



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF DAGUPAN CITY

SCHOOLS DIVISION OFFICE

OCT 30 2024

8:04

Time: 9:47

Office of the Schools Division Superintendent

October 30, 2024

DIVISION MEMORANDUM

No. 441, s.2024

**UPDATES ON THE CONDUCT OF THE REGIONAL SCHOOLS PRESS
CONFERENCE (RSPC) FOR SCHOOL YEAR 2024-2025**

To: Assistant Schools Division Superintendent
Chiefs of Functional Division- CID/SGOD
Education Program Supervisors
Public Schools District Supervisors
Public and Private Elementary and Secondary School Heads
All Others Concerned

1. The Department of Education (DepEd) Regional Office 1, through the Curriculum and Learning Management Division announces the rescheduling of the SY 2024-2025 **Regional Schools Press Conference to February 11-14, 2025**, with the **Schools Division of Dagupan City** hosting the event in collaboration with the **Dagupan City Local Government**.

2. The following updates and modifications have also been made, following the outcomes of the 2024 Consultative Workshop on the Conduct of the National Schools Press Conference:

a. Individual Contests

- i. Photojournalism: DSLR cameras will be permitted; however, cellular phones and mirrorless cameras are strictly prohibited.
- ii. Mobile Journalism: This will remain an exhibition event only, without an official competition.

b. Team Contests

i. Team Composition:

- o Radio Broadcasting and Scriptwriting, Collaborative and Desktop Publishing, and TV Scriptwriting and Broadcasting will each have 7 team members.
- o Online Publishing will require 5 team members.

ii. **Collaborative and Desktop Publishing:** Pen tablets or drawing pads (without ROM) are allowed for use.

iii. **TV Scriptwriting and Broadcasting:** RTWG will provide materials for the OBB, CBB, and station name.

iv. Radio Broadcasting and Scriptwriting:

- o Flash drives (up to 32GB) are allowed, but must be inspected and sealed before use.



Republic of the Philippines
Department of Education
 REGION I
 SCHOOLS DIVISION OF DAGUPAN CITY

Office of the Schools Division Superintendent

- o Teams will have two hours to prepare a script for a five-minute radio broadcast. Pre-recorded sound bites or any simulated recordings are not permitted.
- o The host SDO will provide the radio frequency or Podcast/social media link for the broadcast simulation.
- o If a technical glitch occurs during the simulation, the preparation time will pause. If unresolved within two minutes, the affected team will perform last.

- o For the 5-minute broadcast, timing penalties will apply starting at the 6th second:
 - 1-3 seconds: 1-point deduction
 - 4-20 seconds: 2-point deduction
 - 21-40 seconds: 3-point deduction
 - 41-60 seconds: 4-point deduction
 - 61 seconds and above: 5-point deduction

c. Group Contests

- i. Editorial Board: Each school may assign only one school paper adviser per publication medium for the Editorial Board. Other contributing teachers may serve as section advisers or consultants.

3. The following is the revised schedule of submission of documents:

Document Name	Submitted to	Deadline and Important Reminders
Division winners/entries for the School Paper Contests in portable document format (PDF) duly endorsed by the Schools Division Superintendent	DepEd Regional Office I addressed to the Curriculum and Learning Management Division	January 17, 2025 (until 5:00 PM only) • Division entries should be uploaded to this link: tinyurl.com/RSPCSchoolPaperEntries2025 on or before the day of the deadline. • Late entries shall not be accepted.
• Complete Official List of official participants and their coaches	RO addressed to: TOLENTINO G. AQUINO Director IV	January 31, 2025 • The official list shall be signed by the SDS. • If there are last-minute changes in the list of contestants, a justification/certification duly signed by the SDS/Head of Delegation shall be submitted to the chair of the RTWG prior to the RSPC.

