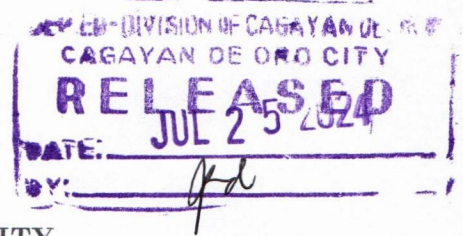




Republic of the Philippines
Department of Education
REGION X

DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

25 July 2024

DIVISION MEMORANDUM
NO. 124S. 2024

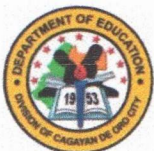
CONDUCT OF HIGALAAY FESTIVAL 2024 THROUGH MARCHING BAND
COMPETITION

TO: Asst. Schools Division Superintendent
Chief, SGOD and CID
SGOD, CID and OSDS Personnel
Public Schools District Supervisor
School Heads
All Others Concerned

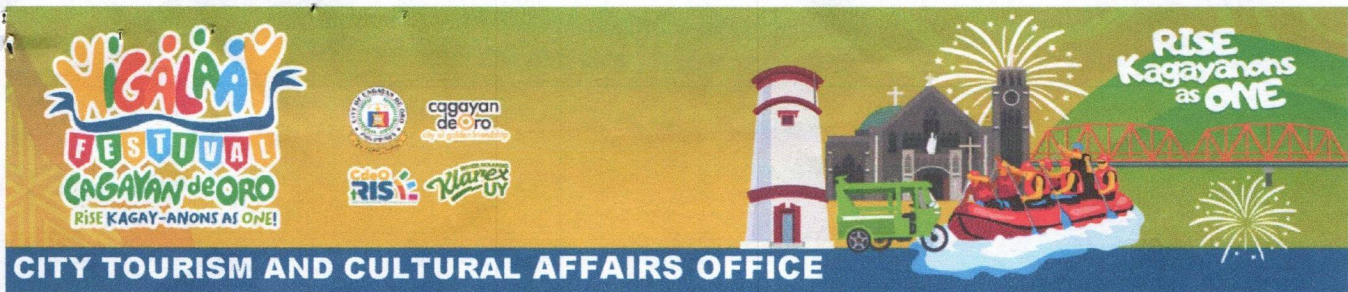
1. Relative to the communication coming from the City Tourism and Cultural Affairs Office, the field is hereby informed of the conduct of **Higalaay Festival 2024 through Marching Band Competition** in consonance with the City Fiesta Celebration in honor of the City's Patron Saint, San Agustin that will be held on August 27, 2024. Hence, all Secondary Schools in this Division with Marching Band are encourage to join.
2. Attached are the letter of invitation, contest guidelines and registration form for reference.
3. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment are accorded to all personnel regardless of disability, sexual orientation, gender, age, religion and ethnicity.
4. This office directs the immediate and wide dissemination of this Memorandum.

ROY ANGELO E. GAZO
Schools Division Superintendent

Encl. : as stated
Reference : None
To be indicated in the perpetual index
under the following subject:
Higalaay Festival
RRV



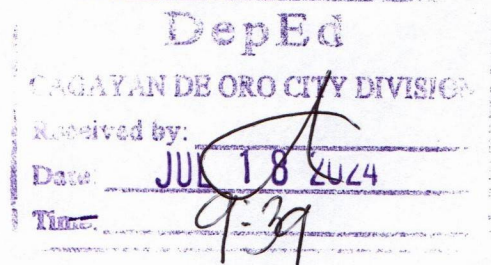
Address: Fr. William F. Masterson Avenue, Upper Balulang, Cagayan de Oro City
Telephone: (08822) – 8550048



17 July 2024

DR. ROY ANGELO GAZO

*City Schools Division Superintendent
DepEd-Division of Cagayan de Oro*



Dear **Dr Gazo**:

Warmest Higalaay Greetings!

The city fiesta in honor of the city's Patron Saint, San Augustin, is just around the corner and preparations are underway for our **HIGALAAY FESTIVAL 2024**. With the theme "RISE Kagay-anon as One", the City Government is very much committed to ensure a successful, safe and meaningful fiesta celebration for the enjoyment of the Kagay-anons and our guests.

