



Republic of the Philippines  
**Department of Education**  
REGION X  
DIVISION OF CAGAYAN DE ORO CITY



**Office of the Schools Division Superintendent**

**16 Oct 2025**

**DIVISION MEMORANDUM**

No. 973 s.2025

**GUIDELINES, MECHANICS, & CRITERIA FOR SALUDO DURING THE  
DIVISION MEET**

**TO:** Assistant Schools Division Superintendent  
Chiefs, CID and SGOD  
Concerned Curriculum Implementation Division Personnel  
Concerned School Governance and Operations Division Personnel  
Concerned Office of the Schools Division Superintendent Personnel  
Concerned Elementary and Secondary Public & Private School Heads and Principals  
All District Sports Coordinators, Coaches & Delegates  
This Division

1. To promote camaraderie, discipline, creativity, and sportsmanship among participating districts, the Schools Division of Cagayan de Oro City shall confer **Special Awards** during the **Division Meet 2025**. These awards aim to recognize outstanding delegations that exemplify excellence not only in sports performance but also in presentation, organization, and spirit throughout the event.
2. Attached is the Guidelines and Mechanics of the Saludo Competition for your information and guidance.
3. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment is accorded to all personnel regardless of disability, sexual orientation, gender, age, religion, and ethnicity.
4. This Office directs immediate and wide dissemination of this Memorandum.

**ROY ANGELO E. GAZO**  
Schools Division Superintendent

Encl.: As stated

Reference: N o n e

To be indicated in the Perpetual Index under the following subjects:  
**SPORTS** **DIVISION MEET**

DM80-SGOD-HRDS-MCTG / GUIDELINES, MECHANICS, & CRITERIA FOR SALUDO DURING THE  
DIVISION MEET  
October 16, 2025



**Address:** Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City  
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## Guidelines, Mechanics, and Criteria for Special Awards During the Division Meet 2025

### 1. GENERAL GUIDELINES:

1. All districts shall participate in the **Opening Parade** and **Saludo Performance**.
2. Judges shall be assigned along the parade route and at the grandstand for evaluation.
3. The **Saludo or Tableau performance** must not exceed **one (1) minute**.
4. Costumes, props, and presentations should promote **respect, creativity, and sportsmanship**.
5. Discipline and proper conduct must be maintained from assembly to dispersal.
6. The decision of the Board of Judges is **final and irrevocable**.

### 2. MECHANICS PER CATEGORY

#### A. Best in Parade (Progressive)

- Judged from assembly to dispersal.
- Evaluation will focus on formation, coordination, energy, and creativity.

#### B. Best in Saludo Performance / Tableau

- A 1-minute presentation upon reaching the grandstand area.
- Should depict unity, pride, and sportsmanship.

#### C. Most Disciplined Group

- Based on punctuality, orderliness, and adherence to guidelines throughout the event.

#### D. Best in Uniform

- Evaluated during the parade for neatness, design, and uniformity.

### 6. FOR JUDGING

#### A. Best in Parade (Progressive)

| Criteria                   | %           |
|----------------------------|-------------|
| Coordination and Formation | 30%         |
| Energy and Spirit          | 25%         |
| Creativity and Impact      | 25%         |
| Discipline and Order       | 20%         |
| <b>Total</b>               | <b>100%</b> |

**B. Best in Saludo Performance / Tableau**

| Criteria                      | %           |
|-------------------------------|-------------|
| Theme Relevance and Message   | 30%         |
| Execution and Synchronization | 30%         |
| Creativity and Visual Impact  | 25%         |
| Discipline and Timing         | 15%         |
| <b>Total</b>                  | <b>100%</b> |

**C. Most Disciplined Group**

| Criteria                           | %           |
|------------------------------------|-------------|
| Punctuality                        | 25%         |
| Orderliness and Obedience to Rules | 35%         |
| Proper Conduct of Participants     | 25%         |
| Cleanliness and Waste Management   | 15%         |
| <b>Total</b>                       | <b>100%</b> |

**D. Best in Uniform**

| Criteria                      | %           |
|-------------------------------|-------------|
| Uniformity and Neatness       | 40%         |
| Creativity and Representation | 30%         |
| Color Harmony and Design      | 20%         |
| Bearing and Deportment        | 10%         |
| <b>Total</b>                  | <b>100%</b> |

**7. AWARDING**

Winners of the **Special Awards** shall be announced during the **Closing Ceremony** of the Division Meet 2025. Certificates and/or trophies will be given to the winning districts.



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