



Republic of the Philippines
Department of Education
REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

Office of the Schools Division
Superintendent

22 Feb 2024

DIVISION MEMORANDUM
CID No. 049, s. 2024

2024 SOUTH COTABATO DIVISION SCHOOLS PRESS CONFERENCE

To: Public School District Supervisors
Principals In-charge
Public and Private Secondary School Heads
Public and Private Elementary School Heads
Journalism Coordinators
All Others Concerned

1. Pursuant to the Republic Act 7079 or the Campus Journalism Act of 1991 which provides for the development and promotion of Campus Journalism (CJ) and other related purpose, the Schools Division of South Cotabato through the Curriculum Implementation Division (CID) shall conduct the **2024 Division Schools Press Conference** (DSPC) at the Municipality of Surallah on March 22-24, 2024.
2. The conference aims to:
 - a. engage campus journalists in friendly competition with other delegates while gauging their competency in the field of journalism;
 - b. measure the skills acquired by student writers from trainings;
 - c. nurture the journalistic skills of student writers by exposing them to higher avenues to fully achieve their potentials; and
 - d. hone learners to ably represent the SD South Cotabato to the Regional and National Schools Press Conferences.
3. All schools are encouraged to conduct school level school press conference, this includes the School-based and District Based Training and Coaching to maximize the participation and training of learners as part of the instructional time to avoid disruption of classes pursuant to the provision under DepEd Order (DO) 9, s.2005, *Instituting Measures to Increase Engaged Time on Task and Ensuring Compliance Therewith* and DO 34, s.2022, *School Calendar and Activities for the School year 2022-2023*.



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4. Relative to this, personnel who shall render services at weekends related to the conduct of the activity shall be entitled to Compensatory Time Off (CTO) and Service Credits subject to existing rules and regulations, specifically, CSC and DBM Joint Circular No.2, s.2004 re Non-monetary Remuneration for Overtime Services Rendered.
5. The events to be contested for 2024 DSPC are individual writing contests, group events, Search for Outstanding School Paper Advisers and Campus Journalists, and the school paper contest.
6. All schools are enjoined to participate in the Division Schools Press Conference and ensure the selection of quality writers.
7. Participants to DSPC 2024 are the following:
 - a. **Maximum of 2 participants per school** on the different individual writing contests such as News Writing, Editorial Writing, Column Writing, Feature Writing, Sports Writing, Copyreading and Headline Writing, Editorial Cartooning, Photojournalism, and Science & Technology Writing in English and Filipino of both elementary and secondary levels (Junior and Senior High Schools) who shall undergo three rounds of competitions to expose them to various issues that shall enable the Division to choose the best contestants;
 - b. **One entry per school** in Radio Script Writing and Broadcasting contest, Collaborative Desktop Publishing (for elementary and secondary), Online Publishing Contest, TV Script Writing and Broadcasting Contest (for secondary only);
 - c. **SPJ schools** shall be allowed for another entry on TV Script Writing and Broadcasting and Radio Script Writing Broadcasting for Secondary and Radio Script Writing and Broadcasting for Elementary.
 - d. School Paper Advisers;
 - e. Outstanding School Paper Advisers and Campus Journalists; and
 - f. DSPC TWG and proctors and District Journalism Coordinators and judges.
8. Traveling and other related expenses of the participants are chargeable against school's MOOE, local funds, Special Education Fund, School Campus Journalism Fund and other available funds subject to the usual accounting and auditing rules and procedures.



