



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

DEC 23 2024

DIVISION MEMORANDUM

No. 547, s. 2024

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public and Private Elementary and Secondary School Heads
School Paper Advisers
All Others Concerned

**GUIDELINES ON THE CONDUCT OF DIVISION SCHOOLS PRESS
CONFERENCE FOR SY 2024-2025**

1. Pursuant to Republic Act No. 7079 otherwise known as the Campus Journalism Act of 1991, this Office announces the conduct of the Division Schools Press Conference for SY 2024-2025 on **February 5-7, 2025** at **Pablo Roman National High School**.
2. This activity shall be conducted with the theme, **"Empowering Voices: Nurturing Responsible Campus Journalism in Support of the MATATAG Curriculum,"** highlighting the commitment of school publications to promoting social consciousness and environmental awareness, and empowering student journalists to advocate for meaningful issues."
3. The activity aims to:
 - a. exercise Republic Act No. 7079 otherwise known as Campus Journalism Act of 1991;
 - b. demonstrate understanding of the importance of Journalism by expressing it through different journalistic endeavors and approaches;
 - c. sustain advocacy on social consciousness and environmental awareness;
 - d. provide a venue for an enriching learning experience for students interested in Journalism as a career or those who intend to use skill sets learned through campus Journalism to give them a better edge in their chosen careers;
 - e. promote responsible Journalism and fair and ethical use of social media;
 - f. enhance journalistic competence through healthy and friendly competitions; and
 - g. exhibit the relevance of campus journalism in addressing learning gaps in literacy and empowering communities through different journalistic activities.

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4. The conference activities shall include the following:
 - 4.1 Individual Contests**
 - a. News Writing
 - b. Feature Writing
 - c. Editorial Writing
 - d. Sports Writing
 - e. Copyreading and Headline Writing
 - f. Science and Technology Writing
 - g. Photojournalism
 - h. Editorial Cartooning
 - i. Column Writing
 - 4.2 Group Contests**
 - a. Radio and Script Writing and Broadcasting Contest
 - b. Collaborative Desktop Publishing Contest
 - c. Online Publishing Contest (for secondary level)
 - d. TV Script Writing and Broadcasting Contest (for secondary level)
 - 4.3 School Publication Contests (School Paper) PDF ONLY**
 - a. News Section
 - b. Features Section
 - c. Editorial Section
 - d. Science and Technology Section
 - e. Sports Section
 - f. Layout and Page Design
 - 4.4 Outstanding School Paper Advisers (SPAs) and Campus Journalists (CJs)**
5. Eligible participants are elementary and secondary learners (junior and senior high school) from both public and private schools.
6. All SPAs/Coaches should strictly follow the **No School Paper, No Student Contest Policy**.
7. The top ten winners in all events per contest category per medium for individual contests, as well as the top five winners for group contests, shall be recognized. However, only the **1st to 3rd placers** will represent the Division at the Regional Schools Press Conference for both individual and group contests in the English and Filipino mediums, unless directives from higher offices indicate otherwise.
8. Submission of School Paper entries (PDF) will be on January 20, 2025, not later than 5PM at <https://forms.gle/aRDHdwAH2aZwiJwc9>

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9. Schools that collected journalism or subscription fees are required to submit school paper entries and not PDF files.
10. Recognizing and respecting Intellectual Property Rights, this Office adheres to the rule concerning plagiarism thus, reiterates its stand to disqualify school papers found to have copied and published texts, graphics, and other materials without duly acknowledging their original sources. Any form of plagiarism in all competitions as proven by the evaluators shall be grounds for disqualification.
11. The final list of participants shall be submitted during the registration dates on January 21 for elementary, January 22-23 for secondary, and January 24 for private schools. The Officers of BAESSPA and identified Head Teachers are requested to be at Pablo Roman National High School on a staggered basis during the pre-registration. Facilitators and proctors are also expected at the same venue on February 3, 2025, at 3:00 PM for the orientation.
12. If there shall be any last-minute changes in the list of contestants, the replacement shall submit justification/certification duly signed by the Head of Delegation upon arrival at the contest venue to the EPS/BAESSPA Officers/Proctors.
13. The submission of documents (two copies: original and photocopy) for the Search for Outstanding School Paper Advisers and Campus Journalists shall take place during the registration dates, while the interview is scheduled on **February 6, 2025**, at 3:00 PM in the Secretariat's Office, Administration Building, Pablo Roman National School.
14. For security and safety purposes, student-participants are advised to wear their respective school uniforms and school IDs during the event. The coaches shall take responsibility of their student's safety in the duration of the event to avoid any encumbrances.
15. School Paper Advisers shall pay a membership fee of Php 100.00 for the Division School Paper Advisers, while Campus Journalists shall pay Php 50.00 for membership in the Editor's Guild
16. There shall be **NO REGISTRATION FEE** to be collected. However, each school shall manage the food and transportation of the participants.
17. Travel and other expenses incurred during the conduct of the DSPC shall be charged against School MOOE/local funds/SEF/or the School Campus



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Journalism Fund subject to the usual accounting and auditing rules and regulations.

