

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



04 January 2024

Regional Memorandum
No. 4, s. 2024

**R4A CALABARZON 2024 REGIONAL SCHOOLS
PRESS CONFERENCE**

To **Schools Division Superintendents**
Heads of Private Elementary and Secondary Schools

- Pursuant to Republic Act (RA) No. 7079, also known as the Campus Journalism Act of 1991, released through DepEd Order (DO) No. 94, s. 1992, which stipulates the holding of the annual national elementary, secondary, or tertiary Schools Press Conference, this Office through the Curriculum and Learning Management Division announces the conduct of the **R4A CALABARZON 2024 Regional Schools Press Conference (RSPC)**.
- This activity aims to:
 - demonstrate understanding of journalism through skillful execution in various platforms (i.e., print, broadcast, online);
 - recognize the role of journalism in advocating for social consciousness and environmental awareness;
 - promote fair and ethical use of media as tenets of responsible journalism;
 - foster camaraderie and enrich learning experiences through healthy and friendly competitions; and
 - provide learners opportunities to use the skills learned in campus journalism for their future careers.
- The RSPC events will be conducted from **February 27 to March 2, 2024 (Tuesday to Saturday)** at the venues indicated in *Enclosure 1* to be hosted by Laguna Cluster (*SDO Laguna, SDO Biñan City, SDO Calamba City, SDO Cabuyao City, SDO San Pedro City, SDO San Pablo City, and SDO Santa Rosa City*).
- Eligible RSPC participants include the following:

Individual Events	Top three (3) division winners per medium per level (except for Mobile Journalism)
Group Events	Top one (1) division winner per medium (composed of five (5) members each team)
School Paper Events	Top seven (7) division winners per medium per section



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5. All SDOs should ensure that schools participating in the RSPC have school paper publication in **Portable Document Format (PDF) or digital format**. NSPC qualifiers shall prepare the print copy.
6. The RSPC events shall include the following:

Individual	Group	School Paper	Most Outstanding Campus Journalists and School Paper Advisers
A. News Writing B. Features Writing C. Editorial Writing D. Sports Writing E. Copyreading and Headline Writing F. Photojournalism G. Editorial Cartooning H. Column Writing I. Science and Technology Writing J. Mobile Journalism (For Secondary only Exhibition -1 Pair per medium per SDO)	A. Radio Scriptwriting and Broadcasting (English & Filipino, Elementary & Secondary) B. Collaborative Desktop Publishing (English & Filipino, Elementary & Secondary) C. Online Publishing (English & Filipino, Secondary Only) D. TV Scriptwriting and Broadcasting (English & Filipino, Secondary Only)	A. News Section B. Features Section C. Editorial Section D. Science and Technology Section E. Sports Section F. Lay-out and Page Design	A. School Paper Journalist (Elementary and Secondary) B. School Paper Adviser (Elementary and Secondary)

7. Recognizing and respecting Intellectual Property Rights, the Department adheres to the rule concerning plagiarism. DepEd reiterates its stand to disqualify school papers found to have copied and published texts, graphics, and other materials without acknowledging their sources. Any form of plagiarism in all competitions as proven by the board of judges shall be ground for disqualification. The disqualification covers all sections of the school paper.
8. This edition of the RSPC will utilize the scoresheets used in the 2023 NSPC in evaluating the entries in all events as indicated in the DepEd Memorandum No. 024, s. 2023.



9. All learners at the private and public elementary and secondary levels (both junior and senior high schools) are eligible to join the contests. A campus journalist can participate in only one (1), either in an individual or group event.
10. For Collaborative Desktop Publishing, Radio Scriptwriting and Broadcasting, TV Scriptwriting and Broadcasting, and Online Publishing contestants, checking of required devices, including external hard drives will be facilitated on **February 27, 2024** on the contest venues.
11. The **top seven (7)** winners (8 to 15 to be recognized though a memorandum) in all individual and group events and **top twenty-three (23)** for school paper shall be recognized. Only the points earned from the winnings in the individual and group events shall be included in the computation of rank for the overall standing following the guidelines in *Enclosure 3*.
12. For mobile journalism, each SDO shall be represented by two (2) pairs of secondary level campus journalists, one (1) for English and one (1) for Filipino.
13. Each division shall submit (in PDF) the following documents duly endorsed by the Schools Division Superintendent (SDS) on/before **February 16, 2024** via submission link: bit.ly/R4A-RSPC-OfficialParticipants. Please use the following file naming conventions: <SDO>-<RSPC24>-<EnclosureNo>

Example: **Rizal-RSPC24-Enclosure4**
Rizal-RSPC24-Enclosure5

 - a. *Enclosure 4. Division Winners/Entries for the School Paper Events*
 - b. *Enclosure 5. Division Winners in Individual and Group Events*
14. Only the specific winning sections of the school paper shall be uploaded in this link: bit.ly/R4A-RSPC-PaperContest until **February 16, 2024**. **The link will automatically close at 12:00 midnight. Late entries will not be accepted.**
15. The Official List signed by the SDS shall also serve as the Official TO of each Division. Last-minute changes in the list of participants shall be supported with a justification or a certification duly signed by the SDS/Head of Division Delegation to be presented to the Regional Proctor.
16. Submission of documents for Most Outstanding Campus Journalist (MOCJ) and Most Outstanding School Paper Adviser (MOSPA) is until **February 20, 2024**. Please see *Enclosure 7* for specific details.
17. To ensure smooth conduct of the RSPC events, coordination meeting shall be held virtually as indicated in *Enclosure 6: Timeline of RSPC Activities*.
18. *Enclosure 8* presents the Regional Technical Working Group (RTWG) for this edition of the RSPC. Meanwhile, please see *Enclosure 9* for the *Terms of Reference*.

19. For delegations that will request for billeting, proper communication must be channeled directly to and subject for approval of the Schools Division Superintendent.
20. All participants and their school paper advisers must attend the awarding and closing ceremonies on **March 2, 2024**. Division EPS shall secure parent's consent for the learners.
21. All expenses relative to the conduct of this activity shall be charged against downloaded Development and Promotion of Campus Journalism (DPCJ) funds and regional funds. Meanwhile, food, travel and incidental expenses of the official delegates and their coaches/advisers shall be charged against the school's Maintenance and Other Operating Expenses (MOOE)/local/division funds/Special Education Funds (SEF) or the School Campus Journalism Fund, whichever is applicable. All expenses are subject to the usual accounting and auditing rules and regulations.
22. The fund transfer in the amount of **Five Hundred Thirty Nine Thousand Pesos (P 539, 000.00)** only shall be downloaded to the SDO Santa Rosa to cover the cost of the following:
 - Food of the RO and SDO Top Management and EPSs in SPJ (*for the Opening and Closing Program only*), RTWG, Judges, Proctors and ICT Experts (*in the entire duration of the activity*).
 - supplies and materials (tarpaulin and decorations)
 - other related expenses (planning activities, meetings, ocular inspection of the venues, etc.)
23. 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.
24. Immediate dissemination of this Memorandum is desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II

