



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



27 November 2025

**Regional Memorandum**  
No. 859, s. 2025

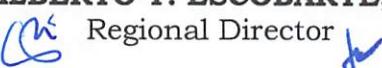
## R4A CALABARZON 2026 RECONFIGURED REGIONAL SCHOOLS PRESS CONFERENCE

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

1. Pursuant to Republic Act (RA) No. 7079, also known as the Campus Journalism Act of 1991, as disseminated through Department of Education (DepEd) Order No. 94, s. 1992, mandating 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 2026 Reconfigured Regional Schools Press Conference (RRSPC)** on February 22-27, 2026 (exclusive of travel time).
2. This activity aims to develop and promote comprehensive understanding of campus journalism. Specifically, this activity will enable participants to:
  - a. demonstrate understanding of journalism through skillful execution in various platforms (i.e., print, broadcast, online);
  - b. recognize the role of journalism in advocating for social consciousness and environmental awareness;
  - c. promote fair and ethical use of media as tenets of responsible journalism;
  - d. foster camaraderie and enrich learning experiences through healthy and friendly competitions; and
  - e. provide learners opportunities to use the skills learned in campus journalism for their future careers.
3. The RRSPC events will be hosted by Rizal Cluster [Schools Division Office (SDO) Rizal and Antipolo City].
4. *Enclosure 1* presents the participants' eligibility requirement, events that will be conducted in this edition of the RRSPC, and merit-based selection processes. Meanwhile, *Enclosure 2* shows important dates and documentary requirements. *Enclosure 3* provides the schedule of activities.
5. To ensure smooth conduct of the RRSPC events, strict compliance with the guidelines, and active participation and cooperation of all delegations in all activities set forth are expected. *Enclosure 9* presents the timeline of RRSPC

activities. The specific event venues will be announced through a separate issuance.

6. *Enclosure 12* presents the Regional Technical Working Group (RTWG) for this edition of the RSPC. Meanwhile, please see *Enclosure 13* for the *Terms of Reference*. Official list of proctors, chief examiners and technical experts will be announced through a separate issuance.
  7. The billeting school of each delegation shall be identified through drawing of lots. Hence, the same will be announced through an advisory. Table below presents the number of official participants per SDO who will be billeted in the schools.
- | Campus Journalists | School Paper Advisers/Coaches | Division Personnel | TOTAL |
|--------------------|-------------------------------|--------------------|-------|
| 202                | 134                           | 2                  | 328   |
8. In this regard, 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 matters for this purpose.
  9. If there are any provision in R.M. No. 653, s. 2015 that conflict with this memorandum, the provisions of this issuance shall prevail.
  10. Teaching and non-teaching personnel are entitled of Vacation Service Credits (VSC)/Compensatory Time-Off (CTO) whichever is applicable, for authorized work beyond regular hours, performing duties on weekends, holidays, or special activities in accordance with DepEd policies and applicable Civil Service Commission (CSC) guidelines.
  11. All expenses related 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.
  12. 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](mailto:calabarzonrspc@gmail.com) and **VIERNALYN M. NAMA**, Chief Education Supervisor, CLMD.
  13. Immediate dissemination of this Memorandum is desired.

  
**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
  
Regional Director



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*Enclosure 1. Eligibility Requirement, Events in the R4A CALABARZON 2026 RRSPC, Merit-Based Evaluation and Selection Processes*

**A. Eligibility Requirement**

1. The JournCamp is open to learners from public and private elementary and secondary schools who belong to the specified qualifying spots in the Division Schools Press Conference (DSPC). A qualified campus journalist can participate in only one individual or group event. Meanwhile, in school paper events, every SDO may submit up to five school paper entries per section, per level, per language.

Individual Events	Top three division winners per level per language
Group Events	<i>One group per language [composed of seven members each team) except for Online Publishing exclusive for Secondary Level with only five members each team per language]</i>
School Paper Events	Top five school paper entries in the division level per section, per level, per language
School Paper Exhibition	Top 5 Best School Papers per level per language

2. Meanwhile, the final phase of the RRSPC is open to learners who will qualify through the merit-based evaluation and assessment processes.
3. Schools of participating learners shall have school paper publication in Portable Document Format (PDF) or digital format which shall be submitted during the online registration.

**B. Events in the R4A CALABARZON 2026 RRSPC**

1. The following events will be covered in both the JournCamp and the contest proper. Additionally, the traditional school paper events and the search for the Most Outstanding Campus Journalists and School Paper Advisers of the year will be conducted.

### 1.1. Individual and Group Events

Medium	Individual Events	Group Events
Print Media	a. News Writing b. Features Writing c. Editorial Writing d. Sports Writing e. Photojournalism f. Editorial Cartooning g. Column Writing h. Science and Technology Writing i. Copyediting and Proofreading	<i>English &amp; Filipino, Elementary &amp; Secondary Levels</i> a. Collaborative Desktop Publishing
Broadcast and Digital Journalism	j. Mobile Journalism <i>(for Secondary Level only)</i>	<i>English &amp; Filipino, Elementary &amp; Secondary Levels</i> b. Radio Scriptwriting and Broadcasting  <i>English &amp; Filipino, Secondary Level only</i> c. Online Publishing d. TV Scriptwriting and Broadcasting

### 1.2. School Paper Events and the Search for the Most Outstanding Campus Journalists and School Paper Advisers

School Paper	Most Outstanding Campus Journalists and School Paper Advisers
a. News Section b. Features Section c. Editorial Section d. Science and Technology Section e. Sports Section f. Layout and Page Design	<i>Elementary and Secondary Levels</i> a. Campus Journalist b. School Paper Adviser

## C. Merit-Based Evaluation and Selection Processes

1. Scoresheets used in the 2025 National Schools Press Conference (NSPC) for evaluating all entries, as mandated in DepEd Memorandum No. 039, s. 2025 will be used in the RRSPC. However, the nature of the selection process will be based on the skill-set required in every event, especially the group events.
2. Out of the 75 participants (three from each SDO) in the JournCamp for individual events, only 40 will advance to the next phase of the RRSPC. Following the lectures and workshops, each participant will accomplish one task in their respective event, which shall serve as the sole basis for evaluation and assessment.
3. Using blinded judging, evaluators will identify the best output among the three participants from each of the 25 SDOs. These selected outputs will serve as the guaranteed slots.

4. The remaining outputs will then be ranked collectively, and the top 15 will be added to the 25 guaranteed qualifiers, completing the total of 40 participants.
5. Meanwhile, in the Group Events, only 13 teams will qualify for the final phase of the RRSPC.
6. The top eight winners in individual, group, and school paper events will be recognized during the awarding and closing ceremonies. Only the points earned from the placements (rank one to eight) in the individual and group events shall be included in the computation of scores for the overall standing of the SDO.
7. 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.



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*Enclosure 2. Important Dates and Documentary Requirement*

1. Each division shall submit (in PDF) the following documents duly endorsed by the Schools Division Superintendent (SDS) on/before **January 9, 2026** via e-mail at [calabarzonrspc@gmail.com](mailto:calabarzonrspc@gmail.com). Please use the following file naming conventions: <SDO>-<RSPC25>-<Attachment No.>

Example: Rizal-RRSPC26-Att1  
Antipolo City-RRSPC26-Att2

  - a. *Attachment 1. Division Official Delegation*
  - b. *Attachment 2. Division Entries in the School Paper Events and Exhibition*
2. 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 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.
3. Participants in the individual and group events shall pre-register online on **January 5-16, 2026** 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) 2025-2026
  - d. Media Consent and Parental Release Form (*see Enclosure 11*)
4. The school paper entries shall be uploaded through the official submission portal presented in *Enclosure 6* until **January 30, 2026**. The link will automatically close at 12:00 midnight on the same date. Late entries will not be accepted.
5. Submission of documents in PDF for Most Outstanding Campus Journalist (MOCJ) and Most Outstanding School Paper Adviser (MOSPA) is until **February 2, 2026, 5:00PM** through the official submission portals indicated in *Enclosure 10* together with the guidelines.



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Enclosure 3: Schedule of Activities

**R4A CALABARZON 2026 RECONFIGURED REGIONAL SCHOOLS PRESS CONFERENCE  
SCHEDULE OF ACTIVITIES**

**Day 1 (February 22, 2026) – Preliminary Activities**

Time	Individual Events (including writers from Collaborative Desktop Publishing and Online Publishing)	DevCom/Infomercial, Scriptwriting and Reporting, Anchoring, Technical Application	Layouting and Page Designing	Mobile Journalism
7:00-9:00		Arrival and Welcome Party		
9:00-12:00		JournCamp - Session 1		
12:00-1:00		Lunch Break		
1:00-2:00		Assembly		
2:00-3:00		Advocacy Parade		
3:00-5:00		Grand Opening Program		



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Day 2 (February 23, 2026) – JournCamp Proper

Time	Individual Events (including writers from Collaborative Desktop Publishing and Online Publishing)	DevCom/Infomercial, Scriptwriting and Reporting, Anchoring, Technical Application	Layouting and Page Designing	Photojournalism Mobile Journalism
7:30-8:00		Management of Learning		
8:00-9:30		JournCamp Session 2		
9:30-10:00		Health Break		
10:00-11:30		JournCamp Session 3		
11:30-12:30		Lunch Break		
12:30-1:00		Management of Learning		
1:00-2:30		JournCamp Session 4		
2:30-3:00		Health Break		
3:00-4:30	JournCamp Session 5	Checking and Clearing of Devices – Except for TV Scriptwriting and Broadcasting <i>(Time may be extended only when necessary.)</i>		
4:30-5:00	Dismissal			



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**Day 3 (February 24, 2026) – Performance Task 1**

Time	News Writing, Features Writing Editorial Writing Sci. & Tech. Writing Column Writing
7:00-7:30	Registration
7:30-8:00	Orientation
8:00-10:00	Coverage and Data Gathering
10:00-10:30	Assembly at the Event Room and Health Break
10:30-11:00	Distribution of Materials
11:00-12:00	Performance Task
12:00-12:30	Clearing and Dismissal