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9. Membership fee or the registration for the Journalism Club/Organization shall be charged from personal of the interested participants or other source of funds except School MOOE.
10. All delegations are expected to be at the venue on day 1, for the checking of laptops for the group contests.
11. Recognizing and respecting Intellectual Property Rights, the DepEd SOCCSKSARGEN adheres to the rule concerning plagiarism. This Department 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 whether they are published in print or electronic copy.** The School Paper Adviser as in charge of campus journalism shall be responsible for this aspect.
12. Schools who will join the school paper contest shall submit 1 hard copy of their school paper following the prescribed size for the category as well as the soft copy of the paper at the CID office to Emir Al-Muntazar Elam **on or before March 20, 2024, 3:00 p.m.**
13. The certificate of circulation duly signed by SPA and noted by the principal shall be submitted upon registration.
14. All schools shall have their **Preregistration using the drive uploaded in the official GC of the School Paper Advisers.** SDOSC shall follow the **“No Preregistration, No Contestant”** policy.
15. The Division will strictly follow the **“No Certification of Circulation, No Student Contestant”** policy.
14. The top 10 winners in all events per contest, per category per medium shall be recognized, and the points of individual and group contests garnered shall be included in the computation of overall scores. While, to represent the Schools Division of South Cotabato for the 2024 RSPC, the Top 5 for Individual events and First Placer winners of the group events shall qualify for the RSPC.
15. Learners at the elementary and secondary (both junior and senior high schools) levels are eligible to join the contest. Each school shall submit the Pre-Registration Form on or before March 15, 2024 template of which shall be forwarded to the official group chat of the School Paper Advisers.
16. For TV Script Writing and Broadcasting contestants, an orientation will be conducted 3 hours before the opening of the program.
17. Please refer to the following enclosures for guidance and reference:



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Enclosure No. 1	Guidelines for the Selection of Winners in the Different Individual Writing Contests
Enclosure No. 2	Guidelines for Radio Scriptwriting and Broadcasting
Enclosure No. 3	Guidelines for the Collaborative Desktop Publishing Contests
Enclosure No. 4	Guidelines for the Online Publishing Contest
Enclosure No. 5	Guidelines for TV Scriptwriting and Broadcasting
Enclosure No.6	Guidelines for School Paper Contest
Enclosure No.7	Criteria for the Search for Outstanding School Paper Adviser
Enclosure No.8	Criteria for the Search for Most Outstanding Campus Journalist
Enclosure No.9	Workplan for 2024 DSPC

18. In case of additional information and/or requirements for the 2024 DSPC, division advisories shall be issued accordingly.

19. For clarifications and inquiries, contact **Zynafe V. Caijo**, Education Program Supervisor through zynafe.caijo@deped.gov.ph and **Hermie M. Jarra**, Education Program Supervisor through hermie.jarra@deped.gov.ph.

20. For dissemination, information, and guidance of all concerned.


LEONARDO M. BALALA, CESO V
Schools Division Superintendent

Encl.: As stated

Reference: As cited

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

CAMPUS JOURNALISM

CURRICULUM PRESS CONFERENCE

ZVC/DM- 2024 South Cotabato Division Schools Press Conference
0000/February 22, 2024



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Enclosure 1

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 the school paper, either in English or in Filipino for the school year 2023-2024 and who were selected per school in each category are allowed to compete in the various individual contests of the DSPC.

The following will be strictly implemented:

A. General

1. The individual events to be contested are News Writing, Editorial Writing, Feature Writing, Sports Writing, Editorial Cartooning, Photojournalism, Copy Reading & Headline Writing, Science and Technology Writing, and Column Writing.
2. Should there be questions and assistance needed, the participants can only raise their concerns to the assigned proctor and/or examiner.
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. All Journalism Coordinators and selected Teachers from the host Municipality shall be facilitators in the conduct of the individual writing contests and shall attend a series of meetings and orientation before the actual conduct of DSPC.
5. Any violation of the stipulated guidelines will be grounds for the disqualification of the participant.
6. The decision of the board of judges in all aspects of the contest is final and irrevocable.

B. Specific

1. Sports Writing:
 - a. The TWG shall orient and give final instructions to the contestants before the contest proper.
 - b. A pre-game conference shall be conducted for the introduction of the



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players, coaches, and tournament officials. Consequently, a post-conference shall be held for further interviews and data gathering.

c. Contestants shall be made to watch an actual game where they shall gather appropriate data and/or interview officials and athletes before and after the game.

d. The actual sports writing contest shall be done right after the coverage of the game.

2. Copyreading and Headline Writing

a. The contestants shall use the standard copy reading symbols (AP Stylebook) and follow the directions given in the contest piece.

b. They will also **provide a headline for the article** that they have edited

and include the appropriate printer's directions.

c. The contestants shall bring their own pencil for the article.