18. All campus journalists should be at the designated holding area one (1) hour before the contest. Student-participants who are not present in the holding area within 20 minutes after the designated time shall be disqualified.
19. For clarifications and guidelines, below is the list of enclosures based on the guidelines of press conferences, school papers, individual and group contests as stipulated in DM No. 25, s. 2024. 19.

Enclosure Number	CONTENT
1	Template for the Official Participants for DSPC
2	General Guidelines for the Selection of Winners in the Different Individual Writing Contests
3	Guidelines for Collaborative and Desktop Publishing
4	Guidelines for Online Publishing
5	Guidelines for Radio Scriptwriting and Broadcasting
6	Guidelines for TV Scriptwriting and Broadcasting
7	General Guidelines for the School Paper
8	General Guidelines for the selection of the Best Sections and Layout and Page design category
9	Evaluation Tool for the Outstanding School Paper Advisers and Campus Journalists

20. Immediate dissemination of this Memorandum is desired.


CAROLINA S. VIOLETA, EdD, CESO V
Schools Division Superintendent

CI11

Encls: As stated

References

To be indicated in the Perpetual Index
under the following subjects

CONFERENCES
CONTESTS
LEARNERS
SCHOOL PAPER



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Enclosure No. 1 to Division Memorandum No. _____. s. 2025

Template for the Official Participants for the Division Schools Press Conference (DSPC)

A. List of Participants for the Individual Contests

Category	Complete Name of Student	Gender	Grade Level	Contact No.	Trainer	School	Name of School Paper
News Writing							
Editorial Writing							
Feature Writing							
Sports Writing							
Copy Reading and Headline Writing							
Column Writing							
Science and Technology Writing							
Editorial Cartooning							
Photo Journalism							

B. List of Participants for the Group Contests

Category	Complete Name of Student	Gender	Role/Assigned Task	Contact No.	Trainer	School	Name of School Paper
Scriptwriting and Radio Broadcasting	1.						
	2.						
	3.						
	4.						
	5.						
	6.						
	7.						



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Collaborative Desktop Publing	1.						
	2.						
	3.						
	4.						
	5.						
	6.						
	7.						
Online Publishing (for secondary level ONLY)_	1.						
	2.						
	3.						
	4.						
	5.						
TV Scriptwriting and Broadcasting (for secondary level ONLY)_	1.						
	2.						
	3.						
	4.						
	5.						
	6.						
	7.						

Over-all in charge

Signature over Printed Name

(PSDS for the Public Elementary Schools)

(Head of the Delegation for the Private Schools)

(School Head for the Public Secondary Schools)



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CSC Resolution No. 2001100



PHILIPPINE QUALITY AWARD
COMMITMENT TO QUALITY MANAGEMENT (LEVEL II)
2022



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Enclosure No. 2 to Division Memorandum No. _____ s. 2025

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

The competition in the Individual Writing Contest is designed to showcase the competencies of campus journalists, demonstrate their holistic journalistic skills and proficiency through media exposure, immersion and press conferences, and promote free and responsible journalism.

Only learners from school with school paper (not necessarily following the specifications for school paper contest), either in English or Filipino for the school year and who won the top three sports in each category are allowed to compete in the various individual contests of the NSPC.

The following will be strictly implemented and complied with:

A. General:

1. To facilitate proper identification, the participants are required to wear their school uniform with their valid school ID/NSPC IDs especially during the contest proper, except TV and Radio Script Writing and Broadcasting contestants.
2. Should there be questions and assistance needed, the participants can only raise their concerns to the assigned proctor and/or examiner. The proctor shall refer them to the National TWG for appropriate response.
3. Contestants should not put any identifying mark on the contest entry or answer sheet.
4. School paper advisers, teachers, principals, parents or guardians who will be found in and around the contest venue will be grounds for disqualification of their contestants.
5. The top seven 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).
6. Any violation of the stipulated guidelines will be grounds for disqualification of the participant.
7. The decision of the Board of Judges in all aspects of the contest shall be deemed final and irrevocable.

B. Specific:

1. **News, Feature, Column and Editorial Writing:**
 - a. Fact sheets or other sources of information shall be given to the contestants as bases in writing the article.
2. **Sports Writing:**
 - a. The Division TWG shall orient and provide final instructions to the contestants before the contest proper.



