

CLMD-RM-2025-155

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

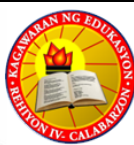
03 March 2025

Regional Memorandum
No. 155, s. 2025

**EDUCATION BOOTCAMP SERIES ON SCHOOL PAPER
PRODUCTION AND MANAGEMENT**

To **Schools Division Superintendents**

1. In the effort for recalibration and advancement of skills of school paper advisers and campus journalists in the Region, this Office through the Curriculum and Learning Management Division (CLMD) will hold the **Education Bootcamp Series on School Paper Production and Management** on March 24-28, 2025 at Quezon National High School, Quezon Province.
2. This five-day bootcamp series will engage the participants in various enhancement activities on campus journalism production and management. Specifically, the activity aims to:
 - a. equip campus journalists and school paper advisers (SPA) with practical knowledge and hands-on experience in editorial planning, content development, layout design, and financial management to ensure a well-structured and high-quality school publication;
 - b. develop strategies for effective team collaboration, workflow management, and decision-making in school paper production, fostering a dynamic and organized publication team; and
 - c. guide participants in refining and aligning their school publications with the standards and criteria set for the National Schools Press Conference (NSPC), increasing their chances of success in national-level competitions.
3. Participants in this activity are the official school paper advisers and either the editor-in-chief or lay-out artist of the Top Five (5) Best Schools Papers per level and category in the previously concluded 2025 Regional Schools Press Conference (RSPC). They are advised to bring their own beddings.
4. In adherence to DepEd Order No. 9, s. 2005 (Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance Therewith) and DepEd Order No. 34, s. 2022 (School Calendar and Activities), all teaching and non-




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teaching personnel are directed to strictly observe time-on-task in all learning activities. School heads of participating SPA must implement monitoring mechanisms to guarantee that classes start and end on time, non-instructional activities are scheduled appropriately, and academic tasks are prioritized over extraneous functions.

5. The following enclosures presents significant components of this activity:
 - a. Enclosure 1 – List of the Top Five (5) Best School Papers in the R4A CALABARZON 2025 Regional Schools Press Conference
 - b. Enclosure 2 - Indicative Program of Activities
 - c. Enclosure 3 - Regional Technical Working Group
 - d. Enclosure 4 - Terms of Reference
6. Food of the participants in this five-day activity shall be charged against regional fund which will be downloaded to SDO Quezon. Meanwhile, travel, incidental and other expenses of the participants shall be charged against school local fund or MOOE, whichever is available, subject to the usual government accounting and auditing rules and regulations.
7. The amount of two hundred fifty-seven thousand pesos only (Php 257,000.00) shall be downloaded to SDO Quezon to cover the expenses for food, materials and other related expenses.
8. For questions and clarifications, please contact Eugene Ray F. Santos, Education Program Supervisor in-charge of campus journalism via email at eugeneray.santos@deped.gov.ph.
9. Immediate dissemination of this Memorandum is desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

cc: 02/ROC6



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a. Enclosure 1 – Top Five (5) Best School Papers in the R4A CALABARZON 2025 Regional Schools Press Conference

Elementary Level – Filipino Category

Rank	SDO	School Paper	School
First Place	Batangas Province	Ang Kublihan	Papaya Elementary School
Second Place	Cavite Province	Ang Bagwis	Gahak-Marulas Elementary School
Third Place	Batangas Province	Ang Silangang Balayan	Balayan East Central School
Fourth Place	Imus City	Ang Kaimito	Imus Pilot Elementary School
Fifth Place	Cavite Province	Ang Wildboar	Pangil Elementary School

Elementary Level – English Category

Rank	SDO	School Paper	School
First Place	Batangas Province	Kalle Basa	Balayan East Central School
Second Place	Imus City	Eastern Meridian	Gov. D.M. Camerino Integrated School
Third Place	Batangas Province	The Volcano	San Nicolas Central School
Fourth Place	Batangas Province	DM Legacy	Dona Matilde Memorial Elementary School
Fifth Place	Santa Rosa City	Aplayan Anchor	Aplaya Elementary School

Secondary Level – Filipino Category

Rank	SDO	School Paper	School
First Place	Cavite Province	Ang Klaryon	Tanza National Comprehensive High School
Second Place	Cavite Province	Tinig Lagusan	Francisco P. Tolentino Integrated School
Third Place	Batangas Province	Ang Dalampasigan	Balayan National High School



