



Republic of the Philippines
Department of Education

REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

GUIDELINES FOR GROUP CONTEST

A. RADIO BROADCASTING & SCRIPTWRITING CONTESTS
(FILIPINO AND ENGLISH)

1. Each school shall have two separate teams composed of five (5) members for the English and Filipino categories, in both elementary and secondary levels. The members should not be participants in any individual or other group contest.
2. No team member is allowed to wear anything that may identify his school or division.
3. The News Presenter shall write his/her news script.
4. Individual awards include best anchor and best news presenter, while group awards include best in technical application, best infomercial, and best script.
5. In getting the overall results for best radio production, accumulated points from the individual and group awards shall be considered.
6. The decision of the members of the Board of Judges in all aspects of the contest shall be deemed final and irrevocable.
7. Any breach or violation of the stipulated guidelines shall be valid grounds for disqualification.

✓ **Script Writing**

1. The students will be given 1 1/2 hours to prepare a script for a five-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 DSPC management. The infomercial 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.



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2. Each team may use up to three laptops, cleared of stored documents, and an inkjet printer in preparing and printing the script. They are required to bring extension wires and other equipment, such as a CD player for rehearsal.
3. 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 restrooms.
4. The script should not bear any information that may identify the school or division, but it should include the names of the members of the team with their job assignment/contribution (i.e. anchor, news presenter, etc.).
5. Scripts should be:
 - i. encoded using Arial font size 12 black font color;
 - ii. with directorial instructions in capital letters;
 - iii. double-spaced with normal margin (1 inch on all sides); and
 - iv. printed on an A4-sized bond paper (8.27 X 11.69 inches).
6. Each team should submit four (4) copies of the script. Three (3) will be submitted to the judges and one (1) for the TWG. The team may print extra copies for their own use.

✓ **Broadcast Simulation**

1. A broadcast room for the presentation shall be identified in the testing center or contest venue. Only the contestants, judges, and 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 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 will be provided for the laptops, and other sources of sound effects, except mobile phones (**no mobile phones allowed**).



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3. Except for the volume meter, contestants/technical directors 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. 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 the exit. Provided, running time shall be applied.
7. 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 timekeeper.
8. 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 and followed by the red flaglet to indicate that their time is up.
9. The contestants shall leave the broadcast room right after their presentation.
10. The team who complied with the five-minute production shall be given perfect score (5 points). In case of undertime/overtime, the following scheme of deductions shall be followed (deducted in the over-all results).

Undertime/Overtime	-	Deduction
1 to 20 seconds	-	1 point
21 to 40 seconds	-	2 points
41 to 60 seconds	-	3 points
61 seconds and above	-	4 points



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B. COLLABORATIVE DESKTOP PUBLISHING

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 division shall organize a team of five members/contestants who shall not be competing in any of the regional individual writing contests. There will be one team for English and another for Filipino, both at the elementary and secondary levels.
3. Contestants shall wear their uniform or delegation shirts during the contest. They are required to attend the orientation before the actual competition.
4. A mini press conference will be held to become the basis for the actual writing of the editorial, feature, and news articles. Pictures of the mini press conference shall be taken by the photojournalists and editorial cartoons will be produced while the rest of the team is doing write-ups, lay-outing, and editing.
5. Sports writers and photojournalists must be ready to watch an actual game where they shall gather appropriate data and/or conduct interviews 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 interviews and data gathering.
6. The team will be given four (4) hours for data gathering, writing, lay-outing, and editing.
7. The 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 four (4) laptops installed with either PAGEMAKER or IN DESIGN and Photoshop (for secondary level) and Microsoft Publisher (for elementary level) for the layout of the group's final output. Official laptops, cleared of stored documents, shall be submitted to the TWG on March 24, 2023 (8:00-12:00 noon only) to check for any other applications and pre-written documents or reference therein. Failure to submit the laptop on or before the set deadline shall mean disqualification of the competing



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team. Mobile phones and other electronic gadgets shall not be allowed except for digital camera and laptops with disabled internet connection.

8. Each group will be required to convert their output into **pdf** format, print 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 or division can be found on their output.

9. The output of the contest is an **A4 size four-page full colored publication**. The output will be stored in a flash drive and uploaded to the designated computer by the proctors for judging.

10. The judges shall be present during the conduct of mini- press conference.

11. The top (3) three teams shall be recognized and the points they will garner will be included in the determination of the overall scores.

