

05 December 2024

Regional Memorandum
No. 858, s. 2024

R4A CALABARZON 2025 REGIONAL SCHOOLS PRESS CONFERENCE

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

- Pursuant to Republic Act (RA) No. 7079, also known as the Campus Journalism Act of 1991, released through Department of Education (DepEd) Order 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 (CLMD) announces the conduct of the **R4A CALABARZON 2025 Regional Schools Press Conference (RSPC)**.
- This activity aims to develop and to promote comprehensive understanding of campus journalism. Specifically, this activity will enable participants 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 5-7 and 10-14, 2025** at the venues indicated in *Enclosure 1* to be hosted by Batangas Cluster [Schools Division Office (SDO) Batangas Province, SDO Batangas City, SDO Lipa City, SDO Sto. Tomas City, and SDO Tanauan City].
- The RSPC is open to learners from public and private elementary and secondary schools who won in the Division Schools Press Conference (DSPC). A qualified campus journalist can participate in only one (1) individual or group event.

Individual Events	Top three (3) division winners per medium per level (<i>except for Mobile Journalism, exclusive for Secondary Level with only one (1) participant per medium per SDO</i>)
Group Events	One (1) SDO representative per medium (<i>composed of seven (7) members each team</i>) <i>except for Online Publishing</i>



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	<i>exclusive for Secondary Level with only five (5) members each team per medium]</i>
School Paper Events	Overall Top ten (10) school papers in the division level

5. The RSPC will include the following events:

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 <i>(For Secondary only-Exhibition)</i>	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. Campus Journalist (Elementary and Secondary) b. School Paper Adviser (Elementary and Secondary)

6. All SDOs should ensure that schools participating in the RSPC have school paper publication in **Portable Document Format (PDF) or digital format.**

7. Each division shall submit (in PDF) the following documents duly endorsed by the Schools Division Superintendent (SDS) on/before **January 21, 2025** via e-mail at calabarzonrspc@gmail.com. Please use the following file naming conventions: <SDO>-<RSPC25>-<EnclosureNo>

Example: **Batangas-RSPC25-Encl2**

Batangas-RSPC25-Encl3

a. *Enclosure 2. Division Official Delegation*

b. *Enclosure 3. Division Entries in the School Paper Events*

8. The Official List signed by the SDS shall also serve as the Official Travel Authority (TA) of each SDO. Last-minute changes in the list of participants shall be supported with a justification or a certification duly signed by the SDS/Education Program Supervisor (EPS) in charge of Special Program in Journalism (SPJ) as the Head of Division Delegation to be presented to the Regional Proctor.
9. Participants in the individual and group events shall pre-register online through the links indicated in *Enclosure 4* where they will also upload the following documents in PDF:
 - a. Medical Certificate (of learner and adviser/coach)
 - b. Certificate of Enrollment
 - c. School Paper for School Year (SY) 2024-2025
 - d. Parental Consent
10. The overall Top 10 school papers in the division level shall be uploaded through the official submission portal until **January 21, 2025**. The link will automatically close at 12:00 midnight on the same date. Late entries will not be accepted.
11. Submission of documents in PDF for Most Outstanding Campus Journalist (MOCJ) and Most Outstanding School Paper Adviser (MOSPA) is until **January 8, 2025, 5:00PM** through the official submission portals indicated in *Enclosure 8* together with the guidelines.
12. This edition of the RSPC will utilize the scoresheets used in the 2024 National Schools Press Conference (NSPC) in evaluating the entries in all events as indicated in the DepEd Memorandum No. 025, s. 2024.
13. The **top seven (7)** winners in all individual, group, and school paper events will be recognized during the awarding and closing ceremonies. Meanwhile, rank 8 to 15 will be announced and recognized through a memorandum. Only the points earned from the placements (rank 1-15) in the individual and group events shall be included in the computation of scores for the overall standing following the guidelines in *Enclosure 6*.
14. Recognizing and respecting Intellectual Property Rights, the Region adheres to the rule concerning plagiarism. DepEd CALABARZON reiterates its stand to disqualify entries and 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.
15. To ensure smooth conduct of the RSPC events, please see *Enclosure 7: Timeline of RSPC Activities*. Compliance and active participation and cooperation of all delegations in all activities set forth is required.
16. *Enclosure 9* presents the Regional Technical Working Group (RTWG) for this edition of the RSPC. Meanwhile, please see *Enclosure 10* for the *Terms*

of Reference. Official list of proctors, chief examiners and technical experts will be announced through a separate issuance.

17. The billeting school of each delegation shall be identified through drawing of lots. Hence, the same will be announced through an advisory. The table below presents the number of official participants per SDO who will be billeted in the schools. The Division EPS shall coordinate and confirm with the host division and billeting schools one (1) week before arrival regarding the number of participants with respect to gender as well as other necessary matter for this purpose.

Inclusive Dates	Campus Journalists	School Paper Advisers/Coaches	Division Personnel	TOTAL
February 4-7, 2025	66	10	2	78
February 10-14, 2025	138	114	2	254


18. All expenses relative to the conduct of this activity shall be charged against Development and Promotion of Campus Journalism (DPCJ) funds and regional funds. Meanwhile, food, travel and incidental expenses of the official delegates and their advisers/coaches 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.