 Regional Director 



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CLMD-RM-2024-4

Enclosure 1. Timeline of Events and Venues

R4A CALABARZON 2024 REGIONAL SCHOOLS PRESS CONFERENCE
SCHEDULE OF ACTIVITIES

February 27 to March 2, 2024

OPENING and CLOSING EVENTS

Date	Time	Activity/Event	Venue		Participants
February 27, 2024	8:00-11:00AM	Grand Opening Program	Santa Rosa City		SDS, ASDS, CID Chiefs, EPS in Campus Journalism Participants in Individual Events and Coaches
March 1, 2024	8:00-12:00NN	Awarding of Winners in School Paper Events, Most Outstanding School Paper Advisers and Most Outstanding Campus Journalismists	Elementary Jose Rizal Memorial School	Secondary Calamba Elementary School	All participating School Paper Advisers and respective EPS in Campus Journalism
March 2, 2024	8:00AM-12:00NN	Awarding of Winners in Individual and Group Events and Overall Top Performing SDO's			All Campus Journalists, SPAs, EPS in Campus Journalism, CID Chief, ASDS and SDS



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CHECKING OF DEVICES FOR SPECIFIC EVENTS

Date	Time	Activity/Event	Venue		Participants
			Elementary	Secondary	
February 26, 2024	8:00AM-1:00PM	Photojournalism	Cabuyao Central School	Cabuyao Integrated National High School	School Paper Advisers, EPS in Campus Journalism, and ICT Experts
February 27, 2024	8:00-5:00AM	Collaborative Desktop Publishing	Pedro Guevarra Memorial National High School	Pedro Guevarra Memorial National High School	School Paper Advisers, EPS in Campus Journalism, and ICT Experts
		Radio Scriptwriting and Broadcasting	Calamba City		
		TV Scriptwriting and Broadcasting	N/A		
		Online Publishing	N/A	Saint Anthony Integrated School, Binan City	
		Mobile Journalism	N/A	Saint Anthony Integrated School, Binan City	

INDIVIDUAL EVENTS

Date	Time	Activity/Event	Venue		Participants
			Elementary	Secondary	
February 27, 2024	1:00-3:00PM	News Writing Features Writing Editorial Writing	Cabuyao Central School	Cabuyao Integrated	RTWG, Proctors, ICT Experts/Technical

	1:00-4:00PM	Editorial Cartooning Column Writing Science and technology Writing Copyreading and Headline Writing Photojournalism	National High School	Specialists, Campus Journalists
		Sports Writing – Coverage (1:00-2:00)		
		Sports Writing – Contest Proper (2:00-4:00)		

PAIR & GROUP EVENTS

FAIR & GROUP EVENTS			Activity/Event		Venue		Participants
Date	Time		Elementary	Secondary			
February 28, 2024	8:00AM-2:30PM	Collaborative Desktop Publishing	Pedro Guevarra Memorial National High School	Pedro Guevarra Memorial National High School			RTWG, Proctors, ICT Experts/Technical Specialists, Campus Journalists
	8:00AM-Onwards	Radio Scriptwriting and Broadcasting	TBA	TBA			
	8:00AM-Onwards	TV Scriptwriting and Broadcasting	N/A	English - TBA Filipino - TBA			
	8:00AM-12:30NN	Online Publishing	N/A	Saint Anthony Integrated School, Binan City			
	8:00AM – 1:00PM	Mobile Journalism	N/A	Saint Anthony Integrated School, Binan City			
February 29	9:00AM-2:00PM	Interview of MOSPA and MOCJ Finalists	TBA				Finalists



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Enclosure 2. Event Guidelines

The events 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 school paper (print, digital / electronic publication), either in English or in Filipino for the school year 2023-2024 can participate.

The following guidelines will be strictly implemented:

A. General:

1. Should there be questions and assistance needed, the participants can only raise their concerns to the assigned proctor and/or examiner.
2. School paper advisers, teachers, principals, parents, or guardians who will be found in the contest venue will be grounds for disqualification of their contestants.
3. Any violation of the stipulated guidelines will be grounds for disqualification of the participant.
4. The decision of the Board of Judges in all aspects of the contest is final and irrevocable.

B. Specific:

1. News Writing, Feature Writing, Editorial Writing, Science and Technology Writing and Column Writing
 - a. Fact sheets or other sources of information shall be given to the contestants as bases in writing the article.
2. Sports Writing:
 - a. The RTWG shall orient and provide instructions to the contestants before the contest proper.
 - b. A pre-game conference shall be conducted for the introduction of the players, coaches, and tournament officials.
 - c. An actual game shall be covered by the contestants.
 - d. A post-game conference shall be held to interview officials and athletes after the game.
 - e. The contestants shall proceed to the designated contest room for the writing of the sports article.



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3. Copyreading and Headline Writing

- a. The contestants shall bring their own pencil for the contest.
- b. The contestants shall follow directions given in the contest piece.
- c. The contestants shall provide a headline for the article.

4. Editorial Cartooning:

- a. The contestants shall bring their own pencil no. 2 while the RTWG shall provide the contest papers for the contest.
- b. The cartoon must be anchored on the given topic or issue.
- c. The cartoon should be compliant with the professional and ethical standards of media.

5. Photojournalism

a. Preparation:

- 1) Contestants should be at the contest venue thirty (30) minutes before the orientation.
- 2) The contestants shall use **compact** digital single-lens reflex (DSLR) camera.
- 3) The contestants shall submit empty memory card and camera (internal memory) to be checked by the examiner/s a day before the opening program.
- 4) The contestant should bring his/her own camera cable for uploading and saving of pictures.
- 5) Cellular phones, extra digital cameras, extra storage card or any additional materials/equipment **are not allowed** in the contest area.
- 6) Contestants shall bring their own black ink ballpen while the RTWG will provide official scratch papers where contestants can write down notes during the shooting.

