



Republika ng Pilipinas
Kagawaran ng Edukasyon

REHIYON V—BICOL

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA

February 29, 2024

DIVISION MEMORANDUM

No. 69, s. 2024

2024 DIVISION SCHOOLS PRESS CONFERENCE
(Elementary and Secondary)

To: Assistant Schools Division Superintendent
Chief Education Supervisors
CID and SGOD Personnel
OSDS Unit Heads
Public and Private School Heads
All Others Concerned

1. Pursuant to Republic Act No. 7079, also known as the Campus Journalism Act of 1991, released through DepEd Order No. 94, s. 1992, this office through the Division Association of Secondary School Paper Advisers (DASSPA) and Division Association of Elementary School Paper Advisers (DAESPA) announces the conduct of the **2024 Division Schools Press Conference (Elementary and Secondary)** at Naga Central School 1 and Camarines Sur National High School, Naga City on March 22-23, 2024.

2. The conference aims 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 DSPC activities shall include the following:

a. **Individual Contests (English and Filipino, elementary and secondary)**

- i. News Writing
- ii. Features Writing
- iii. Editorial Writing
- iv. Sports Writing
- v. Copyreading and Headline Writing
- vi. Science and Technology Writing
- vii. Photojournalism
- viii. Editorial Cartooning
- ix. Column Writing



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- b. **Group Contests**
 - i. Radio Scriptwriting and Broadcasting (English and Filipino, elementary and secondary)
 - ii. Collaborative Desktop Publishing (English and Filipino, elementary and secondary)
 - iii. Online Publishing (English and Filipino, secondary only)
- c. **School Paper Contests (English and Filipino, elementary and secondary, in PDF)**
 - i. News Section
 - ii. Features Section
 - iii. Editorial Section
 - iv. Science and Technology Section
 - v. Sports Section
 - vi. Layout and Page Design
- d. **Awarding of Outstanding School Paper Advisers (SPAs) and Campus Journalists (CJs)**

4. The top five winners in all individual categories and the top three winners in all group categories shall be recognized during the Awarding Ceremonies in the DSPC.

5. Top three winners for the individual categories and best team for group categories (composed of 5 members per team) will represent the Division in the Regional Schools Press Conference to be announced later.

6. Learners at the elementary and secondary levels (both junior and senior high schools) are eligible to join the contests. Considering that the activity will be conducted face-to-face, a written permit must be secured from the parents indicating consent of their child's participation in the DSPC. The parent's permit should be collected by the SPA and submitted to the division committee on registration upon arrival on the contest venue.

7. A campus journalist can participate in ONLY ONE EVENT, either in an individual or group category. He/she should not be a participant in the Division/Regional Festival of Talents (RFOT).

8. The learners should be accompanied by their school paper advisers/coaches and duly supervised by the school paper adviser.

9. Schools participating in the DSPC should have school paper publications in Portable Document Format (PDF) or digital format or printed format.

