



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

July 31, 2026

DIVISION MEMORANDUM

No. 429 s. 2026

50TH ANNIVERSARY ESSAY WRITING CONTEST

- To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors, Principals In-Charge of the District
Head Teacher In-Charge of the District
Senior/Education Program Specialists
Heads of Public/Private Elementary, Secondary and Integrated Schools
All Others Concerned
1. Attached is a letter of invitation from Metro Kalibo Water District, dated July 27, 2026, regarding the conduct of **50th Anniversary Essay Writing Contest** on **August 08, 2026**, at **Metro Kalibo Water District Office**, Kalibo, Aklan.
 2. The **District Learner Rights and Protection** of Kalibo I and II shall set-up "LRP Help Desk" or Learner Rights and Protection – Help Desk and designate a personnel on-duty while the activity is on-going.
 3. The learner participant must be accompanied by their respective School Head or Adviser and must accomplish Learner Consent Form and Endorsement Letter from the School Head. Parental Consent Form must be secured prior to the conduct of the activity. (See attachment for reference).
 4. Pursuant to **DepEd Order No. 9, s. 2026**, *Guidelines on the Implementation of the Three-Term School Calendar in Basic Education*, the No Disruption of Classes Policy must be observed.
 5. Teachers are entitled to Service Credits for their services rendered during weekends and holidays but not to exceed 30 days per year in accordance with DO No. 13, s. 2024 titled "Revised Guidelines on the Grant of Vacation Service Credits for Teachers. On the other hand, non-teaching personnel shall be granted with Compensatory Overtime Credits (COC) for their services rendered during weekends and holidays as per Civil Service Commissions (CSC) and Department of Budget and Management (DBM) Joint Circular No. 2, s. 2004 on Non-Monetary Remuneration for Overtime Service Rendered.



Población, Numancia, Aklan
Tel/Fax No. (265 3740 | 265 3741 | 265 3743)
Website: <http://www.depedaklan.org>
Email Address: aklan.1958@deped.gov.ph



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6. Travel and other expenses incurred of all participants relative to this activity may be charged against local funds subject to the usual accounting and auditing rules and regulations.
7. Full support, cooperation and immediate dissemination of this memorandum is required.

FELICIANO C. BUENAFE JR., CESO V
Schools Division Superintendent *ms*

Encl.: As Stated

Reference: Invitation Letter from Metro Kalibo Water District

To be indicated in the Perpetual Index

Under the following subjects:

LEARNERS

LITERARY

WRITING CONTEST

ACCS



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Republic of the Philippines

Metro Kalibo Water District

CCC No. 073

Jaime Cardinal Sin Avenue, Andagao, Kalibo, Aklan

Tel. No./Fax (036) 268-4200; Trunkline Nos. 268-6828; 268-9231; 268-1196

website: www.mkwd.gov.ph

e-mail address: metrokaliowd@yahoo.com; metrokaliowaterdistrict@gmail.com

MKWD REF. NO. 568-2026

July 27, 2026

DR. FELICIANO C. BUENAFE JR., CESO VI

Schools Division Superintendent

Department of Education – Region VI, Western Visayas

Division of Aklan

Subject: Request for Approval in Allowing Student Representatives to Attend

Dear Dr. Buenafe,

This pertains to your letter dated July 21, 2026, informing us that the Schools Division of Aklan will not be able to send learners out during class hours due to DepEd Order No. 09, 2026, specifically the "No Disruption of Classes Policy" for Instructional Block.

As a compromise, the Metro Kalibo Water District (MKWD) has decided to move the **50th Anniversary Essay Writing Contest** to a Saturday, **August 8, 2026**, aimed at boosting customer engagement while promoting the literary creativity of the younger generation, specifically high school students from learning institutions within the MKWD service coverage area.

In this regard, we respectfully request your approval in allowing one (1) student representative from each invited participating school to attend and participate in the event at the **4th Floor, MKWD Administrative Building, Jaime Cardinal Sin Avenue, Andagao, Kalibo, Aklan**.