The Higalaay Festival Civic Military Parade and Floats Competition is the longest-running and much anticipated activity of the festival. It showcases the participation of various civic and military organizations, business establishments, schools, and local government units. This festive activity bursting with colors, merry-making, and friendship, brings the city's dynamic culture, history, and heritage to life.

In this connection, we would like to invite the different high schools of Cagayan de Oro to be part of our Higalaay Festival 2024 through **Marching Band Competition**. The event is scheduled for August 27, 2024. Attached are the guidelines and registration form of the said contest.

For more details, you may contact: Mr. Maico Alejandro E. Torres through this number 0917-321-6642 or email tourismcdo@gmail.com. Hoping for a favorable response to this request. Thank you and best regards.

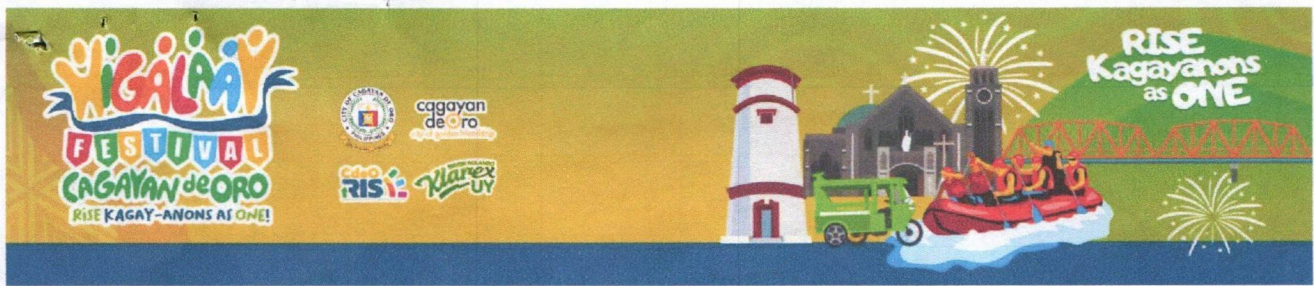
Respectfully,

MARK KENNETH R. JALAPADAN
Acting City Tourism Officer



Ground Floor, Executive Building, City Hall Compound
Capistrano-Hayes Streets, Cagayan de Oro City, 9000, Philippines
Email Address: tourismcdo@gmail.com
Telephone Number: 859 – 3842





HIGALAAY FESTIVAL CIVIC MILITARY PARADE AND FLOATS COMPETITION 2024 (Marching Band)

The Higalaay Festival Civic Military Parade and Floats Competition is the longest-running and much anticipated activity of the festival. It showcases the participation of various civic and military organizations, business establishments, schools, and local government units. This festive activity bursting with colors, merry-making, and friendship, brings the city's dynamic culture, history, and heritage to life.

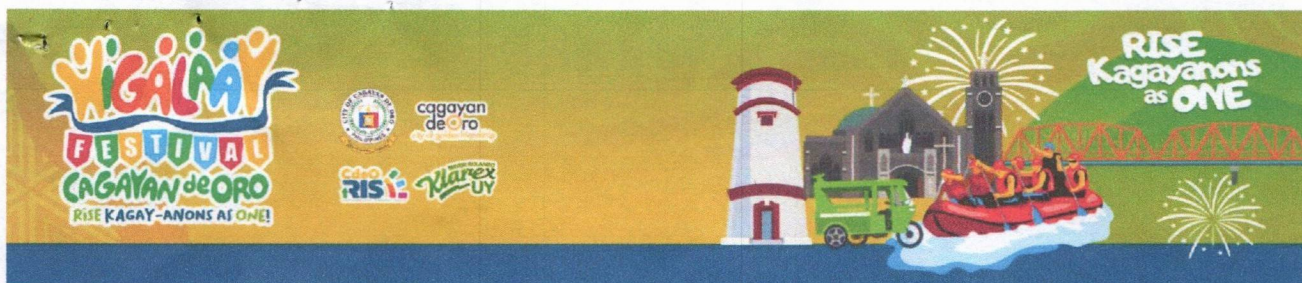
GUIDELINES FOR CONTINGENTS AND ACCOMPANYING BANDS