19. The fund in the amount of **Fifteen Thousand Pesos (P15,000.00)** will be downloaded to SDO Lipa City, **Ninety Thousand Pesos (P90,000.00)** will be downloaded to SDO Batangas City and **One Hundred Fifty Thousand Pesos (P150,000.00)** will be downloaded to SDO Tanauan City to cover the cost of the following:

- a. food of the RO and SDO Top Management and EPSs in SPJ, RTWG, and Judges (*in the entire duration of the activity*)
- b. supplies and materials
- c. other related expenses (*planning activities, meetings, ocular inspection of the venues, etc.*)

20. For questions and clarifications, you may contact **EUGENE RAY F. SANTOS**, Regional Education Program Supervisor in-charge of SPJ through email address calabarzonrspc@gmail.com and **VIERNALYN M. NAMA**, Chief Education Supervisor, CLMD.

21. Immediate dissemination of this Memorandum is desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
 Regional Director



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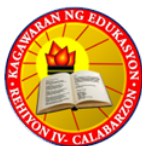
Enclosure 1: Timeline of Events and Venues

R4A CALABARZON 2025 REGIONAL SCHOOLS PRESS CONFERENCE
SCHEDULE OF ACTIVITIES

February 5-14, 2025

ADVANCE EVENTS

Date	Time	Activity/Event	Venue
February 4, 2025	7:00 onwards	Checking of Devices	<i>Respective Event Venues</i>
February 5, 2025	7:00am onwards	Radio Scriptwriting and Broadcasting – Elementary - Filipino	Alangilan Central Elementary School
		Radio Scriptwriting and Broadcasting – Elementary - English	Batangas City Integrated High School
		Radio Scriptwriting and Broadcasting – Secondary - Filipino	Lyceum of the Philippines University - Batangas
		Radio Scriptwriting and Broadcasting – Secondary - English	University of Batangas
		TV Scriptwriting and Broadcasting – Secondary English	University of Batangas
February 6, 2025	7:00am onwards	TV Scriptwriting and Broadcasting – Secondary Filipino	University of Batangas



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		Online Publishing – Secondary – English and Filipino	University of Batangas
February 7, 2025	8:00-12:00AM	Awarding Ceremonies	University of Batangas

GRAND OPENING, COLLABORATIVE DESKTOP PUBLISHING, AND INDIVIDUAL EVENTS

Date	Time	Activity/Event	Venue
February 10, 2025	7:00am -12:00nn	Arrival of Delegations	<i>Respective Billeting Schools</i>
	7:00 onwards	Collaborative Desktop Publishing – Checking of Devices – Elementary and Secondary	Talaga Central School
	1:00pm – 3:00pm	Grand Opening Program	Recto Event Center, Lipa City <i>* Each SDO will have 50 reserved seats, including Top Management and key officials. Campus journalists and SPAs from the secondary level are encouraged to attend.</i>
February 11, 2025	7:00 onwards	Mobile Journalism – Checking of Devices - Secondary	Tanauan North Central School
		Collaborative Desktop Publishing – Elementary	Talaga Central School
	7:00am-11:00am	News Writing Features Writing Editorial Writing Column Writing	Tanauan City Integrated High School
		12:00nn-4:00pm	
February 12, 2024	7:00am onwards	Photojournalism	Tanauan North Central School
		Sports Writing	Tanauan City Integrated High School
		Collaborative Desktop Publishing – Secondary	Talaga Central School
		Mobile Journalism	Tanauan North Central School
February 13, 2025	8:00am-12:00nn	Concurrent Sessions on Copy Editing and Proofreading	<i>Respective Billeting Schools</i>
	3:00pm to 7:00pm	Gabi ng Pagpapahalaga and	Sto. Tomas City

		Awarding of the Most Outstanding School Paper Advisers and Campus Journalists	
February 14, 2025	8:00am-1:00pm	Awarding Ceremonies –Individual Events, Collaborative Desktop Publishing, and School Paper Events (Elementary Level)	Malvar Cultural Gymnasium Malvar, Batangas
		Awarding Ceremonies – Individual Events, Collaborative Desktop Publishing, and School Paper Events (Secondary Level), Top Performing SDOs, and Closing Program	Recto Event Center Lipa City



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Enclosure 2: Division Official Delegation

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Official Delegation of SDO _____

Events	Level	Medium	Name	School Paper Adviser/Coach <i>(1 only)</i>	School (DO NOT ABBREVIATE)	School Paper (DO NOT ABBREVIATE)
News Writing	Elementary	Filipino	1.			
			2.			
			3.			
		English	1.			
			2.			
			3.			
	Secondary	Filipino	1.			
			2.			
			3.			
		English	1.			
			2.			
			3.			

**Please add rows for other events.*

Prepared: _____

Education Program Supervisor - Filipino

Checked: _____

Chief Education Supervisor, CID

Approved: _____

Schools Division Superintendent

Education Program Supervisor - English



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Enclosure 3: Division Entries in the School Paper Events

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Division Entries in the School Paper Events of SDO _____

Level	Medium	Rank	Name of School Paper (DO NOT ABBREVIATE)	School (DO NOT ABBREVIATE)	School Paper Adviser (Only 1)	School Principal
Elementary	Filipino	1				
		2				
		3				
		4				
		5				
		6				
		7				
		8				
		9				
		10				

*Please use separate sheet per level and medium.

