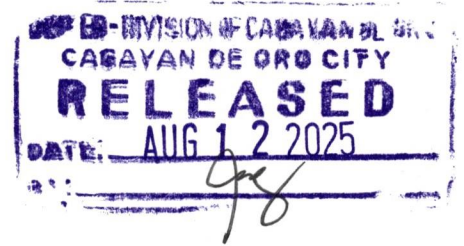




Republic of the Philippines
Department of Education
REGION X

SCHOOLS DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent



07 AUG 2025

DIVISION MEMORANDUM

No. 068 s. 2025

ATTENDANCE TO THE CAMPUS JOURNALISM WORKSHOP

TO: Assistant Schools Division Superintendent
West II Public Schools District Supervisor
School Head – Baikington National High School
Concerned Teaching Personnel – Baikington NHS
This Division

1. The PAGASA School Publication of Xavier University will be conducting a Campus Journalism Workshop at Baikington National High School on August 16, 2025.
2. In this regard, the following personnel are hereby directed to attend the said workshop, together with the participation of twelve (12) selected students:
 - Fherlan C. Mangconsay
 - Felimon Jr S. Negre
 - April Rose B. Zamora
 - Keith Bryl Theress D. Cahig
 - Rowena A. Taboclaon
3. All participating teaching and non-teaching personnel shall be entitled to Service Credits and Compensatory Time-off Credits, respectively, in accordance with *DepEd Order No. 53, s. 2003, Updated Guidelines on the Grant of Vacation Service Credits to Teachers*, upon submission of complete documentary requirements.
4. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment are accorded to all personnel regardless of disability, sexual orientation, gender, age, religion and ethnicity.
5. For information and compliance.

ROY ANGELO E. GAZO
Schools Division Superintendent

Encl: None
Reference: Letter request from Baikington NHS
To be indicated in the Perpetual Index
under the following subjects:
JOURNALISM TRAINING
DM025-SGOD-YF-LLT / attendance to the campus journalism workshop
August 7, 2025

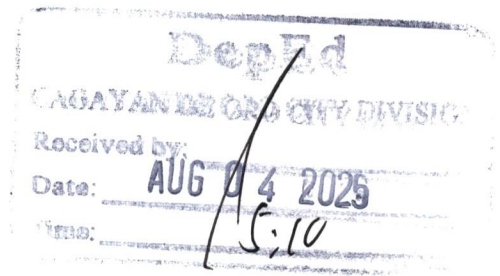


Republic of the Philippines
Department of Education
REGION X
Division of Cagayan De Oro City

Office of the School Head

August 4, 2025

ROY ANGELO E. GAZO, CESO V
Schools Division Superintendent
Division of Cagayan de Oro City



Sir:

Warmest greetings.

I am respectfully endorsing the proposed outreach activity of PAGASA School Publication of Xavier University – Ateneo de Cagayan Junior High School, which aims to conduct a journalism outreach program at Baikington National High School on August 16, 2025 (Saturday), from 8:00 a.m. to 5:00 p.m.

The activity is designed to enhance the journalistic writing and media literacy skills of our students through interactive learning and mentorship. A total of 12 students and 4 teachers from Baikington National High School will be participating in this program.

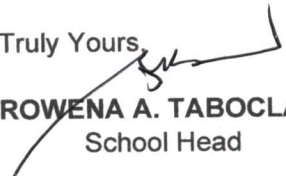
We assure you that the safety and well-being of the students will be prioritized at all times. Teachers from Baikington National High School will also be present to assist in monitoring and supervising the activity to ensure a secure, organized, and meaningful experience for all participants.

Snacks and lunch will be provided by Xavier University, and our school will prepare the necessary venue arrangements and coordinate with participants accordingly.

Attached herewith is the formal letter from Xavier University – Ateneo de Cagayan Junior High School requesting approval for this activity as well as the training matrix.

We earnestly hope for your favorable approval and continued support of initiatives that promote student growth, collaboration, and community engagement.
Thank you very much and more power to your office.