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- b. A pre-game conference shall be conducted for the introduction of the players, coaches, and tournament officials.
 - c. Contestants shall watch an actual game where they can gather adequate data.
 - d. A post-game conference shall be held to further interview officials and athletes after the game.
3. **Copyreading & Headline Writing:**
- a. The contestants shall bring their own pencil no. 2 for the contest.
 - b. The contestants shall use the editing marks discussed by the resource speaker/evaluator following the directions given in the contest piece.
 - c. The contestants shall provide the best two headlines for the article (depending on evaluator's discretion)
4. **Editorial Cartooning:**
- a. The Division TWG shall provide all the contestants with the Oslo papers and pencil no. 2 for the contest.
 - b. The cartoon must reflect the elements of editorial cartooning.
 - c. The cartoon should be, at all times, compliant with the professional and ethical standards of media.
5. **Science and Technology Writing:**
- a. Fact sheets or other sources of information shall be given to the contestants as bases in writing a science article (news or feature).
6. **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 only. Contestants are also allowed to use DSLR cameras with a prime lens or zoom lens up to 105mm only. Those who will use other cameras with long lenses or do not follow the given specifications will not be permitted to join the contest.
 - 3) The contestants shall format their own memory card and camera to be checked by the examiner/ s.
 - 4) The contestant should bring his/her own camera cable for saving of pictures.
 - 5) Cellular phones, extra digital cameras, extra storage card or any additional materials/ equipment are not allowed in the contest area.
 - 6) Contestants shall bring their own black ink ballpen while the NTWG will provide scratch papers where contestants can write down notes during the shooting.
 - 7) Contestants shall set the date and time of their own camera.
 - b. **Photo Shoot, Uploading and Captioning**
 - 1) Control shot shall be the first shot.



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- 2) Contestants are given one (1) hour to take pictures, which does not include the loading and unloading of the storage card in front of the examiner on a theme to be provided during the orientation.
- 3) Contestants are allowed to take unlimited shots but will submit five (5) possible photos with caption for the given theme and the control shot.
- 4) Contestants shall retain in the memory card photos to be submitted only.
- 5) Contestants will be given 30 minutes to write captions for each of the five photos.
- 6) Caption sheets (with lines and margins) will be provided by the DTWG.
- 7) All entries with caption sheets shall be submitted to the proctor after the allotted time.
- 8) **Entries that have been edited and/or manipulated which include but not limited to retouching, cropping, stitching, changing the colors and hues, adjusting brightness, contrast and saturation will NOT be accepted.**
- 9) During the duration of the competition, the advisers, trainers, and parents are NOT allowed in the venue.

Note: The scoring sheets for the individual contests/categories are explicitly stipulated in DM No. 25, s. 2024 titled National Schools Press Conference



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Enclosure No. 3 to Division Memorandum No. _____ s. 2024

GUIDELINES FOR THE COLLABORATIVE DESKTOP PUBLISHING CONTEST

1. The competition is designed to encourage teamwork among campus journalists and simulate the workplace of an editorial department in a publishing house.
2. Each team shall organize a team of **seven members** who shall not be competing in any individual writing contest. There will be one team for English and another for Filipino, both at the elementary and secondary levels. Contestants shall wear their school uniform or any uniform agreed upon by the team with identification cards.
3. All contestants are required to attend the orientation before the actual competition.
4. Once the contest has started, members of each team shall no longer be allowed to go back to their quarters nor communicate in all forms (text, call, chat, etc.) with their respective advisers until the end of the contest.
5. A mini press conference will be held to become the basis for the actual writing of the editorial, feature and news articles. The sports writers shall attend coverage of an actual sports event. The photojournalists shall take pictures of the mini press conference and editorial cartoons will be produced while the rest of the team is doing write-ups, layouting and editing.
6. Sports writers and photojournalists must be ready to watch an actual game where they shall gather appropriate data and/or conduct interview before and after the game. 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 further interview and data gathering.
7. The team will be given **four (4) hours** for writing, layouting, and editing and printing. Coverage and data gathering during the mini press conference, pre-game, actual game and post conference shall be excluded from the 4-hour time allotment.
8. Each team is allowed to bring at least two (2) digital/ DSLR cameras, one (1) inkjet printer with scanner, one (1) card reader, one (1) blank flash drive, extension wires and a maximum of (4) laptops installed with either PAGEMAKER or IN DESIGN and Photoshop (for the secondary level) and Microsoft Publisher



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(for the elementary level) for the layout of the group's final output and A4 size photo paper.