Prepared: _____

Education Program Supervisor - Filipino

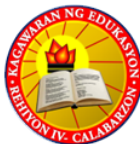
Checked: _____

Chief Education Supervisor, CID

Approved: _____

Schools Division Superintendent

 Education Program Supervisor - English



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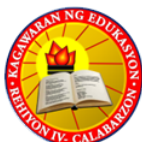


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Enclosure 4: Online Registration Links

R4A CALABARZON 2025 REGIONAL SCHOOLS PRESS CONFERENCE
Online Registration Links









Events	Registration Link	QR Code
1. News Writing	https://forms.office.com/r/s3S5Q5dV2w	
2. Features Writing	https://forms.office.com/r/rAzjfNmhSc	
3. Editorial Writing	https://forms.office.com/r/rZ40fRMZFc	
4. Column Writing	https://forms.office.com/r/JZsnb3Mqxe	
5. Editorial Cartooning	https://forms.office.com/r/UtNq6NmQ5W	
6. Science & Technology Writing	https://forms.office.com/r/jRdr8DudHv	



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7. Sports Writing	https://forms.office.com/r/wD9pcxZQ78	
8. Photojournalism	https://forms.office.com/r/bK2QRse644	
9. Copyreading and Headline Writing	https://forms.office.com/r/dLEFWPs6SB	
10. Mobile Journalism	https://forms.office.com/r/YrABBDzUZQ	
11. Collaborative Desktop Publishing	https://forms.office.com/r/YHnipAtnCP	
12. Radio Scriptwriting and Broadcasting	https://forms.office.com/r/pHqjGny8et	
13. TV Scriptwriting and Broadcasting	https://forms.office.com/r/0kDiRVymuL	
14. Online Publishing	https://forms.office.com/r/scKs7sK0DT	



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Enclosure 5: Guidelines for the Individual, Group, and School Paper Events

**R4A CALABARZON 2025 REGIONAL SCHOOLS PRESS CONFERENCE
GUIDELINES FOR THE INDIVIDUAL, GROUP, AND SCHOOL PAPER EVENTS**

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 2024-2025 can participate.

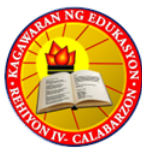
The following guidelines will be strictly implemented:

A. General:

1. All participants must always wear school ID and RSPC ID.
2. Participants may bring water in transparent bottles, as well as snacks or biscuits. For events extending beyond lunchtime, learners and teams are required to bring packed meals, as food distribution will not be permitted.
3. Should there be questions and assistance needed, the participants can only raise their concerns to the assigned proctor and/or examiner.
4. School paper advisers, teachers, principals, parents, and guardians who will be found in the contest venues, including the photoshoot site for photojournalism events, will be grounds for disqualification of their contestants.
5. Communication devices, including but not limited to cellular phones, smart gadgets, and similar devices, are not permitted in contest rooms unless explicitly required for specific events. Please refer to the specific guidelines for provisions on device checking.
6. Any violation of the stipulated guidelines will be grounds for disqualification of the participant.
7. 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. Data sheets or other sources of information, such as videos, audio recordings, photos, will be given to the contestants as basis in writing the articles.



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- b. The contestants shall bring their own pen for the contest. They may also bring erasers (in liquid and other forms). Other materials not mentioned WILL NOT BE ALLOWED.
- c. Contest papers will be provided at the contest room. Each contestant will be given only one (1) set of official contest papers with computer-generated code. Learners ARE NOT ALLOWED to write using the back page of the contest paper.
- d. Official scratch papers will be provided at the contest room, which shall be submitted to the proctor before leaving.
- e. No other sheets of paper, folders, envelopes, file holder and other materials will be allowed to be brought inside the contest rooms except for what is explicitly stated in the guidelines.

2. Sports Writing:

- a. The possible sporting events that may be covered (individual and group events) will be announced through a separate issuance at least one (1) week before the RSPC.
- b. The RTWG shall orient and provide instructions to the contestants before the contest proper.
- c. A pre-game conference shall be conducted for the introduction of the players, coaches, and tournament officials.
- d. An actual game shall be covered by the contestants.
- e. A post-game conference shall be held to interview officials and athletes after the game.
- f. The contestants shall proceed to the designated contest room for the writing of the sports article.
- g. The contestants shall bring their own pen for the contest. They may also bring erasers (in liquid and other forms). Other materials not mentioned WILL NOT BE ALLOWED.
- h. Contest papers will be provided at the contest room. Each contestant will be given only one (1) set of official contest papers with computer-generated code. Learners ARE NOT ALLOWED to write using the back page of the contest paper.
- i. Official scratch papers will be provided at the contest room, which shall be submitted to the proctor before leaving.
- j. No other sheets of paper, folders, envelopes, file holder and other materials will be allowed to be brought inside the contest rooms except for what is explicitly stated in the guidelines.

3. Copyreading and Headline Writing

- a. The contestants shall bring their own pencil for the contest. They may also bring a sharpener, ruler and eraser. Pens, markers, scissors, liquid eraser and other materials not mentioned WILL NOT BE ALLOWED.
- b. Official scratch papers will be provided at the contest room, which shall be submitted to the proctor before leaving. Each contestant will be given only one (1) set of official contest material with computer-generated code. Learners ARE NOT ALLOWED to write using the back page of the contest paper.
- c. The contestants shall follow directions given in the contest piece.
- d. The contestants shall provide a headline for the article.

- e. No other sheets of paper, folders, envelopes, file holder and other materials will be allowed to be brought inside the contest rooms except for what is explicitly stated in the guidelines.

4. Editorial Cartooning

- a. The contestants shall bring their own pencil for the contest. They may also bring a sharpener, ruler and eraser. Pens, markers, scissors, liquid eraser and other materials not mentioned WILL NOT BE ALLOWED.
- b. Contest papers will be provided at the contest room. Each contestant will be given only one (1) set of official contest papers with computer-generated code. Learners ARE NOT ALLOWED to draw using the back page of the contest paper.
- c. Official scratch papers will be provided at the contest room, which shall be submitted to the proctor before leaving.
- d. The cartoon must be anchored on the given topic or issue.
- e. The cartoon should be compliant with the professional and ethical standards of media.
- f. No other sheets of paper, folders, envelopes, file holder and other materials will be allowed to be brought inside the contest rooms except for what is explicitly stated in the guidelines.