For your information and guidance, the following contest guidelines (more information attached separately) shall apply:

- Only **one (1) representative from each invited participating high school** shall be allowed to compete.
- The representative must present **an endorsement letter duly signed by the School Head**.
- The use of laptops, mobile phones, tablets, or any electronic devices during the contest shall **not be permitted** to ensure fairness and the originality of all entries.

We sincerely hope for your favorable consideration and support of this activity so that we may coordinate with the participating schools in a timely manner. Your approval will encourage young writers within our communities and contribute significantly to the success of the MKWD's Golden Anniversary celebration.

Thank you very much for your time and kind consideration.

Very truly yours,


ENGR. LYDIO I. GURETA

General Manager

Metro Kalibo Water District



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e-Mail Address: metrokalibowd@yahoo.com; metrokalibowaterdistrict@gmail.com

50th Anniversary Essay Writing Contest

PARTICIPATING PUBLIC HIGH SCHOOLS

As of 29 July 2026

SCHOOL NAME		SCHOOL DISTRICT
1	POOK INTEGRATED SCHOOL	Kalibo I
2	KALIBO INTEGRATED SPECIAL EDUCATION CENTER	Kalibo II
3	LINABUAN NATIONAL HIGH SCHOOL	Kalibo II
4	REGIONAL SCIENCE HIGH SCHOOL FOR REGION VI	Kalibo II
5	NEW WASHINGTON COMPREHENSIVE HIGH SCHOOL	New Washington
6	OCHANDO NATIONAL HIGH SCHOOL	New Washington
7	MANGAN NATIONAL HIGH SCHOOL	Banga
8	BALETE INTEGRATED SCHOOL	Balete
9	CALIZO NATIONAL HIGH SCHOOL	Balete
10	FR. JULIAN C. RAGO MEMORIAL NATIONAL HIGH SCHOOL	Balete
11	JOSE BORROMEO LEGASPI MEMORIAL NATIONAL HIGH SCHOOL	Balete
12	CAMALIGAN NATIONAL HIGH SCHOOL	Batan



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Website: www.mkwad.gov.ph
e-Mail Address: metrokaliwod@yahoo.com; metrokaliwodistrict@gmail.com

50th Anniversary Essay Writing Contest

YET TO CONFIRM/DECLINE
As of 29 July 2026

SCHOOL NAME		SCHOOL DISTRICT
1	JOSE FELICIANO MEÑEZ MEMORIAL NATIONAL HIGH SCHOOL	Balete
2	DON EDECIO S. VENTURANZA INTEGRATED SCHOOL	Banga
3	BACAN NATIONAL HIGH SCHOOL	Banga
4	LALAB NATIONAL HIGH SCHOOL	Batan
5	AKLAN NATIONAL HIGH SCHOOL FOR ARTS AND TRADES	Kalibo I
6	BAKHAW NORTE INTEGRATED SCHOOL	Kalibo II
7	CANDELARIA NATIONAL HIGH SCHOOL	New Washington
8	PINAMUK-AN INTEGRATED FARM SCHOOL	New Washington

UNABLE TO JOIN
As of 29 July 2026

SCHOOL NAME		SCHOOL DISTRICT
1	AGUINALDO T. REPIEDAD SR. INTEGRATED SCHOOL	Banga
2	GAUDENCIO L. VEGA NATIONAL HIGH SCHOOL	Kalibo I

Note: Yet to be informed of the revised contest date on 8 August 2026.



50th Anniversary Essay Writing Contest, v. 02 s. 2026

In celebration of Metro Kalibo Water District's 50th Founding Anniversary

Contest Overview

As Metro Kalibo Water District marks five decades of unwavering public service, this celebration serves as an opportunity to reflect on the immense contribution in providing safe, reliable, and sustainable water to communities since its inception in 1976. To further this initiative, this essay writing contest serves as an avenue to strengthen public awareness and develop much appreciation of the local water utility's vital role in community development.

Specifically, this literary contest targets the younger generation to introduce the vibrant history, mission, and significance of Metro Kalibo Water District in supporting economic growth, public health, and one's day-to-day living. In the same manner, this seeks to raise awareness on the progressing challenges in water management to boost environmental stewardship through protecting water resources, practicing water conservation, and promoting sustainable water use. Through this event, the district can further promote public participation and creativity, highlight the importance of continuous knowledge acquisition, and strengthen partnerships with concessionaires.