3. Editorial Cartooning

a. The contestants shall provide two (2) **pencils (Mongol 482 No. 2)** and two (2) pieces of **Oslo paper** with a long brown folder.

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.

d. Use of additional drawing materials (enhancers) shall be **a ground for disqualification.**

4. Photojournalism

a. *Preparation:*

1. Contestants should be at the contest venue thirty (30) minutes before the orientation on the guidelines.

2. The contestants are allowed to use any point-and-shoot digital camera(compact camera) with a maximum of 24.3 megapixels. Contestants who will use any DSLR and other high-end cameras **will not be permitted to join the contest.**



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3. The contestant should bring his/her own camera cable for uploading pictures. Cellular phones, extra digital cameras, extra storage cards, or any additional materials/equipment are not allowed in the contest area.

4. All contestants shall bring and submit a caption sheet for checking 3 hours before the contest. These will be duly checked, sealed, and secured in front of the participants. 9.D. 5. Cellular phones, extra digital cameras, extra storage cards, or any additional materials/equipment **are not allowed** in the contest area.

5. The contestants shall bring their own black ink ballpen while the TWG will provide scratch papers where contestants can write down notes during the shooting.

6. Contestants shall set the date and time of their own camera.

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.

2. Control shot shall be the first shot.

3. 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 provided during the orientation.

4. The contestants are allowed to take **unlimited shots** but will submit five (5) possible photos with a caption for the given theme and the control shot.

5. Contestants shall retain in the memory card photos to be submitted only.

6. Contestants shall be given 30 minutes to write captions for each of the five photos.

7. All entries with caption sheets shall be submitted to the examiner after the allotted time.

8. Memory cards per division will be returned to the participants through their Education Program Supervisors after the closing program.



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9. During the actual photo shooting, the advisers, trainers, parents, and spectators are NOT allowed in the venue.



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Enclosure No. 2

GUIDELINES FOR RADIO SCRIPT WRITING AND BROADCASTING

A. General

1. Each school shall have two separate teams composed of five (5) members for English and five (5) members for 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 the 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.

B. Specific

1. Script Writing

- a. The students will be given 1 1/2 hours 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 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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- b. Each team may use up to three laptops, cleared of stored documents, and an inkjet printer in preparing and printing the script.
- c. They are required to bring extension wires and other equipment, such as a CD player for rehearsal.
- d. 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.
- e. 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.).
- f. Scripts should be:
- encoded using Arial font size 12 black font color
 - with directorial instructions in capital letters
 - double-spaced with normal margin (1 inch on all sides)
 - printed on an A4-sized bond paper (8.27 X 11.69 inches")

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.

2. **Broadcast Simulation**

- a. 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.
- b. The organizers/host Municipality 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 CD player, laptops, and other sources of sound effects, except mobile phones.



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- c. Except for the volume meter, contestants/technical directors shall not be allowed to change, adjust and manipulate the main control board during their presentation.
- d. **Mobile phones and reference books shall not be allowed in the contest area.**
- e. In case of power failure, the affected team shall be allowed to perform again.
- f. 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.
- g. 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.
- h. 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.
- i. The entire production schedule shall be governed by the zero (0) or perfect score for the time scoring requirement.
- j. The contestants shall leave the broadcast room right after their presentation.
- k. The team who complied with the 5-minute production shall be given a perfect score (5 points). In case of undertime/overtime, the following scheme of deductions from the overall results shall be followed

Undertime/Overtime

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



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Enclosure No. 3

GUIDELINES FOR THE COLLABORATIVE DESKTOP PUBLISHING CONTEST

1. Each division shall organize a team of five members/contestants who shall not be competing in any of the Division individual writing contests. There will be one team for English and another for Filipino, both at the elementary and secondary levels.
2. Contestants shall wear their uniform or delegation shirts during the contest. They are required to attend the orientation before the actual competition.
3. 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.
4. 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.
5. The team will be given four (4) hours for data gathering, writing, lay-outing, and editing.
6. 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 RTWG on April 14, 2023 (3:00-5:00 pm 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 team. Mobile phones and other electronic gadgets shall not be allowed except for digital cameras and laptops with disabled internet connection.
7. Laptops to be submitted to RTWG shall be labeled with the following format:
Category–Medium–Level–Division
Name, School, Division

Example:

Collaborative Desktop Publishing – English – Secondary – Tacurong
Xhaunn Derek Dellava, Tacurong National High School, Tacurong



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8. Each group will be required to convert their output into **pdf** format, print it, 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**, 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 the mini-press conference.
11. The top (5) five 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.



