



Republic of the Philippines
Province of Quezon

QUEZON PROVINCIAL TOURISM OFFICE

GUIDELINES ON CLAIMING AND USE OF PRIZES FOR VARIOUS COMPETITIONS IN THE NIYOGYUGAN FESTIVAL 2024

I. RATIONALE:

The celebration of Niyogyugan Festival 2024 offers healthy competitions to bring more excitement and fun to spectators, sightseers, tourists and the general public.

As a reward for the participation and support of all local government units (LGU) of Quezon Province and its people in various events and competitions, the Provincial Government of Quezon allotted funds for the prizes for each competition. In order to give guidance to the local government, units on the disposition and use of prizes, guidelines are hereby given to attain the following objectives.

1. To set mechanics on how to claim cash prizes for Niyogyugan Festival 2024 competitions.
2. To recognize private individuals' participation (people's participation) in the festival competitions in support of their respective local government units.
3. To give assistance to LGUS to recover the cost of incidental expenses in joining festival competitions.
5. To give guidance on the disposition of prizes.

II. MECHANICS:

1. The major prizes for winners and runner-ups of **Agri-Tourism Booth and Float Competition** amounting to one hundred thousand (Php 100,000.00) and above shall be claimed by the winning local government units through their Municipal/ City Treasurer, which shall be acknowledged by official receipts, under trust account.

Each local government unit is given the jurisdiction of expenditure prioritization to be paid out from the prize proceeds. These expenditures pertain to those expenses incurred by LGUS relative to their involvement in booth and float competition such as but not limited to materials, labor, honoraria, supplies, transportation, meals and snacks of participants, gasoline, truck hiring, etc. The LGU can also allot and give a share of the reward/prize to private individuals' participation as members of the LGU's official delegation for the competition as incentives. The remaining balance of prize proceeds if there is any after deducting LGU's expenses shall be transferred and treated as income under the general fund account, however, if all expenses for the competitions that were incurred by the LGU were charged or paid out of their regular local funds, the prize proceeds shall be treated as income of the local government unit, and can be used as fund sources for appropriation of their needed expenditures. All disbursement of prize related thereto shall be subject to government accounting and auditing rules and regulation.

Consolation prizes; special prizes and prizes that have values of less than one hundred thousand pesos, can be claimed by the delegations head or tourism officer/staff on behalf of the delegation



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team, provided however that he/she is duly appointed and authorized by the Municipal/ City Mayor.

The Office of the Provincial Treasurer has the authority to reject claims for the consolation prizes if the delegation head or tourism officer/staff cannot produce a written designation or authority to that effect. Further, in the absence of the delegation head or tourism officer/staff during the awarding ceremony, their respective municipal/city treasurer shall automatically claim the prizes on behalf of the delegation team. The LGU may give a share of reward to private individuals who volunteered and participated in the competition. It shall be the duty of the delegation head, tourism officer, municipal treasurer who claimed the prize to provide a liquidation report of expenditures to the LGU. The Local Chief Executive shall duly approve all dispositions of prizes they have received. Transparency of disbursement of proceeds shall be upheld at all times.

2. The prizes for **Street Dance Competition** shall be awarded to the winning group/delegation of Street Dancers, and can be claimed by the delegation head or tourism officer/staff as representative of the delegation team for such competition, provided however that he/she is duly appointed and authorized by the Municipal/ City Mayor. In the absence of the delegation head or tourism officer/staff during the awarding ceremony, their respective municipal/city treasurer shall automatically claim the prizes on behalf of the delegation team. The Municipal/City Mayor shall be given the authority to approve the utilization of prize proceeds to cover incidental expenses incurred in joining the competition, however he has the responsibility to ensure that prioritization of appropriate rewards are given to dancers and participants of the street dance competitions.

3. All prizes for **Ginoo at Binibining Niyogyugan, Cocolympics, Triathlon, Zumba, Kulturang Quezonian Contest, MLQ Quiz Bee and all other competitions** shall be awarded to individual winning contestants.

4. It shall be the responsibility of all accountable officers of the Municipal/ City Government, directly and indirectly involved in the LGU's participation in Niyogyugan competitions to uphold proper disposition of prize proceeds, transparency and adherence to government accounting and auditing rules and regulations.

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