4. For the inspection and sealing of gadgets or laptops, each Schools Division Office (SDO) must submit a certification signed by the Schools Division



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 Telephone: (075) 653-4101
 Website: depeddagupan.com
 email: dagupan.city@deped.gov.ph



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF DAGUPAN CITY

Office of the Schools Division Superintendent

Superintendent, confirming that all devices have been cleared of documents or files in compliance with RSPC guidelines. The Regional Technical Working Group (RTWG) will not delete any files during inspection. If prohibited or stored files are found, the device will be disqualified from use, and a formal notification will be sent to the SDS, indicating the presence of unauthorized files despite prior certification.

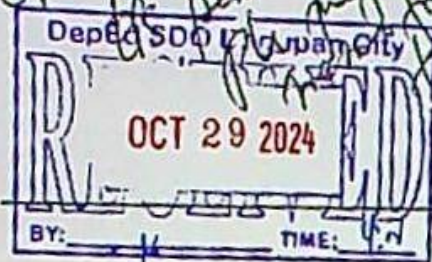
5. Other provisions stated in Regional Memorandum No. 1314, s. 2024 shall remain valid and effective.
6. Should you have any queries or concerns, please contact the CLMD at telephone: (074) 607-8139, loc. 120 or email: clmd.region1@deped.gov.ph.
7. Immediate dissemination of this Memorandum is desired.


ROWENA C. BANZON EdD, CESO V
Schools Division Superintendent

Encl.: RM No. 1421, s. 2024
References: RM No. 1314, s. 2024
To be included in the Perpetual Index
Under the following subjects:

PRESS CONFERENCE
CAMPUS JOURNALISM
FREE PRESS

CID/abr/gme/RM_2024_2025RSPC
October 20, 2024



Republic of the Philippines
Department of Education
Region I



REGIONAL MEMORANDUM
No. 1421, s.2024

UPDATES ON THE CONDUCT OF THE REGIONAL SCHOOLS PRESS CONFERENCE (RSPC) FOR SCHOOL YEAR 2024-2025

To: Schools Division Superintendents

1. The Department of Education (DepEd) Regional Office I, through the Curriculum and Learning Management Division announces the rescheduling of the SY 2024-2025 **Regional Schools Press Conference** to February 11-14, 2025, with the **Schools Division of Dagupan City** hosting the event in collaboration with the **Dagupan City Local Government**.

2. The following updates and modifications have also been made, following the outcomes of the 2024 Consultative Workshop on the Conduct of the National Schools Press Conference:

a. Individual Contests

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- ii. Mobile Journalism: This will remain an exhibition event only, without an official competition.

b. Team Contests

i. Team Composition:

- o Radio Broadcasting and Scriptwriting, Collaborative and Desktop Publishing, and TV Scriptwriting and Broadcasting will each have 7 team members.
- o Online Publishing will require 5 team members.

ii. **Collaborative and Desktop Publishing:** Pen tablets or drawing pads (without ROM) are allowed for use.

iii. **TV Scriptwriting and Broadcasting:** RTWG will provide materials for the OBB, CBB, and station name.

iv. Radio Broadcasting and Scriptwriting:

- o Flash drives (up to 32GB) are allowed, but must be inspected and sealed before use.
- o Teams will have two hours to prepare a script for a five-minute radio broadcast. Pre-recorded sound bites or any simulated recordings are not permitted.
- o The host SDO will provide the radio frequency or Podcast/social media link for the broadcast simulation.
- o If a technical glitch occurs during the simulation, the preparation time will pause. If unresolved within two minutes, the affected team will perform last.



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- o For the 5-minute broadcast, timing penalties will apply starting at the 6th second:
 - 1-3 seconds: 1-point deduction
 - 4-20 seconds: 2-point deduction
 - 21-40 seconds: 3-point deduction
 - 41-60 seconds: 4-point deduction
 - 61 seconds and above: 5-point deduction

c. Group Contests

- i. Editorial Board: Each school may assign only one school paper adviser per publication medium for the Editorial Board. Other contributing teachers may serve as section advisers or consultants.