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Enclosure No. 4

GUIDELINES FOR THE ONLINE PUBLISHING CONTEST

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.
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.
7. The team will be given four (4) hours for writing, layout, 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 division 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 (5) five 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.



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Enclosure No. 5

GUIDELINES FOR TV SCRIPT WRITING AND BROADCASTING

1. Each school can be represented by one or two Broadcast Teams; one from the regular curriculum category and another team from SPJ implementing schools. Each competing team shall have five (5) members in Filipino and five (5) members in English.

A. 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
- 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.



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- d. NOTE: After video editing, each Team must be prepared to tape as "LIVE" its news cast.
- e. Tape as "LIVE" Broadcast Presentation – 10 mins.
- f. Post Production - 1 hr. to 1 hr. and 55 mins. (with deduction)

B. 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 storyline-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, newsworthiness, 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.
 - e. (2) AV PACKAGE – Reporter's AV Package with standupper/standupper



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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 the 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. EASER (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	

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.



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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 (chargers, 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 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.
 - 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



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given. A team that delivers the broadcast within the allotted time shall also be given a corresponding deduction.

Undertime/Overtime

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

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 the 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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Enclosure No. 6

GUIDELINES FOR SCHOOL PAPER CONTEST

1. The School Paper contest is open to all elementary and secondary schools,
2. The top ten (10) winners in each section per medium (English and Filipino) will be declared as the best school papers in the Division. Points of the school paper contest shall NOT be included in the computation of the overall result.
3. The school paper must be submitted in **PDF format**. Thus, they shall submit an e-document of the school paper for each medium (English and Filipino). The entries of each division are supposed to be consolidated upon submission. The drive for each medium shall contain folders for the following categories to be contested:
 - a. News Section / Pahinang Balita
 - b. Editorial Section / Pahinang Editorial
 - c. Features Section / Pahinang Lathalain
 - d. Sports Section / Pahinang Pampalakasan
 - e. Science & Technology Section/Pahinang Agham at Teknolohiya
 - f. Layout and Page Design Category /Kategoryang Pag-aanyo at Disenyong Pahina
4. Each participant/entry may also submit 4 hard drives with 32G labeled by category:

English-Elementary, English-Secondary, Filipino-Elementary, and Filipino Secondary.
5. The TWG will do the copy furnished for the judges.
6. Any school paper found to have copied and published texts, images, and other materials without duly acknowledging their sources shall be disqualified from the contest.
7. Each section will be judged/evaluated according to the guidelines/criteria set for the section/category. The technical specifications for both elementary and secondary levels are as follows:
 - a. Number of pages - minimum of 12, maximum of 20
News Section - at least 3 pages
Editorial Section - at least 2 pages



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Features Section	- at least 3 pages
Sports Section	- at least 2 pages
Science & Technology	- at least 2 pages

- b. Process : Offset/digital
- c. Color: All pages in full-color
- d. Size - 9" x 12" - elementary
12" x 18" - secondary

8. Deadline for submission of division entries for the school paper contest will be announced through an **Advisory**. Only School Journalism Coordinators shall be allowed to submit to the Division Journalism Coordinator.

9. There shall only **one** School Paper Adviser per School Paper entry.

10. There will be an announcement of the top three winners and overall champion in English and Filipino school paper categories, however, the points of the ranking shall not be added to the determination of the best-performing divisions.



