



Republic of the Philippines  
Department of Education  
Region V – Bicol  
SCHOOLS DIVISION OFFICE OF CATANDUANES

29 FEB 2024

**DIVISION MEMORANDUM**

No. 107 s. 2024

**2024 DIVISION SCHOOLS PRESS CONFERENCE  
(Elementary and Secondary)**

To: Asst. Schools Division Superintendent  
Chief Education Supervisors – CID and SGOD  
Education Program Supervisors  
Public Schools District Supervisors/In- Charge of Districts  
Heads, Public and Private Elementary and Secondary Schools  
All Others Concerned

1. Pursuant to Republic Act (RA) No. 7079, also known as the Campus Journalism Act of 1991, released through DepEd Order (DO) No. 94, s. 1992, which stipulates the holding of the annual national elementary, secondary or tertiary Schools Press Conference, the SDO Catanduanes through the Division Association of Secondary School Paper Advisers (DASSPA) and the Catanduanes Association of Elementary School Paper Advisers (CAESPA) announces the conduct of the **2024 Division Schools Press Conference (Elementary and Secondary)** at Catanduanes National HS, and the Virac Pilot ES, Virac North District on **March 8-10, 2024**.
2. This year's DSSPC will focus on the theme, **"One Sphere: Championing School-Community Journalism Cordial Circle"**.
3. The Division Conference aims to:
  - a. demonstrate understanding of journalism through skillful execution in various platforms (i.e., print, broadcast, online);
  - b. recognize the role of journalism in advocating for social consciousness and environmental awareness;
  - c. promote fair and ethical use of media as tenets of responsible journalism;
  - d. foster camaraderie and enrich learning experiences through healthy and friendly competitions; and
  - e. provide learners' opportunities to use the skills learned in campus journalism for their future careers.
4. The 2024 DSPC activities shall include the following:
  - a. **Individual Contests (English and Filipino)**
    - i. News Writing
    - ii. Features Writing
    - iii. Editorial Writing
    - iv. Sports Writing
    - v. Copyreading and Headline Writing
    - vi. Science and Technology Writing
    - vii. Photojournalism
    - viii. Editorial Cartooning
    - ix. Column Writing



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**b. Group Contests (English and Filipino)**

- i. Radio Scriptwriting and Broadcasting
- ii. Collaborative Desktop Publishing
- iii. Online Publishing (secondary only)
- iv. TV Broadcasting (secondary only)

**c. School Paper Contests (English and Filipino, elementary and secondary in PDF)**

- i. News Section
- ii. Features Section
- iii. Editorial Section
- iv. Science and Technology Section
- v. Sports Section
- vi. Layout and Page Design

**d. Awarding of Outstanding School Paper Advisers (SPAs) and Campus Journalists (CJs)**

5. Learners at the elementary and secondary levels (both junior and senior high schools) are eligible to join the contests. Considering that the activity will be conducted face-to-face, a written permit must be secured from the parents indicating consent of their child's participation in the DSPC. The parent's permit should be collected by the school paper adviser and be submitted to the division committee in registration and attendance upon arrival on **March 7, 2024**.
6. The learners should be accompanied and duly supervised by their school paper advisers/coaches and duly supervised by the school heads. All participants who would like to be billeted shall bring their own beddings.
7. All schools should ensure that participating in the 2024 DSPC means having a school paper or publications in Portable Document Format (PDF) or digital format of at least **four pages** to be submitted on or before the **March 7, 2024** and be sent to the following email addresses: [jefferson.arcilla@deped.gov.ph](mailto:jefferson.arcilla@deped.gov.ph) for secondary, and [ricky.tid@deped.gov.ph](mailto:ricky.tid@deped.gov.ph) for elementary.
8. A campus journalist can participate in only **one** event, either in an individual or group category.
9. The top five winners in all individual categories and the top three winners in all group categories shall be recognized during the Awarding Ceremonies in the DSPC. Top five winners in individual contests will receive medals and certificates, while top three winners in group contests will receive medals and certificates. All participating teams in TV Broadcasting and Scriptwriting will be recognized during the awarding ceremonies.
10. The accumulated points from individual events, group events, school paper contest, and outstanding school paper adviser and campus journalist, shall be included in the computation of the overall top five scores to determine the final ranking of the top five performing schools.
11. For the school paper competition, the top ten winners per section and per category will be given recognition, the points shall be added to the overall ranking and results.

Top three performing schools (English & Filipino) will receive trophies. The top three winners in the Search for Outstanding School Paper Advisers and Campus Journalists will also be awarded.