Time	Sports Writing
7:00-7:30	Registration
7:30-8:00	Orientation
8:00-11:00	Sports Coverage and Data Gathering Including Pre- and Post Game Conferences
11:00-11:30	Assembly at the Event Room and Health Break
11:30-12:30	Performance Task
12:30-1:00	Clearing and Dismissal

Time	Editorial Cartooning, Copyediting and Proofreading
7:00-7:30	Registration
7:30-8:00	Orientation
8:00-8:30	Distribution of Materials
8:30-9:40	Performance Task
9:40-10:20	Clearing and Dismissal

Time	Photojournalism (Individual Event)
7:00-7:30	Registration
7:30-8:30	Orientation Loading of SD Card Distribution of Scratch Papers
8:30-9:00	Assembly at the School Grounds
9:00-9:30	Travel Time to Photoshoot Venue
9:30-9:45	Final Instructions
9:45-10:45	Photoshoot and Data Gathering
10:45-11:00	Assembly at the Photoshoot Venue
11:00-11:30	Travel time to Event Room
11:30-12:00	Distribution of Caption Sheets
12:00-12:30	Writing Captions
12:30 onwards	Uploading of Entries

*IMPORTANT: Learners shall be dismissed immediately after having uploaded their entries and cleared.*

**Day 3 (February 24, 2026) – Performance Task 1**

Time	Section Writing (Collaborative Desktop Publishing and Online Publishing)
7:00-7:30	Registration
7:30-8:00	Orientation
8:00-10:00	Coverage and Data Gathering including Photoshoot
10:00-10:10	Room Preparation
10:10-2:10	Performance Task
2:10-2:40	Clearing and Dismissal for learners who are not Photojournalists and Cartoonists
Time	Photojournalism (Online Publishing)
2:40-3:00	Transfer to the Event Room
3:00-3:30	Orientation
3:30-4:00	Distribution of Caption Sheets
4:00-5:00	Writing Captions
5:00 onwards	Uploading of Entries
<p><i>IMPORTANT: Learners shall be dismissed immediately after having uploaded their entries and cleared.</i></p>	

Time	Layouting and Page Designing (Collaborative Desktop Publishing and Online Publishing)
7:00-7:30	Registration
7:30-8:00	Orientation
8:00-8:30	Distribution of Materials
8:30-12:30	Performance Task
12:30-1:00	Clearing and Dismissal

Time	Cartoonists and Graphic Artists (Collaborative Desktop Publishing)
7:00-7:30	Registration
7:30-8:00	Orientation
8:00-8:30	Distribution of Materials
8:30-10:30	Performance Task
10:30-11:00	Clearing and Dismissal

Time	Photojournalism (Collaborative Desktop Publishing)
7:00-7:30	Registration
7:30-8:30	Orientation Loading of SD Card Distribution of Scratch Papers
8:30-9:00	Assembly at the School Grounds
9:00-9:30	Travel Time to Photoshoot Venue
9:30-9:45	Final Instructions
9:45-11:45	Photoshoot and Data Gathering
11:45-12:00	Assembly at the Photoshoot Venue
12:00-12:30	Travel time to Event Room
12:30-1:00	Distribution of Caption Sheets
1:00-2:00	Writing Captions
2:00 onwards	Uploading of Entries
<p><i>IMPORTANT: Learners shall be dismissed immediately after having uploaded their entries and cleared.</i></p>	

Time	Cartoonists and Graphic Artists (Online Publishing)
2:40-3:00	Transfer to the Event Room
3:00-3:30	Orientation
3:30-4:00	Distribution of Materials
4:00-6:00	Performance Task
6:00-6:30	Clearing and Dismissal

**Day 3 (February 24, 2026) – Performance Task 1**

Time	Radio Scriptwriting and Broadcasting
7:00-7:30	Registration
7:30-8:00	Orientation
8:00-8:30	Distribution of Materials
8:30-10:30	Preparation of Script
10:30-11:00	Printing of Scripts
11:00-11:15	Collection of Laptop Computer of the Technical Director
11:15-11:30	Assembly at the Holding Area
11:30 onwards	Performance Task
<p><i>IMPORTANT: Learners shall be dismissed immediately after their performance. Top 13 Groups will be announced after all the performances, and their devices shall be checked and cleared immediately.</i></p>	

Time	TV Scriptwriting and Broadcasting (English Category)
7:00-7:30	Registration
7:30-8:00	Orientation
8:00-8:30	Distribution of Materials
8:30-1:45	Preparation and Production
1:45-2:00	Collection of Laptop Computer of the Technical Director
2:00-2:15	Assembly at the Holding Area
2:15 onwards	Performance Task
<p><i>IMPORTANT: Learners shall be dismissed immediately after their performance. Top 13 Groups will be announced after all the performances, and their devices shall be checked and cleared immediately.</i></p>	

Time	Mobile Journalism
7:00-7:30	Registration
7:30-8:00	Orientation
8:00-10:00	Coverage and Data Gathering
10:00-10:15	Assembly at the Classroom
10:15-1:15	Performance Task
1:15-2:45	Uploading of Outputs
2:45-3:00	Clearing and Dismissal
<p><i>IMPORTANT: Learners shall be dismissed immediately after having uploaded their entries and cleared.</i></p>	



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**Day 4 (February 25, 2026) – Performance Task – Finals**

Time	Radio Scriptwriting and Broadcasting
7:00-7:30	Registration
7:30-8:00	Orientation
8:00-8:30	Distribution of Materials
8:30-10:30	Preparation of Script
10:30-11:00	Printing of Scripts
11:00-11:15	Collection of Laptop Computer of the Technical Director
11:15-11:30	Assembly at the Holding Area
11:30 onwards	Performance Task

*IMPORTANT: Learners shall be dismissed immediately after having uploaded their entries and cleared.*

Time	Performance Task 1 TV Scriptwriting and Broadcasting (Filipino Category)
7:00-7:30	Registration
7:30-8:00	Orientation
8:00-8:30	Distribution of Materials
8:30-1:45	Preparation and Production
1:45-2:00	Collection of Laptop Computer of the Technical Director
2:00-2:15	Assembly at the Holding Area
2:15 onwards	Performance Task

*IMPORTANT: Learners shall be dismissed immediately after their performance. Top 13 Groups will be announced after all the performances, and their devices shall be checked and cleared immediately.*

Time	Mobile Journalism
7:00-7:30	Registration
7:30-8:00	Orientation
8:00-10:00	Coverage and Data Gathering
10:00-10:15	Assembly at the Classroom
10:15-1:15	Performance Task
1:15-2:45	Uploading of Outputs
2:45-3:00	Clearing and Dismissal

*IMPORTANT: Learners shall be dismissed immediately after having uploaded their entries and cleared.*



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**Day 4 (February 25, 2026) – Performance Task – Finals**

Time	News Writing, Features Writing Editorial Writing Sci. & Tech. Writing Column Writing
12:00-12:30	Registration
12:30-1:00	Orientation
1:00-2:00	Coverage and Data Gathering
2:00-2:30	Assembly at the Room and Health Break
2:30-3:00	Distribution of Materials
3:00-4:00	Performance Task
4:00-4:30	Clearing and Dismissal

Time	Editorial Cartooning, Copyediting and Proofreading
12:00-12:30	Registration
12:30-1:00	Orientation
1:00-1:30	Distribution of Materials
1:30-2:15	Performance Task
2:15-2:30	Clearing and Dismissal

Time	Photojournalism (Individual Event)
12:00-12:30	Registration
12:30-1:00	Orientation Loading of SD Card Distribution of Scratch Papers
1:00-1:30	Assembly at the School Grounds
1:00-2:00	Travel Time to Photoshoot Venue
2:00-2:15	Final Instructions
2:15-3:15	Photoshoot and Data Gathering
3:15-3:30	Assembly at the Photoshoot Venue
3:30-4:00	Travel time to Classroom
4:00-4:30	Distribution of Caption Sheets
4:30-5:00	Writing Captions
5:00 onwards	Uploading of Entries
<i>IMPORTANT: Learners shall be dismissed immediately after having uploaded their entries and cleared.</i>	

Time	Sports Writing
12:00-12:30	Registration
12:30-1:00	Orientation
1:00-4:00	Sports Coverage and Data Gathering Including Pre- and Post Game Conferences
4:00-4:30	Assembly at the Contest Room and Health Break
4:30-5:30	Performance Task
5:30-6:00	Clearing and Dismissal



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**Day 4 (February 25, 2026) – Performance Task – Finals**

Time	Collaborative Desktop Publishing and Online Publishing
7:00-8:00	Announcement of Top 13
8:00-10:00	Checking and Clearing of Devices
11:00-11:30	Registration
11:30-12:00	Orientation
12:00-2:00	Coverage and Data Gathering
2:00-2:10	Room Preparation
2:10-6:10	Performance Task
6:10-6:40	Clearing and Dismissal

Time	Performance Task 1 TV Scriptwriting and Broadcasting (Filipino and English Category)
7:00-7:30	Registration
7:30-8:00	Orientation
8:00-8:30	Distribution of Materials
8:30-1:45	Preparation and Production
1:45-2:00	Collection of Laptop Computer of the Technical Director
2:00-2:15	Assembly at the Holding Area
2:15 onwards	Performance Task (English Teams then Filipino Teams)

*IMPORTANT: Learners shall be dismissed immediately after their performance. Top 13 Groups will be announced after all the performances, and their devices shall be checked and cleared immediately.*

**Day 5 (February 26, 2026) – Awarding Ceremonies**

Time	Activity
8:00-12:00	<b>Awarding of School Paper Events</b>
3:00-6:00	<b>Gabi ng Pagpapahalaga Awarding of MOCJ and MOSPA</b>

**Day 6 (February 27, 2026) – Awarding and Closing Ceremonies**

Level	Venue
<b>Elementary</b>	
<b>Secondary</b>	<i>To be announced.</i>



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Attachment 1: Division Official Delegation (Individual Events)