12. The decision of the members of the Board of Judges shall be deemed final and irrevocable.

GUIDELINES FOR ONLINE PUBLISHING CONTEST (FILIPINO AND ENGLISH)

1. The contest is open to the secondary level only.
2. A team composed of five members shall compete in the Online Publishing Contest.
3. The competition is designed to encourage teamwork among campus journalists and simulate the workplace of an editorial department in an online publishing house.
4. All contestants are required to attend the one (1) hour orientation before the actual competition.
5. Once the contest has started, members of each team shall no longer be allowed to go back to their quarters or report to their respective advisers/coaches until the end of the contest.



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6. All competing teams shall make their output based on the mini-press conference and/or other materials including the official platform provided by RTWG (**preferably Adobe Spark**).
7. The team will be given four (4) hours for writing, layouting, editing, and uploading of output.
8. Each team will be required to bring a maximum of four (4) laptops installed with Photoshop for image enhancement.
9. Each team shall bring two (2) pocket wifis (preferably with two different networks) and an extension cord.
10. The host will provide six (6) scanners for the competition (three for Filipino and three for English).
11. Each group shall submit its URL to the assigned examiner.
12. The top (7) seven teams shall be recognized and the points will be included in the determination of the overall standing.
13. The decision of the Board of Judges shall be deemed final and irrevocable.

GUIDELINES FOR TV BROADCASTING AND SCRIPTWRITING
A. PRE CONTEST

1. Each school shall be represented by one Broadcast Team. SPJ schools shall have separate competition where winning team shall compete for RSPC. Each competing team shall have five (5) members for Filipino and English Newscast. Each Team must be composed of the following:
 - a. News Anchor- (Not more than 2)
 - b. Field Reporters- (Not more than 3)
 - c. Script Writer –1
 - d. Director/Executive Producer/Development Communication Writer-1



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- e. Video and Graphics Editor-1
- f. Video researcher/Floor Director/Production Assistant-1
- g. Video journalist/Cameraman- 1
- h. Assistant Video journalist -1

Note: Members may have multiple tasks.

2. Each Team must bring its own set of materials and equipment such as the following:

- a. Laptop with a script writing/video editing capability
- b. Two (2) empty flash drives (16G) or External hard drive
- c. Camera phone, Digital Camera or DSLR which is compatible with the laptop for uploading capability
- d. wired lapel (optional)
- e. Paper, Printer with ink
- f. broadband (stick)
- g. Extension cord

3. Each Team shall be given a maximum time of five (5) hours as part of the production process. Each team must be guided with the following suggested time allotment for production efficiency:

- a. News Gathering – 1 Hr. and 15 mins.
- b. News Writing – 1 Hr.
- c. Video Editing – 1 Hr.
- d. NOTE: After video editing, each Team must be prepared to tape as “LIVE” its news cast.



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- e. Tape as “LIVE” Broadcast Presentation – 10 mins.
- f. Post Production - 1 hr. to 1 hr. and 55 mins. (with deduction)

CONTEST PROPER

PRE-PRODUCTION: NEWS GATHERING

- 1. The judges shall provide a story menu or set of newsworthy topics including a development communication theme.
- 2. Each Team shall use the time given to come up with a story line-up after conducting a story conference, to download videos online, and to shoot the spiels/standupper and additional video requirements of the reports.

PRODUCTION PROPER: SCRIPT WRITING, VIDEO EDITING AND BROADCAST PRESENTATION

A. SCRIPT WRITING

- 1. The format for TV broadcast (audio and video) script writing shall be observed.
- 2. Each Team shall submit three (3) copies of their script after three (3) hours.
- 3. The News Script consists of the following:
 - a. **(1) STORY LINE UP** - Appearance of news items systematically arranged according to video relevance/impact, news worthiness, timeliness and importance
 - b. **(1) HEADLINES**- Brief summary of at least 3 significant news items
 - c. **(1) ANCHOR’S INTRODUCTION (INTRO)** – Anchor’s greeting or opening spiel
 - d. ANCHOR’S LEAD INTRO OF REPORTER’S AV
PACKAGE/REMOTE AV PACKAGE – Anchor’s brief introduction of reporter’s AV package