12. Recognizing and respecting Intellectual Property Rights, SDO Catanduanes adheres to the rule concerning plagiarism. This Office reiterates its stand to disqualify school papers found to have copied and published texts, graphics, and other materials without duly acknowledging their sources. The disqualification covers all sections of the school paper. Any form of plagiarism in all other competitions as proven by the board of judges shall also be a ground for disqualification.
13. The decision of the Board of Judges is **FINAL** and **IRREVOCABLE**.
14. Schools that will join in the school paper contest should submit their entries to this Office on or before **March 3, 2024 for the secondary level** and **March 5 for the elementary level**, until 11:59 p.m. via email - [jeffarcilla1993@gmail.com](mailto:jeffarcilla1993@gmail.com). Specific instructions on the submission of the school papers are given in the DSPC enclosure.
15. Pertinent documents of the applicants for the Search for Outstanding School Paper Advisers and Campus Journalists shall be submitted on or before **March 6, 2024** at the Curriculum Implementation Division to **Gina B. Pantino**, Education Program Supervisor, Division Campus Journalism coordinator.
16. A registration of Two Hundred Pesos (Php 200.00) shall be charged to each participant, and this will cover the cost for the honorarium for speakers, technical working group, officers, facilitators, and guests' snacks and meals, supplies and materials, 2024 division cliniquing (in part) for the Regionals Schools Press Conference Qualifiers and other incidental expenses. All expenses relative to the participation in this Conference shall be charged against the school's Maintenance and Other Operating Expenses (MOOE) / local/ Special Education Funds (SEF) or the School Campus Journalism Funds, whichever is applicable.
17. For facilitation and efficient preparation for the upcoming activity, a PRE-REGISTRATION of all participants is required through the Zonal representatives of each municipality. PRE REGISTRATION fees in cash should be made on or before **March 6, 2024** to the Cashiers Office c/o Ms. Liza Bernardo.
18. The annual membership fee of Php 60.00 for school paper advisers and Php 30.00 for student-writers shall likewise be paid directly to the treasurers of the Division Association of Secondary School Paper Advisers and the Catanduanes Association of Elementary School Paper Advisers.
19. Division delegates are expected to be at the Virac Plaza Rizal on **March 8, 2024** before 7:00 in the morning for the Downtown Parade to be immediately followed by an Opening Program at Catanduanes National High School Auditorium. School paper advisers shall take charge of their delegate's accommodation. Those interested to be billeted at Catanduanes National High School (secondary level) and Virac Pilot Elementary School (elementary level) should inform their zonal representatives on or before **March 3, 2024** for arrangement of rooms/area.
20. Considering that **March 9** and **10, 2024** fall on Saturday and Sunday, all teacher-participants are entitled to a two-day vacation service credits, in congruence to the provisions set in DepEd Order No. 53, s. 2003, re: updated Guidelines on the Grant of Vacation Service Credits to Teachers. On the other hand, the non-teaching personnel

are entitled to receive a Compensatory Overtime Credit (COC) for the accrued number of hours rendered on the same dates, as provided in CSC & DBM Joint Circular No. 2, s. 2004, re: Non-Monetary Remuneration for Overtime Services Rendered.

21. As agreed during the meeting of DAASPA and CAESPA, school paper advisers and campus journalists shall wear COLOR motif following their municipality viz:

<b>Bagamanoc</b>	Gray	<b>Pandan</b>	Yellow
<b>Baras</b>	Pink	<b>Panganiban</b>	Purple
<b>Bato</b>	Red	<b>San Andres</b>	Maroon
<b>Caramoran</b>	White	<b>San Miguel</b>	Royal Blue
<b>Gigmoto</b>	Light Blue	<b>Viga</b>	Green
		<b>Virac</b>	Brown/Khaki

22. The schedule of activities, working committees, instructions in the preparation and submission of specific entries, guidelines in the selection of winners in the individual and group categories, and the criteria for the selection of outstanding school paper advisers and campus journalists are found in the attached enclosures.

23. A coordination meeting with the DSPC hosts, facilitators and officers shall be held on **March 1, 2024** for the progress reporting of the terms of references at the Virac Pilot Elementary School at 1:00 p.m.

24. Immediate and wide dissemination of this Memorandum is desired.

  
**SOCORRO V. DELA ROSA, CESO V**  
Schools Division Superintendent

Encl.:

As stated

Reference:

DepEd Memorandum No. 024, s. 2023

To be indicated in the Perpetual Index under the following subjects:

PRESS CONFERENCE

CAMPUS JOURNALISM

CONTESTS

LEARNERS

GBP/2024 DIVISION SCHOOLS PRESS CONFERENCE (DSPC)/02/29/2024

**2024 Division Schools Press Conference**  
 March 8-10, 2024  
 Catanduanes National High School | Virac Pilot Elementary School

**MATRIX OF ACTIVITIES**

March 07, 2024 Day 0	March 08, 2024 Day 1	March 09, 2024 Day 2	March 10, 2024 Day 3
<p>Surrendering and Turnover of laptops, storage devices, and other equipment.</p> <p>(Collaborative Desktop Publishing, Online Publishing, TV Broadcasting)</p>	<p>7:00-8:00 AM <b>Downtown Parade</b></p> <p>8:01-9:30 AM <b>Opening Program</b> (Catanduanes NHS Auditorium)</p> <p><b>INDIVIDUAL EVENTS &amp; GROUP EVENT</b></p> <p>9:30-10:00 AM <b>Contest Briefings</b></p> <ol style="list-style-type: none"> <li>1. News Writing</li> <li>2. Feature Writing</li> <li>3. Sci-Tech Writing</li> <li>4. Photojournalism</li> <li>5. TV Broadcasting</li> </ol> <p>10:01-11:00 AM <b>Contest Proper</b></p>	<p>7:30-9:30 AM Radio Scriptwriting</p> <p><b>GROUP EVENTS &amp; INDIVIDUAL EVENT</b></p> <p>7:30-8:00 <b>Contest Briefings</b></p> <ol style="list-style-type: none"> <li>1. Collaborative Desktop Publishing</li> <li>2. Online Publishing</li> <li>3. Sports Writing</li> </ol> <p>8:01-9:00 <b>Mini Press Conference</b></p> <ol style="list-style-type: none"> <li>1. Collaborative Desktop Publishing</li> <li>2. Online Publishing</li> </ol> <p><b>Contest Proper</b></p> <p>9:31-12:00 Radio Broadcasting Simulation</p> <p>9:31 AM-1:31 PM Collaborative Desktop Publishing</p> <p>9:31 AM-12:31 PM Online Publishing</p> <p>9:30-10:30 AM Sports Writing</p>	<p>7:30-12:00 <b>Closing Program &amp; Awarding Ceremonies</b> (Catanduanes NHS Auditorium)</p> <p><b>HOME SWEET HOME!</b></p>
<p><i>Arrival and settling in at the billeting school</i></p> <p>Search for Outstanding SPA and CJ Interview (Catanduanes NHS)</p>	<p><b>INDIVIDUAL EVENTS</b></p> <p>1:00-1:30 PM <b>Contest Briefings</b></p> <ol style="list-style-type: none"> <li>1. Editorial Writing</li> <li>2. Editorial Cartooning</li> <li>3. Copyreading and Headline Writing</li> <li>4. Column Writing</li> <li>5. Radio Broadcasting &amp; Scriptwriting</li> </ol>	<p>1:00 PM onwards <i>continuation of Radio Broadcasting Simulation</i></p> <p><i>***right after Radio Broadcasting Simulation</i></p> <p>3:00-5:00 PM <b>Election of Officers (DASSPA, CAESPA, CASWA, CAPWA)</b></p>	<p>Contest Venues:</p> <p><b>Catanduanes National High School</b> – All group events and Sports Writing</p> <p><b>Virac Pilot Elementary School</b> – All individual events (except Sports Writing)</p>