9. All contestants shall **submit laptops, memory cards, and flash drives cleared of stored documents including prepared templates or any pre-written files or references therein during the final testing and sealing on February 3 (Monday) at Pablo Roman National High School (up to 3PM ONLY).**
10. Failure to attend the Final Testing and Sealing on/before the set deadline shall mean disqualification of the competing team.
11. Contestant shall present the authentic **CONTROL NUMBER** given during the Final Testing and Sealing to claim the materials needed in the competition.
12. Laptops with files shall not be allowed during the competition.
13. Mobile phones and other electronic gadgets shall not be allowed except for digital cameras and laptops with disabled internet connection.
14. Each team will be required to convert their output into PDF, print in A4 size 80 gsm bond paper and submit it to the contest committee. 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.
15. 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 DTWG and uploaded to the designated computer for judging.
16. The top (5) five teams shall be recognized and their points will be included in the determination of the overall scores. Further, only Top 1 winner will advance to RSPC.
17. The decision of the Board of Judges shall be deemed final and irrevocable.

Note: The scoring sheets for the individual contests/categories are explicitly stipulated in DM No. 25, s. 2024 titled National Schools Press Conference



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Enclosure No. 4 to Division Memorandum No. _____ s. 2024

GUIDELINES FOR THE ONLINE PUBLISHING CONTEST

1. The competition is designed to encourage teamwork among campus journalists and simulate the workplace of an editorial department in an online publishing house.
2. Each team shall organize a team of **five (5) members** who shall not be competing in any of the individual and group contests. There will be one team for English and another for Filipino for the **secondary level only**.
3. All contestants are required to attend the one (1) hour orientation before the actual competition.
4. Once the contest has started, members of each team shall no longer be allowed to go back to their quarters nor communicate in all forms (text, call, chat, etc.) with their respective advisers until the end of the contest.
5. A mini press conference will be held to become the basis for the actual writing of the editorial, feature and news articles. The sports writers shall attend coverage of an actual sports event. The photojournalists shall take pictures/ videos of the mini press conference while the rest of the team is doing write-ups, layouting and editing. Sports writers and photojournalists must be ready to watch an actual game where they shall gather appropriate data and/or conduct interview before and after the game. 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 further interview and data gathering.
6. A total of **four (4) hours** for writing, layouting, editing of articles online after the creation of an online publication using the official platform determined by the organizers. Coverage and data gathering during the mini press conference, pre-game, actual game and post conference shall be excluded from the 4-hour allotment.
7. Specific instructions on the number of articles to be produced will be given during the orientation.
8. Each team is allowed to bring at least two (2) digital/ DSLR cameras, one (1) inkjet printer with scanner, one (1) card reader, one (1) blank flash drive, extension wires and a maximum of (4) laptops installed with Photoshop for image enhancement.



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9. All contestants shall **submit laptops, memory cards, and flash drives cleared of stored documents including prepared templates or any pre-written files or references therein during the final testing and sealing on February 3 (Monday) at Pablo Roman National High School (up to 3PM ONLY).**
10. Failure to attend the Final Testing and Sealing on/before the set deadline shall mean disqualification of the competing team.
11. Contestant shall present the authentic **CONTROL NUMBER** given during the Final Testing and Sealing to claim the materials needed in the competition.
12. Laptops with files shall not be allowed during the competition.
13. Each team shall bring two (2) pocket wifis or routers (preferably with two different networks) and extension cord.
14. Each group shall submit their URL to the assigned proctor.
15. The top (5) five teams shall be recognized and their points will be included in the determination of the overall scores. Further, only Top 1 winner will advance to RSPC.
16. The decision of the Board of Judges shall be deemed final and irrevocable.

Note: The scoring sheets for the individual contests/categories are explicitly stipulated in DM No. 25, s. 2024 titled National Schools Press Conference



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Enclosure No. 5 to Division Memorandum No. _____ s. 2024

GUIDELINES FOR RADIO SCRIPT WRITING & BROADCASTING CONTEST

A. General Guidelines

1. Each team shall have **seven (7) members** who are not participants in any individual or group contest. There will be one team in English and another team in Filipino, both at the elementary and secondary levels. Contestants shall wear their school uniform or any uniform agreed upon by the team with identification cards.
2. All contestants are required to attend the orientation before the actual competition.
3. Individual awards include best anchor and best news presenter, while group awards include best in technical application, best infomercial and best script.
4. In getting the overall results for best radio production, accumulated points from the individual and group awards shall be considered.
5. The decision of the Board of Judges in all aspects of the contest shall be deemed final and irrevocable.
6. Any breach or violation of the stipulated guidelines shall be valid grounds for disqualification.