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Fourth Place	Calamba City	Ruralians	Calamba Bayside Integrated School
Fifth Place	Quezon Province	Ang Niyog	Quezon National High School

Secondary Level – English Category

Rank	SDO	School Paper	School
First Place	Cavite Province	The Clarion	Tanza National Comprehensive High School
Second Place	Batangas City	The CALABARZON Scholar	Philippine Science High School-CALABARZON Region Campus
Third Place	Batangas City	The Westernian Pioneer	University of Batangas
Fourth Place	Cabuyao City	Gold Bell	Cabuyao Integrated National High School
Fifth Place	Quezon Province	El Talipeno	Talipan National High School

b. Enclosure 2 - Indicative Program of Activities

Education Bootcamp Series on School Paper Production and Management

March 24-28, 2025 | Quezon National High School

Date / Time	Day 1	Day 2	Day 3	Day 4	Day 5
8:00-9:00	<i>Opening Program</i>	<i>Management of Learning</i>	<i>Management of Learning</i>	<i>Management of Learning</i>	<i>Management of Learning</i>
9:00-10:00	Session 1 News Section Workshop	Session 3 Editorial Section	Session 5 Science and Technology Section	Session 7 Lay-out and Page Design	Documentary Requirements
10:00 -11:00					
11:00-12:00					
12:00-1:00	Lunch				
1:00-2:00	Session Features Section	Session 4 Column Section	Session 6 Sports Section	Continuation Lay-out and Page Design	Closing Program
2:00-3:00					
3:00-4:00					
4:00-5:00					
Facilitator	Eugene Ray F. Santos	Dianne Catherine T. Antonio	Eugene Ray F. Santos	Dianne Catherine T. Antonio	RTWG
Notetaker	Redgynn A. Bernales	Lhovie C. Damian	Redgynn A. Bernales	Lhovie C. Damian	



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Enclosure 3 - Regional Technical Working Group

Education Bootcamp Series on School Paper Production and Management
March 24-28, 2025 | Quezon National High School

Chairperson : Viernalyn M. Nama, Chief Education Supervisor
Vice Chairperson : Eugene Ray F. Santos, Education Program Supervisor
Members : Dianne Catherine T. Antonio, Education Program Supervisor
Emelia P. Crescini, Education Program Supervisor
Lhovie C. Damian, Teaching Aid Specialist
Redgynn A. Bernales, Administrative Assistant
Nenette Arcelle Joy P. Larinay, Librarian



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c. Enclosure 4 - Terms of Reference

The CLMD shall be responsible for the entire conduct of the activity from venue to the logistics needed:

The RTWG shall:

- craft the proposal, memorandum, and RBA;
- coordinate with the workshop venue management and prepare the contract for the event;
- coordinate with the Supplies Officer for the supplies needed;
- conduct meetings with the facilitator;
- lead the review and evaluation of the presentation to be used for the activity;
- oversee the conduct of the activity;
- provide workshop templates; and
- lead the team for the conduct of debriefing sessions.
- prepare the completion report;
- request preparation of contract and supplies;
- prepare the room listing;
- coordinate with the moderator regarding the materials needed for the workshop and the documents that needed to be accomplished daily;
- prepare the documents needed for liquidation;
- prepare and print certificates of recognition, participation, and appearance; and
- submit the needed requirements to respective functional divisions after the conduct of the activity.

The Facilitators shall:

- introduce the guests;
- lead the FGD;
- provide instructions and inputs during the workshop;
- facilitate the collection and presentation of outputs;
- give the synthesis;
- ensure maximum participation of the participants; and
- address all concerns of the day (i.e., health, food restrictions, accommodation, etc.)

The Consultants/Resource Persons shall:

- discuss and provide inputs about the topic;
- clarify areas of improvements in the school paper;
- suggest workshop templates;
- provide instructions and inputs during the workshops;
- ensure maximum participation of the participants;
- address all concerns about the topics; and
- Provide feedback and recommendations for enhancement of outputs of the participants.

The Minute Takers shall:

- document agreements, issues, concerns, and important activities, that happened during the workshop.

The Participants shall:

- Observe punctuality at all times
- Participate actively in the discussion
- Comply and submit the intended outputs in each session