



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

Office of the Schools Division
Superintendent

20 Jan 2025

DIVISION MEMORANDUM
CID No. **026**, s. 2025

SOUTH COTABATO DIVISION SCHOOLS PRESS CONFERENCE 2025

To: Public Schools District Supervisors/Principals In-Charge
Public and Private Elementary and Secondary School Heads
School Paper Advisers
All Others Concerned

1. In reference to the Region Memorandum CLMD-2025- re: **2025 Regional Schools Press Conference**, the Schools Division of South Cotabato through the Curriculum Implementation Division announces the conduct of **South Cotabato Division Schools Press Conference (DSPC) 2025** to be hosted by the Municipality of Polomolok on February 13-15, 2025.
2. The opening program shall be held at Polomolok Municipal Gymnasium while the contest shall be at Polomolok Central Elementary School and billeting venues shall be Polomolok CES and Polomolok NHS.
3. The conference aims to:
 - a. demonstrate understanding of the importance of journalism by expressing it through different journalistic endeavors and approaches;
 - b. sustain advocacy on social consciousness;
 - c. provide a venue for an enriching learning experience for students' interest in Journalism as a career;
 - d. promote responsible journalism experiences and ethical use of social media;
 - e. enhance journalistic competencies and implementation of the Special Program in Journalism while building self-confidence in learning responsible Journalism;



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- f. maximize learners' participation in school and division levels; and
 - g. select qualifiers who shall represent the region at the 2025 RSPC.
4. All schools are encouraged to conduct school level school press conference to maximize the participation 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*.
5. Anent this, participants who will join the DSPC who shall render services at weekends and holidays related to the conduct of DSPC 2025 shall be entitled to Compensatory Time Off (CTO) and Service Credits whichever is applicable subject to existing rules and regulations, specifically, CSC and DBM Joint Circular No.2, s.2004 re Non-monetary Remuneration for Overtime Services Rendered.
6. The events that shall be contested for 2025 RSPC are individual writing contests, group events, Search for Outstanding School Paper Advisers and Campus Journalists, and the school paper contest.
7. Participants in the 2025 DSPC are the following:
- a. **Maximum of two** contestants per school for the different individual writing contests such as News Writing, Editorial Writing, Feature Writing, Sports Writing, Copyreading and Headline Writing, Editorial Cartooning, Photojournalism, and Science & Technology Writing, column writing, and mobile journalism (exhibition) in English and Filipino of both elementary and secondary levels (Junior and Senior High Schools);
 - b. **One group per category** (Eng. And Fil) for 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** are allowed independent Entries for TV Script Writing and Broadcasting (Secondary only), Radio Script Writing Broadcasting (Elementary and Secondary).
 - d. School Paper Advisers;



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- e. Outstanding School Paper Advisers and Campus Journalists; and
 - f. Division journalism coordinators, judges, and TWG members.
8. A registration fee of **Four Hundred Pesos (PhP 400.00)** shall be charged to each campus journalist to defray expenses on certificates, administrative costs, honoraria, food and accommodation of the judges while the food of the delegates, (managed by the school) transportation and other related costs of the participants are chargeable against School's Maintenance and/or Other Operating Expenses/local/school/Special Education Fund, School Campus Journalism Fund and other available funds subject to the usual accounting and auditing rules and regulations.
9. **The deadline for Registration and payment at the Cashier's Office, Schools Division of South Cotabato City of Koronadal, South Cotabato shall be on February 7, 2025. Late registrants will not be entertained.**
10. Participants may go to the billeting venues (Polomolok CES for Elementary and Polomolok NHS for secondary schools) on February 12, 2025 4:00 p.m. onwards. All contestants for group events are required to submit their laptops for checking at Polomolok NHS computer laboratory on February 12, 2025, 5:00 p.m.
11. Recognizing and respecting Intellectual Property Rights, DepEd South Cotabato 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 published in print or electronic copy.** The School Paper Advise and the school head shall be responsible for this aspect.
12. Any violation of the stipulated guidelines is subject to disqualification.
13. The Division shall strictly follow the **"No School Paper, No Student Contestant"** policy hence **all schools shall submit a soft copy of their school paper on or before February 7, 2025, 10:00 a.m.**
14. Schools who will join in the school paper competition shall **submit three (3) hard copies printed in long bond paper.**
15. 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 for the declaration of *Best Performing School and best performing Municipality*. **The scores garnered for the school paper contest shall not be part of the computation.**
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16. Only the top 5 winners of all individual events shall be qualified for the 2025 Regional Schools Press Conference.