**R4A CALABARZON 2026 RECONFIGURED REGIONAL SCHOOLS PRESS CONFERENCE**

Official Delegation of SDO

Events	Level	Medium	Name	School Paper Adviser/Coach (1 only)	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



Address: Gate 2, Karangalan Village, Cainta, Rizal  
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Attachment 1: Division Official Delegation (Group Events)

**R4A CALABARZON 2026 RECONFIGURED REGIONAL SCHOOLS PRESS CONFERENCE**

Official Delegation of SDO \_\_\_\_\_

Events	Level	Medium	Name	Role	School Paper Adviser/Coach (1 only)	School (DO NOT ABBREVIATE)	School Paper (DO NOT ABBREVIATE)
Collaborative Desktop Publishing	Elementary	Filipino	1.	News Writer			
			2.	Features Writer			
			3.	Editorial Writer			
			4.	Sports Writer			
			5.	Editorial Cartoonist			
			6.	Photojournalist			
			7.	Layout Artist			
	Elementary	English	1.	News Writer			
			2.	Features Writer			
			3.	Editorial Writer			
			4.	Sports Writer			
			5.	Editorial Cartoonist			
			6.	Photojournalist			
			7.	Layout Artist			

		Filipino	1.	<i>News Writer</i>			
			2.	<i>Features Writer</i>			
			3.	<i>Editorial Writer</i>			
			4.	<i>Sports Writer</i>			
			5.	<i>Editorial Cartoonist</i>			
			6.	<i>Photojournalist</i>			
			7.	<i>Layout Artist</i>			
		English	1.	<i>News Writer</i>			
			2.	<i>Features Writer</i>			
			3.	<i>Editorial Writer</i>			
			4.	<i>Sports Writer</i>			
			5.	<i>Editorial Cartoonist</i>			
			6.	<i>Photojournalist</i>			
			7.	<i>Layout Artist</i>			

Events	Level	Medium	Name	Role	School Paper Adviser/Coach (1 only)	School (DO NOT ABBREVIATE)	School Paper (DO NOT ABBREVIATE)
Online Publishing	Secondary	Filipino	1.	<i>News Writer</i>			
			2.	<i>Features Writer</i>			
			3.	<i>Editorial Writer</i>			
			4.	<i>Sports Writer</i>			
			5.	<i>Layout Artist</i>			
		English		<i>Editorial Cartoonist</i>			
			1.	<i>Photojournalist</i>			
		1.		<i>News Writer</i>			



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**Website:** depedcalabarzon.ph



2.	Features Writer			
3.	Editorial Writer			
4.	Sports Writer			
5.	Layout Artist			
	Editorial Cartoonist	*May come from any participating writers in the group but NOT the web layout artist.		
	Photojournalist			

Events	Level	Medium	Name	Role	School Paper Adviser/Coach (2 Coaches only)	School (DO NOT ABBREVIATE)	School Paper (DO NOT ABBREVIATE)
Radio Scriptwriting and Broadcasting	Elementary	Filipino	1.	Anchor 1			
			2.	Anchor 2			
			3.	Reporter 1			
			4.	Reporter 2			
			5.	Reporter 3			
			6.	Infomercial Specialist			
			7.	Technical Application			
	Secondary	English	1.	Anchor 1			
			2.	Anchor 2			
			3.	Reporter 1			
			4.	Reporter 2			
			5.	Reporter 3			
			6.	Infomercial Specialist			
			7.	Technical Application			
	Secondary	Filipino	1.	Anchor 1			
			2.	Anchor 2			



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3.	<i>Reporter 1</i>		
4.	<i>Reporter 2</i>		
5.	<i>Reporter 3</i>		
6.	<i>Infomercial Specialist</i>		
7.	<i>Technical Application</i>		
1.	<i>Anchor 1</i>		
2.	<i>Anchor 2</i>		
3.	<i>Reporter 1</i>		
4.	<i>Reporter 2</i>		
5.	<i>Reporter 3</i>		
6.	<i>Infomercial Specialist</i>		
7.	<i>Technical Application</i>		

Events	Level	Medium	Name	Role	School Paper Adviser/ Coach (2 Coaches only)	School (DO NOT ABBREVIATE)	School Paper (DO NOT ABBREVIATE)
TV Scriptwriting and Broadcasting	Secondary	Filipino	1.	<i>Anchor 1</i>			
			2.	<i>Anchor 2</i>			
			3.	<i>Reporter 1</i>			
			4.	<i>Reporter 2</i>			
			5.	<i>Reporter 3</i>			
			6.	<i>DevCom Specialist</i>			
			7.	<i>Technical Application</i>			
		English	1.	<i>Anchor 1</i>			
			2.	<i>Anchor 2</i>			
			3.	<i>Reporter 1</i>			



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4.	<i>Reporter 2</i>		
5.	<i>Reporter 3</i>		
6.	<i>DevCom Specialist</i>		
7.	<i>Technical Application</i>		

Prepared: \_\_\_\_\_

*Education Program Supervisor - Filipino*

*Education Program Supervisor - English*

Checked: \_\_\_\_\_

*Chief Education Supervisor, CID*

Approved: \_\_\_\_\_

*Schools Division Superintendent*



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**Department of Education**  
REGION IV-A CALABARZON

Attachment 2: Division Entries in the School Paper Events and Exhibition

**R4A CALABARZON 2026 RECONFIGURED REGIONAL SCHOOLS PRESS CONFERENCE**

Official Delegation of SDO \_\_\_\_\_

**3.1. Division Entries in the School Paper Exhibition**

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				
	English	1				
		2				
		3				
		4				
		5				
Secondary	Filipino	1				
		2				
		3				



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		4					
		5					
English		1					
		2					
		3					
		4					
		5					

### 3.1. Division Entries in the School Paper Events

Section	Level	Medium	Rank	Name of School Paper (DO NOT ABBREVIATE)	School (DO NOT ABBREVIATE)	School Paper Adviser (Only 1)	School Principal
News Section	Elementary	Filipino	1				
			2				
			3				
			4				
			5				
	Secondary	English	1				
			2				
			3				
			4				
			5				
	Secondary	Filipino	1				
			2				



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Certificate No. PHP QMS  
22 93 0085

			3					
			4					
			5					
		English	1					
			2					
			3					
			4					
			5					

\*Note: Please add separate tables for other sections.

Prepared: \_\_\_\_\_  
*Education Program Supervisor - Filipino*

Checked: \_\_\_\_\_  
*Chief Education Supervisor, CID*

Approved: \_\_\_\_\_  
*Schools Division Superintendent*

*Education Program Supervisor - English*



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Enclosure 4: Online Registration Links

**R4A CALABARZON 2026 RECONFIGURED  
REGIONAL SCHOOLS PRESS CONFERENCE**

Events	Registration Link	QR Code
1. News Writing	<a href="https://forms.office.com/r/s3S5Q5dV2w">https://forms.office.com/r/s3S5Q5dV2w</a>	
2. Features Writing	<a href="https://forms.office.com/r/rAzjfNmhSc">https://forms.office.com/r/rAzjfNmhSc</a>	
3. Editorial Writing	<a href="https://forms.office.com/r/rZ40fRMZFc">https://forms.office.com/r/rZ40fRMZFc</a>	
4. Column Writing	<a href="https://forms.office.com/r/JZsnb3Mqxe">https://forms.office.com/r/JZsnb3Mqxe</a>	
5. Editorial Cartooning	<a href="https://forms.office.com/r/UtNq6NmQ5W">https://forms.office.com/r/UtNq6NmQ5W</a>	

6. Science & Technology Writing	<a href="https://forms.office.com/r/jRdr8DudHv">https://forms.office.com/r/jRdr8DudHv</a>	
7. Sports Writing	<a href="https://forms.office.com/r/wD9pcxZQ78">https://forms.office.com/r/wD9pcxZQ78</a>	
8. Photojournalism	<a href="https://forms.office.com/r/bK2QRse644">https://forms.office.com/r/bK2QRse644</a>	
9. Copyediting and Proofreading	<a href="https://forms.office.com/r/dLEFWPs6SB">https://forms.office.com/r/dLEFWPs6SB</a>	
10. Mobile Journalism	<a href="https://forms.office.com/r/YrABBDzUZQ">https://forms.office.com/r/YrABBDzUZQ</a>	
11. Collaborative Desktop Publishing		
• News Section	<a href="https://forms.office.com/r/RaHf4SSbVv">https://forms.office.com/r/RaHf4SSbVv</a>	
• Editorial Section	<a href="https://forms.office.com/r/qEpFtY3jxv">https://forms.office.com/r/qEpFtY3jxv</a>	

• Features Section	<a href="https://forms.office.com/r/hhmnn6f98Lz">https://forms.office.com/r/hhmnn6f98Lz</a>	
• Sports Section	<a href="https://forms.office.com/r/QJssbHMXmu">https://forms.office.com/r/QJssbHMXmu</a>	
• Editorial Cartooning	<a href="https://forms.office.com/r/jzDqTbuDn6">https://forms.office.com/r/jzDqTbuDn6</a>	
• Photojournalism	<a href="https://forms.office.com/r/TxeDSLjL7">https://forms.office.com/r/TxeDSLjL7</a>	
• Page Layout and Design	<a href="https://forms.office.com/r/BhCv5Z2Jd5">https://forms.office.com/r/BhCv5Z2Jd5</a>	
12. Radio Scriptwriting and Broadcasting	<a href="https://forms.office.com/r/pHqjGny8et">https://forms.office.com/r/pHqjGny8et</a>	
13. TV Scriptwriting and Broadcasting	<a href="https://forms.office.com/r/0kDiRVymuL">https://forms.office.com/r/0kDiRVymuL</a>	
14. Online Publishing		
• News Section	<a href="https://forms.office.com/r/1kugiqdL4c">https://forms.office.com/r/1kugiqdL4c</a>	

• Editorial Section	<a href="https://forms.office.com/r/i1kvRz3FyV">https://forms.office.com/r/i1kvRz3FyV</a>	
• Features Section	<a href="https://forms.office.com/r/muQpM0Ku9b">https://forms.office.com/r/muQpM0Ku9b</a>	
• Sports Section	<a href="https://forms.office.com/r/V3RhqESJmq">https://forms.office.com/r/V3RhqESJmq</a>	
• Web Layout and Design	<a href="https://forms.office.com/r/hUr2JkynkQ">https://forms.office.com/r/hUr2JkynkQ</a>	
*Editorial Cartooning	<a href="https://forms.office.com/r/YktyDmmPZ9">https://forms.office.com/r/YktyDmmPZ9</a>	
*Photojournalism	<a href="https://forms.office.com/r/pdFG8EkGxt">https://forms.office.com/r/pdFG8EkGxt</a>	

*\*May come from any participating writers in the group but NOT the web layout artist.*



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Enclosure 5: Guidelines for the JournCamp and RRSPC

**R4A CALABARZON 2026 RECONFIGURED RSPC  
AND JOURNCAMP GUIDELINES**

The JournCamp is designed to build and strengthen the competencies of aspiring campus journalists through interactive workshops and guided practice sessions. The JournCamp promotes the fair and ethical use of media as foundations of responsible journalism, emphasizing learning-by-doing and collaboration.

