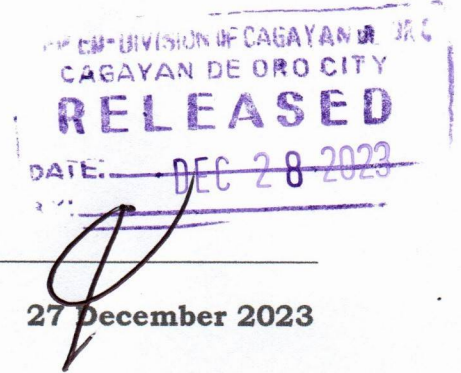




Republic of the Philippines
Department of Education
CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent



DIVISION MEMORANDUM
No. 704, s. 2023

2024 DIVISION SCHOOLS PRESS CONFERENCE

To: Assistant Schools Division Superintendent
CID and SGOD Chiefs
Education Program Supervisors/Coordinators
District Supervisors/Coordinators
Education Program Specialists
Elementary/Secondary School Heads
Public/Private Schools
This Division

1. Pursuant to Republic Act 7079, otherwise known as the Campus Journalism Act of 1991, the field is hereby informed of the conduct of the 2024 Division Schools Press Conference on January 18-19, 2024.
2. The conference aims to:
 - a. Demonstrate understanding of journalism through skill execution in various platforms (i.e. print, broadcast, online);
 - b. Recognize the role of journalism in advocating for social consciousness and environmental awareness; promote fair and ethical use of media as tenets of responsible journalism;
 - c. Foster camaraderie and enrich learning experiences through healthy and friendly competitions; and
 - d. Provide learners opportunities to use the skills learned in campus journalism for their future careers.
3. The venues for this year's DSPC are the following:
 - a. Elementary & Secondary (Individual Events) – Cagayan de Oro National High School Junior High
 - b. Elementary & Secondary Group Events– Cagayan de Oro National High School Senior High
 - c. TV Broadcasting & Scriptwriting – Hope Channel, SPUC Compound
4. A learner can participate in **only one (1) category** of the individual writing events. It is strongly recommended that advisers develop their contestants on a particular single category to ensure focus and concentration.
5. All schools are highly encouraged to send their best contestants in the different Individual Events and Group Contests. It is understood that contestants who will join the Division Schools Press Conference already have a background and attained knowledge and skills on the events they are joining.

6. DSPC Activities shall include the following events:

INDIVIDUAL EVENTS	
1. News Writing	Pagsulat ng Balita
2. Editorial Writing	Pagsulat ng Pangulong Tudling
3. Feature Writing	Pagsulat ng Lathalain
4. Sports Writing	Pagsulat ng Akdang Pangkalakasan
5. Copyreading and Headline Writing	Pagwawasto ng Kopya at Pag-uulo ng Balita
6. Science and Technology Writing	Pagsulat ng Akdang Pang-agham at Panteknolohiya
7. Photojournalism	Photojournalism
8. Editorial Cartooning	Paglikha ng Kartong Pang-editorial
9. Column Writing	Pagsulat ng Kolum

GROUP CONTESTS	
1. Scriptwriting and Radio Broadcasting (English and Filipino, Elementary and Secondary)	3. Collaborative Desktop Publishing (English and Filipino, Elementary and Secondary)
2. Online Publishing Contest (English and Filipino, Secondary only)	4. TV Scriptwriting and Broadcasting (English and Filipino, Secondary only)
	5. Mobile journalism (Secondary only)

SCHOOL PAPER CONTEST (English and Filipino, Elementary and Secondary, in hard copy and Portable Document Format (PDF) file	
1. News Section	4. Science and Technology Section
2. Feature Section	6. Sports Section
3. Editorial Section	7. Layout and Page Design

7. The Pre-Registration form can be downloaded through this link: <https://bit.ly/2024DSPCRegform> and submitted on or before January 12, 2023.

8. Senior High School students are allowed to join the Conference as part of the Junior High School team.

9. The top five (5) winners per medium shall be declared in the Individual Events for elementary and secondary and the top three (3) winners in the Group Contests.

However, only the **top 1 winner** in the Individual Contests and the **first-place** winners in the Group Contests are eligible to join the 2024 Regional Schools Press Conference.

10. School Paper Advisers from each participating school must submit two (2) copies of at least 4 -page school publication of the first issue of their school publication for SY 2023-2024 as a requirement for joining the DSPC on January 15, 2024, at Boracay Hut, c/o Mrs. Emelia D. Lago.

11. This Office further notifies the field that the conference adheres to the "NO PAPER, NO CONTEST Policy, and No Association Issued ID, No Entry.

12. Elementary and Secondary school publications that will be submitted as entries for the school paper contest must have a minimum of 12 and a maximum of 20 pages printed in 9" x 12" size (Elementary) which can be printed in A4 size book paper and 12" x 18" (Secondary) but can be printed in A3 size bond paper. The front and cover pages shall be in full color, while the inside pages shall be in black and white. These shall be submitted on or before January 12, 2024, to Mrs. Emelia D. Lago at the Division at City Central School . Another softcopy in pdf file shall be submitted to https://drive.google.com/drive/folders/1ZFaOV5CJMTSAW0Acq_quIT6eOJXbArHL

13. School Paper Advisers are required to submit the names of contestants for the selection of this year's Search for Outstanding Campus Journalist and School Paper Adviser on January 11, 8:00 - 5:00 p.m. at GFS Function Hall, FWMES c/o Maritcha Ubay-Ubay.

14. The names and number of participants shall be reflected on the Confirmation Sheets which will be submitted on or before January 11, 2024 via online link.

16. Announcement of winners will be made as soon as results are available and through a Division Memorandum.

17. A registration fee of five hundred pesos (P500.00) cash per school shall be collected by the CDOSPAAEG officers upon pre-registration/online registration on January 11, 2024, to cover the incidental expenses during the conduct of the DSPC.

18. A membership fee of Sixty pesos (P60.00) cash for the school paper adviser and Thirty pesos (P30.00) cash for the campus journalist shall be collected by the Cagayan de Oro City School Paper Advisers Association and Editors' Guild Inc. upon registration to secure the Association ID which shall be used by the participants during the contest days.

19. Collection of the registration fee shall be accommodated on January 11-12, 2024, 3:00- 5:00 at Camiguin Hut, Division ground. No registration shall be entertained on the day of the contest except for replacements, if any.

20. Registration, membership, travel, meals, and other related expenses shall be charged to school MOOE, and local paper funds subject to the usual accounting and auditing policies, rules, and regulations.

21. Schools may send one or two (1 or 2) participants for each category of the individual writing events provided that the school can pay for the membership fee. This is to maximize the potential of writers in the schools.

22. All members of the Technical Planning, Technical Working Group and facilitators shall attend a Consultative Meeting on January 4, 2023 at Fr. William Masterson Elementary School GFS building at 1:00 p.m.

22. Meals and snacks will not be provided. Hence, participants are advised to bring their provisions during the event.

23. Any violation of the stipulated guidelines is subject to disqualification.

24. Refer to the attached enclosures for the Matrix of Activities/Schedule, List of Facilitators, Contest Venues, general guidelines, and guidelines for the different events.

25. Immediate dissemination of this Memorandum is desired.

ROY ANGELO E. GAZO
Schools Division Superintendent

Encl.: As stated
Reference: None

To be indicated in the Perpetual Index
under the following subjects:
2024 Division Schools Press Conference

PWT/DM 2024 DSPC
December 27, 2023



Address: Fr. William F. Masterson Avenue, Upper Balulang, Cagayan de Oro City
Telephone: (08822) – 8550048
Email: cagayandeoro.city@deped.gov.ph

20. Registration, membership, travel, meals, and other related expenses shall be charged to school MOOE, and local paper funds subject to the usual accounting and auditing policies, rules, and regulations.