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.
- 4) Contestants are allowed to take **unlimited shots** but will submit **only four (4) possible photos** with caption for the given theme and the control shot.
- 5) Write the file name of each photo in the caption sheet.
- 6) Caption sheets will be provided by the RTWG.
- 7) Contestants will be given 30 minutes to write captions for each of the four photos.
- 8) **Throughout the duration of the competition, the advisers, trainers, and parents are NOT allowed in the venue.**

GUIDELINES FOR THE MOBILE JOURNALISM

1. Each division shall organize a pair or two members for English and another for Filipino in Secondary level who shall not be competing in any of the individual writing categories. This event is only an **exhibition** and shall not be included in the computation of overall performance of the division.
2. Contestants may wear smart casual without any identifying marks/logo of the division. No glam team will be allowed.
3. All contestants are required to attend the 20-minute orientation before the competition. They will be provided with official paper. They shall bring their own pen.
4. All contestants are not allowed to go back to their quarters nor communicate in all forms (text, call, chat, etc.) with their respective advisers from the start until the end of the contest.
5. The mobile application that will be used in the event is CapCut (free version, not premium/paid)
6. Social media applications, electronic mail, and other communication channels **MUST** be uninstalled in the mobile/cellular phones.
7. A 30-minute mini press conference shall be held as bases for the content of the entries including (videos, photos, audio, etc.)
8. Participants may access the internet for research purposes, but **MUST NOT** use any downloaded material as content in any part of the output. The use of mobile data as access to the internet is not allowed.
9. The pair will be given two (2) hours for this event which shall exclusively consumed: 1 hour for writing and 1 hour for shooting, voice recording, and editing of entries. Coverage/Data gathering through interview and mini press conference shall be excluded from the 2-hour time allotment.
10. The pair shall be able to produce a 3-5 minute video entry in horizontal video orientation in .mp4 or .mov file format.
11. Participants shall be given 10-15 minutes to upload their entries to the official portal. Access link will be given in the contest day after the 2-hour time allotment.
12. Each team will be required to bring only the following:
 - 2 Mobile/Cellular Phone (Android/iOS) and charger compatible with the device that will be used in the competition (without SIM/eSIM Card)
 - 2 Auxiliary/Cord for data/file transfer compatible with the device that will be used in the competition
 - 2 power bank compatible with the device
 - 1 Monopod
 - 1 Tripod
 - 1 portable microphone
 - 1 portable light
 - maximum of 2 WiFi routers (or pocket) preferably with different networks
13. **Official mobile/cellular phones, previously cleared of stored documents/files and applications shall be submitted to the RTWG during the checking of devices. Failure to submit on/before the set deadline shall mean disqualification of the competing pair.**
14. Non-adherence to these guidelines will mean disqualification of the pair.
15. The entries will be evaluated using the scoresheet for the event.
16. The decision of the Board of Judges is final and irrevocable.

SCORE SHEET FOR MOBILE JOURNALISM

Criteria	Percentage
A. Use of mobile journalism principles (<i>entirely using mobile device</i>)	40%
1. Shooting	10%
2. Recording	10%
3. Writing	10%
4. Editing	10%
B. Accuracy of Mobile Journalism piece	40%
1. <i>Fact-checking and Sources</i> (Assess the presence and credibility of sources cited within the piece. Verify if the information provided is backed by reliable sources or if the journalist has fact-checked the data before presenting it)	8%
2. <i>Cross-Verification</i> (Look for corroboration of information from multiple sources or perspectives. A reliable piece of mobile journalism often verifies its facts by cross-referencing with other reputable sources.)	8%
3. <i>Contextual Understanding</i> (Evaluate whether the journalist has provided sufficient context around the story. Accuracy isn't just about facts but also about presenting them within a broader context, providing a more comprehensive understanding of the subject matter.)	8%
4. <i>Transparency</i> (Assess the transparency of the reporting process. A good journalist often includes information about their methodology, potential biases, and any limitations in their reporting. This transparency helps the audience gauge the accuracy and reliability of the piece.)	8%
5. <i>Editorial Standards</i> (Consider whether the piece follows established editorial standards. This includes proper grammar, coherent structure, and adherence to ethical guidelines in journalism. A well-crafted piece with attention to detail often signifies accuracy.)	8%
C. Maintaining broadcast quality output	20%
1. <i>Technical Standards</i> (This includes aspects like resolution, audio quality, and stability of footage. Check for consistent visual clarity, proper framing, adequate lighting, and clear audio. The equipment used and the technical skills of the journalist play a significant role in maintaining these standards.)	5%
2. <i>Production Values</i> (Assess the overall production quality, including editing, transitions, and visual storytelling techniques. A polished output typically involves well-edited sequences, smooth transitions, and effective use of visual elements to enhance the storytelling.)	5%
3. <i>Adherence to Style Guidelines</i> (Consider whether the content aligns with the established style guidelines of the broadcasting platform. Consistency in graphics, fonts, color schemes, and overall visual presentation is crucial for maintaining a professional broadcast quality.)	5%
4. <i>Engagement and Audience Experience</i> . (Evaluate how the content engages the audience. A high-quality broadcast output not only meets technical standards but also captivates the audience through compelling storytelling, relevant visuals, and a smooth viewing experience.)	5%
TOTAL	100%

Evaluator/Judge
(Signature over Printed Name)

GUIDELINES FOR RADIO SCRIPT WRITING & BROADCASTING CONTEST

A. General Guidelines

1. Each division shall organize a team of five (5) members for English and Filipino in elementary level and secondary level who shall not be competing in any of the individual writing categories.
2. To facilitate proper identification, the participants shall wear white shirt with their valid school ID/RSPC IDs.
3. An orientation shall be conducted for all the contestants where a uniform radio station name will be provided. The directors will draw lots to determine the order of presentation.
4. The awards for this category are the following:

Individual Awards	Group Awards
1. Best Anchor	1. Best in Technical Application
2. Best News Presenter	2. Best Infomercial
	3. 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 Board of Judges is final and irrevocable.
7. Any violation of the stipulated guidelines will be grounds for disqualification of the team.

B. Scriptwriting

1. Each team may use up to four (4) official laptops that are cleared of stored documents, and an inkjet printer in preparing and printing of the script. All laptops should be submitted to the contest committee for inspection on the specified date, time and venue. Each team is required to bring their own extension wires and other equipment for rehearsal.
2. The team will be given two (2) hours to prepare a script for a 5-minute radio broadcast. It includes one (1) infomercial and four (4) news articles.

The infomercial may depict health, environment, politics, and social issues. It shall have a maximum length of (1) minute and shall use the language that the group is competing in.

The news articles may be based on press releases, raw data, or any other source given by the examiner/s.

Another 30 minutes will be allotted for the printing of the output. After two and a half (2 ½) hours, each team should submit four (4) copies of the script. Three (3) copies will be submitted to the judges and one (1) copy will be submitted to the examiner/s. The team may print extra copies for their own use.

3. Once the script writing has commenced, the contestants will no longer be allowed to leave the contest rooms. For personal necessities, the proctor shall accompany them to the rest rooms.
4. The script should not bear any information that may identify the school, division, or region, but it should include the names of the

members of the team with their respective roles (i.e., anchor, news presenter, etc.).

5. Scripts should be:
 - encoded using Arial font size 12
 - with directorial instructions in capital letters
 - double-spaced with normal margin (1 inch on all sides)
 - printed in A4-sized bond paper (8.27x11.69 inches)
6. Once the scriptwriting has ended, the members of the group shall proceed to their respective rooms base on their roles and wait for their time to perform.