17. Only Bonafide learners enrolled at elementary and secondary levels (junior and senior high schools) from public and private schools can join the contest.

17. Please refer to the following enclosures for guidance and reference:

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

18. Attached is the DepEd Memorandum re 2024 National Schools Press Conference as reference for the Criteria.

19. For clarifications and inquiries, please 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

Enclosure: None
Reference: As stated

ZVC/DM- 2025 division schools press conference
0000/January 20, 2025



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Enclosure 1 to Division Memorandum CID No. s. 2025

**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 2024-2025 and who won in specific categories are allowed to compete in the various individual contests of the DSPC.

School paper advisers, teachers, principals, parents, or guardians who will be found in the contest venue will be grounds for disqualifying their contestants.

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 ten (10) 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) but only the top five (5) winners shall represent the Division to the 2025 RSPC.
4. Any violation of the stipulated guidelines will be grounds for the disqualification of the participant.
5. The decision of the board of judges in all aspects of the contest is final and irrevocable.
6. All submissions will be the property of the Department of Education and may be used for educational and publicity purposes.

B. Specific

1. Sports Writing:
 - a. The TWG shall orient and give final instructions to the contestants before the contest proper.
 - b. The list of possible sports events to be contested shall be announced during the solidarity meeting on Day 0.



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- c. 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.
- d. 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 copyreading 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 pencils for the article.

3. Editorial Cartooning

- a. The contestants shall bring two (2) **pencils (Mongol 482 No.2), oslo paper and a long 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 shall use DSLR cameras with standard lens of DSLR - 18-55m, f/35-5-6 (standard lens). Those who will use other cameras**

with long lenses or do not follow the given specification will not be allowed 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, mirrorless, extra storage cards, or any additional materials/equipment are not allowed in the contest area.
4. **The proctor/s assigned for photojournalism shall transfer the files in front of the contestants to the laptop which will be provided by RO PMT. The proctor shall label the folder according to the code assigned to each participant.**
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. **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.**
7. Contestants must write the file name of each photo in the caption sheet.
8. 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 to be determined by the examiner.
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.



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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 will be returned to the participants by the examiner.
9. During the actual photo shooting, the advisers, trainers, parents, and spectators are NOT allowed in the venue.

Enclosure 2 to Division Memorandum CID No. s.2025

GUIDELINES FOR RADIO SCRIPT WRITING AND BROADCASTING

A. General

1. Each division shall have two separate teams **composed of seven (7) members for English and seven (7) members** for Filipino categories, in both elementary and secondary levels **except for online with 5 members**. 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, technical application, and best script while group award includes the best infomercial.
5. The decision of the members 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. 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 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.
- b. Each team may use up to three laptops, cleared of stored documents, and an inkjet printer in preparing and printing the script.



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- c. They are required to bring extension wires.
- 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** 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. The student broadcasters shall be concealed from the judges all throughout their presentation.
- b. 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 laptops, and other sources of sound effects, except mobile phones.
- 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.



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- 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

Enclosure 3 to Division Memorandum CID No. s. 2025

GUIDELINES FOR THE COLLABORATIVE DESKTOP PUBLISHING CONTEST

1. Each division shall organize a team of seven (7) 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.
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 as the basis for the actual writing of 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 TWG 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 TWG shall be labeled with the following format:



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Category–Medium–Level
Name, School

Example:

***Collaborative Desktop Publishing – English – Secondary
Maria Piattos, Polomolok National High School***

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. **Use of a pen tab is allowed in editorial cartooning provided that the device does not have memory or a processor.**
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 4 to Division Memorandum CID No. s. 2025

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 TWG.
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 and shall also bring their own scanner when necessary.
9. Each team shall bring two (2) pocket wifis (preferably with two different networks) and an extension cord.
10. Each group shall submit its URL to the assigned examiner.
11. **The platform to be used shall be word press.**
12. The top (3) three 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 5 to Division Memorandum CID No. s.2025

GUIDELINES FOR TV SCRIPT WRITING AND BROADCASTING

1. Each division shall be represented by two Broadcast Teams; one from the winning entry in the DSPC and one winning team from SPJ implementing schools, in coordination with the division EPS in Journalism and approved by the SDS. Each competing team shall have seven (7) members in Filipino and seven (7) 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. Maximum of two 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

Note: Only one mobile phone (without sim and emptied internal storage) compatible with the laptop which shall also be subjected to checking along with the sim and laptop.