3. The following is the revised schedule of submission of documents:

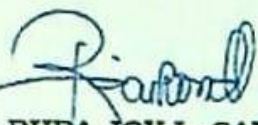
Document Name	Submitted to	Deadline and Important Reminders
Division winners/entries for the School Paper Contests in portable document format (PDF) duly endorsed by the Schools Division Superintendent	DepEd Regional Office I addressed to the Curriculum and Learning Management Division	<p>January 17, 2025 (until 5:00 PM only)</p> <ul style="list-style-type: none"> • Division entries should be uploaded to this link: tinyurl.com/RSPCSchoolPaperEntries2025 on or before the day of the deadline. • Late entries shall not be accepted.
<ul style="list-style-type: none"> • Complete Official List of official participants and their coaches 	RO addressed to: TOLENTINO G. AQUINO Director IV	<p>January 31, 2025</p> <ul style="list-style-type: none"> • The official list shall be signed by the SDS. • If there are last-minute changes in the list of contestants, a justification/certification duly signed by the SDS/Head of Delegation shall be submitted to the chair of the RTWG prior to the RSPC.

4. For the inspection and sealing of gadgets or laptops, each Schools Division Office (SDO) must submit a certification signed by the Schools Division Superintendent, confirming that all devices have been cleared of documents or files in compliance with RSPC guidelines. The Regional Technical Working Group (RTWG) will not delete any files during inspection. If prohibited or stored files are found, the

device will be disqualified from use, and a formal notification will be sent to the SDS, indicating the presence of unauthorized files despite prior certification.

5. Other provisions stated in Regional Memorandum No. 1314, s. 2024 shall remain valid and effective.
6. Should you have any queries or concerns, please contact the CLMD at telephone: (074) 607-8139, loc.120 or email: clmd.region1@deped.gov.ph.
7. Immediate dissemination of this Memorandum is desired.

For the Regional Director:


ATTY. RHEA JOY L. CARBONELL
Chief Administrative Officer
Administrative Division

Encl.: None
References: RM No. 1314, s. 2024
To be included in the Perpetual Index
Under the following subject:

PRESS CONFERENCE
CAMPUS JOURNALISM
FREE PRESS

CLMD/jps/jdd/RM_2024_2025RSPC
October 29, 2024



DepEd RO1



Document

CLMD 24 1759



Republic of the Philippines
Department of Education
 Region I



REGIONAL MEMORANDUM
 No. 1314, s.2024

**REGIONAL SCHOOLS PRESS CONFERENCE (RSPC)
 FOR SCHOOL YEAR 2024-2025**

To: Schools Division Superintendents

1. Pursuant to Republic Act (RA) No. 7079, also known as the **Campus Journalism Act of 1991** and its Implementing Rules and Regulations (IRR) specifically Rule IX of Section 1, the Department of Education (DepEd) Regional Office I, through the Curriculum and Learning Management Division announces the conduct of the **SY 2024-2025 Regional Schools Press Conference (RSPC)** with the theme **Media for Inclusion: Promoting Diversity, Equity, and Integrity through Campus Journalism** tentatively scheduled for November 26-29, 2024. The host SDO shall be announced in a separate memorandum.

2. The SY 2024-2025 RSPC aims to:
- a. exhibit a profound comprehension of journalism by adeptly demonstrating skills across various platforms, encompassing print, broadcast, and online media;
 - b. recognize the role of journalism in advocating for social consciousness and environmental awareness;
 - c. promote the principled and ethical utilization of media, emphasizing these practices as fundamental principles 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 participants eligible for the RSPC are the following:

Individual Categories	Top 3 division winners per medium per category
Group Categories	1 team per medium (composed of 5 members each team)
School Paper Category	Top 5 division winners per medium per category