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10. Recognizing and respecting Intellectual Property Rights, the Schools Division Office of Naga adheres to the rule concerning plagiarism. This Office reiterates its stand to disqualify school papers found to have copied and published texts, graphics, and other materials without duly acknowledging their sources. The disqualification covers all sections of the school paper. Any form of plagiarism in all other competitions as proven by the board of judges shall also be a ground for disqualification.
11. The decision of the Board of Judges is FINAL and IRREVOCABLE.
12. Schools that will join in the school paper contest should submit their entries to this Office on or before March 20, 2024, until 5:00 in the afternoon in this link <https://tinyurl.ph/SchPaperNaga>
13. Pertinent documents of the applicants for the Search for Outstanding School Paper Advisers and Campus Journalists shall be submitted on or before March 20, 2024, until 5:00 in the afternoon at SDO-CID Office c/o EPS Rudyard C. Balacano.
14. A registration fee of Two Hundred pesos (Php200.0.00) shall be charged to each participant (coach, school paper adviser and campus journalist) to cover the cost of the speakers/committee members' meals, honorarium for speakers and facilitators, supplies and materials, division cliniquing (in part) and other incidental expenses. Annual Membership Fee of thirty pesos (P 30.00) for School Paper Advisers (SPAs) and twenty pesos (P20.00) for Campus Journalists (CJs) shall likewise be collected. The registration fee and other expenses relative to the conduct of DSPC shall be charged against the School MOOE, SEF, School Publication Fee or other sources. School heads who opted to charge the registration fee and other relevant expenses from the School MOOE may request for cash advance from Accounting Office for the said purpose.
15. In order to assist the host school in the efficient preparations for the upcoming activity, a PRE-REGISTRATION of all participants is required. Registration fees and Annual Membership Fee in cash should be made on or before March 20, 2024 at the Division Office c/o Josefina DLC Solis.
16. In the conduct of the press conferences, all participants are reminded to observe basic health protocols to ensure the safety and well-being of everyone.
17. The schedule of activities, working committees, instructions in the preparation and submission of specific entries, guidelines in the selection of winners in the individual and group categories, and the criteria for the selection of outstanding school paper advisers and campus journalists are found in the attached enclosures.
18. Winning contestants must sustain their participation up to the regional and national press conferences.

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19. A meeting of all the School Paper Advisers/Coaches and members of the working committees will be held on March 21, 2024, 1:00 P.M. in Naga Central School 1 Pavilion.
20. Immediate dissemination of and strict compliance with this Memorandum is desired.

SUSAN S. COLLANO CESO V
Schools Division Superintendent

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Enclosure No. ____ to DM No.____, s. 2024

PROGRAM

Opening Program March 22, 2024	Closing Program March 23, 2024
8:00 AM Pambansang Awit ng Pilipinas - AVP Prayer – Mark Myron M. Joson Presentation of Participants - EPS Josefina DLC Solis Welcome Remarks - CID Chief Anna Liza F. Abuloc Inspirational Message - SDS Susan S. Collano CESO V Journalists' Creed - Kelly P. Mayor Orientation - EPS Rudyard C. Balacano	8:00 AM Pambansang Awit - AVP Prayer – Mark Myron M. Joson Intermission Number Message - ASDS Fernando C. Macaraig Awarding of Winners - Committee on Awards Closing Remarks - CID Chief Anna Liza F. Abuloc 1:00 PM Post conference & Debriefing

TECHNICAL WORKING COMMITTEE (43)

Committee	Members
Over-all Chairman (TWG)	Frederick M. Baldoza
Co-chairman (2)	Ruby C.Bausas
Registration (3)	Marissa P. Aplao, Gladina A. Dy-Cok, Michelle V. Orcine
Documentation/ICT (3)	Annilou F. Esmeralda, Lelet C. Samulde, Regina C. Yu
Usher/Usherettes (3)	Donna R. Sarmiento, Mary Lyn A. Arriola, Joy B. Quimno
Venue/Hall Preparation (6)	Theresa T. Hernandez, Francis P. Conde, Ruby C. Olivera, Rhodora Pado, Joel T. Arriola, Rolando Penaflor
Program, Host/Announcer (2)	Seth Trinidad, Hyacinth Ramos
Certificates/Awards (2)	Marie Joyla C. Mendoza, Charina Mostierra
Letters & Invitations (2)	DAESPA/DASSPA, France P. Berja, Dawn C. Obligacion
Food & Refreshments (3)	Armie Pillos, Nelly Oporto, Ma. Beatriz S. Bausas
Resource Management (2)	Arlene C. Male, Oscar M. Chavez
Cleanliness & Orderliness (2)	Ernesto Prunancial, Jonjon Agarpao
Medics (2)	Nurses
Tabulators (3)	EPS Rhea SB. Samino, EPS Cesar Arriola, EPS Corazon Fatima A. Silerio
Monitoring Team (8)	EPS Noel Balares, EPS Elvin Monroy, EPS Jarne Taumatorgo, EPS Emma Naguna, EPS Eduardo Laureles, EPS Herman Bobis, SEPS Maria Teresita Rentoy, EPS II Nancy Morada