Participants are the top three winners in their respective Schools Division Press Conference or in activities equivalent thereto, for the School Year 2025–2026. Their respective schools should have school paper, whether print or digital.

This serves as the qualifying stage for the final phase of the RRSPC. After completing their tasks, outputs will be evaluated through blinded judging using the NSPC standards. Out of 75 participants in the individual events, only 40 will advance to the next phase of the RRSPC. Meanwhile, only 13 out of 25 teams in the group events will qualify for the finals.

The following guidelines will be strictly implemented:

**A. General:**

1. All participants must always wear the current school ID and RRSPC ID. Printable ID template will be forwarded to the Division EPS.
2. All participants are expected to observe strict punctuality and active involvement throughout the duration of the journalism camp. In cases where the official participant is unable to attend the camp, replacement may be allowed only if arranged prior to the conduct of the camp. No replacements will be accepted once the camp begins. If a participant falls ill during the camp, he/she may be allowed to continue only on the recommendation of the regional medical team, subject to proper documentation and medical clearance.

3. The following are the required number of participants in the different events:

Events	Number of Participants	Other Details
Individual Events	Three (3) per SDO	not participating in any other events
Collaborative Desktop Publishing	One (1) team per language per level per SDO composed of seven (7) members	<ul style="list-style-type: none"> <li>• One News Writer</li> <li>• One Editorial/Column Writer</li> <li>• One Feature Article Writer</li> <li>• One Sports Article Writer</li> <li>• One Editorial Cartoonist</li> <li>• One Layout Artist</li> <li>• One Photojournalist</li> </ul>
Radio Scriptwriting and Broadcasting		<ul style="list-style-type: none"> <li>• Two anchors</li> <li>• Three news presenters/ scriptwriters</li> <li>• One technical application specialist</li> <li>• One informercial specialist</li> </ul>
TV Scriptwriting and Broadcasting (Secondary Level Only)		<ul style="list-style-type: none"> <li>• Two anchors</li> <li>• Three news presenters/ scriptwriters</li> <li>• One technical director</li> <li>• One DevCom specialist</li> </ul>
Online Publishing (Secondary Level Only)	One (1) team per language per level per SDO composed of five (5) members	<ul style="list-style-type: none"> <li>• One News writer</li> <li>• One Editorial/Column Writer</li> <li>• One Feature Article Writer</li> <li>• One Sports Article Writer</li> <li>• One Layout Artist</li> </ul> <p><i>*Photojournalist and Editorial Cartoonist may be any member of the team but not the layout artist.</i></p>

4. Participants are required to bring water in transparent bottles. As activities extend beyond lunchtime, participants should also bring snacks or biscuits and a packed lunch. To maintain order and hygiene, food distribution will be managed exclusively by the assigned event proctors.
5. Participants should direct all questions and requests for assistance to their assigned proctor or examiner.

6. During day 1 and 2, school paper advisers, teachers, principals, parents, and guardians will be allowed within the vicinity granted that they will not meddle with the facilitation of the sessions. However, **during the Performance Task (assessment day)**, no school paper advisers, teachers, principals, parents, and guardians shall be allowed.
7. On the assessment day, each contestant will receive one (1) official set with a computer-generated code. Writing on the back page of the contest paper is not allowed.
8. Contestants must bring their own pen and may also bring erasers (liquid or other types). JournCamp Toolkit will be provided to participants. This can only be used during the camp but not on the assessment day. Other materials not mentioned are strictly prohibited.
9. Official scratch papers will be provided in the contest room for the proper data gathering and writing, which shall be submitted to the proctor before leaving.
10. Learners may bring clipboards, but no other paper, folders, envelopes, file holders, or similar materials are permitted in the event room unless explicitly stated in these guidelines.
11. Participants 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.
12. 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.
13. Any violation of the stipulated guidelines may be ground for disqualification of the participants.
14. The decision of the Evaluators/Board of Judges in all aspects of the RRSPC is final and irrevocable.

## B. Specific

1. News Writing, Feature Writing, Editorial Writing, Science and Technology Writing, and Column Writing:
  - a. For Elementary Level: Different sources of information, such as videos, audio recordings, and photos, will be given to the contestants as a basis in writing the articles.

- b. For Secondary Level: A simulation activity or mini press conference will be conducted as a source of information.
2. Sports Writing:
- a. Actual sporting events will serve as the source of information for sports articles.
  - b. The possible sporting events to be covered on the assessment day will be announced at the end of the workshop sessions on Day 2.
  - c. On the assessment day, the RTWG shall orient and provide instructions to the participants before the activity proper.
  - d. Participants will cover the actual sporting event, including a pre-game conference to meet players, coaches, and officials, and a post-game conference to interview officials and athletes. Ambush interview will be prohibited.
3. Copyediting and Proofreading
- a. Contestants must bring their ballpen with red ink for the contest. They may also bring a ruler and correction tape or liquid eraser. Other materials, such as markers and scissors, are not allowed.
  - b. On the assessment day, the proctor will provide a copy of a full-page newspaper containing 4-5 articles with photos and captions.
  - c. The contestants shall follow directions given in the contest piece.
4. Editorial Cartooning
- a. The contestants shall bring their own pencil (Pencil 2) for the contest. They may also bring a sharpener, ruler and eraser. Other materials, such as pens, markers, scissors, and liquid erasers, are not allowed.
  - b. The cartoon must be anchored/based on an editorial article that will be given before the contest starts.
  - c. The cartoon must follow professional and ethical media standards.
5. Photojournalism
- a. Preparation:
    - i. The participants should be at the venue an hour before the contest for the checking of camera and memory cards.

- ii. Contestants must use a DSLR camera with a kit lens of up to 55mm. Cameras with higher specs and mirrorless cameras are not allowed.
  - iii. In the duration of the JournCamp, the participants will be using an extra clear/empty memory card.
  - iv. Contestants should bring their own camera cable or memory card reader for uploading and saving pictures.
  - v. On the assessment day, extra digital cameras, extra memory cards, or any other materials/equipment are not allowed.
  - vi. Participants must bring their own black ink ballpen. The RTWG will provide official scratch papers for notetaking during the photo shooting.
  - vii. On Day 2, participants must submit a cleared/formatted memory card and camera (including internal memory) for inspection by technical experts prior to the assessment day.
- b. Provision for Memory Card:
- i. On the assessment day, participants shall insert the cleared/formatted and pre-checked memory card into their respective cameras in front of the examiner.
- c. Photo Shoot, Captioning, and Uploading
- i. The theme or topic for the photo coverage will be given by the examiner before the contest begins.
  - ii. The proctor will instruct participants to take the control shot as the first photo.
  - iii. Participants are given one (1) hour to take pictures.
  - iv. The participants may take unlimited shots but must submit only four (4) selected photos with captions, plus the control shot as their official photo entries.
  - v. Participants shall write the default camera file name of each photo on the caption sheet provided by the proctor.
  - vi. Participants will be given 30 minutes to write the captions for each picture.
  - vii. Participants must upload the control shot, official photo entries and the photographed caption sheets to the designated laptops and submit the caption sheets to the examiner.

## 6. Mobile Journalism (Secondary Level Only)

- a. Each contestant is required to bring only the following:

- i. 1 Mobile/Cellular Phone (Android/iOS) and charger compatible with the device that will be used during the workshops and assessment (without SIM/eSIM Card)
- Note: Make sure that the mobile/cellular phone is only intended for the mobile journalism workshop and assessment installed with CapCut free version and Google Chrome/Safari only. Social media applications, electronic mail, and other communication channels MUST be uninstalled.*

- ii. 1 Auxiliary/Cord for data/file transfer compatible with the device that will be used in the assessment
  - iii. 1 power bank compatible with the device
  - iv. 1 Monopod
  - v. 1 Tripod
  - vi. 1 portable microphone
  - vii. 1 portable light
  - viii. maximum of 2 WiFi routers (or pocket) preferably with different networks
  - ix. Yellow pad for scriptwriting

b. Checking and clearing of devices shall start on the afternoon of day 2 in preparation for the assessment day. On day 3 assessment day, participants shall bring smart casual wear without any identifying marks/logo of the division. No glam team will be allowed.

c. Day 3 assessment shall follow the following guidelines:

  - i. All participants are required to attend the 20-minute orientation before the assessment.
  - ii. Any form of communication (text, call, chat, etc.) with their respective advisers shall not be allowed during the assessment day.
  - iii. A 30-minute mini press conference shall be held as the basis for the content of the entries including (videos, photos, audio, etc. Only three participants will be given a chance to ask one question, one follow-up question, and one clarificatory question to the resource person. They shall be determined randomly through drawing of lots.
  - iv. Participants may access the internet for research purposes but MUST NOT use any downloaded material as content in any part of the output.
  - v. Participants 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.
  - vi. The script will not be part of the assessment process but shall be submitted to the proctor after the time allotment.
  - vii. Participants shall be able to produce a 2-3-minute news style video entry in vertical/horizontal video orientation in .mp4 or .mov file format.
  - viii. Participants shall be given 30 minutes to upload their entries to the official portal. Access link will be given after the 3-hour time allotment.