C. Broadcast Simulation

1. A broadcast room for the presentation shall be identified in the contest venue. Only the contestants, judges, and the examiner/s shall be allowed inside.
2. The organizers/host cluster/division shall provide a sound system provider to ensure quality audio output. The technical operator shall only set the sound system before the simulation. A jack/auxiliary cord/adaptor will be provided for the laptops and other sources of sound effects.
3. Except for the volume meter, contestants/technical director shall not be allowed to change, adjust, and manipulate the main control board during their presentation.
4. Mobile phones and reference materials shall not be allowed in the contest area.
5. In case of power failure, the affected team shall be allowed to broadcast again.
6. Loudspeakers may be set up outside the broadcast room.
7. Each team shall be given nine (9) minutes: three (3) minutes for preparation, five (5) minutes for the actual broadcast, and one (1) minute for exit. Provided running time shall be applied.
8. The organizers shall provide a clock or a timer that can be seen by the contestants and the judges. There will be an official time keeper.
9. A yellow flaglet shall be raised to signal the team that they have one (1) minute left for preparation. A green flaglet shall then be raised to signal the team to start. A yellow flaglet shall be raised again to warn the team that they only have one (1) minute remaining followed by a red flaglet to indicate that their time is up.
10. The team who complied with the 5-minute production shall be given a perfect score (5 points). In case of overtime or undertime, the following scheme of deductions shall be followed:
Undertime/Overtime

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

GUIDELINES FOR THE COLLABORATIVE DESKTOP PUBLISHING CONTEST

1. Each division shall organize a team of five (5) members for English and Filipino both in elementary level and secondary level who shall not be competing in any of the individual writing categories.
2. Contestants shall wear white shirt with school and RSPC identification cards.
3. All contestants are required to attend the orientation before the competition.
4. All contestants are not allowed to go back to their quarters nor communicate in all forms (text, call, chat, etc.) with their respective advisers from the start until the end of the contest.
5. A mini press conference and a sports event shall be held as bases for the content of the publication (i.e., news, features, editorial, editorial cartoon, sports). The photojournalists shall take pictures of the mini press conference and sports event.
6. For the actual sports event, 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 interview and data gathering.
7. The team will be given one (1) hour for data gathering and five (5) hours for writing, layout, and editing.
8. Each team is allowed to bring only the following:
 - two (2) digital/DSLR cameras
 - one (1) inkjet printer with scanner
 - one (1) card reader
 - one (1) blank flash drive
 - extension wires
 - maximum of four (4) laptops installed with either PAGEMAKER or IN DESIGN and Photoshop (for the secondary level) and Microsoft Publisher (for the elementary level) for the layout of the group's final output
 - A4 size bond paper
9. Laptops to be submitted to the RTWG shall be labeled with the following format:

Event – Medium-Level_Division
Name, School

e.g.,
Collaborative Desktop - Publishing – English – Secondary – Rizal
Arnel Villanueva, Morong National High School

**Labels shall be in a whole bond paper size pasted on/attached to the laptop bag.*

10. **Official laptops, previously cleared of stored documents, shall be submitted to the RTWG on the specified date, time and venue to check for any other applications and pre-written documents or references therein. Failure to submit the laptops on/before the set deadline shall mean disqualification of the competing team.**
11. The host region will provide six (6) scanners for the editorial cartoon (three for elementary and three for secondary (English/Filipino) as backup for the contestants.

12. Mobile phones and other electronic gadgets shall not be allowed except for digital cameras/DSLRs and laptops with disabled internet connection.
13. Each team will be required to convert their output into **PDF**, print in A4 size bond paper, and submit it to the examiner/s. The collaborative desktop publishing team shall submit both hard and soft copies of their entries. They should ensure that no identifying marks about their school, division, or region can be found on their output as it would be a **ground for disqualification**.
14. The output of the contest is an A4-size four-page full-colored publication. The output will be stored in a flash drive provided by the examiner/s and uploaded to the designated computer for judging.
15. The decision of the Board of Judges is final and irrevocable.

GUIDELINES FOR THE ONLINE PUBLISHING CONTEST

1. Each division shall organize a team of five (5) members for English and five (5) members for Filipino in Secondary level who shall not be competing in any of the individual writing categories.
2. Contestants may wear their school uniform or plain white t-shirt with their RSPC and school identification cards.
3. All contestants are required to attend the one-hour orientation before the competition.
4. All contestants are not allowed to go back to their quarters nor communicate in all forms (text, call, chat, etc.) with their respective advisers from the start until the end of the contest.
5. A mini press conference and a sports event shall be held as bases for the content of the publication (i.e., news, features, editorial, editorial cartoon, sports). The photojournalists shall take pictures/videos of the mini press conference and sports event.
6. For the actual sports event, 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 interview and data gathering.
7. The team will be given three (3) hours for writing, layout, and editing of articles online after the creation of an online publication using the official platform to be provided by the organizer. Coverage/Data gathering through mini press conference, pre-game, actual game and post conference shall be excluded from the 3-hour time allotment.
8. Specific instructions on the number of articles to be produced will be given during the orientation.
9. Each team will be required to bring only the following:
 - one scanner -flatbed scanner/3-1 printer (mobile/phone scanner is NOT allowed)
 - maximum of two **compact** digital single-lens reflex (DSLR) cameras (*Standard process in the Photojournalism Event shall be observed in checking the cameras and SD cards*).
 - maximum of 4 laptops installed with Photoshop for image enhancement
 - maximum of 2 pocket wifis (preferably with two different networks) or 1 wireless router
 - one (1) blank flash drive
 - extension cord

10. Laptops to be submitted to the RTWG shall be labeled with the following format:

Event- Medium-Level_Division
Name, School

e.g.,

Online Publishing – English – Secondary – Rizal
Arnel Villanueva, Morong National High School

**Labels shall be in a whole bond paper pasted on/ attached to the laptop bag.*

11. **Official laptops, previously cleared of stored documents, shall be submitted to the RTWG on the specified date, time and venue to check for any other applications and pre-written documents or references. Failure to submit the laptops on/before the set deadline shall mean disqualification of the competing team.**

12. Each group shall email their URL to the assigned examiner.
13. The decision of the Board of Judges is final and irrevocable.

GUIDELINES FOR TV SCRIPT WRITING AND BROADCASTING

A. General Guidelines

1. Each division shall organize a team of five (5) members for English and five (5) members for Filipino in Secondary level who shall not be competing in any of the individual writing categories.
 - a. scriptwriter/s
 - b. anchor/s
 - c. reporter/s
 - d. producer/director who could also act as floor director
 - e. video/graphics editor
 - f. video journalist/camera man

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

2. The list of equipment and tools in the mock broadcast room shall be shared with the regional coordinators a week before the contest through an advisory by the host region/division.
3. A 30-minute technical orientation will be held in the morning of February 27, 2023 for the director and video/ graphics editor. Then, each team will be given 5 minutes to visit the mock broadcast room.
4. In getting the overall results for the best TV broadcast, accumulated points from the individual and group awards shall be considered.
5. The decision of the Board of Judges is final and irrevocable.
6. Any violation of the stipulated guidelines will be grounds for disqualification of the team.