4. The RSPC activities shall include the following:
- a. **Individual Contest (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
- x. Mobile Journalism

b. Group Contest

- i. Radio Script Writing and Broadcasting Contest (English and Filipino, elementary & secondary)
- ii. Collaborative Desktop Publishing Contest (English and Filipino, elementary and secondary)
- iii. Online Publishing Contest (English and Filipino, secondary only)
- iv. TV Script Writing and Broadcasting Contests (English and Filipino, secondary only)

c. School Paper Contest (English and Filipino, elementary and secondary, in Portable Document Format)

- i. News Section
- ii. Features Section
- iii. Editorial Section
- iv. Science and Technology Section
- v. Sports Section
- vi. Layout and Page Design

5. Any form of plagiarism in all competitions as proven by the board of judges shall be ground for disqualification.
6. The guidelines for the conduct of the different competitions as well as the criteria for judging are enclosed with this Memorandum.
7. A campus journalist may participate in only one event, either individual or group category.
8. The top five winners in all contest events (except for school paper) shall be recognized. Only the accumulated points from individual and group contests shall be included in the computation of the overall scores.
9. All schools divisions should ensure that schools participating in the press conferences in all levels have school paper publications, either in print, PDF or digital format.

10. Each division is expected to submit the required documents:

Document Name	Submitted to	Deadline and Important Reminders
<p>Division winners/entries for the School Paper Contests in portable document format (PDF) duly endorsed by the Schools Division Superintendent</p>	<p>DepEd Regional Office I addressed to the Curriculum and Learning Management Division</p>	<p>November 22, 2024 (until 5:00 PM only)</p> <ul style="list-style-type: none"> • Division entries should be uploaded to this link: tinyurl.com/RSPCSchoolPaperEntries2025 on or before the day of the deadline. • Late entries shall not be accepted.
<ul style="list-style-type: none"> • Complete Official List of official participants and their coaches 	<p>RO addressed to: TOLENTINO G. AQUINO Director IV</p>	<p>November 22, 2024</p> <ul style="list-style-type: none"> • The official list shall be signed by the SDS. • If there are last-minute changes in the list of contestants, a justification/certification duly signed by the SDS/Head of Delegation shall be submitted to the chair of the RTWG prior to the RSPC.

12. Learners at the elementary and secondary (both junior and senior high schools) levels are eligible to join the contests.

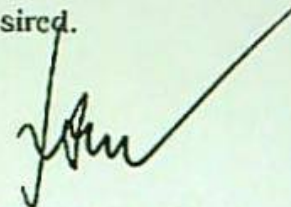
13. Support fund from the Regional MOOE shall be downloaded to the host division to cover the cost of the following:

- trophies/plaques, medals, and certificates/token
- supplies and materials (conference materials, t-shirts)
- board and lodging of RTWG, resource speakers, and judges
- honoraria of judges/resource speakers
- other related expenses (planning activities, ocular inspection of the venues, etc.)

14. The travel and other incidental expenses of the RTWG during the planning conference/s and the RSPC proper shall be charged to their local funds subject to usual accounting and auditing procedures.

15. Should you have any queries or concerns, please contact the CLMD at telephone: (074) 607-8139, loc. 120 or email: clmd.region1@deped.gov.ph.

16. Immediate dissemination of this Memorandum is desired.



TOLENTINO G. AQUINO
Director IV *10/6*

Encl.: As stated

References: None

To be included in the Perpetual Index
Under the following subject:

PRESS CONFERENCE
CAMPUS JOURNALISM
FREE PRESS

CLMD/jps/jdd/RM_2024_2025RSPC
October 14, 2024



DepEd RO1



Document E

CLMD 24 1657

**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 in Filipino for the school year 2024-2025 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. If unresolved, the concern shall be elevated to the RSPC Focal Persons.
2. Presence of school paper advisers, teachers, principals, parents, or guardians in the contest venue will be a ground for disqualification of their contestants.
3. The top five winners per medium shall be recognized and their points will be included in the computation of the overall scores (combined scores of 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 in writing the article.
2. Sports Writing:
 - a. The RTWG shall orient and provide instructions to the contestants before the contest proper.
 - b. A pre-game conference shall be conducted for the introduction of the players, coaches, and tournament officials.
 - c. An actual game shall be covered by the contestants.
 - d. A post-game conference shall be held to interview officials and athletes after the game.
 - e. The contestants shall proceed to the designated contest room for the writing of the sports article.
3. Copyreading and Headline Writing
 - a. The contestants shall bring their own pencil for the contest.
 - b. The contestants shall follow directions given in the contest piece.
 - c. The contestants shall provide a headline for the article.