## 7. Radio Scriptwriting and Broadcasting

- a. Participants will be assigned to their respective sessions according to their designated roles.

- b. Each team is required to bring only the following:
- i. seven (7) laptops  
*Note: Laptops shall be free from any files and applications other than required. Seven laptops are allowed to be used during workshops. However, during the assessment days, only the stipulated guidelines in the RRSPC will be followed.*
  - ii. two (2) flash drive not more than 64GB memory size
  - iii. one inkjet printer
  - iv. virtual DJ will be the official software/program for the technical application
  - v. Microsoft Word or WPS may be used for scriptwriting
  - vi. extension wires
  - vii. A4 size bond paper (1 factory-sealed ream to be used for the assessment day)
- c. Checking and clearing of devices shall start on the afternoon of day 2 in preparation for the assessment day.
- d. The assessment shall follow the following guidelines:
- i. 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.
  - ii. 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.
  - iii. 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.
  - iv. On the assessment day, each team will use:
    - up to four (4) official laptops that are cleared of stored documents
    - one (1) flash drive not more than 32GB memory size
    - printer
    - Virtual DJ will be the official software/program
  - v. 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.
  - vi. 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.
  - vii. 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.
  - viii. The news articles shall be based on press releases, raw data, or any other source that will be distributed by the examiner/s.

- ix. 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.
- x. 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.
- xi. The script should not bear any information that may identify the school and division, but it should include the names of the members of the team with their respective roles (i.e., anchor, news presenter, etc.).
- xii. 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)
- xiii. 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. Additionally, the laptops of the technical directors will be collected and will only be given back 30 minutes before their actual broadcast while they are in the designated holding area.
- xiv. A broadcast room for the presentation will be identified at the assessment venue. Only the contestants and contest facilitators shall be allowed inside. There will be a separate room for the judges.
- xv. The organizers/host cluster/division shall provide a sound system to ensure quality audio output. The technical operator shall only set up the sound system before the assessment. A jack/auxiliary cord/adapter will be provided for laptops and other sources of sound effects.
- xvi. Except for the volume meter, contestants/technical directors are not allowed to change, adjust, and manipulate the main control board during their presentation.
- xvii. In case of power failure, the affected team will be allowed to broadcast again.
- xviii. The use of any sound bites/pre-recorded voice is prohibited.
- xix. Loudspeakers will be set up outside the broadcast room for the audience.
- xx. Each team shall be given nine (9) minutes. Provided running time shall be applied.

- three (3) minutes for preparation
  - five (5) minutes for the actual broadcast
  - one (1) minute for exit
- xxi. 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.
- xxii. 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.
- xxiii. Time starts as the OBB plays and stops in the dead air.
- xxiv. 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:

<b>Overtime/Undertime</b>	<b>Deduction</b>
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

- xxv. To ensure a fair and focused assessment of the contestants' skills in writing, performance, and production quality, the judging of the performances shall be done using an analytic approach, wherein script, voice and delivery and technical aspects (with different expert-judge) will be assessed separately.

## 8. Collaborative Desktop Publishing

- a. The workshops will run from the afternoon of Day 1 until Day 2. Participants will join sessions based on their designated roles. There will be separate sessions for the layout artists.
- b. Photojournalists must use a DSLR camera.
- c. Cartoonists and layout artists may bring art materials such as pencils, sharpeners, markers, rulers, erasers, crayons, colored pencils, oil pastels, and/or color pens. Other materials not listed are not allowed. They may also bring one (1) pen tablet without built-in memory and one (1) laptop.
- d. Layout artists must use a laptop with InDesign and Adobe Photoshop for secondary level, and Microsoft Publisher and Adobe Photoshop for elementary level. They are also required to have a DSLR camera, for technical training on photojournalist tasks.

- e. During the workshops, the specific guidelines for each individual category will be followed.
- f. Checking and clearing of devices shall start on the afternoon of day 2 in preparation for the assessment day.
- g. On Day 3, the assessment day, participants shall attend a mini press conference as the basis for writing news, editorial, and feature articles. Sports writers shall cover an actual sports event, while photojournalists shall take pictures during the mini press conference and the sports coverage.
- h. During the assessment day, each contestant will receive one official set with a computer-generated code. Writing on the back page of the contest paper is not allowed.
- i. Members of the team are required to submit the following outputs in the given time allotment:

<b>Member</b>	<b>Time Allotment</b>	<b>Outputs</b>
<ul style="list-style-type: none"> <li>• News Writer</li> <li>• Editorial and Column Writer</li> <li>• Features Writer</li> <li>• Sports Writer</li> </ul>	4 hours	4-5 articles
<ul style="list-style-type: none"> <li>• Cartoonist/Graphic Artist</li> </ul>	2 hours	<ul style="list-style-type: none"> <li>• 1 Editorial Cartoon</li> <li>• Other graphics required</li> </ul>
<ul style="list-style-type: none"> <li>• Photojournalist</li> </ul>	Photoshoot: as the mini press conference/Sporting event last Captioning – 1 hour	4 Photos during the mini-press conference with caption 4 Photos during the sporting event with caption
<ul style="list-style-type: none"> <li>• Layout Artist</li> </ul>	4 hours	4 full page layout (A4 bond paper)

#### 9. Online Publishing (Secondary Level Only)

- a. The workshops will run from the afternoon of Day 1 until Day 2. Participants will attend sessions according to their designated roles, with some joining two categories, specifically Editorial Cartooning and Photojournalism. Note that there will be no parallel session for Cartoonists and Photojournalists and a separate session will be held for layout artists.
- b. Photojournalists must use a DSLR camera.

- c. Cartoonists and layout artists may bring art materials such as pencils, sharpeners, markers, rulers, erasers, crayons, colored pencils, oil pastels, and/or color pens. No other materials are allowed. They may also bring one (1) pen tablet without built-in memory and a laptop with Microsoft Office and Adobe Photoshop.
- d. For web layout artists, Google Site will be used as the official platform.
- e. During the workshops, the specific guidelines for each individual category will be followed.
- f. Checking and clearing of devices shall start on the afternoon of day 2 in preparation for the assessment day.
- g. On the assessment day, participants shall attend a mini press conference as the basis for writing news, editorial, and feature articles. Sports writers shall cover an actual sporting event, while photojournalists shall take pictures during the mini press conference and sports coverage.
- h. Contest papers will be provided in the contest room. Each contestant will receive one official set with a computer-generated code. Writing on the back page of the contest paper is not allowed.
- i. Participants in their designated main roles shall submit the required outputs.

Member	Time Allotment	Outputs
<ul style="list-style-type: none"> <li>• News Writer</li> <li>• Editorial and Column Writer</li> <li>• Features Writer</li> <li>• Sports Writer</li> </ul>	4 hours	4-5 articles
<ul style="list-style-type: none"> <li>• Cartoonist/Graphic Artist</li> </ul>	2 hours	<ul style="list-style-type: none"> <li>• 1 Editorial Cartoon</li> <li>• Other graphics required</li> </ul>
<ul style="list-style-type: none"> <li>• Photojournalist</li> </ul>	Photoshoot: as the mini press conference/Sporting event last Captioning – 1 hour	4 Photos during the mini-press conference with caption 4 Photos during the sporting event with caption
<ul style="list-style-type: none"> <li>• Layout Artist</li> </ul>	4 hours	4 full web page layout

#### 10. TV Scriptwriting and Broadcasting (Secondary Level Only)

- a. Participants will be assigned to their respective sessions according to their designated roles.
- b. Each team will be required to bring only the following:

- maximum of 7 laptops (with at least 10GB free space, Adobe Photoshop and a video editing program (with uploading capacity) *\*Tablet PC is allowed as a replacement for laptop.*  
*Note: Seven laptops are allowed to be used during workshops only and maximum of four during the assessment proper.*
- Three (3) empty USB Flash Drives (16GB minimum)
- Two (2) empty SD Cards (16GB minimum)
- maximum of two (2) video cameras/DSLR cameras
- one (1) mobile phone (without sim) compatible with the laptop
- Maximum of three (3) tripods
- maximum of three (3) wired lapel microphones
- A4 bond paper (1 factory-sealed ream to be used for the assessment day)
- One (1) printer with ink
- extension cord(s)
- Maximum of two (2) card readers
- 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.*

d. The list of equipment and tools in the mock broadcast room, including the floor layout and dimensions, shall be shared with the division coordinators a week before the JournCamp through an advisory.

f. The workshops shall start in the afternoon on day 1 and go on until day 2 in the morning. On day 3 and 4 assessment days, participants shall bring smart casual wear without any identifying marks/logo of the division. No glam team will be allowed.

g. Day 3 and 4 assessment days shall follow the following guidelines:

- i. A 30-minute technical orientation for the director and video/ graphics editor will be held before the contest starts. Then, each team will be given 5 minutes to visit the mock broadcast room.
- ii. Checking and sealing of laptops shall be conducted in the afternoon of Day 2. Four laptops are allowed to be used

- which must be free of stored documents, except for offline editing software, basic graphics and outputs during the JournCamp, and essential visual materials created during the two-day workshop. Failure to submit the laptops for checking within the specified deadline shall result in the disqualification of the competing team.
- iii. Only the equipment, tools in the mock broadcast room, and the official laptop of the TechApp director are allowed to be used by the participants during the actual presentation.
  - iv. 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.
  - v. 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.
  - vi. The team shall have the following components in their script:

*Cover Page.* Shall contain the following TV Program name which will be given before the production starts.

*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.

*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 assessment day and should be related to the topic which will be given by the judges. The script should contain video and audio components.

*Field Report:* A live field report with or without canned video support shall be included in the production.

*Headlines:* These will contain a brief lead/summary of the news articles.