PRE-CONTEST

1. Each team will be required to bring only the following:
 - maximum of 4 laptops with at least 10GB free space and a video editing program (with uploading capacity)
 - 3 empty USB Flash Drives (16GB minimum)
 - maximum of 2 cameras/mobile phones (without sim) compatible with the laptop
 - maximum of 3 wired lapel microphones
 - A4 bond paper
 - 1 printer with ink
 - extension cord

2. Laptops and flash drives to be submitted to the NTWG shall be labeled with the following format:

Event- Medium-Level_Division
Name, School

e.g.,

TV Script Writing and Broadcasting – English – Secondary – Rizal
Arnel Villanueva, Morong National High School

**Labels shall be in a whole bond paper pasted on/ attached to the laptop bag.*

3. **Checking and sealing of laptops shall be done on the specified date, time and venue. Laptops shall be clear of stored documents except for the pre-recorded OBB and CBB and offline editing software. Failure to submit the laptops on/before the set deadline shall mean disqualification of the competing team.**
4. Only the equipment and tools in the mock broadcast room are allowed to be used by the participants during the actual presentation.
5. Before the start of the contest, the teams will be oriented on the roles of the participants and criteria for judging by the chairman of the board of judges. All participants should attend this orientation.
6. The directors will draw lots to determine the order of presentation. Then, contest materials saved in flash drives sealed in envelopes shall be distributed to the directors.

CONTEST PROPER:

A. SCRIPTWRITING AND PRODUCTION

1. The team shall have the following components in their script:
 - a. **Cover page:** This shall contain the group's name (mock TV network name)
 - b. **News:** The RTWG will provide five sets of data (including photos/videos/audio) in folders saved in a flash drive. The team may use all sets of data for their news reports. Each news script should indicate the corresponding video and/or audio component taken from the folders or produced during the actual contest.
 - c. **Infomercial/ Developmental Communication:** The RTWG will provide two sets of data (including photos/videos/audio) in folders saved in a flash drive. The team is required to produce one (1) infomercial or developmental communication plug. This shall be produced during the contest and should be related to the topic which will be given by the judges. The script should contain video and audio components.
 - d. **Field Report:** A live field report with or without canned video support shall be included in the production.
 - e. **Headlines:** These will contain a brief lead/summary of the news articles.
 - f. **OBB/CBB:** The Opening Billboard and the Closing Billboard will contain the following TV network name:

English: **The CALABARZON Agenda**
 Filipino: **Kalibre Timog-Katagalugan**

- g. The script for the OBB / CBB should be included in the main script which will be submitted to the judges.
2. Five (5) hours and fifteen (15) minutes will be allotted for the preparation of the script, shooting and editing of the videos, production of the infomercial, and rehearsals.
3. The organizers shall provide a clock or a timer that can be seen by the contestants. There will be an official timekeeper.

4. Once the scriptwriting has commenced, the contestants will no longer be allowed to leave the contest venue. For personal necessities, the proctor shall accompany them to the nearest restrooms.
5. Each team shall prepare four copies of the script: 3 copies for the judges and 1 copy for the team.
6. The cover page of the script shall contain the specified program name and the names of the members of the team with their respective roles (i.e., anchor, field reporter, etc.).
7. The script should not bear any information that may identify the school, division, or region.
8. All groups shall stop working after the allotted time of 5 hours and 15 minutes. A buzzer shall signal the end of the scriptwriting and production time.
9. There shall be specific designated holding rooms for each member of the team according to one's role, where they shall proceed and stay after the time accordingly.
10. Members shall only be allowed to go out of the room when it is time for their team to perform and for personal necessities accompanied by a proctor.

B. TV BROADCAST SKILLS PERFORMANCE

1. Only one laptop is allowed inside the studio.
2. All news reports shall be presented live. Only the OBB and CBB are pre-recorded/pre-produced. Support videos/audios to be used for the live reports are either taken from the folders or produced on the day of the contest.
3. Other than the actual broadcast time, 10 minutes shall be allotted for entrance and preparation.
4. The TV broadcast must be delivered in six minutes.
5. The timekeeper shall raise the green flaglet to signal the start of the presentation. A yellow flaglet shall be raised by the timekeeper to warn the presenting team that only one minute is left of the broadcast time. A red flaglet shall be raised to signal that the six minutes allotted for the group has been consumed.
6. In case of overtime/undertime in the prescribed duration of the broadcast, the following points shall be deducted from the points earned in the criterion adherence to time allotment (5%).
 - 1 second - 20 seconds - 1 point
 - 21 seconds - 40 seconds - 2 points
 - 41 seconds - 60 seconds - 3 points
 - 61 seconds - 80 seconds - 4 points
7. The timekeeper shall give the judges a copy of the record of the broadcast running time of each group right after the performance. The record should indicate how many seconds/minutes each group went over/under time if they did. The timekeeper shall also announce the time started, time finished, incurred undertime/overtime and the corresponding deductions of the group.
8. Three (3) minutes shall be allotted for the exit.
9. The decision of the Board of Judges is **FINAL and IRREVOCABLE**.

**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 belong to the top seven per section per category in the division.
- B. The top five highest pointers both in English and Filipino shall be declared as the best school papers in the country but the points of their ranking shall not be added to determine the best performing regions who shall be recognized in the awarding ceremony at the last day of conduct of the RSPC.
- C. Any school paper found to have copied and published texts, images, and other materials without duly acknowledging their sources, the following sanctions shall be applied:

First Offense: Disqualification from the contest.

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

Third Offense: Disqualification from the School Paper Contest for three (3) consecutive years.

- D. The decision of the Board of Judges in all aspects of the contest shall be deemed final and irrevocable.
- E. **The school NOT allowed to submit their school paper entry/ies directly to the Regional Office.**
- F. The following shall be submitted via email to r4a.calabarzon.rspc@gmail.com, properly foldered and labeled (*e.g., R10-News-Eng-Elem*), are to be submitted:
 - 1. Certificate of Circulation from the school head duly noted by the Schools Division Superintendent. Indicated in the certificate is the corresponding link of the school website or Facebook page where the school papers are published.
 - 2. Certificate of Endorsement signed by the SDS, certifying all the required documents were submitted to, checked, and reviewed by the Division Office prior to submitting to the Regional Office.
 - 3. Report of the process observed in ensuring plagiarized-free articles
 - 4. Results of the evaluation of school paper per category and medium duly signed by the judges during the Division Schools Press Conference (DSPC)

The Regional Technical Working Group (RTWG) reserves the right to disqualify entries with no Certificate of Endorsement from the SDS.