	<p>1:30-2:30 PM <b>Contest Proper</b></p> <p>1:00 PM onwards <i>TV Broadcasting Production</i></p> <p>1:00-2:00 PM <i>Uploading of Photos &amp; Captioning (continuation of Photojournalism)</i></p>		
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**2024 Division Schools Press Conference**

March 8-10, 2024

Catanduanes National High School | Virac Pilot Elementary School

**Executive Committee:**

Socorro V. Dela Rosa, CESO V	Schools Division Superintendent
Cecile C. Ferro	Assistant Schools Division Superintendent
Romel G. Petajen	CID Chief

**Working Committee:**

Gina B. Pantino - Education Program Supervisor (English)  
Division Campus Journalism Coordinator  
Education Program Supervisors | Public Schools District Supervisors, In Charge of Districts | Amelia R. Eusebio, CNHS School Principal | Loraine T. Chiong, Luz S. Licup, CNHS Department Heads | CNHS staff | Salve T. Templo, VPES School Principal | VPES staff

***Program & Invitation***

Chairperson: Ruel Fernandez | Ricky Tid  
Members: Gener Alberto, Marian Claire Tulod, Christine May Brillantes, Edna Marquez, Ma. Odeza Sy

***Attendance & Registration***

Chairpersons: Joanne Tanael | Thielen Go  
Members: Marjorie Vargas, Rosita Marino, Juvy Aracosta, Carla Loraine Mendez, Daisy Talion

***Certificates & Awards***

Chairpersons: Axel James Tomes | Mary Ann Gonzales  
Members: Pinky Teope, Daisylyn Reyes, Marian Claire Tulod, Judy Mae Obre, Lorena Tulipat

***Creative Assets***

Chairpersons: Dave Tolentino | Paul John Padilla  
Members: Alvin Vargas, Axel James Tomes, Ralph Vargas, Paulo Bernardino, Rhona Columna

***Stage Decoration and Hall Prep***

Chairpersons: Royce Sanchez | Edna Marquez  
Members: CNHS English and Filipino Department

***Accommodation and Health & Safety***

Chairpersons: SGOD Nurses | Marcelino Matienzo | Christine Joy Tulod  
Members: Ralph Vargas, Lea Gregorio, Host School,

***Mess Hall & Food Preparation***

Chairpersons: Melody Temonos | Daisy Talion  
Members: Lyn Cueva, Rosita Marino,  
Juvy Aracosta, Rosalie Labrador, Shiela Rojas, Joan Rodulfo

***T-Shirt, ID, Tarpaulin Printing***

Chairpersons: Ralph Vargas, Juvy Aracosta Shiela Rojas,  
Cynthia Rojas, Joan Rodulfo

***Coding***

Chairperson: Gina B. Pantino  
Members: Joanne Tanael, Loraine Taule, Thielen Go, Shiela Rojas  
Jeric San Jose, Anabelle Tendenilla, Adeleine Arcilla

***Encoding and Tallying of Results***

Chairperson: Gina B. Pantino  
Members: Jefferson Arcilla, Dave Tolentino, Joanne Tanael, Loraine Taule,  
Rosita Marino, Ruel Fernandez, Ricky Tid, Mary Ann Gonzales, Rhona  
Columna, Paul John Padilla

***Technical (Music, Sounds, PPT)***

Chairpersons: Alvin Vargas | Paul John Padilla  
Members: Dave Tolentino, Marcelino Matienzo, Christine Joy Tulod, Paulo  
Bernardino

***Token and Supplies***

Chairpersons: Rosita Marino, Loraine Taule, Lorena Tulipat  
Members: Carla Loraine Mendez, Richelle Bragais

***Billeting Schools and Contest Rooms***

Chairpersons: Jefferson S. Arcilla | Ruel Fernandez  
Members: Dave Tolentino, Alvin Vargas, Axel James Tomes  
Chairpersons: Marjhon Tablizo, Rosita Bueno  
Members: Jake Sarmiento, Cecilia Camacho, Jayson Vargas

***Documentation and Social Media Content Posting***

Chairpersons: German Tejada Jr., Ricky Tid, Rhona Columna  
Members: Christine May Pitajen, Paul John Padilla, Christine Joy Tulod

***Parade***

Chairpersons: Gener Alberto, Ralph Vargas, Ricky Tid  
Members: Alvin Vargas, Axel James Tomes, Marcelino Matienzo, German  
Tejada, Marjhon Tablizo, Mary Ann Gonzales, Maria Odeza S