B. Scriptwriting

1. Each team may use up to four (4) official laptops, cleared of stored documents, and an inkjet printer in preparing and printing of the script.
2. All laptops shall be cleared of stored documents including prewritten files or references therein except music or sound effects files.
3. Each team is required to bring their own extension wires and other equipment for rehearsal.
4. Laptops with files other than music or sound effects files shall not be allowed during the competition.
5. The students will be given **one hour and 30 minutes** to prepare a script for a 5-minute radio broadcast, that includes an infomercial, which may depict health, environment, politics and social issues, and four (4) news articles, which may be based on press releases, raw data, or any other option given by the DTWG. The infomercial



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shall have a maximum length of (1) minute and shall use the language that the group is competing in, Another **30 minutes** will be allotted for the printing of the output. After two (2) hours, each team should submit four (4) copies of the script. Three (3) will be submitted to the judges and one (1) to the DTWG. The team may print extra copies for their own use.

6. Once the script writing has commenced, the contestants will no longer be allowed to leave the contest rooms. For personal necessities, a member of the contest committee shall accompany them to the rest rooms.

7. 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 job assignment/ contribution (i.e. anchor, news presenter, etc.).

8. Scripts should be:

- a. encoded using Arial font size 12
- b. with directorial instructions in capital letters e double-spaced with normal margin (linch on all sides)
- c. 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, judges and the members of the contest committee shall be allowed inside. The student broadcasters shall be concealed from the judges all throughout their presentation.

2. The organizers/ host region 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 director shall not be allowed to change, adjust and manipulate the main control board during their presentation.

4. Mobile phones and reference books shall not be allowed in the contest area.

5. In case of power failure, the affected team shall be allowed to perform again.

6. Loudspeakers may be set up outside the broadcast room.



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7. The directors before the script writing will identify the order of presentation through drawing of lots.
8. Each team shall be given eight (8) minutes: two (2) minutes of which for preparation, five (5) minutes for the actual broadcast and one (1) minute for exit. Provided running time shall be applied.
9. The organizers shall provide a wall clock or a timer, which will serve as the official time that can be seen by the contestants and the judges. There will be an official time keeper.
10. A yellow flaglet shall be raised to signal the team that they have one (1) minute left for preparation. The green flaglet shall then be raised to signal the team to start. The yellow flaglet shall be raised again to warn the team that they only have one (1) minute remaining followed by the red flaglet to indicate that their time is up.
11. The team who complied with the 5-minute production shall be given perfect score (5 points). In case of overtime or undertime, the following scheme of deductions shall be followed:

Undertime / Overtime

1 second-3 seconds	= 1 point
4 seconds-20 seconds	= 2 points
21 seconds-40 seconds	= 3 points
40 seconds – 60 seconds	= 4 points
61 seconds and above	= 5 points

12. The contestants shall leave the broadcast room right after their presentation.

Note: *The scoring sheets for the individual contests/categories are explicitly stipulated in DM No. 25, s. 2024 titled National Schools Press Conference*



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Enclosure No. 6 to Division Memorandum No. _____ s. 2024

Guidelines for TV Script Writing and Broadcasting

PRE-CONTEST

1. Each school shall field a team of **seven (7) members**. The team shall decide who shall act as:
 - a. anchor/s (not more than 2)
 - b. reporter/s (not more than 3)
 - c. producer/director who could also act as floor director
 - d. video graphics editor (1)
 - e. video researcher/floor director/prod. assistant-1
 - f. video journalist/camera man-1

***Note:** Any of the team members can assume one or two positions/tasks as long as this would not be conflicting or awkward in relation to the putcoe of the broadcast (example: an anchor can't be a reporter at the same time. But an anchor can also be a news or infomercial writer).

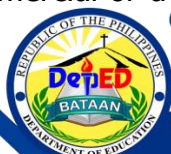
2. The following materials and equipment will be brought by the team:
 - a. four laptops with one back-up with at least 10gb free space for video editing program (with uploading capacity)
 - b. two empty USB flash drives
 - c. at most two (2) digital cameras/phone cameras (without sim) which are compatible with the laptop for the downloading of media
 - d. at most three wired lapels
 - e. A4 bond paper and one printer with ink
 - f. at most three broadband sticks/pocket wifi, or one wireless router
 - g. a television or cartolina/manila paper for prompter
 - h. extension cord/s

CONTEST PROPER:

Note: The teams will be oriented on the day of the activity on the contest, roles of the participants, and criteria for judging by the chairman of the board of judges.