4. Editorial Cartooning:

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

5. Photojournalism

a. Preparation:

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

b. Photo Shoot, Uploading, and Captioning

- 1) The loading and unloading of the storage card will be done in front of the examiner.
- 2) Control shot shall be the first shot
- 3) Contestants are given one (1) hour to take pictures.
- 4) Contestants are allowed to take **unlimited shots** but will submit the control shot and the **five (5) photos** with caption related to the given theme. The submitted photos of each contestant shall be saved in one folder (file naming convention of the folder: CODE NUMBER_2025RSPC).
- 5) Contestants shall write the file name of each photo in the caption sheet.
- 6) Caption sheets will be provided by the RTWG.
- 7) Contestants shall be given 30 minutes to provide a caption for each of the five photos.
- 8) The advisers, trainers, and parents are **NOT** allowed in the contest venue throughout the duration of the competition.

GUIDELINES FOR RADIO SCRIPT WRITING & BROADCASTING CONTEST

A. General Guidelines

1. Each SDO shall organize a team of **seven (7)** members for English and Filipino in elementary level and secondary level who shall not be competing in any of the individual writing categories.
2. To facilitate proper identification, the participants shall wear white shirt with their valid school ID/RSPC IDs.
3. An orientation shall be conducted for all the contestants. Any representative from each group will draw lots to determine the order of presentation.
4. The awards for this category are the following:

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

5. In getting the overall results for best radio production, accumulated points from the individual and group awards shall be considered.
6. Mobile phones, reference materials, and other extra sheets of paper shall not be allowed in the contest area.
7. All teams shall test the compatibility of their laptop/device with the available device/s in the designated simulation area on Day 0.
8. The decision of the Board of Judges is final and irrevocable.
9. Any violation of the stipulated guidelines will be grounds for disqualification of the team.

B. Scriptwriting

1. Each team may use up to four (4) official laptops that are cleared of stored documents, and an inkjet printer in preparing and printing of the script. All laptops should be submitted to the contest committee for inspection on Day 0 from 8:00AM-5:00PM. Each team is required to bring their own extension wires and other equipment for rehearsal.
2. The team will be given one (1) hour and 30 minutes to write a script for a five-minute radio broadcast. It includes one (1) infomercial and four (4) news articles.

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

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

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

3. Once the script writing has commenced, the contestants will no longer be allowed to leave the contest rooms. For personal necessities, the proctor shall accompany them to the restrooms.
4. The script should not bear any information that may identify the school, division, or region, but it should include the names of the members of the team with their respective roles (i.e., anchor, news presenter, etc.).
5. The board of judges shall provide the uniform name of radio station, program title, and kilo hertz.
6. 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)

C. Broadcast Simulation

1. A broadcast room for the presentation shall be identified in the contest venue. Only the contestants, judges, and the examiner/s shall be allowed inside.
2. The organizers/host region 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/adaptor will be provided for the laptops and other sources of sound effects.
3. Except for the volume meter, contestants/technical director shall not be allowed to change, adjust, and manipulate the main control board during their presentation.
4. In case of power failure, the affected team shall be allowed to broadcast again.
5. Sound bites/pre-recorded voice shall be prohibited.
6. At least two loudspeakers may be set up outside the broadcast room.
7. The host SDO shall provide the radio frequency where the broadcast simulation will be tuned in (only if permitted by the NTC).
8. A separate holding area designated for each role shall be provided.
9. Each team shall be given nine (9) minutes: three (3) minutes for preparation, five (5) minutes for the actual broadcast, and one (1) minute for exit. Provided running time shall be applied.
10. 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.