**2024 Division Schools Press Conference**

March 8-10, 2024

Catanduanes National High School | Virac Pilot Elementary School

**Contest Event Judges and Facilitators**

*Individual Writing Events*

**NEWS WRITING**

Judge: **Bea Jerika J. Amador**

Facilitators: Lyn Cueva | Thielen Go

**FEATURE WRITING**

Judge: **Gerry S. Rubio**

Facilitators: Ruel Fernandez | Rhona Columna

**EDITORIAL WRITING**

Judge: **Joy Antoinette Ordoña**

Facilitators: Joanne Tanael | Christine Joy Tulod

**SCI-TECH WRITING**

Judge: **Anjo G. Tugay**

Facilitators: Juvy Aracosta | Paul John Padilla

**COPYREADING & HEADLINE WRITING**

Judge: **Ace John F. Tabuzo**

Facilitators: Ralph Vargas | Ma. Odeza Sy

**COLUMN WRITING**

Judge: **Engr. Fernan Gianan**

Facilitators: Pinky Teope | Lorena Tulipat

**SPORTS WRITING**

Judge: **Engr. Felimon Gozun Jr.**

Facilitators: Axel James Tomes | Alvin Vargas

Paul John Padilla | Judy Mae Obre

**EDITORIAL CARTOONING**

Judge: **Jordan Ignacio**

Facilitators: Daisylyn Reyes | Edna Marquez | Carla Loraine Mendez

### **PHOTOJOURNALISM**

Judge: **Andreana Chavez**

Facilitators: Marcelino Matienzo | German Tejada | Royce Sanchez  
Mary Ann Gonzales | Daisy Talion | Shiela Rojas | Rhona Columna

### **Group Events**

#### **COLLABORATIVE DESKTOP PUBLISHING**

Judge: **Ricky V. Tid | Dave S. Tolentino**

Facilitators: Alvin Vargas | Ralf Vargas,  
Joanne Tanael | Rhona Columna | Christine Joy Tulod | Daisy Talion Shiela  
Rojas

#### **ONLINE PUBLISHING**

Judge: **Ricky V. Tid**

Facilitators: Christine Mae Brillantes | Marian Claire Tulod  
Maria Odeza Sy | Mary Ann Gonzales

#### **RADIO BROADCASTING & SCRIPTWRITING**

Judge: **Joriza D. Alpapara**

Facilitators: Marjorie Vargas | Loraine Taule | Melody Temones  
Rosita Marino | Rosalie Labrador | Cynthia Rojas | Joan Rodulfo  
Edna Marquez

#### **TV BROADCASTING & SCRIPTWRITING**

Judge: **Anthony Garcia**

Facilitators: Jefferson S. Arcilla | Gener Alberto | Loraine Taule  
Axel James Tomes | Ruel Fernandez | Marian Claire Tulod  
Christine May Brillantes | Aileen Bajaro | Cyrila May Pantaleon  
Jessica Sarmiento | Nery Bautista | Mclissa Valeza  
Judith Tapado | Marife Quiambao

#### **SCHOOLPAPER CONTEST**

Judge: **Gerry S. Rubio | Annaliza Arzobal | Anjo G. Tugay**

Facilitators: Jefferson S. Arcilla | Ricky V. Tid

**GUIDELINES FOR THE SELECTION OF WINNERS  
IN THE DIFFERENT INDIVIDUAL WRITING CONTESTS**

The Individual Writing Contests are designed to showcase the competencies of campus journalists and promote fair and ethical use of media as tenets of responsible journalism.

Only learners from schools with school papers (print, digital/electronic publication), either in English or Filipino for the school year 2023-2024, can participate.

The following guidelines will be strictly implemented:

A. General:

1. Should there be questions and assistance needed, the participants can only raise their concerns to the assigned proctor and/or examiner.
2. School paper advisers, teachers, principals, parents, or guardians who will be found in the contest venue will be grounds for disqualification of their contestants.
3. The top five (5) winners per medium shall be recognized and their points will be included in the computation of the overall scores (combined scores of Individual and Group Contests).
4. Any violation of the stipulated guidelines will be grounds for disqualification of the participant.
5. The decision of the Board of Judges in all aspects of the contest is final and irrevocable.

B. Specific:

**1. News Writing, Feature Writing, Editorial Writing, Science and Technology Writing, and Column Writing**

- a. Fact sheets or other sources of information shall be given to the contestants as bases for writing the article.

**2. Sports Writing**

- a. The TWG shall orient and provide instructions to the contestants before the contest proper.
- b. A pre-game conference shall be conducted for the introduction of the players, coaches, and tournament officials.
- c. An actual game shall be covered by the contestants.
- d. A post-game conference shall be held to interview officials and athletes after the game.
- e. The contestants shall proceed to the designated contest room for the writing of the sports article.

### 3. Copyreading and Headline Writing

- a. The contestants shall bring their pencils for the contest.
- b. The contestants shall follow the directions given in the contest piece.
- c. The contestants shall provide a headline for the article.

### 4. Editorial Cartooning

- a. The contestants shall bring their own pencil no. 2 while the RTWG shall provide Oslo papers for the contest.
- b. The cartoon must be anchored on the given topic or issue.
- c. The cartoon should be compliant with the professional and ethical standards of media.