5. Photojournalism

a. Preparation:

- 1) Contestants should be at the contest venue thirty (30) minutes before the orientation.
- 2) Contestants shall use point-and-shoot digital single-lens reflex (DSLR) camera, 18-55mm f/3.5-5.6 lens. Those who will use higher specs will not be allowed to join the contest. Mirrorless cameras are NOT ALLOWED, too.
- 3) Contestants shall submit a clear/empty memory card and camera (internal memory) to be checked by technical experts on the scheduled date.
- 4) The contestant should bring his/her own camera cable for uploading and saving pictures.
- 5) Cellular phones, smart gadgets and devices, 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 which was initially checked by the technical experts 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 captions for the given theme and the control shot.
- 5) Contestants shall write the file name of each photo on the caption sheet.
- 6) Caption sheets will be provided by the RTWG.
- 7) Contestants will be given 30 minutes to write the captions for the photos.

6. Mobile Journalism

- a. Each division shall have one (1) representative for English and another for Filipino in Secondary level who shall not be competing in any of the individual or group writing events. This event is only an **exhibition**, and the rank/placement shall not be included in the computation of overall performance of the division.
- b. Contestants may wear smart casual without any identifying marks/logo of the division. No glam team will be allowed.
- c. 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.
- d. 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.
- e. The mobile application that will be used in the event is CapCut (free version, not premium/paid).
- f. Social media applications, electronic mail, and other communication channels **MUST** be uninstalled in mobile/cellular phones.
- g. A 30-minute mini press conference shall be held as basis for the content of the entries including (videos, photos, audio, etc.) Each participant will be given a chance to ask only 1 (one) question (*no follow-up questions*) to the resource person.
- h. 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.
- i. Contestants will be given three (3) hours for production including writing, shooting, voice recording, and editing of entries. Coverage/Data gathering through interview and mini press conference shall be excluded from the 3-hour time allotment.
- j. The script will not be part of the evaluation process but shall be submitted to the proctor after the time allotment.
- k. Contestants shall be able to produce a 2–3-minute news style video entry in vertical/horizontal video orientation in .mp4 or .mov file format.
- l. Participants shall be given 30 minutes to upload their entries to the official portal. Access link will be given in the contest day after the 3-hour time allotment.
- m. Each contestant is required to bring only the following:
 - 1 Mobile/Cellular Phone (Android/iOS) and charger compatible with the device that will be used in the competition (without SIM/eSIM Card)
 - 1 Auxiliary/Cord for data/file transfer compatible with the device that will be used in the competition

- 1 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
- n. 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 participant.
- o. Non-adherence to these guidelines will mean disqualification of the pair.
- p. The entries will be evaluated using the scoresheet for the event.

CRITERIA 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 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%

GUIDELINES FOR RADIO SCRIPTWRITING & BROADCASTING CONTEST

A. General Guidelines

1. Each division shall organize a team of seven (7) members for English and Filipino in elementary level and secondary level who shall not be competing in any of the individual writing and group events.
2. To facilitate proper identification, the participants shall wear plain white shirts 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 before the competition starts.
4. All teams will be given five (5) minutes to visit the mock radio station on the day of the checking of devices. Participants are advised to make the visit before proceeding with the checking of their devices.
5. The special awards for this event are the following:

Individual Awards	Group Awards
1. Best Anchor	1. Best Infomercial
2. Best News Presented	2. Best Script
3. Best Technical Director	

6. Contestants are not allowed to have mobile phones and other smart gadgets, reference materials, or any extra sheets of paper in the broadcast area except for the script.
7. The decision of the Board of Judges is final and irrevocable.
8. 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 (*tablet PC is allowed as replacement for laptop*) that are cleared of stored documents, one (1) flash drive not more than 32GB memory size, and an inkjet printer in preparing and printing of the script. Virtual DJ will be the official software/program that will be used by all participants. 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.
2. The team will be given two (2) hours to prepare a script for a five-minute radio broadcast. It includes one (1) infomercial and four (4) news articles.

The infomercial may depict health, environment, politics, and social issues which will be determined by the judges on the contest day. It shall have a maximum length of one (1) minute and shall use the language that the group is competing in.

The news articles shall be based on press releases, raw data, or any other source that will be distributed 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 remain with the examiner/s. The team may print extra copies for their own use.

3. Once the scriptwriting has commenced, the contestants will no longer be allowed to leave the contest rooms. For personal necessities, the proctor shall accompany them to the restrooms.
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 (1inch 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 based on their roles and wait for their time to perform. Team members are not allowed to meet in the duration except for the time that they will proceed to the broadcast room.

C. Broadcast Simulation

1. A broadcast room for the presentation will be identified in the contest venue. Only the contestants, and the examiner/s shall be allowed inside. There will be a separate room for the judges.
2. The organizers/host cluster/division shall provide a sound system 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 are not allowed to change, adjust, and manipulate the main control board during their presentation.
4. In case of power failure, the affected team shall be allowed to broadcast again.
5. The use of any sound bites/pre-recorded voice is prohibited.
6. Loudspeakers will be set up outside the broadcast room for the audience.
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 host school shall provide a clock or a timer that can be seen by the contestants and the judges. There will be an official timekeeper.