11. A yellow flaglet shall be raised to signal the team that they have one (1) minute left for preparation. A green flaglet shall then be raised to signal the team to start. A yellow flaglet shall be raised again to warn the team that they only have one (1) minute remaining followed by a red flaglet to indicate that their time is up.
12. 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
1 second - 3 seconds - 1 point
4 seconds - 20 seconds - 2 points
21 seconds - 40 seconds - 3 points
41 seconds - 60 seconds - 4 points
61 seconds and above - 5 points
13. The undertime or overtime shall be deducted from the final average score.

GUIDELINES FOR THE COLLABORATIVE DESKTOP PUBLISHING CONTEST

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

Category – Medium-Level_SDO
Name, School, Division

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

10. Official laptops, previously cleared of stored documents, shall be submitted to the RTWG on Day 0 (up to 5PM only) to check for any other applications and pre-written documents or references therein. Failure to submit the laptops on/before the set deadline shall mean disqualification of the competing team.
11. The host SDO provide six (6) scanners for the editorial cartoon (three for elementary and three for secondary (English/Filipino) as backup for the contestants.
12. Mobile phones and other electronic gadgets shall not be allowed except for digital cameras/DSLRs and laptops with disabled internet connection.
13. Each team will be required to convert their output into PDF, print in A4 size bond paper, and submit it to the examiner/s. The collaborative desktop publishing team shall submit both hard and soft copies of their

entries. They should ensure that no identifying marks about their school, division, or region can be found on their output as it would be a **ground for disqualification**.

14. The output of the contest is an A4-size four-page full-colored publication. The output will be stored in a flash drive provided by the examiner/s and uploaded to the designated computer for judging.
15. The top five (5) teams shall be recognized and their points will be included in the determination of the overall scores.
16. The decision of the Board of Judges is final and irrevocable.

GUIDELINES FOR THE ONLINE PUBLISHING CONTEST

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

Category – Medium-Level
Name, School, Division

Labels shall be in a bond paper pasted on/attached to the laptop bag.
11. Official laptops, previously cleared of stored documents, shall be submitted to the RTWG on Day 0 (up to 5PM only) to check for any other applications and pre-written documents or references. Failure to submit the laptops on/before the set deadline shall mean disqualification of the competing team.
12. Each group shall email their URL to the assigned examiner.
13. The 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).
14. The decision of the Board of Judges is final and irrevocable.

GUIDELINES FOR TV SCRIPT WRITING AND BROADCASTING

The competition is designed to encourage teamwork among campus journalists and simulate the workplace of a television news production department.

A. General Guidelines

1. Each SDO shall organize a team of seven (7) members for English and seven (7) members for Filipino in Secondary level who shall not be competing in any of the individual writing categories.
2. The members should have the following roles/tasks, but not limited to:
 - a. scriptwriter/s
 - b. anchor/s
 - c. reporter/s
 - d. producer/director who could also act as floor director
 - e. video/graphics editor
 - f. video journalist/camera man
3. The RTWG in coordination with the host SDO shall provide the list of available equipment and tools in the mock broadcast room with the regional coordinators a week before the contest through an advisory.
4. A thirty (30)-minute technical orientation will be held on Day 0 for the directors and video/graphics editors. Then, each team will be given thirty (30) minutes per medium to visit the mock broadcast room for familiarization.
5. In getting the overall results for the best TV broadcast, accumulated points from the individual and group awards shall be considered.
6. Below are the awards to be given:

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

7. The decision of the Board of Judges is final and irrevocable.
8. Any violation of the stipulated guidelines will be grounds for disqualification of the team.