Objectives

- Introduce the district's role as a utility service provider.
- Promote creativity and writing proficiency of younger generations.
- Strengthen partnership with concessionaires.

Revised Event Timeline

31 July 2026	Contest Announcement
1 - 5 August 2026	Registration Period
8 August 2026	Contest Date
8 & 10 August 2026	Judging Period
11 August 2026	Tabulation and Submission of Results
12 August 2026	Announcement of Winners <i>in celebration of International Youth Day</i>

Participants, organizers, and spectators shall gather at the MKWD Function Hall, 4F Administrative Building, Jaime Cardinal Sin Avenue, Andagao, Kalibo, Aklan on the approved contest date from 08:30 AM to 12:00 NN.

Videos containing the company's profile, background, among others shall be played during the registration period to provide participants with essential company background and concepts.



Contest Mechanics

Eligibility

- Only one participant per school is allowed.
- All schools offering the high school curriculum across MKWD's coverage areas are encouraged to join, namely, the municipalities of Kalibo, New Washington, Banga, Balete, and Batan.
- Each participant must secure an endorsement letter from his/her respective school head/administrator.
- Participants are encouraged to wear their school shirt or any comfortable yet proper clothing.
- Students within the second degree of consanguinity and affinity of all Metro Kalibo Water District personnel are strictly forbidden from joining the contest.

House Rules

- Participants must arrive at least 20 minutes before the program. Those arriving late shall complete his/her entry within the remaining time.
- Participants must present his/her School ID, and accomplish the registration form before taking his/her seat.
- Participants must observe proper decorum at all times.
- Participants must raise their hand to call for assistance, inquiries, and concerns.
- Eating and drinking during the writing session must be done only at the snacks and beverages area to avoid spillage and distraction to other participants.
- Bathroom breaks during the writing session are allowed.

Contest Rules

- Each participant will be provided a writing kit consisting of ballpoint pen, pencil, eraser, drafting papers, and college-ruled papers for final submission. Included in this kit is an Entry Number Slip that shall be attached to the final paper.
- Participants must write within the allotted time of 120 minutes. A timer will be provided on the TV Display for their guidance.
- Essays must be original; plagiarism is strictly prohibited.
- The use of any electronic devices during the writing session is strictly prohibited. Participants identified to use such devices shall automatically be disqualified from the competition.
- Participants are encouraged to write legibly in either cursive or print form and avoid erasures on the final submission.



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e-Mail Address: metrokalibowater@yahoo.com, metrokalibowaterdistrict@gmail.com

Essay Specifications

Language	English
Time Limit	2 hours / 120 minutes
Page Limit	1 Full Front Page, no word count limit
Theme	Will be revealed on the contest date

Upon entry submission, the collection officer shall ensure the Entry Number Slip is fully accomplished and is attached to the submitted essay. This slip will contain the randomly assigned entry number, the participant's name, and school affiliation. The collection officer must sign the Entry Number Slip to confirm entry finality. Official entries must then be gathered and kept in a sealed envelope pending the scheduled judging period.

Judging Criteria

Official entries will be judged based on the following criteria:

Criteria	Weight	Description
Relevance to the Theme	40%	How well the essay reflects the theme, highlighting community service, sustainability, & empowerment.
Originality & Creativity	25%	Unique ideas, perspectives, and fresh approach in presenting the theme.
Content & Organization	20%	Clarity of ideas, logical flow, coherence, and proper structure (Introduction, Body, Conclusion)
Language & Expression	10%	Grammar, vocabulary, style, and readability
Impact & Engagement	5%	Ability to connect with readers, evoke thought or emotion, and leave a lasting impression

Contest Prize

The three highest-scoring entries shall be declared as the winners and will be awarded with the corresponding prizes:

1 st Place	₱ 3,000.00, Certificate of Recognition, and a Multi-platform Feature ○ AQUA Newsletter ○ 50th Anniversary Coffee Table Book ○ Daloy ng Serbisyo Historical Exhibit
2 nd Place	₱ 2,000.00 and a Certificate of Recognition
3 rd Place	₱ 1,000.00 and a Certificate of Recognition

Remaining participants will be given certificates for their utmost participation.