### 5. Photojournalism

- a. Preparation
  - 1) Contestants should be at the contest venue thirty (30) minutes before the orientation on the guidelines and rubrics.
  - 2) The contestants are allowed to use any digital camera (point and shoot only) with a maximum of 24.3 megapixels with fixed lenses. Contestants who will use any DSLR and other high-end cameras will not be permitted to join the contest.
  - 3) The contestant should bring his/her camera cable for uploading and saving pictures.
  - 4) Cellular phones, extra digital cameras, extra storage cards, or any additional materials/ equipment are not allowed in the contest area.
  - 5) Contestants shall bring their black ink ball pens while the TWG will provide scratch papers where contestants can write down notes during the shooting.
- b. Provision for Memory Card
  - 1) The contestants shall load the empty storage card in front of the examiner on the contest day.
- c. Photo Shoot, Uploading, and Captioning
  - 1) The loading and unloading of the storage card will be done in front of the examiner/proctor.
  - 2) The control shot shall be the first shot.
  - 3) Contestants are given one (1) hour to take pictures.
  - 4) Contestants are allowed to take unlimited shots but will submit only five (5) possible photos with captions for the given theme and the control shot.
  - 5) Write the file name of each photo in the caption sheet.
  - 6) Caption sheets will be provided by the TWG.
  - 7) Contestants will be given 30 minutes to write captions for each of the five (5) photos.
  - 8) Throughout the duration of the competition, the advisers, trainers, and parents are NOT allowed in the venue.

## GUIDELINES FOR RADIO SCRIPTWRITING AND BROADCASTING CONTEST

### A. General Guidelines

1. Each school shall organize a team of seven (7) members for English and Filipino in elementary and secondary levels who shall not be competing in any of the individual writing categories.
2. To facilitate proper identification, the participants shall wear white shirts without any form of identification of their division or school.
3. Orientation shall be conducted for all the contestants. The directors will draw lots to determine the order of the presentation.
4. The awards for this category are the following:

Individual Awards	Group Awards
Best Anchor	Best in Technical Application
Best News Presenter	Best Infomercial
	Best Script

5. In getting the overall results for best radio production, accumulated points from the individual and group awards shall be considered.
6. Any violation of the stipulated guidelines will be grounds for disqualification of the team.
7. The decision of the Judge is final and in-evocable.

### B. Scriptwriting

1. Each team may use up to four (4) official laptops that are cleared of stored documents, and an inkjet printer in preparing and printing the script.
2. The team will be given two (2) hours to prepare a script for a five-minute radio broadcast that includes one (1) infomercial and four (4) news articles. The infomercial may depict health, environment, politics, and social issues. It shall have a maximum length of one (1) minute and shall use the language that the group is competing in. The news articles may be based on press releases, raw data, or any other source given by the examiner/ s. Another 30 minutes will be allotted for the printing of the output. After two and a half (2 1/2) hours, each team should submit four (4) copies of the script. Three (3) copies will be submitted to the judges and one (1) copy will be submitted to the examiner/ s. The team may print extra copies for their use.
3. Once the scriptwriting has commenced, the contestants will no longer be allowed to leave the contest rooms. For personal necessities, the proctor shall accompany them to the restrooms.
4. The script should not bear any information that may identify the school, division, or region but it should include the names of the

members of the team with their respective roles (i.e., anchor, news presenter, etc.).

5. Scripts should be encoded using Arial font size 12; with directorial instructions in capital letters; double-spaced with normal margin (1 inch on all sides); and printed in A4-sized bond paper (8.27x11.69 inches).

#### C. Broadcast Simulation

1. A broadcast room for the presentation shall be identified in the contest venue. Only the contestants, judge, and examiner/ s shall be allowed inside.
2. The organizers/ host division shall commission an independent sound system provider to ensure quality audio output. The technical operator shall only set the sound system before the simulation. A jack/ auxiliary cord/ adapter will be provided for the laptops and other sources of sound effects.
3. Except for the volume meter, contestants/ technical directors shall not be allowed to change, adjust, or manipulate the main control board during their presentation.
4. Mobile phones and reference materials shall not be allowed in the contest area.
5. In case of power failure, the affected team shall be allowed to broadcast again.
6. Loudspeakers may be set up outside the broadcast room.
7. Each team shall be given nine (9) minutes: three (3) minutes for preparation, five (5) minutes for the actual broadcast, and one (1) minute for the exit. Provided running time shall be applied.
8. The organizers shall provide a clock or a timer that can be seen by the contestants and the judges. There will be an official timekeeper.
9. A yellow flaglet shall be raised to signal the team that they have one (1) minute left for preparation. A green flaglet shall then be raised to signal the team to start. A yellow flaglet shall be raised again to warn the team that they only have one (1) minute remaining followed by a red flaglet to indicate that their time is up.
10. The team who complied with the five-minute production shall be given a perfect score (5 points). In case of overtime or undertime, the following scheme of deductions shall be followed:  
Undertime/Overtime  
1 second — 20 seconds — 1 point  
21 seconds — 40 seconds — 2 points  
41 seconds — 60 seconds — 3 points  
61 seconds and above - 4 points

## **GUIDELINES FOR THE COLLABORATIVE DESKTOP PUBLISHING CONTEST**

1. Each school shall organize a team of seven (7) members for English and Filipino both in elementary and secondary levels who shall not be competing in any of the individual writing categories.
2. Contestants shall wear white shirts without any form of identification of their division or school.
3. All contestants are required to attend the orientation before the competition.
4. All contestants are not allowed to go back to their quarters nor communicate in all forms (text, call, chat, etc.) with their respective advisers from the start until the end of the contest.
5. A mini press conference and a sports event shall be held as bases for the content of the publication (i.e., news, features, editorial, editorial cartoon, sports). The photojournalists shall take pictures of the mini press conference and sports event.
6. For the actual sports event, a pre-game conference shall be conducted for the introduction of the players, coaches, and tournament officials. Consequently, a post-conference shall be held for interviews and data gathering.
7. The team will be given one four (4) hours for data gathering, writing, layout, and editing.
8. Each team is allowed to bring only the following:
  - two (2) digital/ DSLR cameras;
  - one (1) inkjet printer with scanner;
  - one (1) card reader;
  - one (1) blank flash drive;
  - extension wires;
  - maximum of four (4) laptops installed with either PAGEMAKER or IN DESIGN and Photoshop (for the secondary level) and Microsoft Publisher (for the elementary level) for the layout of the group's final output;
  - A4 size bond paper.
9. Mobile phones and other electronic gadgets shall not be allowed except for digital cameras/DSLRs and laptops with disabled internet connection.
10. Each team will be required to convert their output into PDF, print in A4 size bond paper, and submit it to the examiner/s. The collaborative desktop

publishing team shall submit both hard and soft copies of their entries. They should ensure that no identifying marks about their school, division, or region can be found on their output as it would be a ground for disqualification.