9. A yellow flaglet shall be raised to signal to 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. Time starts as the OBB plays and stops in dead air.
11. 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:

Overtime/Undertime	Deduction
1-5 seconds	No Deduction
6-8 seconds	1 point
9-25 seconds	2 points
26-45 seconds	3 points
46-65 seconds	4 points
66 seconds and above	5 points

GUIDELINES FOR THE COLLABORATIVE DESKTOP PUBLISHING CONTEST

1. Each division shall organize a team of seven (7) members for English and Filipino both in elementary level and secondary level who shall not be competing in any of the individual writing and other group events.
2. Contestants shall wear a plain 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). Each team will be given a chance to ask only 1 (one) question (*no follow-up questions*) to the resource person. 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 four (4) hours for writing, layout, and editing.
8. Each team is allowed to bring only the following:
 - two (2) DSLR cameras (*following the specifications in the Photojournalism event*)
 - one (1) inkjet printer with scanner
 - one (1) card reader
 - one (1) blank flash drive
 - two (2) extension wires
 - maximum of four (4) laptops installed with either Pagemaker or In Design and Adobe Photoshop (for the secondary level) and Microsoft Publisher and Adobe Photoshop (for the elementary level) for the

layout of the group's final output. **Tablet PC is allowed as replacement for laptop.*

- A4 size bond paper
 - Art materials: pencils, sharpeners, markers, rulers, erasers, crayons, color pencil, oil pastels and/or color pens (*other materials not stated will not be allowed*)
 - one (1) set pen tablet (without built-in memory)
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 division 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 smart gadgets shall not be allowed except for digital cameras/DSLRs and laptops with disabled internet connection.
13. Each team will be required to print A4 size bond paper, and submit it to the examiner/s. Each competing team will be provided with four (4) sheets of official paper for printing the final output.
14. In the event of technical difficulties during printing that result in the paper being damaged or rendered unusable, an additional one (1) extra sheet of official paper will be issued per team. A representative of the team shall surrender the damaged/unusable paper to the proctor to claim the extra sheet and sign the registry to ensure that the bar codes on the sheets match.
15. Each team 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.
16. The output of the contest is an A4-size four-page full-colored publication.
17. 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 and other group events.
2. Contestants must wear a 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. All members shall attend a mini press conference and a sports event that shall be held as the basis for the content of the publication (i.e., news, features, editorial, editorial cartoon, sports). Each team will be given a chance to ask only 1 (one) question (*no follow-up questions*) to the resource person. 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. WordPress will be the official platform that will be used for this event. 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 (2) digital single-lens reflex (DSLR) cameras following the specifications in the photojournalism event (*Standard process in the Photojournalism Event shall be observed in checking the cameras and SD cards*).
 - maximum of 4 (four) laptops installed with Adobe Photoshop for image enhancement **Tablet PC is allowed as replacement for laptop.*
 - maximum of 3 (three) pocket WiFi devices (preferably with different networks) or 1 wireless router
 - one (1) blank flash drive
 - extension cord
 - one (1) set pen tablet (without built-in memory)
 - Art materials: pencils, sharpeners, markers, rulers, erasers, crayons, color pencil, oil pastels and/or color pens (*other materials not stated will not be allowed*)
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 upload the URL of their output/entry to the official submission portal for the event that will be given by the proctor.
13. The decision of the Board of Judges is final and irrevocable.

GUIDELINES FOR TV SCRIPTWRITING AND BROADCASTING

A. General Guidelines

1. Each division shall organize a team of seven (7) members for English and seven (7) members for Filipino in Secondary level who shall not be competing in any of the individual writing and other group events.
 - 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 cannot 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, including the floor lay-out and dimensions, shall be shared with the division coordinators a week before the contest through an advisory.
3. A 30-minute technical orientation for the director and video/ graphics editor will be held during the checking of devices. Then, each team will be given 5 minutes to visit the mock broadcast room.
4. The following special awards will be given:

Individual Awards	Group Awards
1. Best Anchor	1. Best Developmental Communication
2. Best Director	2. Best News Script
3. Best Reporter	
4. Best Technical Director	

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, Adobe Photoshop and a video editing program (with uploading capacity) **Tablet PC is allowed as replacement for laptop.*)
 - Three (3) empty USB Flash Drives (16GB minimum)
 - maximum of two (2) video cameras/DSLR cameras (*following the specifications in the photojournalism event*)
 - one (1) mobile phone (without sim) compatible with the laptop
 - maximum of three (3) wired lapel microphones
 - A4 bond paper
 - One (1) printer with ink
 - extension cord(s)

2. Laptops and flash drives to be submitted to the RTWG 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 including virtual studios 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 program 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 Program name:

English: **The CALABARZON Vision**

Filipino: **Hiraya ng CALABARZON**

- 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 (one) copy for each member of 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 production 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 of the team 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. Each team will be given nineteen (19) minutes: ten (10) minutes for entrance and preparation, six (6) minutes for the TV broadcast, and three (3) minutes for exit. Provided running time shall be applied.
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 (6) 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%).

Overtime/Undertime	Deduction
1-20 seconds	1 point
21-40 seconds	2 points
41-60 seconds	3 points
61-80 seconds	4 points
81 seconds above	5 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. The decision of the Board of Judges is final and irrevocable.

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

- A. The School Paper Events is open to Elementary and Secondary schools whose school papers belong to the top ten (10) best school papers in the division.
- B. 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 Events for three (3) consecutive years.

- C. The school is not allowed to submit their school paper entry/ies directly to the Regional Office.
- D. The following shall be submitted through the official submission portals:
1. Certificate of Circulation from the school head noted by the Schools Division Superintendent. Indicated on 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

Note: The Regional Technical Working Group (RTWG) reserves the right to disqualify entries with incomplete documentary requirements.