- vii. For the Performance Task 1, the OBB and CBB to be produced during the assessment day shall contain only the graphics of the TV program name, which will be announced on the same day. Meanwhile, the OBB and CBB for the Finals (*to be participated by the Top 13*) shall be pre-produced containing the following information

Category	TV Station Name	Program Name
Filipino	R4A Collab	Banyuhay ng CALABARZON
English	Network	The CALABARZON Horizon

- viii. 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.
- ix. The organizers shall provide a clock or a timer that can be seen by the contestants. There will be an official timekeeper.
- x. Once the scriptwriting has commenced, the contestants will no longer be allowed to leave the assessment venue. For personal necessities, the proctor shall accompany them to the nearest restrooms.
- xi. Each team shall prepare four copies of the script: 3 copies for the judges and 1 (one) copy for each member of the team.
- xii. 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.).
- xiii. The script should not bear any information that may identify the school and division.
- xiv. 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.
- xv. 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.
- xvi. Laptop that will be used by the TechApp specialist will also be collected after the production period and will be redistributed to the team once they enter the waiting room for their live broadcast.
- xvii. All news reports shall be presented live. Support videos/audios to be used for the live reports are either taken from the folders or produced on the day of the contest.
- xviii. Other than the actual broadcast time, 10 minutes shall be allotted for entrance and preparation.
- xix. The TV broadcast must be delivered in six (6) minutes.
- xx. 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.
- xxi. 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 of 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

xxii. 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.

xxiii. Three (3) minutes shall be allotted for the exit.

xxiv. To ensure a fair and focused evaluation of the contestants' skills in writing, performance, and production quality, the judging of performances shall follow an analytic approach. Each component—script, voice and delivery, and technical aspects—will be assessed separately by different expert judges. Specifically, these components will be evaluated individually during the broadcast presentation.



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Enclosure 6: General Guidelines for School Paper Events in the RRSPC

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

- A. The School Paper Events are open to Elementary and Secondary schools whose school papers belong to the top five (5) best section in the division level.
- 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 Editorial
  3. Features Section / Pahinang Lathalain
  4. Sports Section / Pahinang Pampalakasan
  5. Science & Technology Section / Pahinang Agham at Teknolohiya
  6. Layout and Page Design Category / Kategoryang Pag-aanyo at Disenyo ng Pahina
- 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 eight (8) 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.
- I. To win a spot in the overall top five (5) in the region, the school paper must win in at least two different pages or sections among the Top 8 winners. See Enclosure 7 for the computation of overall winners.
- J. The points of their ranking shall not be part in determining the top performing schools divisions who will be recognized in the awarding ceremony on the last day of conduct of the RSPC.
- K. The decision of the Board of Judges in all aspects of the events shall be deemed final and irrevocable.

#### **GUIDELINES FOR THE SELECTION OF BEST SECTIONS AND LAYOUT AND PAGE DESIGN CATEGORIES FOR SCHOOL PAPER EVENTS**

##### **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 SCHOOL PAPER EVENTS

### News Section

Level	Medium	Link	QR Code
Elementary	Filipino	<a href="https://forms.office.com/r/6TPCj8DW3X">https://forms.office.com/r/6TPCj8DW3X</a>	
	English	<a href="https://forms.office.com/r/Dz81XGU45g">https://forms.office.com/r/Dz81XGU45g</a>	
Secondary	Filipino	<a href="https://forms.office.com/r/DbZ9eYjWgJ">https://forms.office.com/r/DbZ9eYjWgJ</a>	
	English	<a href="https://forms.office.com/r/TfxvxguEie">https://forms.office.com/r/TfxvxguEie</a>	

### Features Section

Level	Medium	Link	QR Code
Elementary	Filipino	<a href="https://forms.office.com/r/r4XEiMr3bp">https://forms.office.com/r/r4XEiMr3bp</a>	
	English	<a href="https://forms.office.com/r/HQGePbtxkU">https://forms.office.com/r/HQGePbtxkU</a>	
Secondary	Filipino	<a href="https://forms.office.com/r/iOELi1UUhc">https://forms.office.com/r/iOELi1UUhc</a>	
	English	<a href="https://forms.office.com/r/idmu7BvPwa">https://forms.office.com/r/idmu7BvPwa</a>	

**Editorial Section**

Level	Medium	Link	QR Code
Elementary	Filipino	<a href="https://forms.office.com/r/7hS5W4vkML">https://forms.office.com/r/7hS5W4vkML</a>	
	English	<a href="https://forms.office.com/r/apKmgLr0wf">https://forms.office.com/r/apKmgLr0wf</a>	
Secondary	Filipino	<a href="https://forms.office.com/r/5wuEuK5ucn">https://forms.office.com/r/5wuEuK5ucn</a>	
	English	<a href="https://forms.office.com/r/5nRwHCS2GK">https://forms.office.com/r/5nRwHCS2GK</a>	

**Science and Technology Section**

Level	Medium	Link	QR Code
Elementary	Filipino	<a href="https://forms.office.com/r/P1EUqzYwCg">https://forms.office.com/r/P1EUqzYwCg</a>	
	English	<a href="https://forms.office.com/r/C743Ce477w">https://forms.office.com/r/C743Ce477w</a>	
Secondary	Filipino	<a href="https://forms.office.com/r/DBcPADzK6c">https://forms.office.com/r/DBcPADzK6c</a>	
	English	<a href="https://forms.office.com/r/jMmUJUZinJ">https://forms.office.com/r/jMmUJUZinJ</a>	

**Sports Section**

Level	Medium	Link	QR Code
Elementary	Filipino	<a href="https://forms.office.com/r/FLLKfkdrCf">https://forms.office.com/r/FLLKfkdrCf</a>	

	English	<a href="https://forms.office.com/r/K8DwUhkmzV">https://forms.office.com/r/K8DwUhkmzV</a>	
Secondary	Filipino	<a href="https://forms.office.com/r/vqAGWxmW7p">https://forms.office.com/r/vqAGWxmW7p</a>	
	English	<a href="https://forms.office.com/r/dQsahkxw3m">https://forms.office.com/r/dQsahkxw3m</a>	

#### Layout and Page Design

Level	Medium	Link	QR Code
Elementary	Filipino	<a href="https://forms.office.com/r/H67WZXDxsQ">https://forms.office.com/r/H67WZXDxsQ</a>	
	English	<a href="https://forms.office.com/r/L5SZs4wgL7">https://forms.office.com/r/L5SZs4wgL7</a>	
Secondary	Filipino	<a href="https://forms.office.com/r/UseCLFRP63">https://forms.office.com/r/UseCLFRP63</a>	
	English	<a href="https://forms.office.com/r/Lv9WZhqkwb">https://forms.office.com/r/Lv9WZhqkwb</a>	



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Enclosure 7: Computation of Overall Winners

A. Top Performing Schools Division Office

To determine the Top Performing Schools Division Offices, the following system of computation will be followed. Lower ranks shall not be included in the computation.

**Equivalent Points of Rank/Placement**

Rank/Placement	Point(s)
1 <sup>st</sup>	8
2 <sup>nd</sup>	7
3 <sup>rd</sup>	6
4 <sup>th</sup>	5
5 <sup>th</sup>	4
6 <sup>th</sup>	3
7 <sup>th</sup>	2
8 <sup>th</sup>	1

Sample Computation (Summation of points earned in all events).

SDO	News Writing	Editorial Writing	Editorial Cartooning	Column Writing	Features Writing	Sci. & Tech. Writing	Sports Writing	Photojournalism	Copyediting & Proofreading	Mobile Journalism	TOTAL	Rank
A	1		8	7	6	5	4	3	2	1	<b>37</b>	<b>8</b>
B	2	1		8	7	6	5	4	3	2	<b>38</b>	<b>7</b>
C	3	2	1		8	7	6	5	4	3	<b>39</b>	<b>6</b>
D	4	3	2	1		8	7	6	5	4	<b>40</b>	<b>5</b>
E	5	4	3	2	1		8	7	6	5	<b>41</b>	<b>4</b>
F	6	5	4	3	2	1		8	7	6	<b>42</b>	<b>3</b>
G	7	6	5	4	3	2	1		8	7	<b>43</b>	<b>2</b>
H	8	7	6	5	4	3	2	1		8	<b>44</b>	<b>1</b>
I		8	7	6	5	4	3	2	1		<b>36</b>	<b>9</b>

\*Computation shall include the points earned from Group Events.

NOTE: In case of a tie, the number of winnings, regardless of placement shall be the basis in breaking the tie.



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*B. Scores for the Best School Papers*

1. To determine the top eight (8) Best School Papers in the secondary and elementary levels, the following system of computation will be followed.

**Equivalent Points of Rank/Placement**

Rank/Placement	Point(s)
1 <sup>st</sup>	8
2 <sup>nd</sup>	7
3 <sup>rd</sup>	6
4 <sup>th</sup>	5
5 <sup>th</sup>	4
6 <sup>th</sup>	3
7 <sup>th</sup>	2
8 <sup>th</sup>	1

Sample Computation (*Summation of points earned in all sections*)

School Paper	News Section	Features Section	Editorial Section	Science and Technology	Sports Section	Layout and Page Design	TOTAL	Rank
A	8		7		5	4	<b>24</b>	<b>1</b>
B	5	4	4				<b>13</b>	<b>3</b>
C	6	7					<b>13</b>	<b>4</b>
D	7	6		5	3		<b>21</b>	<b>2</b>
E	3				4		<b>7</b>	<b>5</b>
F						8	<b>8</b>	<b>NQ</b>

**Explanation:** **School Paper A** emerged as the overall champion, ranking first with a total of 24 points and four winning sections—the highest score among all entries. In second place is **School Paper D**, which earned 21 points and also secured four winning sections. **School Paper B** ranked third with 13 total points and three winning sections, ranking higher than **School Paper C**, which had the same total points but only two winning sections. Meanwhile, **School Paper E** placed fifth with seven points and two winning sections. Although School Paper F earned eight points, it was **not qualified** from the overall ranking since it only had one winning section, since the **minimum requirement for qualification is at least two winning sections**. Hence, the final ranking is determined based on total points earned, followed by the number of winning sections in cases of ties.