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CONTEST FLOW

Individual Contest	March 22, 2024	Speaker (9)	Contest Facilitators (44)	
			Elementary	Secondary
1. News Writing	9 am	Robert Labalan	Debbie Jane L. Bacares	Grace C. Requinala
2. Feature Writing	9 am	April Mier Manjares	Maria Irene C. Abainza	Reynaldo C. Obsequio
3. Editorial Writing	9 am	Frank Penones	Maricel G. Salvo	Lorena A. Delfin
4. Sports Writing	9 am	Efren C. Bogayan Jr.	Janice B. Oliva	Doreen Felina P. Peoro
5. Copyreading & Headline Writing	9 am	Waylene T. Sambitan	Edna N. Espera	Shiela M. Montero
6. Science & Technology Writing	10 am	Joseph John Perez	Liezel M. Manondo	Marissa A. Sanorjo
7. Photojournalism	9 am	Felipe Jose Peralta	Edna N. Gerona Maricris Bermejo	Ma. Lourdes Velarde Cristina B. Yanga
8. Editorial Cartooning	10 am	Felipe Jose Peralta	Nelita B. Monroy	Juliet T. Niosco
9. Column Writing	10 am	Robert Labalan	Jeanette O. Lopez	Catherine B. Cabrera
Group Contest		Speaker	Contest Facilitators	
			Elementary	Secondary
1. Radio Scriptwriting & Broadcasting (English & Filipino)	9 am	Anacito Dematera Jose Van B. Galvo	Michael Angelo M. Benito Zoraida Espiritu Nelly Oporto Amy Rose San Buenaventura Ma. Socorro Buhay	Rhodora C. Pado Florasel Tosoc Ronnie Malate Ruby Olivera Jenny Zaens
2. Collaborative Desktop Publishing (English & Filipino)	9 am	Rhoderick Aninipot	Lyn A. Arriola Alma Bella T. Valiente Mariecel Agarpao Katherine Gaturian Lelet Samulde	Ruby V. Segui Theresa T. Hernandez Jennifer Talan Anabel B. Gentia Jasmine Antonio
3. Online Publishing Content & Technical (English & Filipino, secondary only)	9 am	Rhoderick Aninipot		Honeycor R. King Jimmy Moreno
	Deadline	Judge (3)	Contest Facilitators	
			Elementary	Secondary
School Paper Contest	March 20	Robert Labalan		
Outstanding SPAs & CJs	March 20	Jaimito F. De Leon Esmeralda Delos Santos Rowena Tabilog	Sheena Delos Santos	Ma. Theresa S. Serilo

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Enclosure No. 1 to DM No.____, s. 2024

LIST OF STUDENT-CONTESTANTS

1. Individual Categories

Elementary Level

School: _____ Event: _____ Medium: _____

Complete Name of Student (First Name, MI and Last Name)	Gender	School Paper Adviser	School	District	School Paper

Secondary Level

School: _____ Event: _____ Medium: _____

Complete Name of Student (First Name, MI and Last Name)	Gender	School Paper Adviser	School	District	School Paper

II. Group Categories

A. List of contestants for Radio Scriptwriting and Broadcasting

Level: _____ Medium: _____

	Complete Name of Student (First Name, MI and Last Name)	Gender	Role/ Assigned Task (indicate additional roles where applicable)	School	District	Team Coach
1						
2						
3						
4						
5						

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A. List of contestants for Collaborative Desktop Publishing

Level: _____ Medium: _____

	Complete Name of Student (First Name, MI and Last Name)	Gender	Role/ Assigned Task (indicate additional roles where applicable)	School	District	Team Coach
1						
2						
3						
4						
5						

B. List of contestants for Radio Scriptwriting and Broadcasting

Level: _____ Medium: _____

	Complete Name of Student (First Name, MI and Last Name)	Gender	Role/ Assigned Task (indicate additional roles where applicable)	School	District	Team Coach
1						
2						
3						
4						
5						

Head, Delegation Team
Signature over printed name

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Enclosure No. 2 to DM No.____, s. 2024

2024 DSPC Confirmation Sheet

School Coordinator: _____

Telephone No. _____

Email: _____

Mobile No. _____

Dear Sir/Madam:

This is to confirm the attendance of _____ delegates from _____ (school) in the 2024 DSPC to be held on March 22-23, 2024 at Naga Central School 1 and Camarines Sur NHS, Naga City.