Truly Yours,


ROWENA A. TABOCLAON, PhD
School Head

Approved

ROY ANGELO E. GAZO
Schools Division Superintendent



BAIKINGTON NATIONAL HIGH SCHOOL
Zone 3, Baikington, Cagayan de Oro City
e-mail: 306042@deped.gov.ph



Republic of the Philippines
Department of Education
 REGION X
 Division of Cagayan De Oro City

Office of the School Head

Training Matrix
Campus Journalism Workshop

Date: August 16, 2025

Venue: Baikingon National High School

Time: 8:00 AM – 5:00 PM

Proctors & Speakers: PAGASA School Publication – Xavier University Junior High School

Time	Topic	Speaker / Facilitator	Learning Objectives	Output / Activity
8:00 – 8:30 AM	Opening Program	BNHS & PAGASA Publication	Welcome participants and introduce the program	Registration, Program Flow, Grouping
8:30 – 9:30 AM	An Introduction to Journalism	PAGASA School Publication	Understand basic journalism principles and ethics	Reflection or sharing on local campus news issues
9:30 – 10:30 AM	Writing a News Article	PAGASA School Publication	Learn the parts and format of a news article	Draft a 5W1H-based news paragraph
10:30 – 10:45 AM	Break			
10:45 – 11:45 AM	News Article Writing Rubric	PAGASA School Publication	Understand how news articles are evaluated	Peer evaluation using sample rubric
11:45 – 12:00 NN	Q&A / Integration	PAGASA School Publication	Clarify understanding before lunch break	Open forum
12:00 – 1:00 PM	Lunch Break			
1:00 – 2:00 PM	Outlining, Paraphrasing, and Summarizing	PAGASA School Publication	Practice outlining and summarizing source content ethically	Group activity: Summarize a press release
2:00 – 3:00 PM	Distinguish Facts and Opinion	PAGASA School Publication	Distinguish between factual and opinion-based content	Fact vs. Opinion Sorting Worksheet
3:00 – 3:15 PM	Break			
3:15 – 4:15 PM	Writing a Press Release	PAGASA School Publication	Learn the structure and style of writing a press release	Write a sample press release based on a mock event
4:15 – 4:45 PM	Output Presentation	All Participants & PAGASA	Share and critique selected group or individual outputs	Presentation of News or Press Release Drafts
4:45 – 5:00 PM	Closing Program & Awarding	BNHS & PAGASA School Publication	Wrap up the day's training and recognize participant efforts	Awarding, Certificates, Group Photo

Prepared by:


ROWENA A. TABOCLAON, PhD
 School Head



BAIKINGON NATIONAL HIGH SCHOOL
 Zone 3, Baikingon, Cagayan de Oro City
 e-mail: 306042@deped.gov.ph



Xavier University
ATENELO DE CAGAYAN
JUNIOR HIGH SCHOOL

July 21, 2025

Ms Rowena A Taboclaon
School Principal
Baikington National High School
Cagayan de Oro City

Dear Ms Taboclaon:

Good day!

On behalf of PAGASA School Publication of Xavier University Junior High School, I am writing to formally seek your approval to conduct an outreach program at Baikington National High School. The proposed activity aims to share our editorial board's knowledge and skills in journalistic writing and media literacy with your student journalists.

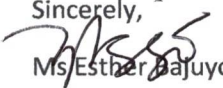
This outreach initiative is part of Xavier Ateneo's mission to form men and women for and with others, fostering community engagement and holistic development. Through this program, we hope to inspire and equip your students with essential communication skills that are valuable for their academic and personal growth.

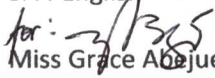
We believe that this partnership can contribute positively to your school's educational objectives, and we are committed to coordinating with your team to ensure a smooth and impactful activity.

We humbly request your approval and support for this endeavor. Please let us know if there are any specific requirements or arrangements we should observe. We look forward to the possibility of working together to make this outreach a meaningful experience for your students.

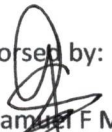
Thank you very much for your consideration, and we are eager to hear from you soon.

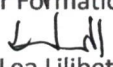
Sincerely,


Ms. Esther Bajuyo
SPA-English


Miss Grace Abajuela
SPA-Filipino

Endorsed by:


Dr. Samuel F. Macagba III
AP for Formation


Miss Lea Lilibeth B. Emata
School Principal