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.



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- c. Video Editing – 1 Hr.
- 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 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



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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. 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	

- 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



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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 proper acknowledgment, such as “video courtesy” or “file video” is indicated.

C. BROADCAST PRESENTATION

1. 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 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 given. A team that delivers the broadcast within the allotted time shall also be given a corresponding deduction based on the following criteria for adherence to time allotment (5%):

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.
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- 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 at the specified time, it shall be automatically disqualified from the competition.



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Republic of the Philippines
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SCHOOLS DIVISION OF SOUTH COTABATO

Enclosure 6 to Division Memorandum CID No. s. 2025

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

- A. The School Paper Contest is open to Elementary and Secondary schools whose school papers.
- B. The top five highest pointers both in English and Filipino will be declared as the best school papers; however, the points of their ranking shall not be added to determine the best-performing schools/ Municipality that will be recognized in the awarding ceremony on the last day of conduct of the DSPC.
- C. Any school paper found to have copied and used texts, images, or other materials without duly acknowledging their sources, the following sanctions will be applied:

First Offense: Disqualification from the contest.

Second Offense: A formal notification will be sent to the SDS, who will then inform the concerned School Head. The SDS will issue a written reprimand to the school paper adviser/s and the school principal. The concerned school paper adviser will undergo a refresher course on Plagiarism organized by the Division. Accordingly, the School Head shall implement plans and programs to intensify academic honesty and integrity.

Third Offense: Disqualification from the School Paper Contest for three consecutive years.

- E. For the 2025 DSPC, each school must upload the entire school paper per category/section (in PDF) to the link to be provided to the. **ONLY** the SPA or a duly authorized representative is authorized to submit the school paper entries.
- G. The following, properly foldered and labeled (e.g., PNHS-News-Eng-Sec), must be uploaded to the drive from TWG.
- H. Report of the process observed in ensuring plagiarized-free articles shall also be signed by the School Head.
- I. Deadline for submission of division entries for the school paper contest will be on **January 31, 2025, until 5:00 o'clock in the afternoon.**
- J. The decision of the Board of Judges in all aspects of the contest is final and irrevocable.



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Enclosure 5 to Division Memorandum CID No. s.2025

Enclosure 5 to Division Memorandum CID No. s.2025

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

A. Editorial Section

1. The section must consist of at least two 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 mandatory.
2. The discussion of issues should demonstrate a fair and balanced presentation of both sides of the issue, a clear moral purpose, logical reasoning, and proper citations/attribution of sources.
3. Topics featured in the section should tackle various international, national, or local issues that may have direct or indirect impact on the school or the community it serves.
4. The decision of the Board of Judges is final and irrevocable.

B. News Section

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

C. Feature Section

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



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D. Sports Section

1. The section must consist of at least two pages.
2. The content and scope of the sports news should cover international, national, regional, community, and school-related sports news stories.
3. The section may contain straight or spot news, advance/follow-up report; news bits; news feature/news analysis; in-depth news, features and editorial/column related to sports.
4. The decision of the Board of Judges is final and irrevocable.

E. Science and Technology Section

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

F. Layout and Page Design Category

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



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SCHOOLS DIVISION OF SOUTH COTABATO

Enclosure 7 to Division Memorandum CID No. 2025

GUIDELINES AND 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 school should have only one entry for every category based on the criteria provided by the management.
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. 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 shall be **January 31, 2025**.
5. A copy of the school paper published for the past three (3) years must be submitted.
6. The candidate shall submit the photocopy of all documents to the Regional Search Committee duly certified true and correct by the Division Supervisor in charge of Journalism. An endorsement letter from the Schools Division Superintendent shall form part of the documents to be submitted.
7. An adviser - OSPA awardee who transfers from one level to another (i.e. elementary to secondary or vice versa) may vie for another OSPA award on his/her current level only after a five-year service as School Paper Adviser.
8. Contenders who failed to be adjudged as the Outstanding School Paper Adviser may vie again the following year.
9. The candidate who garnered the highest accumulated points will be declared as the Outstanding School Paper Adviser.
10. Only the regional winner duly endorsed by the regional director shall be recognized at the Awarding Ceremony during the National Schools Press Conference.
11. Past winners in the NSPC are excluded from future nominations.