Delegates	Actual Delegates		
	Elem.	Sec.	Total
Student Contestants	M:	M:	M:
Rank 1 in nine (9) categories in Individual Contests with two (2) mediums	F:	F:	F:
Student Contestants	M:	M:	M:
Rank 1 in Radio Scriptwriting and Broadcasting Contests (five (5) CJs in English and five (5) CJs in Filipino)	F:	F:	F:
Rank 1 in Collaborative Publishing (for elementary and secondary) (five (5) CJs in English and five (5) CJs in Filipino)	M:	M:	M:
	F:	F:	F:
Rank 1 in Online Publishing (for secondary only) Contests (five (5) CJs in English and five (5) CJs in Filipino)	M:	M:	M:
	F:	F:	F:
Coaches of the student contestants in Individual Contests	M:	M:	M:
	F:	F:	F:
Coaches of the Radio Scriptwriting and Broadcasting Team			
Coaches of the Collaborative Desktop Publishing (two (2) Elementary and two (2) Secondary)	M:	M:	M:
	F:	F:	F:
Coaches of Online Publishing Team	M:	M:	M:
	F:	F:	F:
School in charge of Campus Journalism			
Outstanding Campus Journalists and School Paper Advisers (if not included as contestant or coach)	M:	M:	M:
	F:	F:	F:
Other Participants (if any)			
Total: School Official Delegates to the DSPC	M:	M:	M:
	F:	F:	F:

Very truly yours,

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Head, School Delegation Team
Signature over printed name

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Enclosure No. 3 to DM No.____, s. 2024

**GUIDELINES FOR THE SELECTION OF WINNERS
IN THE DIFFERENT INDIVIDUAL WRITING CONTESTS**

The Individual Writing Contests are designed to showcase the competencies of campus journalists and promote fair and ethical use of media as tenets of responsible journalism.

Only learners from schools with school paper (print, digital/electronic publication), either in English or Filipino for the school year 2023-2024, can participate.

The following guidelines will be strictly implemented:

A. General

1. Should there be questions and assistance needed, the participants can only raise their concerns to the assigned proctor and/or examiner.
2. School paper advisers, teachers, principals, parents or guardians who will be found in the contest venue will be grounds for disqualification of their contestants.
3. The top five (5) winners per medium shall be recognized and their points will be included in the computation of the overall scores (combined scores or individual and Group contests).
4. Any violation of the stipulated guidelines will be grounds for disqualification of the participant.
5. The decision of the Board of Judges in all aspects of the contest is final and irrevocable.

B. Specific:

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

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- b. The contestants shall follow the directions given in the contest piece.
 - c. The contestant shall provide a headline for the article.
4. Editorial Cartooning
- a. The contestants shall bring their own pencil no. 2 while the TWG shall provide oslo papers for the contestants.
 - b. The cartoon must be anchored on the given topic or issue.
 - c. The cartoon should be compliant with the professional and ethical standards of media.
5. Photojournalism
- a. Preparation
 - 1) Contestants should be at the contest venue thirty (30) minutes before the orientation on the guidelines and rubrics.
 - 2) The contestants are allowed to use any digital camera (pint and shoot only) with a maximum of 24.3 megapixels with fixed lenses. Contestants who will use any DSLR and other high-end cameras will not be permitted to join the contest.
 - 3) The contestant should bring his/ her camera cable for uploading and saving pictures.
 - 4) Cellular phones, extra digital cameras, extra storage cards or any additional materials/ equipment are not allowed in the contest area.
 - 5) Contestants shall bring their black ink ballpens while the TWG will provide scratch papers where contestants can write down notes during the shooting.
 - b. Provision for Memory Card
 - 1. The contestants shall load the empty storage card in front of the examiner on the contest day.
 - c. Photo Shoot, Uploading and Captioning
 - 1. The loading and unloading of the storage card will be done in front of the examiner.
 - 2. The control shot shall be the first shot.
 - 3. Contestants are given one (1) hour to take pictures.
 - 4. Contestants are allowed to take unlimited shots but will submit only five (5) possible photos with captions for the given theme and the control shot.
 - 5. Write the file name of each photo in the caption sheet.
 - 6. Caption sheets will be provided by the TWG.
 - 7. Contestants will be given 30 minutes to write captions for each of the five (5) photos.
 - 8. Throughout the duration of the competition, the advisers, trainers and parent are NOT allowed in the venue.

