

Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



22 May 2023

Regional Memorandum
No. 282, s. 2023

CLARIFICATIONS ON THE CONDUCT OF R4A CALABARZON 2023 REGIONAL SCHOOLS PRESS CONFERENCE

To Schools Division Superintendents

1. In relation to Regional Memorandum Nos. 237 and 254, s. 2023, this Office clarifies concerns to ensure smooth conduct of the activity.
2. Official laptops, cameras and storage devices that will be used by the participants in the group events shall be previously cleared of stored documents. The same shall be submitted to the Regional Technical Working Group (RTWG) and ICT Experts on the following dates and venues to check for any other applications and pre-written documents or references therein. Only Opening Billboard (OBB), Closing Billboard (CBB) and graphics will be retained on the official laptop computers for TV Broadcasting event. Failure to submit the required devices on or before the set deadline shall mean disqualification of the competing team.

Date of Submission	Event	Venue	RTWG
May 29, 2023	Collaborative Desktop Publishing	F. Osorio National High School	Eugene Ray F. Santos Elena Lopez Maricris Tadioan Emphraim Gibas
	Online Publishing	Osorio Elementary School	Dianne Catherine Antonio Emelia P. Crescini Normita Datinggaling
	TV Scriptwriting and Broadcasting	Tanza National Comprehensive High School	Marvelino M. Niem Jona Malonzo Lizel Selda
May 30, 2023	Radio Scriptwriting and Radio Broadcasting	Tanza National Trade School	Eugene Ray F. Santos Elena Lopez Maricris Tadioan Normita Datinggaling Emphraim Gibas



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3. The devices that shall be submitted for checking are the following:

Collaborative Desktop Publishing	Radio Scriptwriting and Broadcasting	TV Scriptwriting and Broadcasting	Online Publishing
<ul style="list-style-type: none"> • two (2) digital cameras or DSLR cameras • one (1) blank flash drive • four (4) official laptops (maximum) 	<ul style="list-style-type: none"> • four (4) official laptops 	<ul style="list-style-type: none"> • four (4) official laptops (10GB free space) • three (3) USB Flash Drives (16 GB) • two (2) cameras/mobile phones (without sim) compatible with the laptop 	<ul style="list-style-type: none"> • two (2) digital cameras • four (4) official laptops (maximum)




4. The following software and specific versions shall be used in the events.

Event	Software in free version
Collaborative Desktop Publishing	Secondary - Pagemaker or InDesign and Adobe Photoshop (<i>Any versions – Licensed/Trial</i>) Elementary – Microsoft Publisher
Online Publishing	Adobe Express (<i>Free versions</i>)
Radio Scriptwriting and Broadcasting	Open Broadcaster Software (OBS) (<i>Free versions</i>) / Virtual DJ
TV Scriptwriting and Broadcasting	Open Broadcaster Software (OBS) or Adobe Premiere (<i>Free versions</i>)

5. In the Collaborative Desktop Publishing event, the sporting events are (a) taekwondo (b) sepak takraw (c) chess and (d) table tennis. Drawing of lots will be done to identify the sporting event for every level and medium. Meanwhile, in the same event, editorial cartoonists are allowed to use any drawing material. Moreover, teams shall use their own papers (A4) in printing their drafts. The official paper that will be used for the printing of the *final output only* will be provided at the contest room.
6. *Enclosure 1* presents the final schedule of individual events. Meanwhile, photojournalism and all group events shall start at 8:00 in the morning.
7. Meanwhile, the schedule of TV Scriptwriting and Broadcasting has been moved as follows:

Original Schedule	New Schedule	Venue
May 31, 2023 Secondary – English & Filipino	May 30, 2023 Secondary – English May 31, 2023 Secondary – Filipino	Tanza National Comprehensive High School

8. *Enclosure 2* indicates the specific instructions in the event venues.
9. All expenses of SDO personnel involved relative to the conduct of this activity shall be charged against division Maintenance and Other Operating Expenses (MOOE)/local funds, whichever is applicable subject to the usual accounting and auditing rules and regulations.
10. For questions and clarifications, you may contact **EUGENE RAY F. SANTOS**, Regional Education Program Supervisor in-charge of Special Program in Journalism through email address eugeneray.santos@deped.gov.ph and **VIERNALYN M. NAMA**, Chief Education Supervisor, CLMD.
11. Immediate dissemination of this Memorandum is desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
 Regional Director 

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CLMD-RM-2023-282

Enclosure 1. Final Schedule of Individual Events

R4A CALABARZON 2023 REGIONAL SCHOOLS PRESS CONFERENCE

(Individual Competitions at the Cluster Venues)