- G. The different SECTIONS/CATEGORIES in the school paper contest both English and Filipino are as follows:
 - 1. News Section / Pahinang Balita
 - 2. Editorial Section / Pahinang Editorial

3. Features Section / Pahinang Lathalain
4. Sports Section / Pahinang Pampalakasan
5. Science & Technology Section / Pahinang Agham at Teknolohiya
6. Layout and Page Design Category / Kategoryang Pag-aanyo at Disenyo ng Pahina

H. The Technical Specifications for both Elementary and Secondary levels are as follows:

1. No. of pages: minimum of 12 and maximum of 20
 News Section– at least 3
 Sports Section – at least 2
 Feature Section – at least 3
 Editorial Section – at least 2
 Science & Technology Section – at least 2
2. Process: Digital
3. Color: All pages in full color
4. Size: 9"x12" (Elementary)
 12"x18" (Secondary)

I. Failure to comply with the set guidelines in evaluating school papers will be a ground for disqualification.

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 should have 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 required.
2. The treatment of the issues must demonstrate fair and balanced presentation of both sides of the issue tackled, clear moral purpose, logical reasoning, and proper citations/attribution of sources.
3. Topics found in the section should tackle various international, national, or local issues that may directly or indirectly affect the school or the community the school serves.
4. The decision of the Board of Judges is final and irrevocable.

B. News Section

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

C. Feature Section

1. The section should have at least three pages.
2. The feature articles should display 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.

D. Sports Section

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

E. Science and Technology Section

1. The Science and Technology Section should have at least two pages.
2. The content may include health, environmental, scientific, technological, and innovative stories written in news, feature, or scientific commentary style. This should also include the economic impact of Science and Technology on the lives of the Filipinos.
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 shall conform to the principles of layout and design.
2. The content (texts and images) should consider a range 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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Enclosure 3. Computation of Scores for the Overall Standing

1. To determine the top seven (7) performing SDO in the secondary and elementary level in individual and group events, the following equivalent points of the ranks/placements will be added accordingly. Please see sample computation.

Equivalent Points of Rank/Placement

Rank/Placement	Point(s)
1 st	15
2 nd	14
3 rd	13
4 th	12
5 th	11
6 th	10
7 th	9
8 th	8
9 th	7
10 th	6
11 th	5
12 th	4
13 th	3
14 th	2
15 th	1

Sample Computation (Summation of points earned in all medium and levels)

Division	News Writing	Editorial Writing	Features Writing	Column Writing	S&T Writing	Sports Writing	Photojournalism	CHW	Editorial Cartooning	Radiobroadcasting	Collaborative Desktop Publishing	TV Broadcasting	Online Publishing	TOTAL	Rank
A	60	22	60	21	32	32	32	21	42	1	10	22	21	376	2.5
B	32	60	32	6	21	21	21	26	12	21	34	21	6	376	2.5
C	21	32	21	33	6	26	6	43	10	6	30	21	33	752	1
D	6	21	45	13	45	43	21	20	34	33	20	6	2	309	6
E	33	6	23	26	55	20	6	1	30	45	12	33	23	313	5
F	18	33	44	38	33	44	33	2	22	23	5	5	22	322	4



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Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph



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Enclosure 4. Division Winners/Entries for the School Paper Events

List of Seven Division Entries for School Paper per Section / Category

Division: _____ Section/Category: _____
Level: Secondary Medium: English

	School Paper	School Paper Adviser/s	School	Division	School Head
1					
2					
3					
4					
5					
6					
7					

Division: _____ Section/Category: _____
Level: Secondary Medium: Filipino

	School Paper	School Paper Adviser/s	School	Division	School Head
1					
2					
3					
4					
5					
6					
7					

Division: _____ Section/Category: _____
Level: Elementary Medium: English

	School Paper	School Paper Adviser/s	School	Division	School Head
1					
2					
3					
4					
5					
6					
7					

Division: _____ Section/Category: _____
Level: Elementary Medium: Filipino



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	School Paper	School Paper Adviser/s	School	Division	School Head
1					
2					
3					
4					
5					
6					
7					



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Enclosure 5. Complete Official List of member-delegates and Division Travel Order (TO) in PDF and Microsoft (MS) Word file format

List of Contestants for Individual Categories

Elementary Level

Division: _____ Category/Event: _____
Medium: English

	Complete Name of Student (First Name, MI, and Last Name)	Gender	School Paper Adviser	School	Division	School Paper
1						
2						
3						

Division: _____ Category/Event: _____
Medium: Filipino

	Complete Name of Student (First Name, MI, and Last Name)	Gender	School Paper Adviser	School	Division	School Paper
1						
2						
3						

Secondary Level

Division: _____ Category/Event: _____
Medium: English

	Complete Name of Student (First Name, MI, and Last Name)	Gender	School Paper Adviser	School	Division	School Paper
1						
2						
3						

Division: _____ Category/Event: _____
Medium: Filipino



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	Complete Name of Student (First Name, MI, and Last Name)	Gender	School Paper Adviser	School	Division	School Paper
1						
2						
3						



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Enclosure 6. Timeline of RSPC Activities

Activities	Date	Persons Involved	Status/Remarks
1. Virtual Coordination and Consultative Conference on the Conduct of Regional Schools Press Conference	December 13, 2023	Education Program Supervisors (EPS)	Completed
2. Issuance of Regional Memorandum	January 12, 2024	Regional EPS	To be conducted.
3. Virtual Coordination Meeting of the Host Cluster	January 17, 2024	CLMD Chief, CID Chief Education Supervisors, Regional EPS, Division EPSs	To be conducted.
4. Elections of CALABARZON Association of School Paper Advisers	January 23, 2024	CLMD Chief, Regional and Division EPSs, and Division Offices/ Representatives	To be conducted.
5. Submission of Narrative Report and Results of Division Schools Press Conference (DSPC)	February 9, 2024	Division EPSs	To be submitted.
6. Submission of Enclosure 4 and 5 and attachments	February 16, 2024	Division EPSs	To be submitted.
7. Uploading of School Paper Entries	February 16, 2024	Division EPSs	To be conducted.
8. Judging of School Paper Entries	February 18-22, 2024	Judges	To be conducted.
9. Submission of documents for MOCJ and MOSPA	February 20, 2024	Division EPSs	To be submitted.
10. Virtual Orientation of Proctors and ICT	February 22, 2024	Regional EPS, EPSs of Host Cluster,	To be conducted.



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Experts/Technical Specialists		School Heads, Proctors and ICT Experts/Technical Specialists	
11. Onsite ocular inspection of the event venues	February 23, 2024	RTWG and Host Division EPSs	To be conducted.
12. Conduct of Regional Schools Press Conference (RSPC)	February 26 (Day 0) February 27-March 2, 2024	RTWG and All Division Participants	To be conducted.
13. Issuance of Results of the RSPC	March 10, 2024	RTWG	To be conducted.
14. Debriefing, completion of report and dissemination of winners through Regional Memorandum	March 12, 2024	RTWG and Division EPSs in Journalism	To be conducted.