A. PARTICIPANTS

1. Participation is **open to all** corporate-based establishments, academic institutions, government and non-government organizations, barangays, civic clubs and others.
2. Contingents should have **at least 50 individuals and a maximum of 200 individuals** are encouraged to come with their own colorful flaglets bearing the logo of the festival.
3. **Participants should be at least 12 years old.** Those with health problems are discouraged due to distance of parade route and weather condition.
4. Participants in the street parade must be signified by filling out the Online Registration Form which is available thru this link: <https://forms.gle/WY3BRRYJvXUt8vmr9>
5. Deadline for registration shall not be later than August 09, 2024 at link provided.

B. PARADE DECORUM

1. Contingents must have their own institutions/organizations' banner, unless otherwise a festival sponsor takes care of this.
2. Contingents are enjoined to march smartly and observe uniformity of foot placement and body movement, posture and body carriage.
3. **FORWARD MOTION** must be maintained throughout the parade. *Any maneuvering, countermarching or other action delaying the forward progress of the parade is **prohibited**.*
4. Each contingent is enjoined to observe alignment forms (ranks, files, diagonals, etc.)
5. Each contingent is expected to demonstrate uniformity in timing, spacing, and the halts as well as visually appropriate spacing while standing fast, marching time or marching.



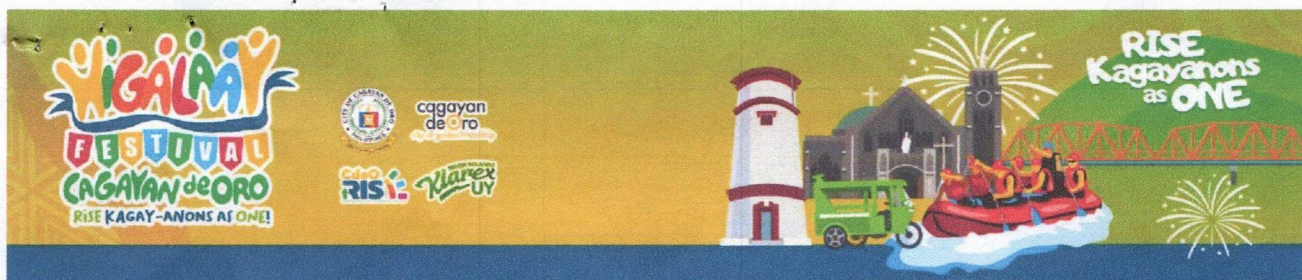
6. Each contingent **MUST WEAR** only one (1) uniform.
7. Barefoot and wearing of slippers are **NOT ALLOWED** during the street parade or during the performances related to the parade.
8. The use and display of banners, sashes promoting commercial business entities, or products and other promotional materials by contingents are **NOT ALLOWED**. Only banners provided by the festival committee are allowed.
9. All contingents must assemble at the designated venue **TWO (2) HOURS** before the flag off. *Contingents will be assigned to their respective assembly point during the final briefing.*
10. The order of the street parade – which is slated at **5 am on Tuesday, August 27, 2024** will be determined by the Events Committee and announced accordingly. Each contingent must follow the prescribed order of the parade.
11. The Events Committee will set the schedule of coordination meetings. No attendance in the orientation, no parade.

C. SECURITY / ADMINISTRATIVE

1. For the safety and security, and to ensure a smooth flow of the parade **No Materials** (gifts, candies, merchandises, literature materials, leaflets, liquids etc.) may be handed out or thrown from participants to the audience/spectators/crowd. This policy shall be strictly imposed by the Parade Marshals.
2. All decisions of the events committee are final and binding.
3. For more details, interested participants may contact **Ms. Vannessa Faith B. Alaba & Ms. Lez Ivy P. Maramias**, at the City Tourism and Cultural Affairs Office at number, 859-3842 and 63+ 9177775004.