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Enclosure No. 7

CRITERIA FOR THE SEARCH FOR OUTSTANDING SCHOOL PAPER ADVISER

General Guidelines

1. The Division Office shall conduct the selection for one Outstanding School Paper Adviser and one Outstanding Campus Journalist for both Secondary and Elementary levels.
2. Each division should have only one entry for every category based on the criteria provided by the Regional Office.
3. Candidates shall be ranked based on the total points garnered. The top three (3) shall be given the following equivalent points, for consideration in the computation of the overall standing of the division, to wit:

1st place – 5 points

2nd place – 3 points

3rd place – 1 point

4. The Selection Committee shall be composed of the following:

Chairman: Chief of CID

Members: Division Coordinators of Campus Journalism, (1) Division Education Program Supervisor, and President of the Association of Elementary and Secondary School Paper Advisers as needed.

5. Each school shall have one (1) entry per category (CJ/ SPA-elementary/ secondary) for the search. The deadline for submission of pertinent documents, interview of applicants for the Search for Outstanding SPA and CJ, and evaluation of their documents as well as the interview shall be announced through an advisory.

Basic Qualification: *Must have been a school paper adviser for at least three (3) consecutive years, immediately prior to the search*

A. Performance Rating ----- **5 points** Must have an average performance rating of not lower than Very Satisfactory (VS) for the past three (3) school years

Descriptive Rating



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96 – 100 – 5 pts.	SY 2023-2024	=	
91 – 95 – 4	SY 2022-2023	=	
86 – 90 – 3	SY 2021-2022	=	
80 – 95 – 2			

76 – 80% - 1

B. Achievement in Journalism Contest (for the past three years)-----55 points

1. Individual Contest ----- 20 pts.

	1st	2nd	3rd	4th	5th	6th	7th
National Level	20	19	18	17	16	15	14
Regional Level	13	12	11	10	9	8	7
Division Level	6	5	4	3	2	1	1

2. School Paper Contest -----20 pts.

	1st	2nd	3rd	4th	5th	6th	7th
National Level	20	19	18	17	16	15	14
Regional Level	13	12	11	10	9	8	7
Division Level	6	5	4	3	3	2	2

3. Scriptwriting and Radio Broadcasting -----10 pts.

a. Individual Awards

	1st	2nd	3rd	4th	5th
National Level	10	9	8	7	6
Regional Level	5	4	3		
Division Level	3	2	1		

b. Group Awards

	1st	2nd	3rd	4th	5th
National Level	10	9	8	7	6
Regional Level	5	4	3		
Division Level	3	2	1		



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4. Collaborative Publishing-----5 pts.

a. Group Awards

	1st	2nd	3rd
National Level	5	4	3
Regional Level	3	2	1
Division Level	2	1	1

*In the event that there are several wins, the highest rank/points shall be considered. *Coaching by appointment will not be given points unless competed in the lower level.

C. Leadership Related to Journalism-----15 pts.

Position	National	Regional	Division
Association President	15	10	5
Vice President /Asso.Publication Editor /EI	13	7	5
Asst. Editor /Section Editor			
Secretary /Treasurer/other positions	10	5	3

**In the event that there are several positions, the highest shall be considered.*

D. Community and Extension Services Related to Journalism----- 10 pts.

	National	Regional	Division
Organizer/Trainer/Resource Speaker/Committee Chairperson	10	7	5
Facilitator	7	4	2
Committee Membership	4	2	1

E. Published Reading Materials and journalism articles (news, features, etc). (level- International 5...)

Books/Modules on Journalism --- **5 pts** 1 per article (maximum of 5 points)



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F. Panel Interview -----

10pts.

Total: 100 points

*Non-appearance of the candidates in the panel interview is not a ground for disqualification in the search.



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Enclosure No. 8

CRITERIA FOR THE SEARCH FOR MOST OUTSTANDING CAMPUS JOURNALIST

	CRITERIA
1. ACADEMIC PERFORMANCE	10 PTS
With Highest Honors	10 pts
With High Honors	8 pts
With Honors	6 pts
2. ACHIEVEMENT IN JOURNALISM AND OTHER RELATED COMPETITIONS FOR THE PAST THREE (3) YEARS ES and 5 years for JHS/SHS (All achievements shall be added)	