A. SCRIPTWRITING

1. The team shall have the following components in their script
 - a. Cover page:** This shall contain the group/s name (mock TV network name)
 - b. News Articles:** The contest organizers will provide five news articles. The team may cover five (5) of these articles. Each news script should have video and audio component and must not exceed 45 seconds when read during the contest proper.
 - c. Infomercial/Developmental Communication:** The team is required to produce one (1) infomercial or developmental communication plug which shall not exceed 60



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seconds. This shall be pre-produced during the actual contest and should be relevant to the topic which will be given by the judges. The script should contain video and audio component.

d. Field Report. To be included in the production is a live field report with canned video support.

e. Headlines: This will contain a brief lead/summary of the news articles.

f. OBB/CBB: Opening Billboard and Closing Billboard 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.

- Four (4) hours** will be allotted for the **pre-production** (Story conference and scriptwriting) , **actual production** (video shooting/recording, infomercial production) **Post-production** (editing) and rehearsals. The teams will only be allowed 2 hours to access the internet during the scriptwriting.
- Once the scriptwriting contest has started, no member shall be allowed to leave the contest area. In case of personal necessity, a member of the contest management/proctor shall accompany the participant outside the contest area.
- Each team shall prepare four copies of the script: 3 copies for the judges and 1 copy for the team. Late submission of script will entail one point deduction for every 3 minutes.
- All news materials shall be presented live. Only the infomercial and support videos which will be used during the live presentation are pre-recorded.

B. TV Broadcast Skills Exhibition

- The order of presentation shall be determined by drawing of lots.
- Only one laptop is allowed inside the studio.
- The team will be given five (5) to test the materials and equipment right before the actual live broadcast presentation. In case of overtime, the following scheme of deductions shall be followed:

1 second-20 seconds	= 1 point
21 seconds-40 seconds	= 2 points
41 seconds-60 seconds	= 3 points
61 seconds and above	= 4 points

- The TV broadcast must be delivered in six minutes.
- Time through digital clock will be displayed from the start of rehearsals and actual broadcast.



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 CSC Resolution No. 2001100



PHILIPPINE QUALITY AWARD
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6. After six minutes, the presenting team may continue their broadcast. However, a corresponding deduction will be given. A team that delivers the broadcast undertime will also be given a corresponding deduction.

7. The team who complied with the 6-minute production shall be given perfect score (5 points). In case of overtime or undertime, the following scheme of deductions shall be followed:

Undertime/Overtime

1 second-3seconds	= 1 point
4 seconds-30 seconds	= 2 points
31 seconds-60 seconds	= 3 points
61 seconds- 90 seconds	= 4 points
91 seconds -120 seconds	= 5 points

8. The time keeper shall give the judges a copy of the record of the broadcast running time of each group. The record should indicate the number of seconds/minutes each group went over/under time; if they did.

9. An appropriate venue will be provided for the viewing of the live-feed of the presentation.

10. The awards for this category include the following:

Individual Awards	Group Awards
1. Best Anchor	1. Best in Technical Application
2. Best Reporter	2. Best in Developmental Communication
3. Best Director	3. Best News Script
	4. Best TV Newscast

11. The decision of the Board of Judges is FINAL and IRREVOCABLE.

Note: The scoring sheets for the individual contests/categories are explicitly stipulated in DM No. 25, s. 2024 titled National Schools Press Conference



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Enclosure No. 7 to Division Memorandum No. _____ s. 2024

General Guidelines for School Paper Contest

- A. The School Paper Contest is open to Elementary and Secondary schools both public and private schools in SDO Bataan.
- B. The last day of submission in the Division will be on January 20, 2024 until 5 PM only.
- C. Each school may submit two school paper, one in English and one in Filipino.
- D. The **top 5 (five) highest pointers both in English and Filipino** per section shall be declared winners and the points of their ranking will be added to the determination of the overall best performing schools during the Division Schools Press Conference.
- E. Any school paper found to have copied and published texts, images and other materials without duly acknowledging their sources shall be disqualified in the contest.
- F. If the school paper shall join again the following year and found to have committed the same offense, the following sanctions shall be applied:

1st Offense: A formal notification shall be sent to the PSDS and School Head. The SDS through the EPS in charge of Journalism 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 Division. The School Head shall be asked to implement plans to teach their students about the ills of plagiarism and its consequences.

2nd Offense: Disqualification from the School Paper Contests for three (3) consecutive years.