21. Schools may send one or two (1 or 2) participants for each category of the individual writing events provided that the school can pay for the membership fee. This is to maximize the potential of writers in the schools.

22. All members of the Technical Planning, Technical Working Group, and facilitators shall attend a Consultative Meeting on January 4, 2024, at Fr. William Masterson Elementary School GFS building at 1:00 p.m.

22. Meals and snacks will not be provided. Hence, participants are advised to bring their provisions during the event.

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Reference: None

To be indicated in the Perpetual Index
under the following subjects:
2024 Division Schools Press Conference

PWT/DM 2024 DSPC
December 27, 2023

**2024 DIVISION SCHOOLS PRESS CONFERENCE WORKING
COMMITTEES**

A. Planning Committee :

Chair : ROY ANGELO E. GAZO
Schools Division Superintendent
Co-Chair: AUDIE S. BORRES
Asst. Schools Division Superintendent
Jean S. Macasero, Chief – CID
Rosalio R. Vitorillo, Chief – SGOD
Jinky M. Arnejo
Romeo B. Aclo
Phoebe W. Taruc
Helen R. Lucman

B. Technical Planning :

Chair :	Phoebe W. Taruc	
Co-Chair:	Helen R. Lucman	
Members:	Rochelle Luzano	Marife A. Ramos
	Joel D. Potane	Charlyn E. Baylon
	Shirley A. Merida	Juliet N. Dolero
	Milagros P. Recamadas	Rey Maghuyop
	Aisah T. Badana	Sylvio Carciller
	January Gay Valenzona	Jerly H. ELuna
	Cynthia V. Yañez	
	Janry B. Colonia	
	Anita M. Gochuco	
	Paraida D. Orangot	
	Lito U. Felisilda	
	Margie G. Andrade	

C. Technical Working Group

Chair :	Milagros P. Recamadas	Annabel Lariba
Co-Chair:	Charlyn E. Baylon	Hasima Salic
Members:	Paraida D. Orangot	ALL CDO SPAAEG
OFFICERS	Jinky Arnejo	Jenith Balsicas
	Juan A. Mingo	
	Sylvio C. Carciller	
	Jerly H. Eluna	
	Maria Del Magallano	
	Rosemary Dullente	
	Ryan Blanco	
	Eleanor Consejo Rollan	
	Allan Guibone	
	Patricio Sambaan	

Ryan Roa
Evelyn Q. Sumanda
Jerson Herrero
Rochelle P. Nala

D. Documentation

Elementary

Chair : Jean Loquillano
Co-Chairman: Roy H. Lumban
Members : Allan H. Guibone
Ma. Socorro Guibone
Beverly Nicolasura
Ninian Estillore

Secondary

Chair: January Gay T. Valenzona
Co-Chairman: Aisah T. Badana
Christian Gem Pimentel
Al Lagumen
Tito Yongao

E. Program (Opening & Closing) / Invitation

Chair : Evelyn Q. Sumanda
Co-Chair: Hasima Salic
Kim S. Marcial
Members CDONHS personnel

F. Reception/Crowd Control

Elementary/Secondary

Chair : Juan Mingo
Co-Chair: Joel Lariba
Members Giljun Penuliar
Celso Pagulon
Roel Lamberte
Jerson Herrero

Eliezer Teruel
Melecio Tuba
Marcelo Q. Mabalos

G. Food Committee

Overall Chair :	Juliet Dolero	Marcelina Cabaring	Jinnefer Espina
Co-Chair	Norma Ucab	Merlyn Bahian	Leonora
Alinsub			

H. Food Distribution In-charge:

Elementary Individual Events

Nilbert Pacheco
Loreto Llaban
Basilisa Gayramara
Agnes Smith
Censusa Abuel

Secondary Individual Events

Arnold Lee
Edwin Mamba

Vanessa Martinez
Adel Cambangay
Corazon Vios
Jocelyn Palabon
Pedrita Jordan

G. Elementary Group Contest

Secondary Group Contests

Coordinator

Chair: Evelyn Sumanda
 Co-Chair: Maribeth Auman
 Members: Aileen Maghuyop
 Anna Lou Recana

Coordinator

Maurita Donasco
 Karl Anthony Salise
 Annie Danuco
 Maritcha Ubay-ubay

H. i. Awards/Prizes/Certificates/Honoraria/Tokens**Awards: (Trophies & Medals)**

Chairman: Lito D. Felisilda
 Co-chair: Lani Signos
 Members: Christopher Alungay
 Loidel Tacandong

Certificates for Winners/CA:

Chairman: Tito Yongao
 Co-chair: Allan Guibone
 Members: Niña Marie Estillone
 Joselin Minguito
 Jeanette Castillon

ii. Canvassing of trophies, medals, special papers, ink & Honoraria/Tokens for Judges:

Chairman: Rochelle P. Nala
 Co-chair: Christopher Alungay
 Members: Jenneth Bagotchay
 Miriam A. Miranda
 Honey Mae G. Cartel
 Mary Grace Sacupayo

I. Search for Best Publication

Chair : Jean S. Macasero
 Co Chair: Jean T. Loquillano
 Members : Jinky Arnejo
 Joel Potane
 Aisa Badana
 January Gay Valenzona

J. Search for Outstanding School Paper Adviser and Campus Journalist

Chair : Paraida D. Orangot
 Co Chair: Helen Lucman
 Members : Ray Maghuyop
 Rochelle P. Luzano
 Joel D. Potane
 Charlyn Baylon
 Cynthia V. Yanez

K. Retrieval of School Paper Hard copies:

Chair: Rochelle P. Nalla
 Co-chair: Leonor Reyes

Ryan C. Tura
 Syville Niño Dumanon

L. Information Desk Committee:

Chair: Kim Sacote-Marcial
 Co-chair: Love C. Mandawe
 Members: CDONHS personnel

**M. Laptop checking (Collaborative & Desktop Publishing/TV
Broadcasting/Radio broadcasting)**

Chairman: Patricio Sambaan
Co-chair: Ryan Roa
Members: Al Lagumen
Ivan Gasper
Leodiviglio Modequillo
James Sijo
Godofredo Serojales
Division-ICT Team

N. SD Card/Camera checking (Photojournalism) (January 17, 2024)

Chairman: Allan Guibone
Co-chair: Marvin Anthony Ramos
Members: Ma. Socorro Guibone
Jenith Balsicas

O. Newsletter (Oro Gazette)

Science & Technology & Feature: Macanhan & Balulang Advisers/coaches
News & Editorial page : Gusa Regional Science High School
Advisers/Coaches
Sports page: Bugo Elem & Balulang Elem Advisers/Coaches

P. Attendance/ Receiving of Campus Entry Papers during DSPC
CDOSPAAEG Officers

Q. Results Tabulator:

Chairman: Allan Guibone
Co-chair : Pat Sambaan
Members: Sola Violeta Mendoza
Vanessa Mae Martinez
Isagani Olarte
Christian Gem Pimentel
Adel Cambangay

Charito R. Jaraula
Maritcha Ubay-ubay
Arnold Lee

Enclosure No 2 (2024 Division Schools Press Conference)

2024 DSPC EVENT FACILITATORS
Individual Events Facilitators (Elementary)
Overall Chair: Dr. Paraida Orangot
Co-chair: Kareen Agcopra

