
  - Kaugnayan sa paksa
  - Lalim ng mga ideya at argumento
  - Kalikhaan at orihinalidad
  - Pagkakaiba, emosyonal na resonance, at kakayahang makuha ang interes ng mambabasa.
2. **Organisasyon at Pagkakaugnay-ugnay (20%)**
  - Malinaw na panimula, katawan, at konklusyon
  - Lohikal na daloy ng mga ideya at pagkakaugnay-ugnay sa pagitan ng mga talata
3. **Kalinawan at Estilo ng Wika (20%)**
  - Malinaw na pagpapahayag
  - Tamang gramatika, baybay, at bantas
4. **Kritikal na Pag-iisip (15%)**
  - Kakayahang magsuri, mag-aral, at magbigay ng mga makabuluhang pananaw
5. **Pagsunod sa mga Panuntunan (5%)**
  - Pagsunod sa limitasyon ng oras at mga alituntunin.

### **Parangal at Premyo**

Unang Parangal	P10,000
Ikalawang Parangal	P5,000
Ikatlong Parangal	P3,000



**Republic of the Philippines**  
**Department of Education**  
National Capital Region  
Schools Division Office – Muntinlupa

---

**On-the-Spot Poster-Making Contest Guidelines and Mechanics**

**Theme: Muntinlupa City @ 30: Smart, Sustainable, Strong**

**Eligibility:**

1. The contest is open to all bonafide Grade 5 and 6 elementary learners enrolled in any Public schools/institutions in the City of Muntinlupa.
2. Entries should be made on the spot.

**Poster Making Specifications:**

1. Orientation: Portrait only
2. Medium: Each participant will be provided with 1/4 illustration board and oil pastel.

**Submission Details:**

1. Deadline: February 12, 2025 (on the Day of the contest)
2. Submit entries to the Lead Person
3. Each submission must include with the following details:
  - Contestant's full name
  - Grade and section
  - Contact information
  - Contestant's entry number

**Contest Mechanics:**

1. The Poster-Making contest will be held on February 12, 2025 at 8:00AM.
2. The Poster-Making theme will be announced at the start of the contest.
3. After the announcement of the theme, participants will have 5 minutes to consult with their coaches.
4. Only three (3) hours is given to the contestants to finish their poster. A 10-minute extension will be given if the majority of the contestants are not able to finish their artwork on the given time.
5. The poster must be original, solely made by the contestant.

6. Only one contestant per school is allowed to join the poster making contest.
7. Posters must illustrate, interpret, and emphasize the theme provided.
8. Avoid any content that may be offensive, discriminatory, or inappropriate.
9. Posters will be judged based on creativity and presentation, originality, relevance to the theme, and adherence to instructions.
10. The panel of judges' decision is final and irrevocable.
11. The rights of the submitted materials will automatically belong to the City Government of Muntinlupa.
12. Winners will be announced in the last week of February.

### **Criteria for Judging**

1. **Creativity (30%)**
  - Contains elements that are creatively and correctly used (i. e., text, color, illustrations, etc.)
  - Depth of ideas and uniqueness
  - Incorporating imaginative elements, innovative approaches and design that enhance the overall presentation
2. **Originality (30%)**
  - Stands out and shows a fresh, imaginative idea that grabs attention
  - Strong original idea
  - Showcases original ideas and concepts, setting it apart from others
3. **Visual Impact (20%)**
  - \* Attractive in terms of design, layout, and neatness.
  - \* Entices the audience at the first glance
  - \* Captures attention, leaving a strong and lasting impression
4. **Relevance to the theme (20%)**
  - Clear and easily explains the theme
  - Message is clear and powerful.
  - Aligns with the theme
  - Demonstrates deep understanding

### **Awards and Prizes**

First Place	P10,000
Second Place	P5,000
Third Place	P3,000

Prepared by:

**EDISON C. ENERLAS**

Education Program Supervisor-MAPEH