11. The output of the contest is an A4-size four-page full-colored publication. The output will be stored in a flash drive provided by the examiner/ s and uploaded to the designated computer for judging.
12. The top five (5) teams shall be recognized, and their points will be included in the determination of the overall scores.
13. The decision of the Board of Judges is final and irrevocable.



## GUIDELINES FOR THE ONLINE PUBLISHING CONTEST

1. Each school shall organize a team of five (5) members for English and five (5) members for Filipino at the secondary level who shall not be competing in any of the individual writing categories.
2. Contestants may wear their school uniforms or plain white t-shirts.
3. All contestants are required to attend the one-hour orientation before the competition.
4. All contestants are not allowed to go back to their quarters nor communicate in all forms (text, call, chat, etc.) with their respective advisers from the start until the end of the contest.
5. A mini press conference and a sports event shall be held as bases for the content of the publication (i.e., news, features, editorial, editorial cartoon, sports). The photojournalists shall take pictures or videos of the mini press conference and sports event.
6. For the actual sports event, a pre-game conference shall be conducted for the introduction of the players, coaches, and tournament officials. Consequently, a post-conference shall be held for interviews and data gathering.
7. The team will be given three (3) hours for writing, layout, and editing articles online after the creation of an online publication using the official platform to be provided by the organizer. Coverage/ Data gathering through a mini press conference, the pre-game, actual game, and post-conference shall be excluded from the three-hour time allotment.
8. Specific instructions on the number of articles to be produced will be given during the orientation.
9. Each team will be required to bring only the following:
  - one (1) flatbed scanner/ 3-1 printer (mobile/ phone scanner is NOT allowed);
  - maximum of two cameras -digital camera (point and shoot only) with a maximum of 24.3 megapixels with fixed lenses. Contestants who will use any DSLR and other high-end cameras will not be permitted to join the contest (Standard process in the Photojournalism Event shall be observed in checking the cameras and SD cards.);
  - maximum of four (4) laptops installed with Photoshop for image enhancement;
  - maximum of two (2) pocket wifis (preferably with two different networks) or one (1) wireless router; and o extension cord
10. Each group shall email their URL to the assigned examiner.
11. The top five (5) teams shall be recognized, and the points will be included in the determination of the overall standing. All competing teams shall be given points and ranked accordingly.)
12. The decision of the Board of Judges is final and irrevocable.

**Guidelines for TV Broadcasting and Scriptwriting  
2024 Division Schools Press Conference (SDO Catanduanes)**

**A. General Guidelines**

1. Each participating school shall organize a team of seven (7) members for each medium (English or Filipino). The following roles are expected to be performed by the members:
  - a. scriptwriter/s
  - b. anchor/s
  - c. reporter/s
  - d. producer/director who could also act as floor director
  - e. video/graphics editor
  - f. video journalist/cameraman
2. Any of the team members can assume two (2) or more positions/tasks, as long as this would not be conflicting or awkward about the outcome of the broadcast (for example an anchor can't be a reporter at the same time. But an anchor can also be a news or infomercial writer.)
3. Participating teams/schools shall bring their own equipment.
4. Turnover and surrendering of the laptops and storage devices is on March 07 (Thursday) at Catanduanes National High School.
5. Participating teams may start setting up their other equipment needed for shooting on March 7 (Thursday).
6. A 30-minute contest briefings shall be done on Day 1 (March 8) after the opening program. Likewise, contest materials saved in flashdrive, will be given on the same day before the start of the contest proper.
7. In gathering the overall results for the best TV broadcast, accumulated points from the individual and group awards shall be considered.
8. Any violation of the stipulated guidelines will be grounds for disqualification of the team.
9. The decision of the board of judges is final and irrevocable.

**Pre-Contest**

1. Each team will be required to bring only the following:
  - a. Maximum of four (4) laptops with at least 10GB free space and video/graphics editing program/s
  - b. Three (3) empty USB Flash Drives (16GB minimum)
  - c. Maximum of two (2) cameras/mobile phones (without sim) compatible with the laptop;
  - d. Maximum of three (3) wired/wireless lapel microphones
  - e. A4 bond paper
  - f. One (1) printer with ink
  - g. Extension cords
  - h. Green screen
  - i. Camera tripod; and
  - j. Lighting setup materials

2. Laptops and flash drives to be submitted to the TWG shall be labeled with the following format:  
Category - Medium - School - Director's Name  
Example: *TV Broadcasting – English – SAVS – Jericho Cruz*  
  
Labels for laptops shall be in a whole bond paper attached to the laptop bag.  
Flash drives shall be sealed in an envelope with a label.
3. Checking and sealing of laptops shall be done on March 07 (Thursday):  
7:30-11:30 AM for participating schools from Zone 1 and Zone 2  
1:00-5:00 PM for participating schools from Zone 3 and Zone 4
4. Failure to submit the laptops on or before the set deadline shall mean disqualification of the competing team.