PRE-CONTEST

1. Each team will be required to bring only the following:
 - maximum of 4 laptops with at least 10GB free space and a video editing program (with uploading capacity)
 - 3 empty USB Flash Drives (at least 16GB minimum)

- maximum of 2 video/DSLR camera/mobile phones (without sim and emptied internal storage) compatible with the laptop
 - two (2) emptied memory cards
 - A4-size bond paper
 - one (1) inkjet printer
 - extension cord/s
2. Laptops and flash drives to be submitted to the RTWG shall be labeled with the following format:

Category – Medium – Level
Director's Name, School, Division

Labels for laptops shall be in a bond paper attached to the laptop bag. Flash drives shall be sealed in an envelope with a label.

3. Checking and sealing of laptops shall be done on Day 0 (until 5 p.m. only). Laptops shall be clear of stored documents upon submission except for the pre-recorded OBB and CBB and offline editing software.
4. Failure to submit the laptops on/before the set deadline shall mean disqualification of the competing team.
5. Only the equipment and tools in the mock broadcast room are allowed to be used by the participants during the actual presentation.
6. 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.
7. The directors will draw lots to determine the order of presentation. Then, contest materials saved in flash drives sealed in envelopes shall be distributed to the directors.

CONTEST PROPER:

A. SCRIPTWRITING AND PRODUCTION

1. The team shall have the following components in their script:
 - a. **Cover page:** This shall contain the group's name (mock TV network name)
 - b. **News:** Only the five (5) sets of data provided by the RTWG will be used in the news reports. Each news script should indicate the corresponding video and/or audio component taken from the folders or produced during the actual contest.
 - c. **Infomercial/Developmental Communication:** The team is required to produce one (1) infomercial or developmental communication plug with a maximum length of 60 seconds.

The RTWG will provide two (2) sets of data (photos/videos/audio) in folders saved in a flash drive.

However, each team is also allowed to take footage/s within the designated area to be used in the infomercial.

The script should contain video and audio components.

- d. **Field Report:** A live field report with or without canned video support shall be included in the production.
 - e. **Headlines:** These will contain a brief lead/summary of the news articles.
 - f. **OBB/CBB:** For uniformity, the RTWG shall provide station and program names to be used through an office memorandum a month before the actual conduct of the RSPC.
2. Four (4) hours will be allotted for the **pre-production** (story conference and scriptwriting), **actual production** (video shooting/recording, infomercial production), **post-production** (editing) and rehearsal.
 3. The host SDO shall provide a clock or a timer that can be seen by both the contestants and RTWG. There will be an official timekeeper.
 4. Once the scriptwriting has commenced, the contestants will no longer be allowed to leave the contest venue. For personal necessities, the proctor shall accompany them to the nearest restrooms.
 5. Each team shall submit four (4) copies of the script: three (3) copies for the judges and one (1) copy for the RTWG. The team may print extra copies for their own use.
 6. The cover page of the script shall contain the TV Network and Program names (as provided by the RTWG), order of presentation (to be placed at the upper left of the cover) and the names of the members of the team with their respective roles (i.e., anchor, field reporter, etc.).
 7. The script shall **not bear any information** that may identify the school, division, or region.
 8. All groups shall stop working after the allotted time of 4 hours. A buzzer shall signal the end of the scriptwriting and production time.
 9. A separate holding area designated for each role shall be provided.
 10. Members shall only be allowed to go out of the room when it is time for their team to perform and for personal necessities accompanied by a proctor.

B. TV BROADCAST SKILLS PERFORMANCE

1. Only two (2) laptops are allowed inside the studio: one (1) as a substitute for teleprompter and one (1) for the technical application.
2. News shall be composed of live and edited reports, which were produced during the given production time. Only the OBB/CBB and stingers/audio bed are pre-recorded/pre-produced.

Video and Audio Playback to be used for the live reports are either taken from the folders or produced on the day of the contest.