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Enclosure 8: General Guidelines for Best School Papers Exhibition

### GENERAL GUIDELINES FOR BEST SCHOOL PAPERS EXHIBITION

The Best School Paper Exhibition is open to Schools Division Offices (SDO) that confirm willingness to exhibit their Top 5 Best School Papers of the current school year per level and per language. The divisions that wish to participate in the exhibit shall inform the RTWG through a letter of information signed by the Schools Division Superintendent on or before **February 2, 2026**. The exhibit will proceed only if there is a minimum of 13 exhibitors; otherwise, it will be cancelled. Exhibitors will receive Plaque of Recognition.

In adherence to government policies on austerity and the prudent use of public funds, the conduct of the Exhibit shall observe simplicity and cost-effectiveness without compromising quality and educational value.

Division coordinators are enjoined to ensure the full implementation of these guidelines. Strict adherence is required from all participants, exhibitors, and personnel involved in the event. Non-compliance with any of the prescribed measures may result in denial of entry, disqualification from exhibit participation, or other appropriate administrative actions deemed necessary by the organizing committee.

Budget for the school paper exhibit shall be taken from the Special Education Fund (SEF) or Local Funds subject to usual accounting and auditing rules and regulations.

#### II. Technical Specifications

1. Each division will be assigned a booth space measuring 2 meters x 4 meters.
2. Booth design must remain within the allocated space and must not obstruct neighboring booths.
3. Only LED lights are permitted for booth illumination.
4. Booth decorations shall adhere to a minimalist design, considering prescribed austerity measures. Extravagant or excessive embellishments are discouraged in favor of simple, functional, and cost-efficient presentation.
5. Booths must be structurally safe and stable, with no hanging elements that pose risks.
6. Each division shall set up its own exhibit booth following the standard size. They may bring any materials they wish to use or choose from the suggested materials listed below:
  - i. Accordion or four-fold partition
  - ii. One (1) plyboard with stand
  - iii. One (1) power outlet
  - iv. One long table
  - v. Maximum of four (4) monobloc chairs

7. Each Participating Division shall be responsible for bringing the following:
  - i. School papers to be exhibited (printed and digital copies)
  - ii. Television (maximum of 55") (*not mandatory*)
  - iii. Laptops, HDMI Wire, flash drive
  - iv. Extension wires as needed
  - v. The official division seal/logo and identifying label

### **III. Ingress (Setting-up the Exhibit):**

1. Setting up of booth will start from 8:00 AM to 12:00 PM. The Regional Technical Working Group (RTWG) and CALABARZON Association of School Paper Advisers (CASPA) shall document the booths through photographs on Day 1 at 8:30 AM.
2. All Division Education Program Supervisors (EPS) or their designated representatives shall convene in the exhibit area to participate in the drawing of lots for booth assignments. Under no circumstance shall participants commence booth setup prior to the conduct of the draw.
3. Divisions that are unable to setup their booth during the designated ingress period shall only be permitted to install or arrange their exhibits after official exhibit hours, specifically beyond 9:00 AM to 4:00 PM.
4. A maximum of 4 electronic devices (laptops, tablets, or monitors) may be used for digital displays.
5. For printed displays, each booth must provide 1 printed copy of Top 5 School Paper for Elementary and Secondary both English and Filipino for display.
6. Digital copies of the papers must also be available for viewing through QR Code or Shortened Link.
7. Only school papers shall be exhibited. The promotion of commercial products, political personalities, or partisan ideologies within the exhibit area is strictly prohibited.
8. No audio or sound systems are allowed per booth.
9. Only house music (the official RSPC jingle) will be played throughout the exhibit duration.
10. Multimedia presentations must be silent and subtitled.

### **IV. Exhibition Proper**

1. The Exhibition will be built on day 1 and will be opened to visitors on day 2 of RRSPC up to day 5.
2. Divisions that fail to complete their booth setup on time shall be rendered ineligible for consideration in certain award categories.
3. Judging Day will be done before the ribbon cutting or house opening for public viewing.
4. Booths must remain operational during official exhibit hours throughout the conference.
5. The SPAs and CJs of the division will attend the ribbon-cutting to kick off the exhibition.
6. The exhibition will be open to the public after the ribbon-cutting ceremony.
7. Booths must be manned at all times by student-journalists and/or school paper advisers. Division shall assign booth in charge per division to

- coordinate shifts and ensure compliance with safety and decorum standards.
8. Each division shall designate official representatives (2 for elementary level and 2 for secondary level) responsible for manning the booth from Day 2 to Day 5. The name of the assigned personnel shall be prominently displayed within the booth, and a copy of the duty schedule shall be submitted to the Regional Technical Working Group (RTWG).
  9. Exhibitors are responsible for the security of their equipment and materials.
  10. Strict adherence to safety protocols (fire, electrical, and crowd management) is required.
  11. Respect for neighboring booths and shared spaces must be observed at all times.
  12. Exhibitors may prepare a short walkthrough script for SPAs and CJs to guide guests and highlight key features of the booth. The Best School Paper Exhibition will be open daily from 9:00 AM to 4:00 PM only.
  13. The awarding of certificates to winners of awards will be held on the morning of Day 3. Dismantling of booths and restoration of areas will follow right after. Participants are encouraged to clean their areas and dispose of waste responsibly.

#### **V. Egress (Dismantling the Exhibit):**

1. Egress shall officially commence on Day 5 at 12:00 PM, immediately after the close of the exhibit.
2. No booth shall be dismantled prior to official egress schedule.
3. All materials, equipment, and decorations must be removed from the exhibit area within the prescribed time frame.

#### **VI. Security and Safety Measures**

In line with the DepEd CALABARZON's commitment to promoting safety, order, and responsible conduct during national events, this section outlines the mandatory security and safety measures to be observed during the Outstanding School Paper Exhibit at the 2026 Regional Schools Press Conference (RSPC).

The Outstanding School Paper Exhibit serves as a platform for showcasing exemplary campus journalism outputs from participating regions across the country. It is an essential component of the RSPC, encouraging journalistic excellence and fostering nationwide collaboration. The exhibit will be conducted at the designated RSPC exhibit venue, with the participation of all delegations.

##### **A. Entry and Access Control**

- All participants must wear their official RSPC identification badges at all times within the exhibit area.
- Only authorized personnel are allowed access to the exhibit area during setup, exhibit hours, and dismantling.
- Designated entry and exit points must be used at all times and will be monitored by assigned security personnel.
- Food and drinks are strictly prohibited inside the exhibit area to maintain cleanliness and protect displayed materials. A designated mess hall will be provided for exhibit-in-charge personnel and authorized staff.

- All exhibit in-charge personnel must secure and wear a fully accomplished identification card with a photo issued by the organizing committee.
- Other stakeholders and unofficial delegates who wish to visit the exhibit must:
  - Proceed to the designated registration area
  - Fill out the visitor registration form
  - Wear a visitor's ID at all times while inside the exhibit area
- Non-compliance with any of the above access and identification requirements will result in denial of entry and disqualification from participation in the exhibit.

**B. On-Site Security**

- Coordination with the Philippine National Police (PNP) and private security agencies shall be implemented.
- Security personnel will be assigned to patrol the venue and monitor the exhibit hall.
- A roving security team shall operate during open hours.

**C. Exhibit Item Security**

- All exhibit items must be properly labeled and logged.
- Valuable or original copies should be placed in secured or locked display cases.
- Removal of any display materials requires written clearance from the exhibit secretariat.

**D. Emergency Preparedness**

- Emergency exits must be clearly marked and kept unobstructed at all times.
- Fire extinguishers, first aid kits, and emergency contact numbers must be readily available within the exhibit venue.
- A designated first aid station shall be operational and manned by qualified personnel during exhibit hours.
- A designated area for Disaster Risk Reduction and Management (DRRM) and the Red Cross Medical Team shall be established within the venue to ensure prompt medical and emergency response.

**E. Crowd Management**

- A scheduled viewing time per division or delegation shall be followed to prevent overcrowding.
- Ushers or marshals shall be assigned to guide the flow of traffic within the exhibit area.

**F. Health and Sanitation (if applicable)**

- Alcohol dispensers shall be installed at entrance points.
- Regular cleaning and disinfection of exhibit surfaces must be conducted.
- Health protocols (mask-wearing, temperature checks) shall be enforced if mandated by health authorities.

**G. Setup and Dismantling Safety**

- Exhibit setup and dismantling shall only be conducted by authorized individuals.
- Movement of heavy or sensitive materials must be supervised.

**H. Orientation and Information Dissemination**

- A pre-event orientation on safety protocols shall be held for exhibitors and advisers.
- Printed and digital copies of this memorandum shall be distributed to all concerned.

**I. Lost and Found Protocol**

- A Lost and Found desk shall be established within the venue.
- Any lost items must be reported and recorded by the secretariat.

**J. Emergency Preparedness and Incident Reporting**

- Emergency hotlines must be made available and clearly visible in all designated areas, along with posted evacuation plans to guide participants in case of emergencies.
- All security or safety-related incidents must be reported to the organizing committee immediately. An incident log shall be maintained throughout the duration of the event to ensure proper documentation and timely response.