#### **Contest Proper**

1. The team shall have the following component in their script:
  - a. **Cover Page:** This shall contain the group's name (mock TV network name)
  - b. **News:** The TWG will provide five (5) sets of data (including photos/videos/audio) in folders saved in a flash drive. The team may use all sets of data for their news reports. Each news script should indicate the corresponding video and/or audio component taken from the folders or produced during the actual contest.
  - c. **Infomercial/Developmental Communication:** The TWG will provide two (2) sets of data (including photos/videos/audio) in folders saved in a flash drive. The team is required to produce one (1) infomercial or developmental communication plug. This shall be produced during the contest and should be related to the topic which will be given by the judges. The script should contain video and audio components.
  - d. **Field Report:** A live field report with or without canned video support shall be included in the production.
  - e. **Headlines:** These will contain a brief lead/summary of the news articles.
  - f. **OBB/CBB:** The OBB and CBB will contain the group's assumed TV network name. The script for the OBB/CBB should be included in the main script which will be submitted to the judges.
2. Six (6) hours will be allotted for the preparation of the script, shooting, and editing of the videos, production of the infomercial, and rehearsals. All groups shall stop working after the allotted time. A buzzer shall signal the end of the script writing and production time.
3. The organizers shall provide a clock or a timer that can be seen by the contestants. There will be an official timekeeper.
4. Once the scriptwriting has commenced, the contestants will no longer be allowed to leave the contest venue. Members shall only be allowed to go

- out of the room when it is time for their team to perform and for personal necessities accompanied by a proctor.
5. Each team shall submit two digital copies of the final script: one in PDF format and one in image format (JPEG).
  6. The cover page of the script shall contain the group's name (TV Network name) and the names of the members of the team with their respective roles (i.e. anchor, field reporter, etc).
  7. Each team shall have one contest/studio room. In case there is a malfunction of equipment during the duration of the contest proper, participants may borrow such equipment from their school counterpart team (Filipino or English) to be assisted by the facilitators.
  8. Team members may wear polo shirt (for field reporters) bearing the mock TV station name, and formal wear for news anchor/s. Clothes should not bear any information that may identify the school they represent.

**B. SUBMISSION OF THE FINAL VIDEO FILE**

1. The final video file shall be saved in a flash drive to be submitted to the assigned facilitator.
2. The final video file shall be saved in mp4 format.
3. In case of overtime in the prescribed duration of the video, the following points shall be deducted from the points earned in the criterion adherence to the time allotment (5%)
  - a. 1 second – 20 seconds – 1 point
  - b. 21 seconds – 40 seconds – 2 points
  - c. 41 seconds – 60 seconds – 3 points
  - d. 61 seconds – 80 seconds – 4points
4. The decision of the Judges is final and irrevocable.

**GENERAL GUIDELINES FOR SCHOOL PAPER CONTESTS  
(in Portable Digital Format)**

- A. The School Paper Contest is open to elementary and secondary schools.
- B. The Top 10 highest pointers both in English and Filipino shall be awarded and the top performing divisions in school paper production will also be given recognition; the points of their ranking shall be added to determine the best-performing divisions that shall be recognized in the awarding ceremony at the last day of conduct of the 2024 DSPC.
- C. For any school paper found to have copied and published texts, images, and other materials without duly acknowledging their sources, the following sanctions shall be applied:

First Offense: Disqualification from the contest

Second Offense: A formal notification shall be sent to the SDS, who shall inform the concerned school head. The SDS shall issue a written reprimand to the school paper adviser/ s and the school principal. The concerned school paper adviser shall undergo a refresher course on plagiarism organized by the SDO. Accordingly, the school head shall implement plans and programs on intensifying academic honesty and integrity.

Third Offense: Disqualification from the School Paper Contest for three (3) consecutive years

D. The decision of the Board of Judges in all aspects of the contest shall be deemed final and irrevocable.

E. For 2024 DSPC, each school shall submit entries in PDF to an email address that will be provided by the TWG. No school is allowed to submit their school paper entry/entries directly to the Division Office; submission should be sent to the given link or email address.

F. The different SECTIONS/CATEGORIES in the school paper contest, both English and Filipino, are as follows:

1. News Section / Pahinang Balita
2. Editorial Section / Pahinang Editoryal
3. Features Section / Pahinang Lathalain
4. Sports Section / Pahinang Pampalakasan
5. Science and Techn010U Section / Pahinang Agham at Teknolohiya

6. Layout and Page Design Category / Kategoryang Pag-aanyo at Disenyo ng Pahina

G. The technical specifications for both Elementary and Secondary levels are as follows:

1. No. of pages: minimum of 12 and maximum of 20
  - News Section— at least three (3)
  - Sports Section — at least two (2)
  - Feature Section — at least three (3)
  - Editorial Section — at least two (2)
  - Science and Technology Section — at least two (2)
2. Process: Digital
3. Color: All pages in full colors
4. Size: 9"x12" (Elementary)  
12"x18" (Secondary)

H. Failure to comply with the set guidelines in evaluating school papers will be a ground for disqualification.

**GUIDELINES FOR THE SELECTION OF THE BEST SECTIONS AND LAYOUT AND PAGE DESIGN CATEGORIES FOR THE SCHOOL PAPER CONTEST**

A. Editorial Section

1. The section should have at least two (2) pages and should include the following: main editorial, editorial cartoon, columns, letters to the editor, and commentaries. Opinion polls or surveys may be included but are not required.
2. The treatment of the issues must demonstrate a fair and balanced presentation of both sides of the issue tackled, clear moral purpose, logical reasoning, and proper citations or attributions of sources.
3. Topics found in the section should tackle various international, national, or local issues that may directly or indirectly affect the school or the community the school serves.
4. The decision of the Board of Judges is final and irrevocable.