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Enclosure No. 4 to DM No.____, s. 2024

GUIDELINES FOR RADIO SCRIPTWRITING AND BROADCASTING CONTEST

A. General Guidelines

1. Each school shall organize a team of seven (7) members for English and Filipino in elementary and secondary levels who shall not be competing in any of the individual writing categories.
2. To facilitate proper identification, the participants shall wear white shirts without any form of identification of their school.
3. Orientation shall be conducted for all the contestants. The directors will draw lots to determine the order of the presentation.
4. The awards for this category are the following:

Individual Awards	Group Awards
1. Best Anchor	1. Best in Technical Application
2. Best News Presenter	2. Best Infomercial
	3. Best script

5. In getting the overall results for best radio production, accumulated points from the individual and group awards shall be considered.
6. Any violation of the stipulated guidelines will be grounds for disqualification of the team.
7. The decision of the Judge is final and irrevocable.

B. Scriptwriting

1. Each team may use up to four (4) official laptops that are cleared of stored documents, and an inkjet printer in preparing and printing the script.
2. The team will be given two (2) hours to prepare a script for a five-minute radio broadcast that includes one (1) infomercial and four (4) news articles.

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

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

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

3. Once the scriptwriting has commenced, the contestants will no longer be allowed to leave the contest rooms. For personal necessities, the proctor shall accompany them to the restrooms.

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4. The script should not bear any information that may identify the school, division, or region but it should include the names of the members of the team with their respective roles (i.e. anchor, news presenter, etc.).
5. Scripts should be:
 - Encoded using Arial font size 12;
 - With directorial instructions in capital letters;
 - double-spaced with normal margin (1 inch on all sides) and
 - printed in A4-sized bond paper (8,27 x 11.69 inches)

C. Broadcast Simulation

1. A broadcast room for the presentation shall be identified in the contest venue. Only the contestants, judge and examiner/s shall be allowed inside.
2. The organizers/ host shall commission an independent sound system provider to ensure quality audio output. The technical operator shall only set the sound system before the simulation. A jack/ auxiliary cord/ adapter will be provided for the laptops and other sources of sound effects.
3. Except for the volume meter, contestants/ technical directors shall not be allowed to change, adjust or manipulate the main control board during their presentation.
4. Mobile phones and reference materials shall not be allowed in the contest area.
5. In case of power failure, the affected team shall not be allowed to broadcast again.
6. Loudspeakers may be set up outside the broadcast room.
7. Each team shall be given nine (9) minutes: three (3) minutes for preparation, five (5) minutes for the actual broadcast, and one (1) minute for the exit. Provided running time shall be applied.
8. The organizers shall provide a clock or a timer that can be seen by the contestants and the judges. There will be an official timekeeper.
9. A yellow flaglet shall be raised to signal the team that they have one (1) minute left for preparation. A green flaglet shall then be raised to signal the team to start. A yellow flaglet shall be raised again to warn the team that they only have one (1) minute remaining followed by a red flag to indicate their time is up.
10. The team who complied with the five-minute production shall be given a perfect score (5 points). In case of overtime or undertime, the following scheme of deductions shall be followed.
Undertime/ Overtime
1second- 20 seconds- 1 point
21 seconds- 40 seconds- 2 points
41 seconds- 60 seconds – 3 points
61 seconds and above – 4 points