Serving with Character, Working with Competence



Winning participants will be gathered at the same venue on a separate date for the awarding ceremony and conferment of prizes. When deemed unfeasible, the working committee shall visit and coordinate with the respective learning institutions to award the prizes and certificates, as well as gather documentation.

Judging Process

- The working committee shall open the sealed envelope on the scheduled judging period and confirm the total number of official entries.
- Such official entries will be presented to the judging committee for evaluation and scoring.
- Each of the five judges composed of MKWD's Board of Directors shall accomplish a scoring sheet to record individual scores in accordance with the approved criteria.

Chairperson	Dir. Gabrielle V. Calizo-Quimpo	<i>Civic Sector</i>
Members	Dir. Roselita C. Sauza, CPA	<i>Business Sector</i>
	Dir. Jean T. Velarde	<i>Women Sector</i>
	Dir. Didi Q. Quimpo	<i>Education Sector</i>
	Engr. George F. Rovero	<i>Professional Sector</i>

- The judging committee must refrain from writing any marks or annotations to all entries.
- Upon completion, official entries must be returned to the envelope while accomplished scoring sheets must be submitted to the working committee.
- The working committee is responsible to ensure completeness of the scoring sheets and subsequently, the computation and finalization of the tabulation sheets.
- The decision of the Judging Committee is final and irrevocable. Appeals or requests for reconsideration shall no longer be entertained.
- In case of a draw, the Chairperson of the Board of Directors will cast the deciding vote.

Risk Management and Contingency Plans

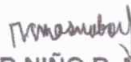
- In case of any emergency requiring immediate evacuation, participants must follow the evacuation plan posted within the building's vicinity with the working committee's assistance. The working committee shall then contact the emergency response team for any medical concerns upon safe evacuation.
- Upon the advice of medical professionals and the emergency response team, participants shall be directed to their emergency contact persons for appropriate action. The contest, in such case, will ultimately be cancelled indefinitely.



Prepared by the **WORKING COMMITTEE:**


JOFER I. SERAPIO
Chairperson


GEL NICOLE L. REGATALIO
Member


ALEVIR NIÑO R. NABOR
Member

JUN 22 2026

Date

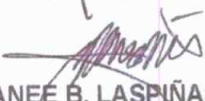
Approved by the **GOLDEN ANNIVERSARY EXECUTIVE COMMITTEE:**


ENGR. LYDION V. URETA
Executive Chairperson


MARIA CECILLE M. IGNACIO
Vice Chairperson


MARY ANN T. DAGOHOY, CPA
Member


RHODELIA A. DELA CRUZ
Member


SHANEE B. LASPIÑAS
Member

JUL 06 2026

Date

Serving with Character, Working with Competence

ESSAY WRITING CONTEST



Student Representatives from
Participating High Schools



8 August 2026, Friday
08:00 AM - 12:00 NN



MKWD Function Hall,
4F Administrative Building,
Jaime Cardinal Sin Avenue,
Andagao, Kalibo, Aklan



FOR MORE INFO...

Visit our office at 2F MKWD Administrative
Bldg., Jaime Cardinal Sin Avenue, Andagao,
Kalibo, Aklan and look for Ms. Gel Nicole or
contact 0985-182-1061 (TNT) to know more.



CONTEST PRIZES

1st Place ₱ 3,000.00

2nd Place ₱ 2,000.00

3rd Place ₱ 1,000.00



REMINDERS

Bring your Student ID and
endorsement letter

Writing kits will be provided

Wear your school shirt or any
comfortable yet proper clothing



JUDGING CRITERIA

Relevance to the Theme	40%
Originality & Creativity	25%
Content & Organization	20%
Language & Expression	10%
Impact & Engagement	5%

In collaboration with:



Soroptimist
International
of Kalibo



Metro Kalibo
Water District

Light refreshments will be provided

Essay topic will be revealed on the contest date

Winners will be announced on a separate date



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LEARNER CONSENT, WAIVER, INDEMITY and RELEASE (to be completed by the Learner)

I, _____, agreed to participate with the consent of my parents and/or legal guardian in the conduct of the **Metro Kalibo Water District (MKWD) Essay Writing Contest** on **August 8, 2026**, at the MKWD Administrative Building, Jaime Cardinal Sin Avenue, Andagao, Kalibo, Aklan.