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A. PERFORMANCE RATING

1. Must have an average performance rating of not lower than Very Satisfactory (VS) for the past five (5) school years.

B. ACHIEVEMENTS IN JOURNALISM CONTESTS FOR THE PAST FIVE YEARS

(NOTE: Achievements in Journalism Contests — are those awards received by the nominee from Schools Press Conferences sanctioned by the Department of Education. The candidate shall earn the corresponding points of all his/her winnings at all levels for the last 10 years, in all instances.)

1. INDIVIDUAL CONTESTS

	Weight	Earned points
a. National		
1st ----- 20 pts	<u>8%</u>	_____
2nd ----- 19 pts		
3rd ----- 18 pts		
4th ----- 17 pts		
5th ----- 16 pts		
6th ----- 15 pts		
7th ----- 14 pts		
b. Regional		
1st ----- 12 pts	<u>5%</u>	_____
2nd ----- 11 pts		
3rd ----- 10 pts		
c. Division		
1st ----- 7 pts	<u>3%</u>	
2nd ----- 6 pts		
3rd ----- 5 pts		

2. GROUP CONTESTS

a. National		
1st ----- 20 pts	<u>8%</u>	
2nd ----- 19 pts		
3rd ----- 18 pts		
4th ----- 17 pts		
5th ----- 16 pts		
6th ----- 15 pts		



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7th -----	14 pts		
b. Regional		Weight	Earned Points
1st -----	12 pts	<u>5%</u>	_____
2nd -----	11 pts		
3rd -----	10 pts		
c. Division			
1st -----	7 pts	<u>3%</u>	_____
2nd -----	6 pts		
3rd -----	5 pts		

2.1 SPECIAL AWARDS IN GROUP CONTESTS

		Weight	Earned Points
a. National			
1st -----	15 pts	<u>3%</u>	_____
2nd -----	14 pts		
3rd -----	13 pts		
4th -----	12 pts		
5th -----	11 pts		
6th -----	10 pts		
7th -----	9 pts		
b. Regional			
1st -----	7 pts	<u>2%</u>	_____
2nd -----	6 pts		
3rd -----	5 pts		
c. Division			
1st -----	4 pts	<u>1%</u>	_____
2nd -----	3 pts		
3rd -----	2 pts		

3. SCHOOL PUBLICATION CONTEST

		Weight	Earned Points
*points per section			
a. National			
1st -----	13 pts	<u>6%</u>	_____
2nd -----	12 pts		



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3rd ----- 11 pts
 4th ----- 10 pts
 5th ----- 9 pts
 6th ----- 8 pts
 7th ----- 7 pts

b. Regional

3%

1st ----- 6 pts
 2nd ----- 5 pts
 3rd ----- 4 pts

c. Division

2%

1st ----- 3 pts
 2nd ----- 2 pts
 3rd ----- 1 pt

MOVs:

Certificate/s of Recognition

Copy of the official results (divisional, regional and national levels) where the name of the applicant is indicated.

4. LEADERSHIP RELATED TO JOURNALISM

(Highest position elected per level. Only organization/s recognized or organized by DepEd)

Position	National	Regional	Division	Weight	Earned Points
				13%	_____
President	25	20	15		
Vice President	20	15	10		
Other positions	18	12	8		

MOVs:

Certificate of Recognition from the Schools Division Superintendent, Regional Director and NSPC Focal Person

Accomplishment Report



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5. EXTENSION SERVICES RELATED TO CAMPUS JOURNALISM:

Organizer/Facilitator

		Weight	Earned Points
National	10 pts	13%	_____
Regional	7 pts		
Division	5 pts		

Innovations and Advocacies Related to Campus Journalism Implementation

National	15 pts
Regional	12 pts
Division	10 pts
District	8 pts
School	6 pts

MOVs:

Copy of the Project Proposal / Concept Paper and Accomplishment Report for innovations and advocacies.



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Enclosure 8 to Division Memorandum CID No. s. 2025

GUIDELINES AND CRITERIA FOR THE SEARCH FOR OUTSTANDING CAMPUS JOURNALISTS

Recognizing the Outstanding Campus Journalists of the Philippines is the highest merit given to the campus journalists of the country who have demonstrated commendable performance in campus journalism.