E. The different sections in the school paper contest both English and Filipino are as follows:

1. News Section / Pahinang Balita
2. Editorial Section / Pahinang Editoryal
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

F. 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)

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

H. Top seven (7) winners will be announced per section. The top five (5) highest pointers both in English and Filipino in the elementary and secondary levels shall be declared as the best school papers in the region. The latter shall be the entries of the region at the national level. The points of their ranking shall not be added to determine the best performing divisions who shall be recognized in the awarding ceremony on the last day of conduct of the RSPC.

I. The decision of the Board of Judges in all aspects of the contest shall be deemed final and irrevocable.

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 (2) 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 (3) 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 (3) 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 (2) 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 (2) 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.

OFFICIAL SUBMISSION PORTALS FOR THE SCHOOL PAPER EVENTS

Level	Medium	Link	QR Code
Elementary	Filipino	https://forms.office.com/r/H1JcaVA3aQ	
	English	https://forms.office.com/r/TFGDqh7gMz	
Secondary	Filipino	https://forms.office.com/r/k27FrBr3Sb	
	English	https://forms.office.com/r/QqWEvmZXqF	



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Enclosure 6: Computation of Scores for the Overall Standing

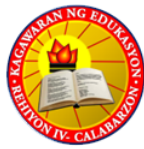
1. To determine the top seven (7) performing SDO in the secondary and elementary level in individual and group events, the following equivalent points of the ranks/placements will be added accordingly. Please see sample computation.

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 events, categories and levels*)

Division	News Writing	Editorial Writing	Features Writing	Column Writing	S&T Writing	Sports Writing	Photojournalism	CHW	Editorial Cartooning	Radio Broadcasting	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



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph



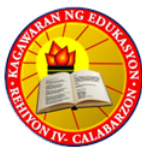
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Enclosure 7: Timeline of RSPC Activities

Activities	Date	Persons Involved	Status/Remarks
1. Consultative and Planning Conference and Strategic Directions for the Regional Schools Press Conference, Festival of Talents, and Science and Technology Fair	October 29, 2024	RD and ARD SDS and ASDS Chief ES Education Program Supervisors (EPS)	Completed
2. Regional Training on Broadcast and Digital Campus Journalism	December 3-5, 2024	RO EPS and EPS of Host Cluster SPAs	To be conducted.
3. Issuance of Regional Memorandum	December 6, 2024	Regional EPS	To be conducted.
4. Last Day of Submission of Nominations for MOSPA and MOCJ	January 8, 2025	Division EPS	To be conducted.
5. Interview of MOSPA and MOCJ Semi-Finalists	January 14, 2025	Search/Selection Committee Semi Finalists	To be conducted.
6. Onsite Coordination Meeting of RTWG with the Host Cluster	January 15-17, 2025	CLMD Chief, CID Chief Education Supervisors, Regional EPS, Division EPSs	To be conducted.
7. Issuance of Advisory re: Billeting Schools and Equipment Available in Mock TV Studio and Radio Station	January 17, 2025	RTWG	To be conducted.
8. Regional Training of Core Trainers in Campus Journalism	January 20-22, 2025	RO – CLMD Consultants SPAs	To be conducted.



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9. Last Day of Submission of School Paper Entries	January 21, 2025	Division EPSs SPAs	To be conducted.
10. Judging of School Paper Entries	January 23- February 7, 2025	RTWG Judges	To be conducted.
11. Online Registration and Submission of Documentary Requirements	January 24- 31, 2025	Division EPSs SPAs	To be conducted.
12. Submission of Enclosure 2 and 3	January 24, 2025	Division EPSs	To be conducted.
13. Submission of Narrative Report and Results of Division Schools Press Conference (DSPC)	January 31, 2025	Division EPSs	To be submitted.
14. Onsite Orientation of Proctors and ICT Experts/Technical Specialists	January 31, 2025	Regional EPS, EPSs of Host Cluster, School Heads, Proctors and ICT Experts/Technical Specialists	To be conducted.
15. Onsite ocular inspection of the event venues	February 4, 2025	RTWG and Host Division EPSs	To be conducted.
16. Conduct of Regional Schools Press Conference (RSPC)	February 5- 14, 2025	RTWG and All Division Participants	To be conducted.
17. Education Bootcamp Series on School Paper Production and management	February 17- 20, 2025	Consultants SPAs	To be conducted.
18. Issuance of Results of the RSPC	March 10, 2025	RTWG	To be conducted.
19. Debriefing and Exit Conference	March 12, 2024	RTWG and Division EPSs in Journalism	To be conducted.
20. Education Bootcamp Series on Broadcast and Digital Campus Journalism	March 24- 29, 2024	RTWG Consultants Regional Core Trainers CJs and SPAs	To be conducted.
21. Education Bootcamp Series on Campus Journalism	April 7-12, 2025	RTWG Regional Core Trainers Consultants CJs and SPAs	To be conducted.



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Enclosure 8: Search for the R4A 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. This search will utilize the guidelines and scoring system set by the National Secondary School Publication Advisers Association, Inc. (NSSPAA, Inc.) and Philippine Association of Elementary Campus Paper Advisers (PAECPA).