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Enclosure 7. Search for the CALABARZON Most Outstanding Campus Journalists and School Paper Advisers

R4A CALABARZON Most Outstanding Campus Journalist (MOCJ) and Most Outstanding School Paper Advisers (MOSPA) stand as the most prestigious award and successful achievement given to the campus journalists and school paper advisers (elementary and secondary levels) in the region who serve as embodiment of the culture of excellence and commitment to quality campus journalism.

Most Outstanding Campus Journalist (MOCJ)

1. Every schools division office shall select one (1) candidate for elementary level and one (1) candidate for the secondary level for the search.
2. There shall be panel of judges shall be composed of the following:
 - a. CLMD Chief Education Supervisor as chairperson
 - b. Regional Education Program Supervisors in-charge of journalism as co-chairpersons
 - c. Incumbent presidents of the Regional School Paper Advisers Association and/or Editors Guild, as members
3. The division shall submit the nomination folder together with the photocopy of the following documents duly certified true and correct by the Schools Division Superintendent to the Regional Office c/o the Supervisor in-charge of Journalism for verification and evaluation by the Search Committee.
 - a. Academic Standing
 - b. Achievement in Journalism
 - c. Innovations/Advocacies
 - d. Community/Extension Services and Other Leadership Positions
 - e. Published Works
 - f. Journalism-related Trainings Attended
 - g. Interview
4. The candidate who got the highest accumulated points following the standards below will be declared as the winner.

Criteria	Points
a. Academic Standing (School Year 2023-2024)	15
b. Achievement in Journalism	25
c. Leadership, Innovations and Advocacies	10
d. Innovations and Advocacies	25
e. Community And Extension Services Related To Journalism	10
f. Published Written Works	5
g. Journalism-related Trainings Attended	5
h. Interview	5
TOTAL	100



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a. Academic Standing (School Year 2023-2024) - **15 points**

Academic Standing	Points
i. With Highest Honors	15
ii. With High Honors	10
iii. With Honors	5
iv. With General Average of 85-89	3

b. Achievement in Journalism (*awards received by the nominee from Schools Press Conferences sanctioned by the Department of Education.*) **25 points**

**Note: In group contest, the corresponding point/score is divided to the number of members accordingly.*

For Individual Contests

Level	1st	2nd	3rd	4th	5th
National	25 pts.	24 pts.	23 pts.	22 pts.	21 pts.
Regional	20 pts.	19 pts.	18 pts.	17 pts.	16 pts.
Division	15 pts.	14 pts.	13 pts.	12 pts.	11 pts.
District	10 pts.	9 pts.	8 pts.	7 pts.	6 pts.
School	5 pts.	4 pts.	3 pts.	2 pts.	1 pt.

For Group Contests

Level	1st	2nd	3rd	4th	5th
National	15 pts.	14 pts.	13 pts.	12 pts.	11 pts.
Regional	10 pts.	9 pts.	8 pts.		
Division	7 pts.	6 pts.	5 pts.		

For Special Awards

Level	1st	2nd	3rd	4th	5th
National	13 pts.	12 pts.	11 pts.	10 pts.	9 pts.
Regional	8 pts.	7 pts.	6 pts.		
Division	5 pts.	4 pts.	3 pts.		

c. Leadership, Innovations and Advocacies - **10 points**

Position of the Nominee in the School Publication	Points
i. Editor-In-Chief	10
ii. Associate Editor	8
iii. Section Editor	5
iv. Writer/Contributor/Others	3

Editors' Guild Leadership	National	Regional	Division
i. President	10	7	4
ii. Vice President	9	6	3
iii. Other positions	8	5	2

d. Innovations and Advocacies – **25 points**

Level of Implementation	1st
National	30 pts.
Regional	25 pts.

Division	20 pts.
District	15 pts.
School	10 pts.

e. Community & Extension Services Related To Journalism - **10 points**

Services Rendered	National	Regional	Division
Chairperson	10	8	6
Facilitator	8	6	4

f. Published Written Works – **5 points**

National	Regional	Division
5	3	1

g. Journalism-related Trainings Attended - **5 points**

National	Regional	Division
5	3	1

h. Panel Interview with the selection committee – **5 Points**

(Critical thinking, Creativity, Communication skills, Collaboration, Attitude and Motivation)

Most Outstanding School Paper Advisers (MOSPA)

- The contenders must be a practicing School Paper Adviser (SPA).
- Each division shall select an outstanding school paper adviser for elementary and secondary levels.
- A recent copy of the school paper (A4) of the candidate must be attached.
- Only the division winner duly endorsed by the Schools Division Superintendent (SDS) shall be recognized by the Search Committee as official entry: one (1) for elementary level and one (1) for secondary level.
- The panel of judges in the regional level shall be:
 - CLMD Chief Education Supervisor as chairperson
 - Regional Education Program Supervisors in-charge of journalism as co-chairpersons
 - Incumbent presidents of the Regional School Paper Advisers Association and/or Editors Guild, as members
- The candidate shall attach the photocopy of all documents duly certified true and correct by the SDS.
- The candidate who got the highest accumulated points following the standards below will be declared as the winner.

Criteria	Points
a. Length of Service and Performance Rating	15
b. Achievement in Journalism (for the past 5 years)	15
c. Leadership in Journalism	25
d. Extension Services	10
e. Speakership/Judge	10
f. Published Books, Modules, Workbooks related to Journalism	10
g. Articles Published in Newspapers/Magazines/Journals	5
h. Interview	10
TOTAL	100

a. Length of Service and Performance Rating - **15 points**

- i. Must be a practicing school paper adviser for at least five (5) consecutive years immediately prior to the search.
- ii. Must have an average performance rating of not lower than Very Satisfactory (VS) for the past three (3) school years.
- iii. The computation of the rating shall follow the system below.

$$= \frac{\text{Sum of ratings from 3 rating periods}}{3} \div 5 \times 100 \times 15\%$$

Example:

$$= \frac{4.250 + 4.450 + 4.500}{3} \div 5 \times 100 \times 15\%$$

$$= 13.20 \text{ points}$$

b. Achievement in Journalism (for the past 5 years) – **15 points***For Individual Contests*

Level	1st	2nd	3rd	4th	5th
National	15 pts.	14 pts.	13 pts.	12 pts.	11 pts.
Regional	10 pts.	9 pts.	8 pts.	7 pts.	6 pts.
Division	5 pts.	4 pts.	3 pts.	2 pts.	1 pt.