B. News Section

1. The section shall consist of at least three (3) pages.
2. The content and scope of the news stories shall cover international, national, regional, community, and school-based news stories.
3. The content of the section may include straight or spot news, advance/ follow-up reports, news bits, news features, news analysis, and in-depth news/ investigative news.
4. The decision of the Board of Judges is final and irrevocable.

C. Features Section

1. The section should have at least three (3) pages.
2. The feature articles should display a unique and creative presentation of topics, logical organization of ideas and facts, writers' facility of the language, and proper citations or attributions of sources.
3. The decision of the Board of Judges is final and irrevocable.

D. Sports Section

1. The section shall consist of at least two (2) pages.
2. The content and scope of the sports articles shall include coverage of international, national, regional, community, and school-based sports news stories.
3. The content of the section may include straight or spot news, advance/ follow-up reports; news bits; news features/ news analysis; in-depth news, features, and editorial or column concerning or pertaining to sports.
4. The decision of the Board of Judges is final and irrevocable

E. Science and Technology Section

1. The Science and Technology Section should have at least two (2) pages.
2. The content may include health, environmental, scientific, technological, and innovative stories written in news, feature, or scientific commentary style. This should also include the economic impact of Science and Technology on the lives of Filipinos.
3. The articles should be well-researched and should observe proper citation of sources, pictures, and graphics.
4. The decision of the Board of Judges is final and irrevocable.

F. Layout and Page Design Category

1. This category shall conform to the principles of layout and design.
2. The content (texts and images) should consider a range of stories about the community and the school, including those of international, national, and local significance.
3. The decision of the Board of Judges is final and irrevocable

**Enclosure No. 6 to Division Memorandum No. 107, s. 2023**  
**SEARCH FOR THE OUTSTANDING SCHOOL PAPER ADVISERS**

**General Guidelines:**

1. Every school shall endorse one school paper adviser in the secondary level.
2. Photocopied documents of the candidate shall be duly certified by the Division Supervisor in-charge of campus journalism.
3. The most recent copy of the school paper produced the adviser must be attached, along with the other documents to be submitted.
4. The candidate must be an active school paper adviser for at least five consecutive years immediately prior to the Search.
5. The candidate must have an average performance rating of not lower than Very Satisfactory (VS) for the past three school years.

**Specific Criteria:**

**A. Achievements in Journalism Contests for the Past Five Years**

1. The contest/ s should be duly recognized/ accredited by the Department of Education, done either in-person or online. Activities and competitions conducted by private individuals and organizations without authority or accreditation from DepEd will not be given points.
2. Include Memorandum and certificates of winning from the national, regional and division levels for the past five years.
3. Achievement in journalism contests include those winnings as a Coach/ School Paper Adviser, or as a writer/journalist.
4. Winnings in the school paper contests will also be credited as an achievement of the school paper adviser.

**B. Leadership Related to Journalism**

1. This refers to any position held (President, Vice-President, Secretary, Treasurer, other positions) in an authorized journalism organization.
2. Submit appropriate Certification and other proofs of such position.

**C. Extension Service Related to Journalism**

1. This refers to any activity conducted as a Proponent, Organizer or Facilitator directly related to journalism, whether done in-person or online.
2. Submit appropriate Certification and other documentation.

**D. Speakership Related to Journalism**

1. This refers to any speakership to any journalism activity in the national, regional or division levels, whether done in-person or online.
2. Submit letter of invitation/ Memo, certificate and other documentation.

**E. Published Books, Modules, Workbooks, Worksheets Related to Journalism**

1. Submit a copy the book, modules, workbooks, worksheets.
2. Submit also a Certification of Publication/ Utilization of modules, workbooks, worksheets.

**F. Articles Published in Newspapers/ Magazines/ Journals Related to Journalism**

1. Submit a copy of the published article/ s.
2. Attach a Certificate of Publication



## SEARCH FOR THE OUTSTANDING CAMPUS JOURNALISTS

### General Guidelines:

1. Every school shall endorse one campus journalist in the secondary level.
2. Photocopied documents of the candidate shall be duly certified by the Division Supervisor in-charge of campus journalism.
3. The most recent copy of the school paper produced by the school of which the candidate is a member of the Editorial Board must be attached, along with the other documents to be submitted.
4. The candidate must be a bonafide student in the secondary school in the division, whether public or private.

### Specific Criteria:

#### A. Academic Standing

1. The academic standing in class covers the current grading period.
2. Submit a Certification duly signed by the class adviser and school principal attesting to the rank in Class of the candidate

#### B. Achievements in Journalism

##### 1. Individual and/or Group Contests

- a. The contest/ s should be duly recognized/ accredited by the Department of Education, done either in-person or online. Activities and competitions conducted by private individuals and organizations without authority or accreditation from DepEd will not be given points.
- b. Include Memorandum and certificates of winning from the national, regional and division levels for the past five years.
- c. Achievement in journalism contests include those winnings as a writer/journalist.

##### 2. Position in the School Publication

- a. Submit a copy of the most recent school paper which clearly indicates the position of the candidate in the Editorial Board (Editor In Chief, Associate Editor, Section Editor, Contributor).
- b. Attach a Certification signed by the school paper adviser and school principal.

##### 3. Leadership Related to Journalism

- a. This refers to any position held (President, Vice-President, Secretary, Treasurer, other positions) in an authorized journalism organization for the past years up to the most recent).
- b. Submit appropriate Certification and other proofs of such position.

##### 4. Community and Extension Services Related to Journalism

- a. This refers to any activity initiated, conducted or participated in by the candidate as a proponent, facilitator or speaker.
- b. This can also include articles written and submitted by the candidate to the local or national magazines or newspapers.