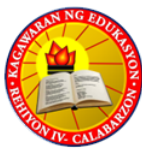
MOST OUTSTANDING CAMPUS JOURNALIST

Qualifications:

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

General Guidelines

1. Each Schools Division Office (SDO) in cooperation with the Division School Paper Advisers Association shall select and nominate one outstanding campus journalist.
2. The regional search/selection committee shall be composed of the Regional Director, the Assistant Regional Director and PRAISE Committee Chairperson, CLMD Chief Education Supervisor, Regional Education Program Supervisors in-charge of campus journalism.
3. The candidate shall submit a copy in PDF 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 through the Official Nomination Portal.
4. All nominees who will reach the cut-off score of 95% will be awarded Outstanding Campus Journalist (OCJ). Meanwhile, the candidate who garnered the highest accumulated points will be declared as the Most Outstanding Campus Journalist (MOCJ) in Elementary or Secondary levels.
5. Only the MOCJ 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)

<i>Rank</i>	<i>with Highest Honors</i>	<i>with High Honors</i>	<i>with Honors</i>	<i>89-85 average</i>
Points	15	10	5	3

Means Of Verification (MOV):

- 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

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

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

3. Special Awards in Group Contests:

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

C. LEADERSHIP, INNOVATIONS AND ADVOCACIES**Position of the Nominee in the School Publication**

Editor-in-Chief	10
Associate Editor	8
Section Editor	5
Writer/Contributor/Others.	3

Editors' Guild Leadership *(Highest elected position per level)*

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

Implementation	National	Regional	Division	District	School
	30	25	20	15	10

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

Level	National	Regional	Division
Committee Chairperson	10	8	6
Facilitator	8	6	4

MOVs:

- 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

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

MOVs:

- Copy of the publication.
- Certificate of Acknowledgement / Recognition from the editor

F. Journalism-related Trainings Attended *(Only trainings recognized or organized by the DepEd)*

National	Regional	Division	School/District
5	4	3	2

MOVs:

- Certificate of Participation
- DepEd Memo / Advisory

G. PANEL INTERVIEW with the SELECTION COMMITTEE 10%**MOST OUTSTANDING SCHOOL PAPER ADVISER****Qualification:**

1. Must be a practicing school paper adviser for the past five (5) consecutive years.

MOV: Designation Order from the school principal, SF 7

(Refer to RA 7079 for the definition of a school paper adviser.)

Guidelines

1. Each Schools Division Office (SDO) shall select and nominate an outstanding school paper adviser for the elementary and the secondary levels.
2. A copy of the school paper published for the past three (3) years must be submitted.
3. The candidate shall submit a copy in PDF 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 through the official nomination portal.
4. The regional search/selection committee shall be composed of: the Regional Director, the Assistant Regional Director and PRAISE Committee Chairperson, CLMD Chief Education Supervisor, Regional Education Program Supervisors in-charge of campus journalism.
5. 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.
6. Contenders who failed to be adjudged as the Outstanding School Paper Adviser may vie again the following year.
7. Candidates who garnered 95% score will be awarded Outstanding School paper Adviser. Meanwhile, the nominee with the highest accumulated points will be declared as the Most Outstanding School Paper Adviser.
8. Only the Most Outstanding School Paper Adviser duly endorsed by the Regional Director shall be recognized at the Awarding Ceremony during the National Schools Press Conference.
9. Past winners are excluded from future nominations.

**CRITERIA FOR THE SEARCH
FOR OUTSTANDING SCHOOL PAPER ADVISER**

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

a. National

1 st -----	20 pts.	<u>8%</u>
2 nd -----	19 pts.	
3 rd -----	18 pts.	
4 th -----	17 pts.	
5 th -----	16 pts.	
6 th -----	15 pts.	
7 th -----	14 pts.	

b. Regional

1 st -----	12 pts.	<u>5%</u>
2 nd -----	11 pts.	
3 rd -----	10 pts.	

c. Division

1 st -----	7 pts.	<u>3%</u>
2 nd -----	6 pts.	
3 rd -----	5 pts.	

2. GROUP CONTESTS

a. National

1 st -----	20 pts.	<u>8%</u>
2 nd -----	19 pts.	
3 rd -----	18 pts.	
4 th -----	17 pts.	
5 th -----	16 pts.	
6 th -----	15 pts.	
7 th -----	14 pts.	

Weight

b. Regional

1 st -----	12 pts.	<u>5%</u>
2 nd -----	11 pts.	
3 rd -----	10 pts.	

c. Division

1 st -----	7 pts.	<u>3%</u>
2 nd -----	6 pts.	
3 rd -----	5 pts.	

2.1 SPECIAL AWARDS IN GROUP CONTESTS

Weight

a. National

1 st -----	15 pts.	<u>3%</u>
2 nd -----	14 pts.	
3 rd -----	13 pts.	
4 th -----	12 pts.	
5 th -----	11 pts.	
6 th -----	10 pts.	
7 th -----	9 pts.	

b. Regional

1 st -----	7 pts.	<u>2%</u>
2 nd -----	6 pts.	
3 rd -----	5 pts.	

c. Division

1 st -----	4 pts.	<u>1%</u>
2 nd -----	3 pts.	
3 rd -----	2 pts.	

3. SCHOOL PUBLICATION CONTEST

Weight

*points per section

a. National

1 st -----	13 pts.	<u>6%</u>
2 nd -----	12 pts.	
3 rd -----	11 pts.	
4 th -----	10 pts.	
5 th -----	9 pts.	
6 th -----	8 pts.	
7 th -----	7 pts.	

b. Regional

3%

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

c. Division

2%

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

MOVs:

- Certificate/s of Recognition
- Copy of the official results (division, 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 the DepEd)

Position	National	Regional	Division	Weight <u>13%</u>
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

5. EXTENSION SERVICES RELATED TO CAMPUS JOURNALISM:

Organizer/Facilitator

National	10 pts.	Weight <u>13%</u>
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.
- Certificate of Accomplishment from the School Principal, Schools Division Superintendent and Regional Director

6. SPEAKERSHIP: Resource Speaker, Judge

(Only trainings or workshops recognized or organized by the DepEd)

Weight

National	10 pts.	<u>10%</u>
Regional	7 pts.	
Division	5 pts.	