I agree to give permission to the MKWD and its representatives to make recordings of my voice and to take photographs and/or videos in which I appear in at the event and location stated above, to be used for the communications and various public campaigns of the MKWD be it in print, broadcast and/or electronic media.

I have read and understood the accompanying letter and information leaflet. For things I do not understand, I will ask my Parent/Guardian to clarify the objective of the activity for me.

I know the purpose of the project/activity and the part I will be involved in. I know that MKWD and its representative are not allowed to use the information about me in any form that might harm my rights and well-being.

Name of Learner	Name of School
Age	Date



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PARENTAL CONSENT AND WAIVER FORM

I, _____, as the parent or legal guardian of _____, hereby acknowledge that I have been informed of the details in the conduct of the **Metro Kalibo Water District (MKWD) Essay Writing Contest** on **August 8, 2026**, at the MKWD Administrative Building, Jaime Cardinal Sin Avenue, Andagao, Kalibo, Aklan.

I understand that the MKWD shall implement the minimum public health standards set by the government to minimize the risk of the spread of any communicable disease, but it cannot guarantee that my child will not become infected.

I understand that my child's in-person attendance at the event will include associating with teachers, fellow learners and school personnel, and other people inside and outside of the school that may put my child at risk of transmission of any communicable disease, notwithstanding the precautions undertaken by the implementing team.

Voluntary Participation

I acknowledge that my child's participation in this activity is completely voluntary. My child may decline the to participate or withdraw from participation at any time for any reason. Declining or withdrawing participation will not result in any penalty or loss of benefits or reduction of any basic right to which my child is entitled. While there remains the risk of possible transmission of any communicable disease to my child/ren, and to the members of my household, I freely assume the said risk and I permit my child/ren to attend this activity.

Exclusion (Limitations/Ineligibility)

I am aware that symptoms of any communicable disease include, but are not limited to, fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, the new loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting, and diarrhea.

I confirm that my child currently has none of those symptoms and is in good health. I will not allow my child to physically go to the event if my child or any member of my household develops any of the said symptoms or any other symptoms of illness that may or may not be related to any communicable disease. I will also inform the school/division and not allow my child to attend the event if my child or any of my household members test positive for any communicable disease. My child/ren and I, with my household members, will follow the required health and safety protocols and procedures adopted by the school and community.

Documentation

I confirm that I give full permission in any recording or picture taken of my child during the conduct of this event and to use some or all my child's images/contribution/performance in any publication (including electronic publications such as film or website) created by or for the MKWD and to release this material to MKWD official platforms.

Confidentiality

I am aware that any information that will be given during the activity will be kept strictly confidential, and personal information will be treated in accordance with the Republic Act 10173, Data privacy Act of 2012. I am assured that the information about my child will not be shared outside of the implementation team. My child's name will not be used when data from this activity is analyzed.



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I hereby confirm that I agree and understand the commitment of my child as a participant. I also understand and will support my child's endeavor to meet the expectations, guidelines, and responsibilities to his/her fellow participants and to MKWD.

To the extent allowed by law and rules, I hereby agree to waive, release, and discharge any and all claims, causes of action, damages, and rights against the school/division and its personnel as well as officials and personnel of the MKWD relative to the conduct of the activity.

With full understanding, I – on behalf of myself, my household members, and my child/ren – hereby freely and voluntarily give my consent to my child's participation in the activity on August 8, 2026. I also attest that I had sought the views of my child and he/she has expressed a willingness to participate in the activity.

CONTACT DETAILS FOR QUESTIONS OR PROBLEMS

For any concerns or clarification, you may contact the MKWD through the email address obod@mkwd.gov.ph and obod.mkwd@gmail.com.

Signature of parent/Guardian over Printed Name	Contact Details (Mobile Number)
Name of Child/ren	Date

* Please submit this form to your child's school prior to participation in the event.