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Enclosure No. 5 to DM No.____, s. 2024

GUIDELINES FOR THE COLLABORATIVE DESKTOP PUBLISHING CONTEST

1. Each school shall organize a team of seven (7) members for English and Filipino both in elementary and secondary levels who shall not be competing in any of the individual writing categories.
2. Contestants shall wear white shirts without any form of identification of their school.
3. All contestants are required to attend the orientation before the competition.
4. All contestants are not allowed to go back to their quarters nor communicate in all forms (text, call, chat, etc.) with their respective advisers from the start until the end of the contest.
5. A mini-press conference a sports event shall be held as bases for the content of the publication (i.e. news, features, editorial, editorial cartoon, sports. The photojournalists shall take pictures of the mini press conference and sports event.
6. For the actual sports event, a pre-game conference shall be conducted for the introduction of the players, coaches and tournament officials. Consequently, a post-conference shall be held for interviews and data gathering.
7. The team will be given one (1) hour for data gathering and five (5) hours for writing, layout, and editing.
8. Each team is allowed to bring only the following:
 - two (2) digital/ DSLR cameras
 - one (1) inkjet printer with scanner;
 - one (1) card reader;
 - one (1) blank flash drive;
 - extension wires;
 - maximum of four (4) laptops installed with either PAGEMAKER or IN DESIGN and Photoshop (for secondary level) and Microsoft Publisher (for the elementary level) for the layout of the group's final output; and
 - A4 size bond paper
9. Mobile phones and other electronic gadgets shall not be allowed except for digital cameras/DSLRs and laptops with disabled internet connection.
10. Each team will be required to convert their output into PDF, print in A4 size bond paper, and submit it to the examiner/s. The collaborative desktop ensures that no identifying marks about their school, division or region can be found on their output as it would be a ground for disqualification.
11. The output of the contest is an A4 size four-page full-colored publication. The output will be stored in a flash drive provided by the examiner/s and uploaded to the designated computer for judging.
12. The top five (5) teams shall be recognized, and their points will be included in the determination of the overall scores.
13. The decision of the Board of Judges is final and irrevocable.

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Enclosure No. 6 to DM No.____, s. 2024

GUIDELINES FOR THE ONLINE PUBLISHING CONTEST

1. Each school shall organize a team of five (5) members for English and five (5) members for Filipino at the secondary level who shall not be competing in any of the individual writing categories.
2. Contestants may wear their school uniforms or plain white t-shirts.
3. All contestants are required to attend the one-hour orientation before the competition.
4. All contestants are not allowed to go back to their quarters nor communicate in all forms (text, call, chat, etc.) with their respective advisers from the start until the end of the contest.
5. A mini-press conference and a sports event shall be held as bases for the content of the publication (i.e. news, features, editorial, editorial cartoon, sports). The photojournalists shall take pictures or videos of the mini press conference and sports event.
6. For the actual sports event, a pre-game conference shall be conducted for the introduction of the players, coaches and tournament officials. Consequently, a post conference shall be held for interviews and data gathering.
7. The team will be given three (3) hours for writing, layout and editing articles online after the creation of an online publication using the official platform to be provided by the organizer. Coverage/ data gathering through a mini press conference, the pre-game, actual game, and post conference shall be excluded from the three-hour time allotment.
8. Specific instructions on the number of articles to be produced will be given during the orientation.
9. Each team will be required to bring only the following:
 - one (1) flatbed scanner/ 3-1 printer (mobile/ phone scanner is NOT allowed);
 - maximum of two digital cameras- digital cameras (point and shoot only) with a maximum of 24.3 megapixels with fixed lenses. Contestants who will use any DSLR and other high-end cameras will not be permitted to join the contest. (Standard process in the Photojournalism Events shall be observed in checking the cameras and SD cards).
 - maximum of four (4) laptops installed with Photoshop for image enhancement;
 - maximum of two (2) pocket wifis (preferably with two different networks) or one (1) wireless router; and
 - extension cord
10. Each group shall email their URL to the assigned examiner;
11. The top five (5) teams shall be recognized, and the points will be included in the determination of the overall standing. All competing teams shall be given points and ranked accordingly.
12. The decision of the Board of Judges is final and irrevocable.