Elementary			
Events (English)	Facilitators	Events (Filipino)	Facilitators
News writing	Cielito Estoque	Pagsulat ng Balita	Carol Lorono
Feature Writing	Marissa Cayetuna	Pagsulat ng Lathalain	Maribeth Auman
Sports writing	Lito Felisilda	Pagsulat ng Isports	Melba Omandam
Science & Technology Writing	Dinah Zamora	Pagsulat ng Agham at Teknolohiya	Manuel Lincaro
Editorial Writing	Norma Delima	Pagsulat ng Editoryal	Brenda Galarpe
Column writing	Karl Anthony O. Salise	Pagsulat ng kolum	Alfredo Tongco Jr.
Copyreading & Headline writing	Norma Delima	Pagwawasto ng sipi at Pag-uulo ng Balita	Ferdinand Vinco Jr.
Editorial Cartooning	Danny Labadan	Paglalarawang tudling Kartong Pang-editoryal	Rowena Taboclaon
Photojournalism	Macapangcat U. Mama	Pagkuha ng Larawan	Cheryll Pontillas

Individual Events Facilitators (Secondary)
Chairman: Charlyn Baylon
Co- Chair: Hasima Salic

Secondary			
Events (English)	Facilitators	Filipino	Facilitators
News writing	Paul Badon	Pagsulat ng Balita	Andy Ligsanan
Feature Writing	Shiela Yañez	Pagsulat ng Lathalain	Jinnefer Espina
Sports writing	Jerry P. Taruc	Pagsulat ng Isports	Alma Penonia

Science & Technology Writing	Jessica Joy Hinacay	Pagsulat ng Agham at Teknolohiya	Ferdinand Vinco
Editorial Writing	Dulce Cuerquiz	Pagsulat ng Editoryal	Duque Caguindangan
Column writing	Reymund Cabatuan	Pagsulat ng kolum	Ronaldo Auman
Copyediting & Headline writing	Joel Granada	Pagwawasto ng sipi at Pag-uulo ng Balita	Catalina Oliveros
Editorial Cartooning	Rommelyn Gonzales	Paglalarawang tudling Kartong Pang-editoryal	Karen Verdad
Photojournalism	Leonora Alinsub	Pagkuha ng Larawan	Pedrita Jordan

Elementary Group Events Facilitators

Chairman: Shirley Merida

Co-chair: Aileen Maghuyop

		Elementary		
	Events	English Facilitators	Filipino Facilitators	
1	Radio Broadcasting/ Infomercial/ Script writing	Lordson Siano(in-charge of the results) Rodel Estenzo Florence Galindo	Irish Baria Fe Morales(in-charge of the results) Mel Bucod Adel Cambangay	Ryan Blanco (Overall Focal person for Radio Broadcasting)
	Time Keeper	Bayani Roturas	Analou Recana	
2	Collaborative & Desktop Publishing	Cheryl Pontillas Emily A. Tabamo (in-charge of the results)	Sola Violeta Mendoza (in-charge of the results) Mary Glo Catarong	
Secondary Group Events				
	Chair: Margie G. Andrade Co-chair: Jenith Balsicas			
		Facilitators English	Facilitators Filipino	

1	Radio Broadcasting/ Infomercial/ Scriptwriting	Charito Jaraula Rosemary Tolentino (in-charge of the results)	Cheryl Quirino Isagani Olarte Krizaida Alleya A. Espinosa (in-charge of the results)	Ryan Blanco (Overall Focal for Radio broadcasting)
	Time Keeper	Denis Aceron	Ferdinand Vinco	
2	TV Broadcasting	Catalina Macnair Rodel Estenzo (in-charge of the results)	Maritcha Ubay-ubay (in-charge of the results) Rey Misael Daabay	
	Time Keeper	Nelson Tacandong	Cielito Estoque	
3	Collaborative & Desktop Publishing	Jay T. Hebia Tito Yongao	John Paul Pasigay Jocelyn Palabon	
4	Online Publishing	Paul Y. Badon Ivy Ladaran	Marvin Anthony A. Ramos Jay-ar Labajan	
5	Mobile Journalism	Darlene Daliva (In-charge of the results) Norman Felisilda	Rey Misael Daabay Edwin O. Mamba In-charge of the results)	

Enclosure No 3 (2024 Division Schools Press Conference)

GENERAL GUIDELINES

1. The competition in the individual event is designed to showcase the competencies of campus journalists, demonstrate their holistic journalistic skills and proficiency through media exposure, immersion, and press conferences, and promote free responsible journalism.
2. Only learners from schools with school papers (not necessarily following the specifications for school paper contests) can compete in the various events in the DSPC.
3. To facilitate proper identification, the participants are required to wear their school uniform with their School/Association ID during the contest proper, except for Collaborative Publishing, TV and Radio Script Writing, and Broadcasting contestants. Collaborative & Desktop Publishing contestants shall wear white t-shirt/polo shirt.
4. Should there be questions and assistance needed during the competition, the participants can only raise their concerns to the assigned proctor and/or examiner. The proctor shall refer them to the DSPC TWG for an appropriate response.
5. Contestants should not make any identifying mark on the contest entry or answer sheet.
6. School paper advisers, teachers, principals, parents, or guardians who will be found in the contest venue shall be grounds for disqualification of their contestants.
7. Any violation of the stipulated guidelines shall serve as grounds for disqualification of the participant.
8. The decision of the Board of Judges in all aspects of the contest shall be deemed final and irrevocable.

Specific Guidelines:

1. Sports Writing

- a. The assigned facilitator shall orient and provide final 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. Consequently, a post-game conference shall be held for further interviews and data gathering
- c. Contestants shall be made to watch an actual game where they can gather appropriate data and/or interview officials and athletes before and after the game

2. Copyreading and Headline Writing:

- a. The contestants shall use the 2019 Associated Press (AP) editing marks and follow directions given in the contest piece.
- b. The contestants shall bring their pencils for the contest.
- c. The contestants shall provide two possible headlines for the article that they have edited and include the appropriate printer's directions

3. Editorial Cartooning:

- a. The contestants shall bring their pencils (Mongol no. 2) while the TWG shall provide the contest paper.
- b. The cartoon must be anchored on the given topic or issue.
- c. The cartoon should be, at all times, compliant with the professional and ethical standards of media.

4. Science and Technology Writing, News Writing, Feature Writing, Editorial Writing, Column Writing:

- a. Fact sheets, topics, or other sources of information shall be given to the contestants as bases for writing the article.
- b. The TWG shall provide a paper for the contest.

5. Photojournalism:

- a. Preparations:

1. Contestants shall be at the contest venue thirty (30) minutes before the orientation on the guidelines and the rubrics.
2. The contestants are allowed to use any Digital Camera (point and shoot only) with a maximum of 20.1 megapixels with fixed lenses. Contestants who will use any DSLR (higher than the specifications indicated) and other high-end cameras will **not be permitted to join the contest**.
3. The contestants are required to submit the camera with an empty memory card(internal memory) to be checked by the examiner/s before the start of the event.
4. The contestants shall bring their camera cable for uploading and saving of pictures.
5. Cellular phones, extra digital cameras, extra storage cards, or any additional materials/equipment are **not allowed** in the contest area.
6. Contestants shall bring their black ballpen while the TWG will provide scratch papers where contestants can write down notes during the shooting.
7. Contestants shall set the date and time of their own camera

- b. Provision for Memory Card:

1. The contestants shall load the empty storage card in front of the examiner on the contest day.

c. Photoshoot, Uploading, and Captioning

1. After announcing the contest theme/topic, the first shot (Control shot) by all contestants should be focused on one subject as determined by the examiner/proctor

2. Contestants are given one (1) hour to take pictures which does not include the loading/unloading of the storage card in front of the examiner/proctor

3. Contestants are allowed to take unlimited shots but will submit **only five (5)** photos including the control shot as official entries

4. Contestants shall retain in the memory card photos to be submitted only.

5. Caption sheets (with lines and margins) will be provided by the DTWG.

6. Contestants will be given 30 minutes to write the captions for each of the five photos.

7. All entries with caption sheets shall be submitted to the examiner after the allotted time

8. Throughout the competition, the advisers, trainers, and parents are **NOT** allowed in the contest venue.

GUIDELINES FOR RADIO SCRIPT WRITING & BROADCASTING CONTEST

A. General Guidelines

1. Each division shall organize a team of seven (7) members for English and Filipino in the 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 with their valid school ID/Association ID
3. An orientation shall be conducted for all the contestants.
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. The decision of the Board of Judges is final and irrevocable.
7. Any violation of the stipulated guidelines shall be valid grounds for disqualification of the team.