Qualifications:

1. Must be a bonafide pupil / student.
2. Must be a member or a writer of the school publication

General Guidelines

1. Each Regional School Paper Advisers Association in cooperation with the Department of Education regional office, shall select one outstanding campus journalist of the region.
2. The regional search committee shall be composed of CLMD Chief, Regional Supervisor in-charge of journalism, EPS, and Regional Association Presidents (Elementary and Secondary). The search committee may opt to add members coming from the Regional Office (1), regional SPA associations for elementary (1) and for secondary (1).
3. The candidate shall submit a photocopy of all documents to the Regional Search Committee duly certified true and correct by the Division Supervisor in charge of Journalism. An endorsement letter from the Schools Division Superintendent shall form part of the documents to be submitted.
4. The candidate who garnered the highest accumulated points will be declared as the Outstanding Campus Journalist at the Elementary or Secondary levels.
5. Only the regional winner duly endorsed by the regional director shall be recognized at the Awarding Ceremony during the National Schools Press Conference.



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CRITERIA FOR THE SEARCH FOR OUTSTANDING CAMPUS JOURNALIST

A. ACADEMIC STANDING in ALL LEARNING AREAS (latest grading period)

Rank	with Highest Honors	with High Honors	with Honors	89-85 average
Points	15	10	5	3

Earned points:

MOVs:

SF 9 – Report Card

Certificate of Recognition / Certification from the school principal

B. ACHIEVEMENTS IN CAMPUS JOURNALISM

Achievement in Campus Journalism Contests — are those awards received by the nominee every year from Schools Press Conferences organized by the Department of Education

1. Individual Contests

Earned Points

a. National

Rank	1st	2nd	3rd	4th	5th
Points	25	24	23	22	21

b. Regional

Rank	1st	2nd	3rd	4th	5th
Points	20	19	18	17	16

c. Division

Rank	1st	2nd	3rd	4th	5th
Points	15	14	13	12	11



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2. Group Contests

a. National

Rank	1st	2nd	3rd	4th	5th
Points	25	24	23	22	21

b. Regional

Rank	1st	2nd	3rd
Points	20	19	18

c. Division

Rank	1st	2nd	3rd
Points	15	14	13

Special Awards in Group Contests:

Earned Points

a. National

Rank	1st	2nd	3rd	4th	5th
Points	15	14	13	12	11

b. Regional

Rank	1st	2nd	3rd
Points	10	9	8

c. Division

Rank	1st	2nd	3rd
Points	7	6	5

MOVs:

Certificate/s of Recognition

Copy of the official results (divisional, regional and national levels) where the name of the applicant is indicated.

DepEd Memorandum



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C. LEADERSHIP, INNOVATIONS AND ADVOCACIES

Position of the Nominee in the School Publication	Earned Points
Editor-in-Chief	10
Associate Editor	8
Section Editor	5
Writer/Contributor/Others	3

Editors' Guild Leadership (Highest elected position per level) Earned Points

Position	National	Regional	Division
President	10	7	4
Vice President	9	6	3
Other positions	8	5	2

Recognized by DepEd

Innovations and Advocacies Related to Campus Journalism

	Earned Points			
Implementation School	National	Regional	Division	District
10	30	25	20	15

MOVs:

Certification from the School Principal, Association President / Adviser

Copy of the school paper.

Copy of the Project Proposal / Concept Paper and Accomplishment Report for innovations and advocacies.

Certificate of Accomplishment signed by the School Principal, Schools Division Superintendent and Regional Director

D. COMMUNITY AND EXTENSION SERVICES RELATED TO JOURNALISM

	Earned Points		
	National	Regional	Division
Committee Chairperson	10	8	6
Facilitator	8	6	4

MOVs:



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Copy of the Project Proposal / Concept Paper and Accomplishment Report for innovations and advocacies.

Certificate of Recognition / Accomplishment from the School Principal, Schools Division Superintendent, Regional Director and DepEd Central Office Personnel

E. PUBLISHED WORKS

Earned Points _____

	National	Regional	Division
Articles Written in National and Local Dailies, Editors Guild Newsletters, Palaro News Letters and Documentaries	5	3	1

MOVs:

Copy of the publication.

Certificate of Acknowledgement / Recognition from the editor

F. Journalism-related Trainings

Attended

Earned Points _____

Only trainings recognized or organized by DepEd

National	Regional	Division	School/District
5	4	3	2

MOVs:

Certificate of Participation

DepEd Memo / Advisory

Photos

G. PANEL INTERVIEW with the SELECTION COMMITTEE (10 pts)

Earned Points _____



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