ADDITIONAL GUIDELINES FOR MARCHING BAND

1. Members for the marching ensemble are expected to march smartly. Observe uniformity of foot placement and body movement, posture and body carriage. And maintained appropriate effective of all equipment.
2. Band members are expected to demonstrate uniformity in marching in step. Execution of pivot, turns, facings, starts and stops, including upper/lower body execution.
3. The ensembles are enjoined to demonstrate superlative alignment forms (ranks, files, diagonals, etc.)
4. The ensembles are expected to demonstrate uniformity in timing, spacing, and halts, as well as visually appropriate spacing while standing fast, marching time or marching.

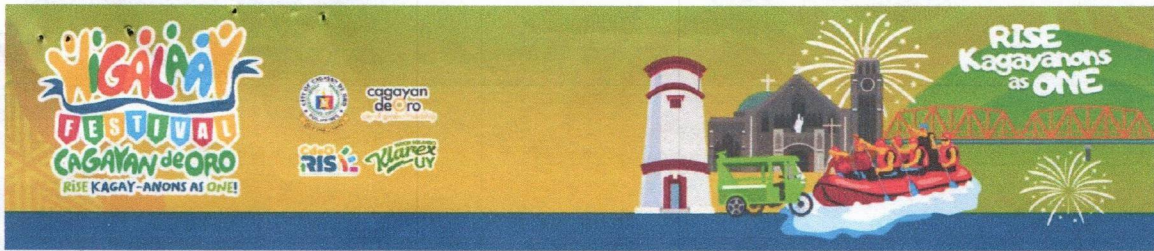


5. Ensembles are expected to project uniformity of apparel or costumes related to a marching band. Uniform must be decent and with sleeves.
6. ***Sexy dance steps and sexually suggestive moves*** (thrusting, grinding, twerking, etc.) **are discouraged**
7. Participation of the marching bands is the soul of the HIGALAAY FESTIVAL Civic Military Parade. It is a showcase of talents from various institutions. Marching Bands are expected to display their best.
8. Cash Prizes and Awards:

a. First Prize	-	-	-	P 50,000.00 + Trophy + Dummy Check
b. Second Prize	-	-	-	P 30,000.00 + Trophy + Dummy Check
c. Third Prize	-	-	-	P 20,000.00 + Trophy + Dummy Check
d. Top 7 Bands	-	-	-	P 5,000.00
e. Best in Costume	-	-	-	P 5,000.00 + Trophy
f. Best Band Majorette	-	-	-	P 5,000.00 + Trophy
g. Best Band Master	-	-	-	P 5,000.00 + Trophy

9. Criteria for Judging:

a. Costume	-	-	-	-	30%
i. Appropriateness					
ii. Creativity and Craftsmanship					
iii. Visual Impact					
iv. Use of Higalaay Festival Theme					
b. Musical and Visual Performance	-	-	-	-	40%
i. Choreography					
ii. Coordination and timing					
iii. Creativity and originality of music					
iv. Accuracy and technique					
c. Overall Impression	-	-	-	-	30%
i. Showmanship					
ii. Innovation on the use of props					
iii. Thematic consistency					
iv. Musical and visual integration					
d. Total	-	-	-	-	100%



HIGALAAY FESTIVAL CIVIC MILITARY PARADE AND FLOATS COMPETITION 2024

EVENT DATE: August 27, 2024
Assembly Point: Rodelsa Circle
Assembly Time: 5:00 A.M.

CONTINGENT NO:

REGISTRATION FORM

(MARCHING BAND COMPETITION)

☐ Competing ☐ Non-competing

Name of School, Organization, Group:

Date of submission:

Address:

Contact Numbers:

Name of School Principal/President of Organization:

Brief Description of Contingent:

☐ We have read and understood the guidelines of the HIGALAAY FESTIVAL Civic Military Parade and Floats Competition, and hereby affix our signature below to conform and commit that we will strictly abide by them.

SIGNATURE OVER PRINTED NAME

School Head/Organization Head/Barangay Chairman

SIGNATURE OVER PRINTED NAME

Authorized Representative

Note: Please submit on or before August 9, 2024 to the City Tourism and Cultural Affairs Office, City Hall Complex.