B. Scriptwriting

1. Each team may use up to three (3) official laptops that are cleared of stored documents and a printer in preparing and printing the script. All laptops should be submitted to the contest committee for inspection on January 12, 2024, from 9:00 a.m. to 3:00 p.m. at the specified contest venue. Each team is required to bring its extension wires and other equipment for rehearsal.
2. The team will be given 1 ½ hours to prepare a script for a 5-minute radio broadcast. It 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 the 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 (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 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 displays the identity of the school, but it should include the names of the members of the team with their respective roles (i.e. anchor, news presenter, etc.).

5. Script should be:

- encoded using Arial font size 12
- with directorial instruction in capital letters
- Double-spaced with normal margin (one inch on all sides)
- 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, judges, and examiner/s shall be allowed inside.

2. The TWG 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 directors shall not be allowed to change, adjust, and 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 be allowed to broadcast again.

6. Loudspeakers may be set up outside the broadcast room.

7. Each team shall be given eight (8) minutes: two (2) 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 TWG 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 then be raised to signal the team to start. A yellow flaglet shall be raised again to warn the team that they only have

one (1) minute remaining followed by a red flaglet to indicate that their time is up.

10. 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 deduction shall be followed:

Undertime/Overtime

1 second – 20 seconds – 1 point

21 seconds – 40 seconds- 2 points

41 seconds- 60 seconds – 3 points

61 seconds and above- 4 points

GUIDELINES FOR THE COLLABORATIVE DESKTOP PUBLISHING CONTEST

1. Each school shall organize a team of seven (7) members for English and Filipino in the elementary and secondary levels who shall not be competing in any of the individual writing categories.
2. Contestants shall wear their white shirts 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 sports event shall be held as the basis 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 events.
6. Live sports events shall be held for Sports writing, Radio Broadcasting, TV Broadcasting, and Collaborative and Desktop Publishing
7. The team will be given four (4) hours for data gathering, writing, layout, and editing.
8. Each team is allowed to bring only the following:
 - two (2) digital/DSLR cameras (Optional)
 - one (1) printer with scanner
 - one (1) card reader(Optional)
 - 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 TWG shall be labeled with the following format:
Category-Medium- Level- Name, School
Labels shall be in a whole bond paper size pasted on/ attached to the laptop bag.
10. Mobile phones and other electronic gadgets shall not be allowed except for digital cameras/ DSLRs and laptops with disabled internet connection.
11. 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 hard and soft copies of their entries. They should ensure that

no identifying marks about their school can be found on their output as it would be grounds for disqualification.

12. The output of the contest is an A4-size four 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.

13. The top 5 teams shall be recognized and their points will be included in the determination of the overall scores.

14. The decision of the Board of Judges is final and irrevocable

GUIDELINES FOR THE ONLINE PUBLISHING CONTEST

1. Each school shall organize a team of five (5) members for English and Filipino in the **Secondary level** who shall not be competing in any of the individual writing categories.
2. During the contest, contestants shall wear their school uniform with identification cards.
3. All contestants are required to attend the orientation before the competition.
4. During the contest, 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 actual sports event shall be held as bases for the content of the publication (i. e. news, features, editorial, editorial cartoon, sports). All contestants shall attend and photojournalists shall take pictures of the mini press conference and sports events.
6. For the sports event, a live game shall be held and a pre 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 four (4) hours for data gathering, writing, layout, and editing.
8. Each team is allowed to bring only the following:
 - one (1) scanner
 - maximum of two digital cameras
 - maximum of four (4) laptops installed with Photoshop for image enhancement
 - maximum of two pocket wifis or one wireless router
 - extension cord
9. Laptops shall be inspected or checked and to be submitted a day before the contest proper to the TWG. It shall be labeled with the following format:
Category-Medium-Level- Name, School
Labels shall be in a whole bond paper size pasted on/ attached to the laptop bag.
10. Each group shall email their URL to *phoebe.taruc@deped.gov.ph*
11. The top 5 teams shall be recognized and their points will be included in the determination of the overall scores.
12. The decision of the Board of Judges is final and irrevocable.

Enclosure 4d (2024 Division Schools Press Conference)

GUIDELINES FOR TV SCRIPT WRITING & BROADCASTING CONTEST

1. Each team is composed of seven (7) members for English and seven (7) members for Filipino in the **Secondary level** who shall not be competing in any of the individual writing categories.

- a. scriptwriter
- b. anchor/s
- c. reporter/s – not more than 3
- d. producer/director who could also act as floor director
- e. video/ graphic editor
- f. video researcher/floor director
- g. video journalist/cameraman

Any of the team members can assume one or two positions/tasks as long as this would not be conflicting or awkward about the outcome of the broadcast (for example: an anchor can't be a reporter at the same time). But an anchor can also be a news or infomercial writer).

2. To facilitate proper identification, the participants shall wear their valid school IDs.

3. An orientation shall be conducted for all the contestants.

4. The top 5 teams shall be recognized and their points will be included in the determination of the overall division score.

5. 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

6. The decision of the Board of Judges is final and irrevocable.

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 application/software/program (with uploading capacity)
- 3 empty flash drives
- maximum of 2 cameras/mobile phones (without sim) compatible with the laptop
- wired lapel microphones
- A4 bond paper
- printer with ink
- extension cords

2. Laptops and flash drives to be submitted to the TWG shall be labeled with the following format:

Category-Medium-Level- Name, School

Labels shall be in a whole bond paper size pasted on/ attached the laptop bag and laptop. Flash drives shall be sealed in an envelope with label/ Ziploc/resealable plastic size #3 to be provided by the TWG.

3. Checking and sealing of laptops shall be done on January 14, 2024, until 3:00 p.m. only at the designated contest venues. Laptops shall be clear of stored documents except for pre-recorded OBB and CBB and offline editing software.

4. Failure to submit laptops after 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. All participants should attend the orientation.

7. Contest materials saved in flash drives sealed in envelopes/Ziplock/sealed plastic shall be distributed to the team directors.

CONTEST PROPER:

A. SCRIPT WRITING 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:** The TWG will provide five sets of data (including photos/videos/audio) in folders saved in a flash drive. The team may use all sets of data for their news reports. Each news script should indicate the corresponding video and/or audio component taken from the folders or produced during the actual contest.

c. **Infomercial/ Developmental Communication:** The TWG 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 development communication plug. This shall be produced during the contest and should be related to the topic which will be given by the judges. The script should contain video and audio components.

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

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

f. **OBB/CBB:** Opening Billboard and Closing Billboard will contain the group's assumed TV network name. The script for the OBB/CBB should be included in the main script which will be submitted to the judges.