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Enclosure No. 7 to DM No.____, s. 2024

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

- A. The School Paper Contest is open to elementary and secondary schools in the 13 divisions.
- B. The Top 10 highest pointers both in English and Filipino shall be awarded and the top performing school in paper production will also be given recognition; but the points of their ranking shall not be added to determine the best-performing divisions that shall be recognized in the awarding ceremony at the last day of the 2024 DSPC.
- C. For 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 SDS, who shall inform the concerned school head. 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 SDO. Accordingly, the school head shall implement plans and programs on intensifying academic honesty and integrity.
 - Third Offense:** Disqualification from the School Paper Contest for three (3) consecutive years.
- D. The decision of the Board of Judges in all aspects of the contest shall be deemed final and irrevocable.
- E. For 2024 DSPC, each school shall submit their entries in PDF through a link that will be provided by the division coordinators.

The following properly foldered for each section and labeled (e.g. School Name, News-Eng-Elem) are to be submitted:

- 1. Certificate of Circulation from the school head duly noted by the SDS. Indicated in the certificate is the corresponding link to the school website or Facebook page where the school papers are published, if published online.
- 2. Certificate of Endorsement signed by the school head certifying all the required documents were submitted to, checked, and reviewed by the school head before submitting to the DO.
- F. The different SECTIONS/CATEGORIES in the school paper contest, both English and Filipino are as follows:
 - 1. News Section/ Pahinang Balita
 - 2. Editorial Section/ Pahinang Editoryal
 - 3. Features Section/ Pahinang Lathalain
 - 4. Sports Section/ Pahinang Pampalakasan
 - 5. Science and Technology Section/ Pahinang Agham at Teknolohiya

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6. Layout and Page Design Category/ Kategoryang Pag-aanyo at Disenyo ng Pahina
- G. 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 three (3)
Sports Section- at least two (2)
Feature Section – at least three (3)
Editorial Section – at least two (2)
Science and Technology Section – at least two (2)
 2. Process: Digital
 3. Color: All pages in full color
 4. Size: 9" x 12" (Elementary)
12" x 18" (Secondary)
- H. Failure to comply with the set guidelines in evaluating, school papers will be a ground for disqualification.

GUIDELINES FOR THE SELECTION OF THE BEST SECTIONS AND LAYOUT AND PAGE DESIGN CATEGORIES FOR THE SCHOOL PAPER CONTEST

A. Editorial Section

1. The section should have at least two (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 a fair and balanced presentation of both sides of the issues tackled, clear moral purpose, logical reasoning, and proper citations or attributions 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 reports, news bits, news features, news analysis, and in-depth news/ investigative news.
4. The decision of the Board of Judges is final and irrevocable.

C. Features Section

1. The section should have at least three (3) pages.

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2. The feature articles should display a unique and creative presentation of topics, logical organization of ideas and facts, writers' facility of the language, and proper citations or attributions 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 reports; news bits; news features/news analysis; in-depth news; features, and editorial or 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 Filipinos.
3. The articles should be well-researched and should observe proper citation of sources, pictures and graphics.
4. The decision of the Board of Judges is final and irrevocable.

F. Layout and Page Design Category

1. This category shall conform to the principles of layout and design.
2. The content (texts and images) should consider a range of stories about the community and the school, including those of international, national and local significance.
3. The decision of the Board of Judges is final and irrevocable.