May 29, 2023

May 23, 2020

Time	Activities	Time	Activities						
8:00-8:10	Registration	8:00-8:10	Registration						
8:10-8:30	Viewing time for News Writing (Video will be played ONLY ONCE.)	8:10-8:20	Entrance of Copyreaders and Headline Writers						
8:30-9:40	Entrance of News Writers	8:20-9:20	Copyreading and Headline Writing						
9:40-10:40	News Writing	9:00-9:10	Viewing time for Column Writing Elementary-Filipino (Video will be played ONLY ONCE.)						
10:40-10:50	Exit of News Writers and Entrance of Feature Writers	9:20-9:30	Exit of Copyreaders and Headline Writers and Entrance of Column Writers						
10:50-11:50	Features Writing	9:40-10:40	Column Writing						
11:50-12:00	Exit of Features Writers and Entrance of Editorial Writers	9:40-10:30	Viewing time for Sports Writing (Video will be played ONLY ONCE.)						
12:00-1:00	Editorial Writing	10:40-10:50	Exit of Column Writers and Entrance of Sports Writers						
1:10-1:20	Exit of Editorial Writers and Entrance of Editorial Cartoonists	10:50-11:50	Sports Writing						
1:20-2:20	Editorial Cartooning	11:50-12:00	Exit of Sports Writers and Entrance of Science and Technology Writers						
		12:00-1:00	Science and Technology Writing						
REGIONAL TECHNICAL WORKING GROUP									
Cavite Cluster		Laguna Cluster		Batangas Cluster		Rizal Cluster		Quezon Cluster	
Trece Martires Elementary School		Santa Rosa Elementary School - Central II		Lemery Pilot Elementary School		Casimiro A. Ynares Sr. Memorial National High School		Quezon National High School	
Normita Datinggaling, Regional Coordinator		Emelia P. Crescini, EPS		Marvelino M. Niem, EPS		Dianne Catherine T. Antonio, EPS		Elena L. Lopez, EPS	
Lhovie C. Damian, Teaching Aid Specialist		Neneth Arcelle Joy Larinay, Librarian		Elino Garcia, Chief Education Supervisor					



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Enclosure 2. Specific Instructions in the event venues.

IMPORTANT: Minimum health protocol shall be observed at all times in the conduct of activity. Wearing of face mask is required. Physical distancing shall be observed and frequent handwashing is encouraged.

I. Registration

- A. Participants shall be at the event venue at least an hour before the scheduled time. After the registration, they shall proceed to the designated holding or waiting area where school paper advisers (SPAs) shall stay all throughout the events. SPAs shall ask for the assistance of the designated marshal on their necessities.
- B. Campus journalists (CJs) may wear school uniform or white t-shirt and pants with (1) school ID and (2) RSPC ID.
- C. CJs shall present (1) print-out school paper during the current school year and (2) parent's consent. Otherwise, participation will not be allowed.
- D. Only pencils, ballpens, official scratch papers and bottled water shall be allowed to be brought inside the contest room. Eating snacks is only allowed in the multimedia/viewing room.

II. Admission to the Contest Room

- A. After registration, the CJs shall proceed to the contest room. If there is a viewing activity, they shall proceed to the multimedia/viewing room first.
- B. Proctors shall guide the CJs to their respective seat assignment.
- C. CJs wearing jackets shall roll the sleeves up to their elbows.

III. Viewing of Contest Material(s)

- A. Viewing shall be facilitated prior to the scheduled time of the competition.
- B. The RTWG shall call the attention of the CJs who shall proceed to the multimedia/viewing room.
- C. There, they will be provided with two (2) sheets of official scratch paper which shall be submitted also to the proctor after the contest.

IV. Contest Proper

- A. CJs have one (1) hour to finish their outputs.



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- B. For photojournalism and group events, please refer to the national guidelines.
- C. The Proctor shall inform the CJs of the remaining time, 10 minutes before the time ends.
- D. Proctor will never entertain inquiries about the contest materials.
- E. CJs is allowed to go to the comfort room for personal necessities accompanied by the RTWG, one at a time. Time shall not be extended for this purpose.
- F. After the time allotted for the contest, the proctor will collect the outputs first and then other event materials.
- G. CJs shall remain seated until the proctor instructs them to leave.

V. End of Contest Proper

- A. CJs are not allowed to bring any contest material with them including scratch papers as they leave the contest room.
- B. They shall proceed to the waiting/holding area after the contest.