2. Five hours and thirty minutes (05:30) will be allotted for the preparation of the script, shooting, and editing of the videos, production of the infomercial, and rehearsals.
3. Once the script writing has commenced, the contestant will no longer be allowed to leave the contest rooms. For personal necessities, the proctor shall accompany them to the restrooms.
4. Each team shall prepare four copies of the script: 3 copies for the judges and a copy for each member of the team.
5. The cover page of the script shall contain the group's name (TV Network Name) and the names of the members of the team with their respective roles. (i.e.anchor, field reporter, etc.)
6. The script, songs/jingles, and the TV Network Name should not bear any information that may identify the school.

B. TV BROADCAST SKILLS COMPETITION

1. The order of presentation shall be determined by drawing of lots.
2. Only one laptop is allowed inside the studio.
3. The team will be given five (5) minutes to test the materials and equipment right before the actual live broadcast presentation. In case of overtime, the following scheme of deductions shall be followed:
 - 1 second - 20 seconds - 1 point
 - 21 seconds - 40 seconds - 2 points
 - 41 seconds - 60 seconds - 3 points
 - 61 seconds and above - 4 points
4. The TV broadcast must be delivered in six minutes.
5. Time through a digital clock will be displayed from the start of the rehearsals and actual broadcast.
6. After six minutes, the presenting team may continue their broadcast. However, a corresponding deduction will be given. A team that delivers the broadcast on time will also be given a corresponding deduction.
7. The team who complied with the 6-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 - 20 seconds - 1 point
 - 21 seconds - 40 seconds - 2 points
 - 41 seconds - 60 seconds - 3 points
 - 61 seconds and above - 4 points
8. The time keeper shall give the judges a copy of the record of the broadcast running time of each group. The record should indicate the number of seconds/minutes each group went over/under time; if they did.
9. An appropriate venue will be provided for the viewing of the live feed of the presentation.
10. The decision of the Board of Judges is **FINAL and IRREVOCABLE**

**CRITERIA FOR THE SEARCH FOR OUTSTANDING ELEMENTARY AND
SECONDARY SCHOOL PAPER ADVISERS FOR SY 2023 - 2024**

<u>Criteria</u>	<u>Weight</u>
A. Length of Service	
1. Must be an elementary/secondary school paper adviser in SY 2023 – 2024 (in active service)	5%
2. Must have been a school paper adviser for at least five (5) years immediately before the search	
B. Performance Rating	
Must have an average performance rating of not less than Very Satisfactory(VS) for the past three (3) school years	10%
Descriptive Rating	
2020 – 2021 _____	
2021 – 2022 _____	
2022 – 2023 _____	
C. Achievement in Journalism (last 5 years)	
30%	
C.1 Individual Contest	C.2 Group Contest
a. Division – 5%	a. Division – 5%
b. Regional – 10%	b. Regional – 10%
c. National – 15%	c. National – 15%
D. Leadership (related to journalism)	
25%	

Position Division	National	Regional
President	25%	20%
15%		
VP/Sec./Treasurer	20%	15%
10%		
Other Positions	15%	10%
5%		

- E. Extension Service/Contributions to Journalism
20%
1. National Level
 - a. Facilitator/Trainor/Committee Chairperson/Resource Speaker - 20%
 - b. Committee Membership/Facilitator/Trainor - 15%
 2. Regional Level
 - a. Facilitator/Trainor/Committee Chairperson/Resource Speaker - 15%
 - b. Committee Membership/Facilitator/Trainor - 10%

- 3. Division Level
- a. Trainor/Speaker - 20%
- b. Committee Membership - 15%

F. Scholarship/Awards Related to Journalism - 5%

G. Interview - 5%

Total - 5%
100%

**CRITERIA FOR THE SEARCH FOR OUTSTANDING
ELEMENTARY/SECONDARY CAMPUS JOURNALIST FOR SY 2023 – 2024**

Any campus journalist who is a bona fide elementary/high school student of any public or private school for SY 2023– 2024 may vie for the award.

A. Academic Standing	20%
1 ST Honors	20%
2 nd Honors	15%
3 rd Honors	10%

B. Performance/Achievements (Awards in Journalism)	40%
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Division Level	Regional Level
1 st Place 25%	1 st Place... 30%
2 nd Place ... 20%	2 nd Place... 25%
3 rd Place ... 15%	3 rd Place ... 20%
4 th Place ... 10%	4 th Place ... 15%
5 th Place... 5%	5 th Place ... 10%
	6 th Place ... 5%
	7 th Place ... 3%

Division Level
1 st Place 40%
2 nd Place ... 35%
3 rd Place ... 30 %

C. Leadership (Journalism)	20%
Position	
Editor-in-Chief	20%
President of Association	20%
Vice-President., Secretary/Treasurer	15%
Associate Editor	15%
Section Editor	10%
Minor Position	10%
Reporter	10%

D. Community/Extension Services	15%
Sangguniang Kabataan	5%
Church Services	5%
NGOs Outreach Programs	5%
& Other Related Services	

(Ex. Volunteer worker in health center, election watcher, sportsfest)

E. Interview	5%
Total	100

SCORE SHEET FOR THE EDITORIAL SECTION

Technical	40%
Has catchy and appropriate titles	
Observes the rules of grammar and syntax	
Shows logical presentation of arguments	
Follows the correct format or style of an editorial	
Uses clear and unbiased titles	
Uses short and simple words	
Presents a distinct style of the section	
Content	50%
Presents the stand of the staff regarding certain issues	
Utilizes facts from interviews, document reviews, data analyses and other reliable sources	
Uses arguments that are supported by facts	
Reflects clear, logical thinking and challenges the readers' critical thinking	
Has an editorial cartoon that can stand on its own and conveys clean, good, humorous, and constructive criticism	
Columns cover a variety of relevant, youth-oriented subject matter	
Includes letters to the editor, columns and exchanges	
Keeps to the minimum the number of articles/columns from the administration, teachers and politicians	
Covers relevant issues in school, region, national and international scene	
Applies the principles of civic journalism	
Prioritizes school-related concerns rather than events that have little or no direct connection with the community's educational program	
Cites facts such as historical references, statistics, relevant figures to bolster credibility of statements and/or narratives	
Includes opinion articles that are timely and interesting to read	
Balances factual details with those of the writers' perceptions	
Ethics	10%
Observes ethical and professional standards for journalism (fairness, relevance, accuracy and balance)	
Cites sources and observes copyright laws	
Total	100%
Comments/Suggestions:	

Evaluator/Judge (Signature over Printed Name)

SCORE SHEET FOR THE NEWS SECTION

Technical	40%
Has variety of articles that use catchy and appropriate headlines	
Observes the rules of grammar and syntax	
Includes stories that are arranged in decreasing importance	
Contains leads that are written and focused on the most important detail	
Presents headlines that are clear and free of bias	
Uses short and simple words	
Follows appropriate form and style	
Uses appropriate terms to report events	
Utilizes relevant graphs and tables and sharp, properly cropped and captioned pictures	
Presents a distinct style of the section	
Content	50%
Utilizes facts from interviews, document reviews, data analyses and other reliable sources	
Covers relevant issues in school, region, national and even in the international level	
Prioritizes school-related issues rather than events that have little or no direct connection with the community's educational or athletic program	
Cites facts such as historical references, statistics, relevant names/facts to bolster credibility of statements and/or narratives	
Ethics	10%
Observes ethical and professional standards for journalism (fairness, relevance, accuracy and balance)	
Cites sources and observes copyright laws	
Total	100%
Comments/ Suggestions:	

Evaluator/ Judge (Signature over Printed Name)