MOVs:

- Certificate/s of Recognition
- Accomplishment Report
- Travel Authority
- Letter of Invitation to the RD, SDS, SH

7. PUBLISHED BOOKS, MODULES, WORKBOOKS, LAS related to Journalism**Weight**

National	10 pts.	<u>5%</u>
Regional	7 pts.	
Division	5 pts.	

MOVs:

- Copy of the publication.
- Certificate of Acknowledgement / Recognition from Schools Division Superintendent, Regional Director, National Focal Person

8. ARTICLES PUBLISHED IN NEWSPAPERS/MAGAZINES/JOURNALS**Weight**





National	5 pts.	<u>5%</u>
Regional	3 pts.	
Division	1 pt.	

MOVs:

- Copy of the publication.
- Certificate of Acknowledgement / Recognition from the editor

9. PANEL INTERVIEW 10%

**OFFICIAL SUBMISSION PORTAL FOR THE SEARCH
FOR THE MOSPA AND MOCJ**

Category	Level	Link	QR Code
MOSPA	Elementary	https://forms.office.com/r/DsHZJKa6D0	
	Secondary	https://forms.office.com/r/gMZe8Xt0h6	
MOCJ	Elementary	https://forms.office.com/r/7EZp5LcxAM	
	Secondary	https://forms.office.com/r/Pu8imf3Lry	



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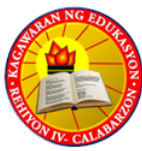
Enclosure 8. Regional Technical Working Group

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 GENGE OCAMPO, Education Program Supervisor
 HAZEL ANGELYN E. TESORO, Education Program Supervisor
 PHILIPS T. MONTEROLA, Regional Coordinator
 GILBERT O. CRUZ, Regional Coordinator
Secretariat: LHOVIE C. DAMIAN, Teaching Aid Specialist
 REDGYNN A. BERNALES, Administrative Assistant II
 NENETTE ARCELLE JOY P. LARINAY, Librarian
 RAMON PATRICK BAGACAY, ALS-CoS
 JOHN CHRISTIAN GALVEZ, ALS-CoS

Host Cluster: **Batangas Cluster** (SDO Batangas Province, SDO Batangas City, SDO Lipa City, SDO Sto. Tomas City, and SDO Tanauan 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 Chairperson:
 EUGENE RAY F. SANTOS, Education Program Supervisor
 DIANNE CATHERINE T. ANTONIO, Education Program Supervisor
Secretariat: REDGYNN A. BERNALES, Administrative Assistant II
 RAMON PATRICK BAGACAY, ALS-CoS



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Enclosure 9. Terms of Reference

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

- prepare and submit complete 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

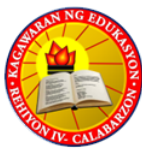
- attend the activities with punctuality
- keep the important documents intact
- follow the rules and regulations of the conference religiously
- accomplish the tasks with honesty

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 School 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 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

h. The Chief Examiner

- Ensure adherence to policies, guidelines, and protocols established for the conduct of the RSPC.
- Oversee the proctors and technical/ICT experts as they fulfill the objectives of the event.
- Coordinate with proctors and technical teams to ensure all necessary resources are available and ready for the conference.
- Monitor the implementation of event rocedures and guidelines throughout the examination process.
- Verify that the events are conducted in a secure, fair, and unbiased manner, upholding the integrity of the results.
- Serve as the primary point of contact between the RTWG, proctors and technical experts and participants regarding event-related concerns.
- Provide clear instructions and guidance to examiners, proctors, and participants before and during the events.
- Ensure accurate and timely documentation of examination results, incidents, and other relevant information.
- Prepare a comprehensive report summarizing the outcomes, challenges, and recommendations for future examinations.

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 Technical/ICT Experts

- Conduct a comprehensive inspection of laptops and gadgets for functionality, compatibility, and compliance with the required specifications as indicated in the event guidelines.
- Ensure that all devices are free of malware, unauthorized software, or potentially harmful applications.
- Verify that devices meet the technical specifications required for the event.
- Assist participants in configuring devices to match event requirements, including installation of necessary applications and connectivity to event-specific networks.
- Provide guidance on optimizing device settings for efficient performance.
- Implement measures to protect the privacy and confidentiality of participant data during the inspection and clearance process.
- Ensure all security protocols are followed, including the removal of any unnecessary data or applications from devices.
- Maintain accurate records of all inspected devices, including serial numbers, status, and any issues resolved.
- Provide a clearance marker/tag for each approved device.
- Offer on-site or virtual technical assistance to participants during the event to address any issues with cleared devices.
- Respond promptly to technical emergencies to minimize disruptions.
- Familiarize themselves with event-specific guidelines regarding device usage, software requirements, and connectivity protocols.
- Ensure all inspections and modifications adhere to these guidelines.
- Work closely with event organizers and participants to streamline the inspection and clearance process.
- Coordinate with RTWG to resolve complex technical issues, if needed.
- Complete the inspection and clearance of all devices within the agreed-upon timeline to avoid delays in event proceedings.
- Exhibit professionalism and maintain effective communication with participants and RTWG.
- Uphold ethical standards in handling devices and sensitive information.

k. The Resource Speakers/Judges

- 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 2025.
- perform other functions necessary as provided by the focal person