- G. The decision of the board of judges in all aspects of the contest shall be deemed final and irrevocable.
21. The school publication shall be submitted in digital format only: Each school shall save in a Google drive a copy of their paper in PDF format and send it to: <https://forms.gle/aRDHdwAH2aZwiJwc9>



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- J. The different SECTIONS/CATEGORIES to be judged for the school publication contests are as follows:
1. News Section / Pahinang Balita
 2. Editorial Section / Pahinang Editorial
 3. Feature Section / Pahinang Lathalain
 4. Science and Technology Section / Pahinang Agham at Teknolohiya
 5. Layout and Page Design Category / Kategoryang Pagraanyo at Disenyo ng Pahina
 6. Sports Section/Pahinang Pampalakasan
- K. 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 3
Sports Section- at least 2
Features Section at least 3
Editorial Section-at least 2
Science and Technology Section-at least 2
 2. Process: Digital (PDF ONLY)
 3. Color: Option A: Front and Back cover in full color; inside pages in black and white
Option B: Full color in all pages
 4. Size: 9"x12" (Elementary) 12"x18" (High School)
- L. Each section will be judged according to the guidelines/criteria set for the section/category.
- M. No school is allowed to submit its school paper entry(ies) in print.
- O. Failure to comply with the set guidelines in evaluating school papers will be a ground for disqualification.

Note: The scoring sheets for the individual contests/categories are explicitly stipulated in DM No. 25, s. 2024 titled National Schools Press Conference



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Enclosure No. 8 to Division Memorandum No. _____ s. 2024

GENERAL GUIDELINES FOR THE SELECTION OF THE BEST SECTIONS AND LAYOUT AND PAGE DESIGN CATEGORY

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 fair and balanced presentation of troth sides of each issue tackled, clear moral purpose, logical reasoning, and proper citations/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 shall be deemed final and irrevocable.

B. New Section

1. The section shall consist of at least three (3) pages.
2. The content and scope of the news stories sham include a balanced coverage of international, national, regional, community and school based news stories.
3. The content of the section may include straight or spot news, advance/follow up report, news bits, news feature, news analysis, and in-depth news/investigate news
4. The decision of the Board of Judges shall be deemed final and irrevocable.

C. Feature Section

1. The section should have at least three (3) pages.
2. The feature articles should display unique and creative presentation of topics, logical organization and progression of ideas and facts, writers' facility of the language and proper citations/attributions of sources.
3. The decision of the Board of Judges shall be deemed 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 may include a balanced coverage/scope of international, national, regional, community and school-based sports news stories.
3. The content of the section may include strajght or spot news, advance/follow-up report; news bits; news feature/news analysis; in-depth news, features and editorial/column concerning or pertaining to sports.
4. The decision of the Board of Judges shall be deemed final and irrevocable.



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I. Science and Technology Section

1. The Science and Technology Section should have at least two (2) pages and 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 the Filipinos.
2. The articles should be well-researched and should observe proper citation of sources, pictures and graphics.
3. The decision of the Board of Judges shall be deemed final and irrevocable.

H. Layout and Page Design Category

1. This category shall conform to the principles of layout and design.
2. The layout and page design category should include any or a combination of the following: balanced coverage/scope of stories about the community and school-based events, including those of international, national and regional significance which document or are related to the school or its members' involvement and participation. Proper evaluation or grading events based on their importance should be evident in the layout.
3. The layout and page design should include headlines, body text, cuts/captions, balance, harmony, and proportionate to length of articles and the entire page.
4. The decision of the Board of Judges shall be deemed final and irrevocable.



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Enclosure No. 9 to Division Memorandum No. _____ s. 2024

**EVALUATION TOOL FOR THE OUTSTANDING SCHOOL PAPER ADVISER
 AND CAMPUS JOURNALIST**

**2025 SEARCH FOR OUTSTANDING SCHOOLS PAPER ADVISER in SDO
 BATAAN**

Name of Candidate: _____

School: _____

➤ **LENGTH OF SERVICE and PERFORMANCE RATING (QS)**

1. Must be a practicing school paper adviser from 2018-2024.
2. However, documents to include in the selection shall cover the last five (5) years. 2018-2024
3. Must have a performance rating of not lower than Very Satisfactory (VS) for the past three (3) school years.

➤ **ACHIEVEMENTS IN JOURNALISM CONTESTS FOR THE PAST FIVE YEARS**

NOTE: The candidate shall get the corresponding points of all his/her winnings at all levels for the last 5 years, in all instances.

A. Winnings (DepEd Schools Press Conference) – 40%

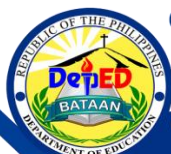
1. Individual Contests (max. 13 points)

Rank	National	Regional	Division
1	13	6	3
2	12	5	2
3	11	4	1
4	10	3	0
5	9	2	0
6	8	1	0
7	7	1	0

SCORE: _____

2. Group Contest

Rank	National	Regional	Division
1	13	6	3
2	12	5	2
3	11	4	1



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4	10	3	0
5	9	2	0
6	8	1	0
7	7	.5	0

SCORE:

3. Special Awards in Group Contests

Rank	National	Regional	Division
1	8	4	3
2	7	3	2
3	6	2	1
4	5	1	0
5	4	.75	0
6	3	.5	0
7	2	.25	0