SCORE SHEET FOR THE FEATURES SECTION

Technical	40%
Manifests unity and coherence to the theme of the section	
Has variety of articles that use catchy and appropriate title	
Observes the rules of grammar and syntax	
Contains leads that are written and focused on the most important detail	
Presents titles that are appealing, appropriate and witty	
Utilizes relevant graphs and tables and sharp, properly cropped, and captioned pictures	
Presents a distinct style of the section	
Content	50%
Utilizes facts from interviews, document reviews, data analyses and other reliable sources	
Reflects clear and logical thinking that makes the readers think	
Keeps to the minimum the number of articles/columns from the administration, teachers and politicians	
Covers relevant issues in school, region, national and even in the international level	
Applies the principles of civic journalism	
Cites facts such as historical references, statistics, relevant names/facts to bolster credibility of statements and/or narratives	
Contains articles that are timely and interesting to read	
Stirs the imagination of the reader	
Balances presentation of details with those of the writers' perception	
Ethics	10%
Observes ethical and professional standards for journalism (fairness, relevance, accuracy and balance)	
Cites sources and observes copyright laws	
Total	100%
Comments/Suggestions:	

Evaluator/ Judge (Signature over Printed Name)

SCORE SHEET FOR THE SPORTS SECTION

Technical	40%
Manifests unity and coherence	
Has variety of articles that use catchy and appropriate headlines	
Observes the rules of grammar and syntax	
Shows logical presentation of arguments in the sports editorial, feature and/ or column	
Includes stories that are arranged in decreasing importance	
Contains leads that are written and focused on the most important detail	
Presents headlines that are clear and free of bias	
Uses short and simple words	
Utilizes relevant graphs and tables, sharp, properly-cropped, and captioned pictures	
Uses appropriate terms and lingo to report events	
Combines the proper amount of statistics to create a clear visual narrative of the actions	
Presents a distinct style of the section	
Content	50%
Utilizes facts from interviews, document reviews, data analyses and other reliable sources	
Keeps to the minimum the number of articles/columns from the administration, teachers and politicians	
Covers relevant sports issues in school, region, national and even in the international level	
Includes variety of local, national and international sports articles	
Prioritizes school-related materials rather than events that have little or no direct connection with the community's educational and athletic programs	
Cites facts such as historical references, statistics, relevant names/facts to bolster credibility of statements and/or narratives	
Contains articles that are timely and interesting to read	
Ethics	10%
Observes ethical and professional standards for journalism (fairness, relevance, accuracy and balance)	
Cites sources and observes copyright laws	
Total	100%
Comments/ Suggestions:	

Evaluator/ Judge (Signature over Printed Name)

SCORE SHEET FOR LAYOUT AND PAGE DESIGN CATEGORY

Technical	60%
Manifests thematic unity	
Has variety of articles that use catchy and appropriate headlines	
Includes stories that are arranged in decreasing importance	
Utilizes relevant graphs, tables and sharp, properly cropped and captioned pictures	
Presents distinct and stand-out style and format of the paper following the principles of layouting	
Content	30%
Utilizes headlines that are related to their leads	
Keeps to the minimum the number of articles/columns from the administration, teachers and politicians	
Prioritizes school-related materials rather than events that have little or no direct connection with the community's educational proirram	
Contains articles that are timely and interesting to read	
Ethics	10%
Observes ethical and professional standards for journalism (fairness, relevance, accuracy and balance}	
Cites sources and observes convright laws	
Total	100%
Comments/Suggestions:	

Evaluator/ Judge
{Signature over Printed Name)

SCORE SHEET FOR THE SCIENCE AND TECHNOLOGY SECTION

Technical	40%
Manifests unity and coherence to the theme of the section	
Has variety of articles that use catchy and appropriate headlines	
Observes the rules of grammar and syntax	
Shows logical presentation of arguments	
Includes stories that are arranged in decreasing importance	
Contains leads that are clearly written and focused on the most important detail	
Presents headlines that are clear and free of bias	
Uses short and simple words	
Utilizes relevant graphs, tables and sharp, properly cropped and captioned pictures	
Follows appropriate form and style	
Uses appropriate terms to report events	
Presents a distinct style of the section	
Content	50%
Utilizes facts from interviews, document reviews, data analyses and other reliable sources	
Presents relevant and timely issues on science and technology	
Uses technical jargons to a minimum	
Includes stories that deal with environmental, scientific, technological and innovative topics written in news, feature, and scientific commentary style.	
Prioritizes school-related materials rather than events that have little or no direct connection with the school and community	
Cites facts such as scientific references, statistics, relevant figures/facts to bolster credibility of statements and/or narratives	
Ethics	10%
Observes ethical and professional standards for journalism (fairness, relevance accuracy and balance)	
Cites sources and observes copyright laws	
Total	100%
Comments/Suggestions:	

Name)

 Evaluator/ Judge (Signature over Printed

SCORE SHEET FOR COLLABORATIVE DESKTOP PUBLISHING

Content (50%)	Score
CONTENT • Exhibits appropriate balance of news, editorial, features, sports, and other appropriate and interesting content • Utilizes facts from interviews, document review, data analysis and other reliable sources • Shows a variety of stories that fit the section where they are placed • Cites historical references, statistics, relevant names/facts to bolster credibility of statements, assertions, arguments and/or narratives • Provides balance of light and serious topics • Shows relevance of articles to students • Showcases original works of students. • Properly cites information and attributes these facts from the source of information • Applies the principles of journalism	
Technical (30%)	
• Includes articles that are arranged according to importance • Presents headlines that are clear and free of bias • Makes use of pictures that are clear, properly cropped and captioned • Utilizes graphics, illustrations and cartoons that are relevant • Exhibits clear focus and coherent organization • Observes the rules of grammar and syntax • Observes proper journalistic style and format	
Ethics (10%)	
• Observes standards of journalism in terms of fairness, relevance, accuracy, non-libelous statements and obscene content • Observes intellectual property rights	
Team (10%)	
• Plans out the content and design of the publication based on the press kit given by the NTWG and can accomplish different tasks within the given time. • Shows ease in the use of variety of computer software and equipment to lay-out and design the publication	
TOTAL (100%)	
Comments/Suggestions:	

 Evaluator/Judge (Signature over Printed Name)

Enclosure No. 6h (2024 Division Schools Press Conference)

SCORE SHEET FOR THE BEST ONLINE PUBLISHING

Content (40%)	Score
• Exhibits appropriate balance of news, editorial, features, sports, and other appropriate and interesting content • Utilizes facts from interviews, document review, data analysis and other reliable sources • Shows a variety of stories that fit the section where they are placed • Cites historical references, statistics, relevant names/facts to bolster credibility of statements, assertions, arguments and/or narratives • Provides balance of light and serious topics • Shows relevance of articles to students • Showcases original works of students. • Properly cites information and attributes these facts from the source of information • Applies the principles of journalism • Has clear and unbiased headlines/titles • Observes the rules of grammar and syntax	
Layout (20%)	
• Arranges stories in decreasing importance. • Highlights originality /uniqueness • Uses relevant video or audio, pictures and graphics that are clear, properly edited, captioned and credited • Exhibits clear focus and coherent organization of articles	
Technical (20%)	
• Makes use of multimedia elements such as video, audio, animation, graphics and photos • Is readable, mobile-responsive and engaging via social media • Contains the paper's masthead, editorial profile, and the following sections: News, Editorial, Features, and Sports • Articles include hyperlinks to cited references, data and other content or websites	
Ethics (20%)	
• Observes standards of journalism in terms of fairness, relevance, accuracy and balance • Has no potentially libelous or obscene content, plagiarism and violations	
Total (100%)	
Comments/Suggestions:	