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*Enclosure 9: Timeline of RRSPC Activities*

Activities	Date	Persons Involved	Status/ Remarks
1. Presentation of the Reconfigured RSPC in the Regional Management Committee Meeting	June 18, 2025	<ul style="list-style-type: none"> <li>• RD and ARD</li> <li>• SDS and ASDS</li> <li>• Regional Chief Education Supervisors</li> <li>• Regional Focal Person</li> </ul>	Completed
2. Presentation of the Reconfigured RRSPC to the Chief Education Supervisors of the Curriculum Implementation Division	June 24, 2025	<ul style="list-style-type: none"> <li>• CLMD Chief</li> <li>• CID Chiefs</li> <li>• Regional Focal Person</li> </ul>	Completed
3. Consultative Conference on the Reconfigured RSPC	August 4-8, 2025	<ul style="list-style-type: none"> <li>• Regional Focal Person</li> <li>• Division Education Program Supervisors (EPS)</li> </ul>	Completed
4. Instituting the Capacity-Building for Campus Journalists and Reconfigured Regional Schools Press Conference (RSPC) Design Framework	August 24, 2025	<ul style="list-style-type: none"> <li>• Regional Office</li> </ul>	Completed
5. Regional Planning Workshop on the Implementation of RRSPC	October 13-15, 2025	<ul style="list-style-type: none"> <li>• Regional Focal Person</li> <li>• Division Education Program Supervisors (EPS)</li> </ul>	Completed
6. Emergency Meeting on Reconfigured Regional Schools Press Conference (RRSPC)	November 24, 2025	<ul style="list-style-type: none"> <li>• CLMD Chief</li> <li>• CID Chiefs</li> <li>• Regional Focal Person</li> <li>• Division EPS</li> </ul>	Completed
7. Onsite Preparatory Meeting and Coordination with the Host Divisions of the Reconfigured Regional	November 28, 2025	<ul style="list-style-type: none"> <li>• Regional Focal person</li> <li>• EPS of Host Divisions</li> </ul>	Completed

Schools Press Conference (RRSPC)			
8. Issuance of Regional Memorandum	November 21, 2025	• Regional EPS	To be completed.
9. Interview of MOSPA and MOCJ Semi-Finalists	To be announced.	• Search/Selection Committee • Semi Finalists	To be conducted.
10. Online Registration and Submission of Documentary Requirements	January 5-16, 2026	• Division EPSs • SPAs	To be conducted.
11. Onsite Coordination Meeting of RTWG with the Host Cluster	January 7, 2026	• CLMD Chief • CID Chief Education Supervisor • Regional EPS • Division EPS of the Host Divisions	To be conducted.
12. Onsite ocular inspection of the event venues	January 8, 2025	• RTWG • Host Division EPSs	To be conducted.
13. Submission of Narrative Report and Results of Division Schools Press Conference (DSPC)	January 8, 2026	• Division EPSs	To be submitted.
14. Submission of Attachment 2 and 3	January 9, 2025	• Division EPSs	To be conducted.
15. Issuance of Advisory re: Basing Schools and Equipment Available in Mock TV Studio and Radio Station	January 14, 2026	• RTWG	To be conducted.
16. Last Day of Submission of School Paper Entries	January 30, 2026	• Division EPSs • SPAs	To be conducted.
17. Judging of School Paper Entries	February 1-February 15, 2026	• RTWG • Judges	To be conducted.
18. Last Day of Submission of Nominations for MOSPA and MOCJ	February 2, 2026	• Division EPS	To be conducted.
19. Onsite Orientation of Proctors and ICT Experts/Technical Specialists	February 2, 2026	• Regional EPS • EPSs of Host Cluster • School Heads • Proctors and ICT Experts/Technical Specialists	To be conducted.
20. Conduct of RRSPC	February 22-27, 2026	• RTWG • All Division Participants	To be conducted.
21. Debriefing and Exit Conference	March 3-5, 2026	• RTWG • Division EPSs in Journalism	To be conducted.
22. Issuance of the Results of the RRSPC	To be announced.	• RTWG	To be conducted.

23. Education Bootcamp Series on Broadcast and Digital Campus Journalism	To be announced.	<ul style="list-style-type: none"> <li>• RTWG</li> <li>• Consultants</li> <li>• Regional Core Trainers</li> <li>• CJs and SPAs</li> </ul>	To be conducted.
24. Education Bootcamp Series on Campus Journalism	To be announced.	<ul style="list-style-type: none"> <li>• RTWG</li> <li>• Regional Core Trainers</li> <li>• Consultants</li> <li>• CJs and SPAs</li> </ul>	To be conducted.



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*Enclosure 10: 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 bona fide 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.

**CRITERIA FOR THE SEARCH  
FOR OUTSTANDING CAMPUS JOURNALIST**

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

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

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, Palaro	5	3	1
Newsletters and Documentaries			

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**

**a. National**

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

**b. Regional**

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

**c. Division**

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

**2. GROUP CONTESTS**

**a. National**

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

**Weight**

**b. Regional**

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

**c. Division**

1 <sup>st</sup>	-----	7 pts.	<b><u>3%</u></b>
2 <sup>nd</sup>	-----	6 pts.	

3<sup>rd</sup> ----- 5 pts.

## 2.1 SPECIAL AWARDS IN GROUP CONTESTS

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

## 3. SCHOOL PUBLICATION CONTEST

Weight

\*points per section

### a. National

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

6%

### b. Regional

1 <sup>st</sup>	----- 6 pts.
2 <sup>nd</sup>	----- 5 pts.
3 <sup>rd</sup>	----- 4 pts.

3%

### c. Division

2%

1 <sup>st</sup>	----- 3 pts.
2 <sup>nd</sup>	----- 2 pts.
3 <sup>rd</sup>	----- 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**

		Weight <u>13%</u>
National	10 pts.	
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 <u>10%</u>
National	10 pts.	
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 <u>5%</u>
National	10 pts.	
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.	<b><u>5%</u></b>
Regional	3 pts.	
Division	1 pt.	

MOVs:

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

#### 9. PANEL INTERVIEW 5%

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

Category	Level	Link	QR Code
MOSPA	Elementary	<a href="https://forms.office.com/r/DsHZJKa6D0">https://forms.office.com/r/DsHZJKa6D0</a>	
	Secondary	<a href="https://forms.office.com/r/gMZe8Xt0h6">https://forms.office.com/r/gMZe8Xt0h6</a>	
MOCJ	Elementary	<a href="https://forms.office.com/r/7EZp5LcxAM">https://forms.office.com/r/7EZp5LcxAM</a>	
	Secondary	<a href="https://forms.office.com/r/Pu8imf3Lry">https://forms.office.com/r/Pu8imf3Lry</a>	



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Enclosure 11: Media Consent and Parental Release Form

## MEDIA CONSENT AND PARENTAL RELEASE FORM

For the 2026 R4A CALABARZON Reconfigured Regional Schools Press Conference and JournCamp

### I. PURPOSE

The Department of Education CALABARZON Regional Office, through the Curriculum and Learning Management Division (CLMD), will conduct the **2026 R4A CALABARZON Reconfigured Regional Schools Press Conference**.

During the event, learners' photos, videos, and journalistic outputs may be documented and used for official DepEd CALABARZON purposes such as publication on websites, social media platforms, printed materials, and other promotional and educational content.

This form seeks to secure **parental consent** for the use of the learner's image, name, voice, and creative works in connection with the abovementioned activity.

### II. CONSENT AND RELEASE

I, the undersigned, am the parent/legal guardian of the learner named below. I hereby grant permission to the **Department of Education CALABARZON Regional Office** and its authorized personnel to:

- Photograph, record, and/or videotape my child/ward during the conduct of the 2026 R4A CALABARZON Reconfigured RSPC and JournCamp;
- Use, reproduce, and publish these materials (photos, videos, and outputs) in official DepEd CALABARZON publications, social media pages, or promotional activities; and
- Cite my child/ward's name and school affiliation when applicable.

I understand that these materials shall be used **solely for educational, documentation, and public information purposes**, and that **no compensation** will be given for their use.

DepEd CALABARZON shall ensure that all materials are used **responsibly and ethically**, in compliance with the **Data Privacy Act of 2012 (RA 10173)** and other existing DepEd policies.

### III. DATA PRIVACY NOTICE

The personal information collected in this form will be used only for documentation and reporting related to the 2026 RSPC and JournCamp. Access will



be limited to authorized DepEd personnel and shall be retained only for as long as necessary. Data will not be disclosed to unauthorized third parties.

#### IV. LEARNER INFORMATION

Name of Learner: \_\_\_\_\_

Grade Level: \_\_\_\_\_

School: \_\_\_\_\_

Division: \_\_\_\_\_

Event:  News Writing  Features Writing  Editorial Writing  Editorial Cartooning  
 Column Writing  Science and Technology Writing  Sports Writing  
 Photojournalism  Copyediting and Proofreading  Mobile Journalism  
 Collaborative Desktop Publishing  Online Publishing  Radio Scriptwriting and Broadcasting  
 TV Scriptwriting and Broadcasting

Level:  Elementary  Secondary

Category:  Filipino  English

#### V. PARENT / GUARDIAN INFORMATION

Name of Parent/Guardian: \_\_\_\_\_

Relationship to Learner: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Email Address (optional): \_\_\_\_\_

#### VI. PARENTAL CONSENT

Please check one:

**I GIVE CONSENT** for the use of my child's image, name, voice, and outputs for DepEd CALABARZON's official purposes.

**I DO NOT GIVE CONSENT** for the use of my child's image, name, voice, and outputs.

Signature of Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_



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*Enclosure 12. 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  
MARGARETTE P. MUSA, Education Program Supervisor  
LOWIESITO ERNI, Education Program Supervisor  
PAUL GENCE OCAMPO, Education Program Supervisor  
HAZEL ANGELYN E. TESORO, Education Program Supervisor  
PHILIPS T. MONTEROLA, Education Program Supervisor  
GILBERT O. CRUZ, Education Program Supervisor  
Secretariat: LHOVIE C. DAMIAN, Teaching Aid Specialist  
REDGYNN A. BERNALES, Administrative Assistant II  
NENETTE ARCELLE JOY P. LARINAY, Librarian  
Technical Assistants: JOHN CHRISTIAN GALVEZ  
JASMIN Q. MANGUBAT  
MIKAELA PAULA MARIE E. MONTILLA  
KHARL CHRIS-AN AQUINO  
JERUSALEM V. CRUZ

Host Cluster: **Rizal Cluster** (SDO Rizal and SDO Antipolo 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: LHOVIE C. DAMIAN, Teaching Aid Specialist  
REDGYNN A. BERNALES, Administrative Assistant II  
NENETTE ARCELLE JOY P. LARINAY, Librarian



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*Enclosure 13. 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;
- 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