3. Other than the actual broadcast time, ten (10) minutes shall be allotted for entrance and preparation.
4. Each team shall be given ten (10) minutes of preparation with the assistance of the technical experts (service providers). Three warnings shall be given to each team who fails to start after the allotted time for preparation provided no technical issue arises:
 - First warning – 1 minute
 - Second warning – 1 minute and 30 seconds
 - Third/final warning – 2 minutes

After the third warning and the team fails to start, disqualification will be imposed.

5. Each team shall be given six (6) minutes for the actual broadcast.
6. A clock or digital timer will be provided by the host region to guide the contestants and RTWG.

The timekeeper shall raise the **green flaglet** to signal the start of the presentation.

A **yellow flaglet** shall be raised by the timekeeper to warn the presenting team that only one minute is left of the broadcast time.

A **red flaglet** shall be raised to signal that the six minutes allotted for the group has been consumed.

7. In case of overtime/undertime in the prescribed duration of the broadcast, the following points shall be deducted from the points earned in the criterion adherence to time allotment (5%).

1 second - 3 seconds - 1 point
4 seconds – 30 seconds – 2 points

Page 16 of 21

RM_2024_2025RegionalSchoolsPressConference

31 seconds - 60 seconds - 3 points
61 seconds - 90 seconds - 4 points
91 seconds - 120 seconds - 5 points

8. 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.
9. Three (3) minutes shall be allotted for the exit.
10. The decision of the Board of Judges is **FINAL and IRREVOCABLE.**

**GENERAL GUIDELINES FOR SCHOOL PAPER CONTESTS
(PDF Format)**

- A. The School Paper Contest is open to Elementary and Secondary schools whose school papers belong to the top five per section per category in the Division.
- B. The five (5) highest pointers both in English and Filipino shall be declared as the best school papers in the region, but the points of their ranking shall not be added to the determination of the best performing SDOs.
- C. Any school paper found to have copied and published texts, images, and other materials without duly acknowledging their sources shall be disqualified in the contest.
- D. The decision of the Board of Judges in all aspects of the contest shall be deemed final and irrevocable.
- E. For 2024-2025 RSPC, the school paper shall be submitted in PDF format via Google form. The link shall be issued in a separate advisory. The following proofs of circulation shall also be submitted:
 - a. Certificate of Circulation
 - b. Certificate of Endorsement
 - c. Certificate of Adherence to Copyright Law and Intellectual Code
 - d. Link for website/FB page where it was published

The Regional Technical Working Group (NTWG) reserves the right to disqualify entries without **Certificate of Endorsement from the Schools Division Superintendent.**

- F. The different SECTIONS/CATEGORIES to be judged for the school paper contest are as follows:
 - 1. News Section / Pahinang Balita
 - 2. Editorial Section / Pahinang Editoryal
 - 3. Feature 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 Pabina
- 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 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: Full color
 - 4. Size:
 - 9"x12"(Elementary)
 - 12"x18"(High School)

- H. Each section will be judged according to the guidelines/criteria set for the section/category.
- I. Each SDO will submit a maximum of **5** winners per section and per medium (English and Filipino) to the Regional Office through the link to be provided.
- J. Each SDO is required to submit the results of the evaluation of school paper contest per category and medium duly signed by the judges.
- K. The list of winning division entries should be duly endorsed by the Schools Division Superintendent to the Curriculum and Learning Management Division on or before the deadline.
- L. No school is allowed to submit their school paper entry/ies directly to the Central Office.
- M. Failure to comply with the set guidelines in evaluating school papers will be a ground for disqualification.

**GENERAL GUIDELINES FOR THE SELECTION OF THE BEST
SECTIONS AND LAYOUT AND PAGE DESIGN CATEGORY**

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 each 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. Features 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 layout and page design category should include any combination of the following: balanced coverage/scope of stories about the community and school-based events, including those of international, national, and regional significance which document or are related to the school or its members' involvement and participation.
3. The layout and page design should include headlines, body text, cuts/captions, balance, harmony, and proportionate to length of articles and the entire page.
4. The decision of the Board of Judges is final and irrevocable.