 Evaluator/ Judge
 (Signature over Printed
 Name)

SCORE SHEET FOR RADIO SCRIPT WRITING AND BROADCASTING

I.Anchor	Total Score
Voice Quality 40%	
• Is very clear and easy to understand even when speaking quickly • Paces his/her voice well to fit the storyline and helps the audience understand the issue • Shows expressions of interest, enthusiasm, and confidence	
Voice Recognition 30%	
• Has clear and well-modulated voice • Presents appropriate pace and volume • Is consistently audible throughout the presentation • Can easily be heard in all parts of the room	
Enunciation 30%	
• Pronounces / articulates words in a distinct manner • Talks in accent that is socially acceptable • Utilizes various voice inflections/ changes to enhance meaning of the lines • Stretches a word to a desired length to emphasize or give the appropriate meaning	
Total 100%	

2. News Presenter	Total Score
Voice Quality 40%	
• Is very clear, easy to understand even when speaking quickly • Paces his/her voice well to fit the storyline and help the audience understand the issue • Shows expressions of interest, enthusiasm, and Confidence	
Voice Recognition - 30%	
• Has clear and well-modulated voice • Presents appropriate pace and volume • Is consistently audible throughout the presentation • Can easily be heard in all parts of the room	
Enunciation - 30%	
• Pronounces / articulates words in a distinct manner • Talks in accent that is socially acceptable • Utilizes various voice inflections/changes to enhance meaning of the lines • Stretches a word to a desired length to emphasize or give the appropriate meaning	
Total 100%	

3. Infomercial	Total Score
Content - 40%	
- Shows brief and clear advocacy/ idea description - Is logically organized - Shows smooth and appropriate transitions	
Creativity - 30%	
- Exhibits uniqueness and originality - Implements technologies appropriately	
- Engages audience - Shows appropriate audience appeal - Keeps audience focused all throughout the broadcast	
Total 100%	

4. Technical Application	Total Score
Juxtaposition - 40%	
- Shows a smooth transition from one topic/news event to another - Establishes clear relationship between one audio effect to the news or information that follows	
Fidelity - 30%	
- Produces good audio quality - Produces authentic sound and effects - Has less static and no interference	
Timing and Precision - 30%	
Has clear audible time signals	
Total 100%	

5. Script	Total Score
Content - 40%	
- Covers topic with necessary details & examples - Is accurate and has no factual errors - Is well-organized - Uses academically and socially acceptable language	
Clarity of Instructions - 40%	
- Is easy to read and understand - Can easily be followed by another person or team - Reflects effective planning and organizing	
Script Organization - 20%	
- All elements are labeled and clearly written - Clearly indicates names of team members and their tasks/ assignments	
Total 100%	

RADIO PRODUCTION (Overall)	Total Score
A. Delivery- 25% 1. Anchor (15%) 2. News Presenter (10%)	
B. Technical Application - 25% 1. Timing and Precision	
C. Script - 25%	
D. Infomercial - 20%	
E. Adherence to time allotment - 5%	
Total 100%	
Comments & Suggestions:	

Name)

Evaluator/ Judge (Signature over Printed

SCORE SHEET FOR TV SCRIPT WRITING AND BROADCASTING

1. Script - 30%	Total Score
Content - 50%	
• Provides effective news/story angling • Covers the given stories/ relevant topics with necessary details • Is accurate; no factual, conceptual and grammatical errors • Is original	
Style - 35%	
• Is written in a clear and concise manner • Uses simple, common language • Uses appropriate voice (i.e., active voice or passive voice) • Uses appropriate word choice • Uses proper script terms and abbreviations	
Organization - 15%	
• Follows adequate logical structure • Provides proper labels to elements/parts • Indicates team members and assignments • Considers coherent thouszht transitions	

2. Anchor - 12.50%	Total Score
Delivery - 70%	
• Uses a clear and well-modulated voice • Speaks with appropriate volume • Observes proper phrasing, pacing and timing • Articulates words well • Utilizes appropriate voice inflections to enhance Meaning	
Personality- 30%	
• Observes proper stance/posture • Shows a sense of confidence and authority • Projects a professional and credible personality • Demonstrates controlled facial exoressions	

3. Reporter - 12.5%	Total Score
Delivery - 70%	
• Uses a clear and well-modulated voice • Speaks with appropriate volume • Observes proper phrasing, pacing and timing • Articulates words well	

Utilizes appropriate voice inflections to enhance Meaning	
Personality - 30%	
- Observes proper stance/posture - Shows a sense of confidence - Demonstrates controlled facial expressions - Connects with the subject when interviewing or with the anchor and viewers when reporting	

4. Technical Application - 25%	Total Score
Element appropriation - 40%	
- Observes audio-video lock - Shows effective interplay of audio-visual elements including graphics, text, images, etc.	
Fidelity- 30%	
- Shows good audio and video quality - Shows less to no distortion or technical distraction in audio and video	
Timing-20%	
- Shows a smooth flow of topics/stories - Shows precise timing and synchronization	
Relevance - 10%	
Applies elements that contribute meaningfully to the overall broadcast presentation	

5. Infomercial/DevCom Plug - 15%	Total Score
Content - 50%	
- Shows clear advocacy/ idea description - Reflects original concept	
Creativity - 50%	
- Exhibits uniqueness - Applies technical elements appropriately - Is engaging and appealing	

Criteria	Total Score
Script- 30%	
Broadcast Presentation - 25 %	
- Anchor- 12.5% - Reporter- 12.5%	
Technical Application - 25%	
Infomercial/DevCom Plug- 15 %	
Adherence to Time Allotment - 5%	
TOTAL-100%	

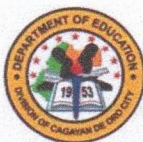


Address: Fr. William F. Masterson Avenue, Upper Balulang, Cagayan de Oro City
 Telephone: (08822) – 8550048
 Email: cagayandeoro.city@deped.gov.ph

Enclosure 7 (2024 Division Schools Press Conference)

2024 DIVISION SCHOOLS PRESS CONFERENCE MASTER PLAN

Date	Activities	Persons In-charge
January 4, 2024, 1:00 p.m	Meeting with the members of the Technical Planning, TWG, Facilitators Venue: GFS/CENTEX of Fr. William Masterson SJ ES, Masterson Avenue, Upper Balulang, Cagayan de Oro City	Phoebe W. Taruc Helen Lucman Milagros P. Recamadas Sylvio C. Carciller Annabel Lariba Rosemary Dullente Maria Del Magallano Ma.Dulce Querquiz
January 12, 2024	1. Submission of Documents for Most Outstanding School Paper Adviser and Campus Journalist @ Father William Masterson ES 8:00-5:00	Maritcha Ubay-ubay
January 12, 2024	2. Submission of School Publication for the School paper contest @ City Central School	Emelia D. Lago
January 12, 2024	3. Pre-registration of participants in various events via online and face to face At Camiguin Hut.	Online link and face to face:
January 12, 2024	4. Receiving of registration fee of P500.00 and membership fees (Coach- 60.00; journalist -30.00)	Rochelle Nalla, Miriam Miranda; CDO SPAAEG Officers
January 15, 2024	Judging of the Most Outstanding School Paper Adviser and Campus Journalist	Paraida D. Orangot Helen Lucman Rochelle Nalla
January 15,2024 2:00 – 5:00 p.m.	Deadline for the Registration Fee of P 500.00 per school with a list of participants written on the confirmation sheet	Miriam Miranda, Rochelle Nalla CDO SPAAEG Officers



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Email: cagayandeoro.city@deped.gov.ph