For Group Contests (must be overall winner divided with the number of members) and School Publication Contest (must be overall winner not only section)

Level	1st	2nd	3rd	4th	5th
National	15 pts.	14 pts.	13 pts.	12 pts.	11 pts.
Regional	10 pts.	9 pts.	8 pts.		
Division	7 pts.	6 pts.	1 pts.		

c. Leadership in Journalism – **25 points**

Position Held	National	Regional	Division
President	25	20	15
Vice President	20	15	10
Other Positions	18	12	8

d. Extension Services – **10 points**

National	Regional	Division
10	7	5

e. Speakership/Judge – **10 points**

National	Regional	Division
10	7	5

f. Published Books, Modules, Workbooks related to Journalism – **10 points**

National	Regional	Division
10	7	5

g. Articles Published in Newspapers/Magazines/Journals – **5 points**

National	Regional	Division
5	3	1

h. Panel Interview - **10 points**

(Integrity, Commitment, Dedication, Critical thinking, Creativity, Communication skills, Collaboration, Attitude and Motivation)



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Enclosure 8. Regional Technical Working Group

Consultants: ATTY. ALBERTO T. ESCOBARTE, CESO II, Regional Director
LOIDA N. NIDEA, CESO V, Assistant Regional Director

Chairperson: VIERNALYN M. NAMA, Chief Education Supervisor
Assistant Chair: EUGENE RAY F. SANTOS, Education Program Supervisor
Members: DIANNE CATHERINE T. ANTONIO, Education Program Supervisor
VIRGILIO O. GUEVARRA, JR., Education Program Supervisor
EMELIA P. CRESCINI, Education Program Supervisor
ELAINE T. BALAOGAN, Education Program Supervisor
MARGARETTE P. MUSA, Education Program Supervisor
LOWIESITO ERNI, Education Program Supervisor
PAUL GENCE OCAMPO, Education Program Supervisor
NORMITA DATINGGALING, Regional Coordinator

Secretariat: LHOVIE C. DAMIAN, Teaching Aid Specialist
REDGYNN A. BERNALES, Administrative Assistant II
RAMON PATRICK BAGACAY, ALS-CoS
JOHN CHRISTIAN GALVEZ, ALS-CoS

Host Cluster : **Laguna Cluster** (SDO Laguna, SDO Santa Rosa City, SDO Cabuyao City, SDO Calamba City, SDO Binan City, SDO San Pedro City, San Pablo City)

**Regional Technical Working Group
for the Search for Most Outstanding Campus Journalist
and School Paper Adviser**

Consultants: ATTY. ALBERTO T. ESCOBARTE, CESO II, Regional Director
LOIDA N. NIDEA, CESO V, Assistant Regional Director

Chairperson: VIERNALYN M. NAMA, Chief Education Supervisor
Assistant Chairs:
ELPIDIA B. BERGADO, Chief Education Supervisor,
President, RACAS
EUGENE RAY F. SANTOS, Education Program Supervisor
DIANNE CATHERINE T. ANTONIO, Education Program Supervisor



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Members: RACAS Officers

Secretariat: REDGYNN A. BERNALES, Administrative Assistant II
RAMON PATRICK BAGACAY, ALS-CoS

Awards Committee

Laguna Cluster (*SDO Laguna, SDO Santa Rosa City, SDO Cabuyao City, SDO Calamba City, SDO Binan City, SDO San Pedro City, San Pablo City*)



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



CLMD-RM-2024-4

Enclosure 9. Terms of Reference

a. The Education Program Supervisors (in Special Program in Journalism)

- prepare and submit necessary Enclosures
- ensure accuracy of details and information of documents
- coordinate, orient and brief participants (parents, CJ, SPA, school heads) about the details of the conference
- secure that participants will be provided with the assistance they will need, especially in terms of gadgets and equipment to be used in the activity
- attend coordination/consultative meeting related to the activity
- disseminate accurate and up to date information about the conference

b. The School Heads and The School Paper Advisers

- provide support to the participating CJ
- communicate and explain accurate and up to date information about the conference to the CJ and parents/guardians
- provide CJ with documentary requirements (ID, Enrolment Certificate, Parents' Consent)
- relay accurate and up-to-date information about the conference
- assist learners in the entire participation in the activity

c. The Campus Journalists

- attend the activities with punctuality
- keep the important documents in tact
- follow the rules and regulations of the conference religiously
- accomplish the tasks with honesty

d. The Regional Technical Working Group

- craft the proposal, memorandum, and RBA (for the focal person)
- coordinate with the workshop venue management and prepare the contract for the event
- coordinate with the Supplies Officer for the supplies needed
- attend and conduct meetings with the host cluster, event venues, and facilitators and proctors
- lead the review and evaluation of the presentation to be used for the activity
- facilitate the conduct of the activity in the assigned events
- join the team in the conduct of debriefing sessions

e. The Secretariat

- prepare the completion report
- request preparation of contract and supplies
- coordinate with the moderator regarding the materials needed for the workshop and the documents that needed to be accomplished daily;



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- prepare the documents needed for liquidation;
- prepare and print certificates of recognition, participation, and appearance
- submit the needed requirements to respective functional divisions after the conduct of the activity.

f. The Host Cluster and Venues

- provide venues and proctors for the events being hosted
- ensure completeness of necessary equipment and devices needed for the events
- assist participants in the logistics and provide help desk
- observe security and safety of participants in the conduct of the events
- attend meetings and coordinate with the RTWG for smooth conduct of the activity.

g. The Awards Committee

- Collaborate on the conduct of closing and awarding ceremonies
- Prepare the needed materials for the said activity
- Facilitate preparations and execution of such

h. The Regional TWG as Facilitator

- Ensure smooth conduct of the competitions
- Ensure completeness of materials and functionality of devices and equipment necessary/required in the contests
- Verify the identity of the participants against the official list
- Observe maximum confidentiality of contest materials and entries
- Entertain questions on the process of the competition but not on content of the contest materials
- Transport the contest materials to the command center after the contest proper

i. The Event Proctors

- Facilitate the conduct of the events at the venue
- Distribute the contest materials to participants
- Never entertain any questions about the content of the materials
- Ensure that time allotment is strictly complied in all events
- Secure confidentially the materials in the contest
- Coordinate with the Regional TWG in-charge of the events
- Attend coordination meeting regarding the activity.

j. The Resource Speakers

- prepare a presentation for the lecture-session and contest materials
- draw on expertise to fairly and reasonably assess the team's efforts in the various components of the competition
- evaluate objectively the official entries adhering to the set criteria/scoring rubric
- accomplish the judging sheets, rank entries/outputs from 1 to 23 observing fair and unbiased scoring of entries
- keep confidentiality of the details of his/her ratings
- avoid communication about the activity in any means possible with any of the participants (CJ/SPA), parents/guardians, SDO personnel;
- turn-over the needed documents on the identified/agreed date of compliance

- provide technical assistance and training with the delegation of the region for the NSPC