GENERAL GUIDELINES AND REMINDERS:

- No gadgets are allowed during the Essay and Interview segments.
- Finalists should wear their **business attire** during the finals.
- During the interview, the finalist, if it is not their turn, will be designated in a separate area and will not be allowed near the event premises.
- The finalists must bring their own ballpens. Bond papers will be provided by the organization.
- Coaches are not allowed to go near their respective students during the essay and interview unless given permission during emergencies.
- Photos and videos will be captured during the event. Rest assured that it will only be used by UP Cagayanos for documentation and record-keeping purposes.
- For every violation of the rules in the events stated in the guidelines, ten (10) points will be deducted from the total points of the finalist in that specific segment.

FOR THE ESSAY SEGMENT:

- The finalists will be asked to write an essay for a duration of **one (1) hour**, consisting of **not more than 200 words**, answering a question or elaborating an idea presented by the Screening Committee during the event proper.
- The essay is strictly **handwritten**. To ensure anonymity, each finalist will be assigned a **control number**, which will be written at the end of their essay.
- A panel consisting of three (3) members shall be assigned to judge the finalists' essays.
- The essay may or may not include a title. This will depend on the finalist's discretion on his/her own work.
- The essay may only be written either in English or Filipino. The use of Taglish and other dialects and/or languages are not allowed.
- Articles (a, an, and the) are **not included** in the word count of the essay.

CRITERIA FOR ESSAY

CATEGORIES	PERCENTAGE (%)
CONTENT (Rel. to the topic., logic, etc.)	50
COHERENCE (Organization and structure)	30
GRAMMAR, USAGE & MECHANICS	20
Summation	100

FOR THE INTERVIEW SEGMENT:

- A Screening Committee consisting of four (4) members shall be assigned to judge the finalists through an interview.
- Each finalist shall be interviewed at a time (20 minutes per finalist with a grace period of 5 minutes).
- The finalist may use English or Filipino throughout the interview. He/she may choose the language he/she is most comfortable and confident with.

CRITERIA FOR INTERVIEW

CATEGORIES	PERCENTAGE (%)
MATTER	50
MANNER	40
CREATIVE ENDING	10
Summation	100

^{*}Matter encapsulates the interviewee's understanding of the impacts of his/her activities presented in the folio. Moreover, this includes the interviewee's broad knowledge on social issues and his/her particular justified stance regarding these issues. Lastly, his/her

knowledge and points mentioned during the interview must be aligned with factual information. This should also reflect his/her ideas on cultural and social responsibility. Presentation of false information in any way during the interview must result in deductions.

*Manner regards how the interviewee delivers his/her speech. It encompasses their pacing and articulation, use of tone, body language, eye contact, volume of their voice, and overall confidence. If there are technical difficulties on the side of the finalists, leniency is appreciated and encouraged among the judges.

*Creative Ending should be displayed in how the finalist uniquely executes, in forms of but not limited to, cultural attributes from the province of Cagayan.

OVERALL CRITERIA FOR THE SELECTION OF TOCY 2022 AWARDEES

CATEGORIES	PERCENTAGE (%)
PRE-SCREENING PROCESS	60
INTERVIEW	30
ESSAY	10
Summation	100