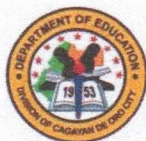
January 15, 2024	Judging of the School Paper	Elementary (English & Filipino) Dr. Jean S. Loquillano Charlyn S. Baylo Estormeo Serena Secondary (English & Filipino)
January 17, 2024 1:00 p.m	Checking of laptops, cameras, SD cards printers	Allan Guibone Al Stephen Lagumen Christian Gem Pimentel Leo Modequillo Socorro Guibone

Contest Proper Timeline of Events					
January 18, 2024					
Time	Event	Facilitator	Time	Simultaneous Event	Facilitator
7:30 – 10:00	Opening Program Awarding of Most Outstanding School Paper Adviser, Most Outstanding Campus Journalist Best Publication	Host School (CDONHS Junior High)			
10:00-11:00	Individual Events (Elem) except Photojournalism: News writing, Editorial writing Feature writing	Pls See Enclosure 2	10:00-11:00	Mini Press con for Collaborative and desktop Publishing, TV Broadcasting, Radio Broadcasting;	Pls see Enclosure 2



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	Science & Technology writing Copyreading & Headline writing Editorial cartooning			Online Publishing Sports viewing	
11:00 - 12:00	Individual Events (Secondary) except Photojournalism: News writing, Editorial writing Feature writing Science & Technology writing Copyreading & Headline writing Editorial cartooning	Pls see Enclosure 2	11:00 - 12:00	- Photojournalism Convention with facilitators and judges - actual writing contest for: -Sports writing Column writing Photojournalism	Pls see Enclosure 2
12:00-7:00	Actual collaborative & Desktop Publishing, Radio broadcasting, Online publishing, Mobile journalism		5:00-7:00	Viewing for TV broadcasting	
	TV Script writing,		1:00 – 5:00	Judging for individual events	
5:00 – 6:00	Tabulation of results	Pls see Enclosure 2			



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Day 2 January 19, 2024					
7:30 – 9:00	Continuation of Judging and Tabulation of results			Election of CDOSPAAEG Officers and Division Association of Journalist	
1:00 – 5:00	Closing Program and Awarding of Winners	CDONHS Junior High			



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HOW TO COMPUTE FOR THE OVERALL SCORES

1. The scores of each of the seven Top Performing Schools per level (elementary and secondary) shall be added to identify the Top Five Performing Schools of the DSPC. The sum of the scores of each school is ranked from the highest to lowest.
2. The score of the Top Five in the secondary and elementary levels is the sum of all the scores garnered in both group and individual contests. The sum of the scores is ranked from highest to lowest.
3. The total score of the individual Contest is the sum of the total score of all individual events. The sum of the scores of each school is ranked from highest to lowest.
4. The total score of the Group Contest is the sum of all the scores garnered by each school from Radio Script Writing and Broadcasting, Collaborative Desktop Publishing, online publication, and School Paper Competitions. The sum of the scores of each school is ranked from highest to lowest.
5. Each contest category follows the same manner of computation, with the figures called from the average scores given by all the judges of each contest/category.



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Enclosure No. 9a to Division Memorandum No. _____, s. 2023

CONFIRMATION SHEET TO ATTEND
THE 2024 DIVISION SCHOOLS PRESS CONFERENCE
**INDIVIDUAL CONTEST
PRE-REGISTRATION FORM**

Date _____

School: _____ District: _____
Level: Please Check: Elem: _____ Junior High School: _____ Senior High School: _____

INDIVIDUAL WRITING CONTESTS
Name of School Publication _____

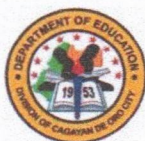
Name		Contest Event	Medium (Eng/Fil)	Coach's Cellphone No.
Journalists	Coaches			

Prepared by: _____

School Journalism Coordinator

Approved: _____

School Head



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CONFIRMATION SHEET TO ATTEND
THE 2024 DIVISION SCHOOLS PRESS CONFERENCE
GROUP CONTEST
PRE-REGISTRATION FORM

School: _____ District: _____
 Level: Please Check: Elementary: _____ Junior High School: _____ Senior High School: _____

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Enclosure No. 9c (Division Schools Press Conference 2024)

CONFIRMATION SHEET TO ATTEND
THE 2024 DIVISION SCHOOLS PRESS CONFERENCE
SCHOOL PAPER CONTEST
PRE-REGISTRATION FORM
2024 DIVISION SCHOOLS PRESS CONFERENCE
January ____, 2024

School: _____ District: _____
Level: Please Check: Elementary: ____ Junior High School: ____ Senior High School: ____

Name of School Paper: _____

A. SCHOOL PAPER CATEGORY (English/Filipino) :

Section	SCHOOL ADVISER	PAPER PRINCIPAL	SPA's CELLPHONE NO.
News Page			
Feature Page			
Science Page			
Editorial Page			
Sports Page			

Prepared by: _____
School Journalism Coordinator

Approved: _____
School Head



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Email: cagayandeoro.city@deped.gov.ph

Enclosure No. 9d (2024 Division Schools Press Conference)

CONFIRMATION SHEET TO ATTEND
THE 2024 DIVISION SCHOOLS PRESS CONFERENCE
MOST OUTSTANDING SCHOOL PAPER ADVISER
MOST OUTSTANDING CAMPUS JOURNALIST
PRE-REGISTRATION FORM
2024 DIVISION SCHOOLS PRESS CONFERENCE

January ____, 2024

School: _____ District: _____
Level: Please Check: Elem: _____ Junior High School: _____ Senior High School: _____

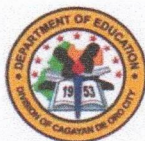
A. MOST OUTSTANDING SCHOOL PAPER ADVISER

NAME	NAME OF PUBLICATION	PRINCIPAL	SPA's CELLPHONE NO.

B. MOST OUTSTANDING CAMPUS JOURNALIST

NAME	NAME OF PUBLICATION	SCHOOL PAPER ADVISER	SPA's CELLPHONE NO.

Prepared by: _____ Approved: _____
School Journalism Coordinator School
Head



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Assignment of Points

A. Individual Contests

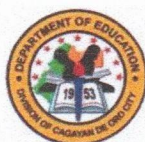
B. Group Contests

INDIVIDUAL CONTEST(ENGLISH AND FILIPINO)	RANK	POINTS
News Writing	1 st Place	5
Editorial Writing	2 nd Place	4
Editorial	3 rd Place	3
Cartooning	4 th Place	2
Science and Technology Writing Feature Writing Science and Technology Writing	5 th Place	1
Copy reading and Headline Writing		
Sports Writing		
Photojournalism		
Column Writing		

GROUP CONTESTS (ENGLISH AND FILIPINO)	RANK	POINTS
Best in News Page Best in Editorial Page Collaborative & Best in Feature Page Publishing Best in Sports Page Overall (Collab & Desktop Publishing)	1 st Place	5
Best in News Anchor Best in Infomercial Radio Best in Technical Broadcasting Application Best in Presenter Overall Production (Radio Broad)	2 nd Place	4
Best in News Anchor Best in Developmental Comm. Best in Technical Broadcasting Application Best in Reporter Most Promising Video Journalist Overall Production (TV Broad)	3 rd Place	3
Best in Editorial Page Best in News Page Best in Feature Page Best in Sports Page School Paper Best in Science and Contest Technology Page Best in Layout Overall Layout (School Paper)	4 th Place	2
	5 th Place	1

To Compute the Overall Scores:

Add the TOTAL SCORE in the INDIVIDUAL and GROUP CONTESTS.
Then, rank from highest to lowest.



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