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Enclosure No. 8 to DM No.____, s. 2024

SEARCH FOR THE OUTSTANDING SCHOOL PAPER ADVISERS

(Elementary and Secondary)

General Guidelines:

1. Every school shall endorse one school paper adviser in the elementary level and one school paper in the secondary level.
2. Photocopied documents of the candidate shall be duly certified by the Division Supervisor in-charge of campus journalism.
3. The most recent copy of the school paper produced the adviser must be attached, along with the other documents to be submitted.
4. The candidate must be an active school paper adviser for at least five consecutive years immediately prior to the Search.
5. The candidate must have an average performance rating of not lower than Very Satisfactory (VS) for the past three school years.

Specific Criteria:

A. Achievements in Journalism Contests for the Past Five Years

1. The contest/s should be duly recognized/ accredited by the Department of Education, done either in person or online. Activities and competitions conducted by private individuals and organizations without authority or accreditation from DepEd will not be given points.
2. Include Memorandum and certificates of winning from the national, regional and division levels for the past five years.
3. Achievement in journalism contests include those winnings as a Coach/ School Paper Adviser, or as a writer/ journalist.
4. Winnings in the school paper contests will also be credited as an achievement of the school paper adviser.

B. Leadership Related to Journalism

1. This refers to any position held (President, Vice-President, Secretary, Treasurer, other positions) in an authorized journalism organization.
2. Submit appropriate Certification and other proofs of such position.

C. Extension Service Related to Journalism

1. This refers to any activity conducted as a Proponent, Organizer or Facilitator directly related to journalism, whether done in-person or online.
2. Submit appropriate Certification and other documentation.

D. Speakership Related to Journalism

1. This refers to any speakership to any journalism activity in the national, regional or division levels, whether done in-person or online.
2. Submit letter of invitation/ Memo, certificate and other documentation

E. Published Books, Modules, Workbooks, Worksheets Related to Journalism

1. Submit a copy the book, modules, workbooks, worksheet
2. Submit also a Certification of Publication/ Utilization of modules, workbooks, worksheets.

F. Articles Published in Newspaper/ Magazines/ Journals Related to Journalism

1. Submit a copy of the published article/s
2. Attach a Certification of Publication

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Enclosure No. 9 to DM No.____, s. 2024

SEARCH FOR THE OUTSTANDING CAMPUS JOURNALISTS
(Elementary and Secondary)

General Guidelines:

1. Each school shall endorse one campus journalist in the elementary level, and one campus journalist in the secondary level.
2. Photocopied documents of the candidate shall be duly certified by the Division Supervisor in-charge of campus journalism.
3. The most recent copy of the school paper produced by the school of which the candidate is a member of the Editorial Board must be attached, along with the other documents to be submitted.
4. The candidate must be a bonafide student in the elementary/ secondary school in Region V, whether public or private.

Specific criteria:

A. Academic Standing

1. The academic standing in class covers the current grading period.
2. Submit a Certification duly signed by the class adviser and school principal attesting to the rank in class of the candidate

B. Achievements in Journalism

1. Individual and/ or Group Contests

- a. The contest/s should be duly recognized/ accredited by the Department of Education, done either in-person or online. Activities and competitions conducted by private individuals and organizations without authority or accreditation from DepEd will not be given points.
- b. Include Memorandum and certificates of winning from the national, regional and division levels for the past five years.
- c. Achievement in journalism contests include those winnings as a writer/ journalist.

2. Position in the School Publication

- a. Submit a copy of the most recent school paper which clearly indicates the position of the candidate in the Editorial Board (Editor-in-chief, Associate Editor, Section Editor, Contributor)
- b. Attach a Certification signed by the school paper adviser and school principal.

3. Leadership Related to Journalism

- a. This refers to any position held (President, Vice-President, Secretary, Treasurer, other positions) in an authorized journalism organization for the past years up to the most recent).
- b. Submit appropriate Certification and other proofs of such position.

4. Community and Extension Services Related to Journalism

- a. This refers to any activity initiated, conducted or participated in by the candidate as a proponent, facilitator or speaker.
- b. This can also include articles written and submitted by the candidate to the local or national magazines or newspapers.

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