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- e. **(2) AV PACKAGE** – Reporter’s AV Package with standupper/ standupper extro/midspiel. The AV Package may contain 4-6 paragraphs (1 sentence, 1 paragraph) and at least one (1) sound bite. Each report may have a minimum time of one (1) minute.
- f. **(1) REMOTE AV PACKAGE** – Reporter’s AV package with Live Intro/Extro and an optional banter with anchor. The AV Package may contain 4-6 paragraphs (1 sentence, 1 paragraph) and at least 1 sound bite. Each report must have a minimum time of one (1) minute.
- g. **(1) VTR SILENT**- Anchor’s live delivery of a shortened news report. It should be around thirty (30) seconds
- h. **(1) VTR SOT**- Anchor’s live delivery of a shortened news report with a sound bite, which should be around thirty (30) seconds
- i. **DEVELOPMENT COMMUNICATION**- An original concept based on the theme provided by the judges. Each development communication production must not exceed thirty (30) seconds.
- j. **TEASER** (optional) - A brief rundown of remaining news items aimed at teasing the audience/viewers.
- k. **OPENING BILLBOARD (OBB) AND CLOSING BILLBOARD (CBB)** - Each OBB or CBB must contain the group's assumed TV network name and logo. Each Production Team may pre-produce its OBB/Logo and create a graphics layout prior to the contest proper which must not exceed fifteen (15) seconds.

SAMPLE NEWS STORY LINEUP: 6-MINUTER NEWSCAST

ANCHOR	TAKE	SLUG	VTR
		OBB	
		HEADLINES	
STEVE/RIDA		INTRO	
		GAP 1	
STEVE	1	STORY 1	REM DANO
RIDA	2	STORY 2	VTRSIL
STEVE	3	STORY 3	AV LOU
RIDA		TEASER	
		DEVELOPMENT COMMUNICATION	
		GAP 2	
STEVE	4	STORY 4	VTRSOT
RIDA	5	STORY 5	AV JOHN
STEVE/RIDA		EXTRO/BYE BYE	
		OBB	



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4. Once the scriptwriting contest has started, no participant 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.
5. The cover page of the main script must contain the group's name (NEWSCAST/PROGRAM TITLE), school and region, and the names of the participants and their respective roles in the production.

B. VIDEO EDITING

1. The video editing must commence once the news scripts become available.
2. Each Team shall be allowed to pre-produce/pre-select its graphics (gfx) layout (chargens, gfx lower thirds color and theme, bumper, transition, title card, musical score, sound effects and newscast logo)
3. Each Team shall be allowed to download videos online from credible news organizations provided that proper acknowledgment, such as “video courtesy” or “file video” shall be indicated.

C. BROADCAST PRESENTATION

1. The order of presentation shall be determined by drawing of lots.
2. If a TV broadcast studio “complete” with equipment (switchers, monitors) is “NOT” available during the Division Schools Press Conference (DSPC), the Regional Schools Press Conference (RSPC) and/or the National Schools Press Conference (NSPC), the following presentation shall be observed:
 - a. Each Team shall be given ten (10) minutes to set up a studio and to execute the production.
 - b. The Proctor shall indicate the number of “takes” the anchor has made during the delivery of Intro Spiels, Lead Intro’s and Extro Spiels.
 - c. The Proctor shall strictly monitor the time and shall submit the record to the judges.
 - d. The proctor shall flash the green card to signal the start of the presentation.



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- e. A yellow card shall be flashed by the Proctor to signal that the presenting Team has only one-minute left for its broadcast presentation.
- f. A red card shall be flashed to signal that the time (10 minutes) allotted for each Team has been consumed.
- g. After the lapse of the allotted time for each broadcast, a Team may continue its presentation. However, a corresponding deduction shall be given (the same scheme). A team that delivers the broadcast under the allotted time shall also be given a corresponding deduction.
- h. The judge(s) shall observe the broadcast presentation. The judge(s) shall include the broadcast presentation in the criteria for judging.
- i. An event committee member shall be designated to ensure that order and silence in the audience are maintained during each Team's presentation.

POST PRODUCTION: EDITING OF TAPED AS LIVE NEWSCAST COMBINED WITH REPORTER'S AV, REMOTE AV PACKAGE AND ADDITIONAL VIDEO REQUIREMENTS

FOR VTR SILENT AND VTR SOTS

1. Each Team shall be given two (2) hours to accomplish the video editing and graphics layout of taped as live newscast combined with reporter's AV, remote AV and additional requirements for VTR Silent, VTR Sots and Development Communication output.
2. The Proctor shall strictly monitor the time allotted for post-production.
3. The final output shall be submitted after two hours. Additional minute(s) that each Team has consumed shall have corresponding deductions. However, should any Team fail to submit the final output on the specified time, it shall be automatically disqualified from the competition.



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