SCORE:

4. School Paper Contest (add division level starts at 5 and include the over-all ranking)

*points per section and overall best school paper

Rank	National	Regional	Division
1	13	7	5
2	12	6	4
3	11	5	3
4	10	4	2
5	9	3	1
6	8	2	0.75
7	7	1	0.50

SCORE:

B. LEADERSHIP RELATED TO JOURNALISM – 15%

Position	National	Regional	Division
President	25	20	15
Vice President	20	15	10
Sec., Treas.; other positions	18	12	8



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SCORE: _____

C. EXTENSION SERVICE: Organizer/Facilitator (Related to CJ) – 10%

National	Regional	Division
10	7	5

SCORE: _____

D. SPEAKERSHIP: Resource Speaker, Judge (Related to CJ) – 10%

National	Regional	Division
10	7	5

SCORE: _____

E. PUBLISHED BOOKS, MODULES, WORKBOOKS – 15%

National	Regional	Division
10	7	5

SCORE: _____

**ARTICLES PUBLISHED IN NEWSPAPERS/MAGAZINE/JOURNALS/
ONLINE (RELATED TO JOURNALISM)**

National	Regional	Division
5	3	1

SCORE: _____

F. PANEL INTERVIEW – 10%

SCORE: _____



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SCORE: _____

G. OVERALL CRITERIA

Criteria	Percentage
Winnings	40%
Leadership	15%
Extension Service	10%
Speakership	10%
Authorship	15%
Interview	10%
TOTAL	100%

TOTAL SCORE: _____

EVALUATORS:

(Signature over Printed Name)



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2025 SEARCH FOR OUTSTANDING CAMPUS JOURNALISTS IN SDO BATAAN

Name of Candidate: _____
 School: _____

A. ACADEMIC PERFORMANCE (20%)

(for the past two years (excluding the pandemic years (2020 onwards) up to the 2nd quarter of the current SY)

Rank (in class)

- with Highest Honors or its equivalent -20%
- with High Honors or its equivalent -15%
- with Honors or its equivalents -10%

SCORE: _____

B. ACHIEVEMENTS IN JOURNALISM (45%)

(highest possible score: 162+84+66=312)

➤ **WINNINGS TO THE NSPC/RSPC/DSPC**

The candidate shall earn the corresponding points for every year of winning:

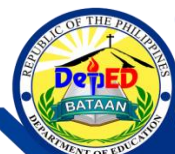
1. Individual Contests (highest possible score – 54x3=162)

Rank	Points per level		
	National	Regional	Division
1 st	15	8	5
2 nd	14	7	4
3 rd	13	6	3
4 th	12	5	2
5 th	11	4	1
6 th	10	3	
7 th	9	2	

SCORE: _____

2. Group Contests (highest possible score – 28x3=84)

Rank	Points per level		
	National	Regional	Division
1 st	15	8	5
2 nd	14	7	4
3 rd	13	6	3
4 th	12	5	2
5 th	11	4	1



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6 th	10	3	
7 th	9	2	

SCORE: _____

3. Special Awards in Group Contests: (highest possible score – 22x3=66)

Rank	Points per level		
	National	Regional	Division
1 st	13	6	3
2 nd	12	5	2
3 rd	11	4	1
4 th	10	3	
5 th	9	2	
6 th	8	1	
7 th	7		

SCORE: _____

C. LEADERSHIP (highest possible score – 67x3=201)10%

Position of the Nominee in the School Publication

Editor-in-Chief	15
Associate Editor	12
Section Editor	10
Writer/Contributor/Others	8

SCORE: _____

Editors' Guild Leadership

Position	National	Regional	Division
President	20	17	15
Vice President	15	12	8
Sec., Treas.; other positions	10	8	5

SCORE:

*Note: A contestant shall earn points for every position held at every level for the last three years with proofs of accomplishment



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D. COMMUNITY AND EXTENSION SERVICES RELATED TO JOURNALISM...10%
(highest possible score – 24x3=72)

Services	National	Regional	Division
Committee Chairperson	10	8	6
Facilitator	8	6	4
Trainings Attended	6	4	2

SCORE: _____

E. PUBLISHED WORKS (highest possible score – 9x3=27).....5%

	National	Regional	Division
Articles Written in National and Local Dailies, Editors Guild Newsletters, Palaro News Letter and DepEd website, GSP/BSP and Documentaries	5	3	1

SCORE: _____

F. PANEL INTERVIEW with the SELECTION COMMITTEE.....10%

SCORE: _____

TOTAL SCORE: _____

EVALUATORS:

 (Signature over Printed Name)