A Individual Contests

A.1. National

Rank	1st	2nd	3rd	4th	5th	6th	7th
	20	19	18	17	16	15	144

A.2. Regional

Rank	1st	2nd	3rd	4th	5th	6th	7th
	13	12	11	10	9	8	7

A.3. Divisional

Rank	1st	2nd	3rd	4th	5th	6th	7th
	7	6	5	4	3	2	1

B. School Paper Contest

B.1 National

Rank	1st	2nd	3rd	4th	5th	6th	7th
	20	19	18	17	16	15	14

B.2 Regional

Rank	1st	2nd	3rd	4th	5th	6th	7th
	13	12	11	10	9	8	7



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B.3 Divisional

Rank	1st	2nd	3rd	4th	5th	6th	7th
	7	6	5	4	3	2	1

C. Radio Broadcasting/TV Broadcasting Contests

C.1 National

Rank	1st	2nd	3rd	4th	5th	6th	7th
	5	4	3	2	1	1	1

C.2 Regional

Rank	1st	2nd	3rd	4th	5th
	4	3	2	1	1

C.3 Division

Rank	1st	2nd	3rd
	3	2	1

D. TV Broadcasting Contests

D.1 National

Rank	1st	2nd	3rd	4th	5th	6th	7th
		5	4	3	2	1	1 1

D.2 Regional

Rank	1st	2nd	3rd	4th	5th
		4	3	2	1 1

D.3 Divisional

Rank	1st	2nd	3rd
	3	2	1

E. Collaborative Publishing Contests

E.1 National

Rank	1st	2nd	3rd	4th	5th	6th	7th
	5	4	3	2	1	1	1

E.2 Regional

Rank	1st	2nd	3rd	4th	5th



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	4	3	2	1	1
E.3	Divisional				
Rank	1 st	2 nd	3 rd		
	3	2	1		

(Note: All Journalism and literary competitions shall be considered)

2. LEADERSHIP RELATED TO JOURNALISM	Maximum	15 PTS	Position	
	National	Regional	Division	School
President	15	13	11	9
Vice President	12	10	9	7
Sec., Treas. and other Positions	10	8	6	5
Editor in Chief, Section Editor	15	13	11	9
Writer/Researcher/Other Positions	10	8	6	5

3. EXTENSION SERVICE/CONTRIBUTION TO JOURNALISM

Maximum 10 PTS

Services	National	Regional	Division	School
Organizer, Trainer	10	7	5	3
Resource Speaker	10	7	5	3
Committee Chairperson	10	7	5	2
Facilitator	7	4	2	1
Committee Membership	4	2	1	1

4. PUBLISHED RESEARCHES, READING MATERIALS, AND ARTICLES RELATED TO JOURNALISM

Maximum of 5 PTS.

- a. Book 5 pts
- b. Written Articles in Newsletters of Regional Association/ Newspapers/Magazines etc. (1point per article)

Note: Articles in School Publication are not included



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5. PANEL INTERVIEW BY THE SELECTION COMMITTEE
Maximum of 5 PTS
(Non-appearance of the nominee in the panel interview is not a ground for disqualification)



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Enclosure No. 9

WORKPLAN FOR 2024 DIVISION SCHOOLS PRESS CONFERENCE

DATE	ACTIVITY	VENUE	PERSONS INVOLVED
February 13, 2024	Initial meeting with the School Heads of the host schools as well as the District Head	Respective schools	Division Journalism Coordinator, School Heads
February 21, 2024	Lobby with the Municipal LGU for assistance.	Online	Division Journalism Coordinator, Municipal link and the District Head (LSB).
March 1, 2024	DSPC 2024 Planning Conference	Division Office	Division Journalism Coordinators, SPA Officers, Host SPAs
March 5-6,2024	Preparation of paper works needed – Program, Certificates, Entry Pass, CA	Division Office	Division Journalism Coordinators, SPA Officers
March 12, 2024	Orientation of School Heads, Proctors and TWG	Libertad NHS	Division Journalism Coordinators, Proctors, host School Heads, TWG
March 13, 2024	Meeting with 2024 DSPC Technical Working Group	Division Conference Hall	Division Journalism Coordinators, Selected TWG
March 20, 2024	Submission of SP entries and documents for OSPA	Onsite	Division Journalism Coordinators, School and District Journalism



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	and OCJ		Coordinators
March 23, 2024	Interview for the Outstanding SPAs and OCJs	Onsite	Division Journalism Coordinators



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