



Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF CITY SCHOOLS – TAGBILARAN
City of Tagbilaran



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November 13, 2019

Division Memorandum
No. 665, s. 2019

PARTICIPATION TO THE 2019 REGIONAL SCHOOLS PRESS CONFERENCE

To : All Public & Private Elementary and Secondary School Heads of 2019 DSPC Winners
Division Journalism Coordinators
School Paper Advisers

1. Pursuant to Regional Memorandum No. 0608, s. 2019 re 2019 Regional Schools Press Conference (2019), the **2019 Regional Schools Press Conference** with the theme, **“Empowering Communities through Campus Journalism”** will be held on November 27-30, 2019 in Mandaue City to be hosted by Mandaue City Division.
2. Our Division shall be billeted in Opa Elementary School, Mandaue City.
3. Registration fee of One Thousand Five Hundred (1,500.00), membership fee, traveling expenses and a per diem of **Seven Hundred Twenty pesos** (P720.00) as food allowance shall be charged against school MOOE/SEF/PTA/Campus Journalism Funds or other available sources, subject to the usual accounting and auditing rules and regulations. While delegation T-shirts, registration, traveling expenses and per diem of the division personnel are chargeable against Journalism Funds and Division MOOE subject to the usual accounting and auditing rules and regulations.
4. First meal will be dinner on November 27, 2019 and the last meal will be lunch on November 30, 2019.
5. Immediate dissemination of this memorandum is enjoined.


JOSEPH IRWIN A. LAGURA, Ph.D
Schools Division Superintendent

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

The competition in the Individual Writing Contest 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 and responsible journalism.

Only learners from schools with school paper (not necessarily following the specifications for school paper contest), both in English and Filipino for the school year and who won the top three spots in each category are allowed to compete in the various individual contests of the RSPC.

The following will be strictly implemented and complied with:

A. General:

1. To facilitate proper identification, the participants are required to **wear their school uniform with their valid school ID/RSPC IDs especially during the contest proper, except for TV and Radio Script Writing and Broadcasting contestants.**
2. Should there be questions and assistance needed, the participants can only raise their concerns to the assigned proctor and/or examiner. The proctor shall refer them to the TWG for appropriate response.
3. Contestants should not put any identifying mark on the contest entry or answer sheet.
4. **School paper advisers, teachers, principals, parents or guardians who will be found in and around the contest venue will be grounds for disqualification of their contestants.**
5. The top seven 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).
6. Any violation of the stipulated guidelines will be grounds for disqualification of the participant.
7. The decision of the Board of Judges in all aspects of the contest shall be deemed final and irrevocable.

B. Specific:

1. News, Feature, Column and Editorial Writing:
Fact sheets or other sources of information shall be given to the contestants as bases in writing the article.
2. Sports Writing:
 - a. The TWG 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.
 - c. Contestants shall watch an actual game where they can gather adequate data.
 - d. A post-game conference shall be held to further interview officials and athletes after the game.
3. Copyreading & Headline Writing:
 - a. Contestants shall bring their own pencil no. 2 for the contest.
 - b. The contestants shall use the 2018 Associated Press (AP) editing marks and follow directions given in the contest piece.
 - c. The contestants shall **provide the best two headlines for the article.**
4. Editorial Cartooning:

- a. TWG shall provide all the contestants with the oslo papers while pencil no. 2 shall be brought by the contestants.
 - b. The cartoon must reflect the elements of editorial cartooning.
 - c. The cartoon should be, at all times, compliant with the professional and ethical standards of media.
5. Science and Technology Writing
Fact sheets or other sources of information shall be given to the contestants as bases in writing a feature article.
6. 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 (point and shoot only) with a maximum of 20.1 megapixels with fixed lenses only. Contestants who will use any DSLR and other high-end cameras will **not be permitted to join the contest**.
 - 3) The contestants shall format their own memory card and camera to be checked by the examiner/s.
 - 4) The contestant should bring his/her own camera cable for 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 ink 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. Photo Shoot, Uploading and Captioning
 - 1) Control shot shall be the first shot.
 - 2) Contestants are given one (1) hour to take pictures, which does not include the loading and unloading of the storage card in front of the examiner on a theme to be provided during the orientation.
 - 3) Contestants are allowed to take **unlimited shots** but will submit five (5) possible photos with caption for the given theme and the control shot.
 - 4) Contestants shall retain in the memory card photos to be submitted only.
 - 5) Contestants will be given 30 minutes to write captions for each of the five photos.
 - 6) Caption sheets (with lines and margins) will be provided by the TWG.
 - 7) All entries with caption sheets shall be submitted to the examiner after the allotted time.
 - 8) Memory cards per division will be returned to the participants through their Education Program Supervisor in charge of Campus Journalism after the closing program.
 - 9) **During the duration of the competition, the advisers, trainers, and parents are NOT allowed in the venue.**

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

- A. The School Paper Contest is open to Elementary and Secondary schools whose school papers belong to the top ten per section per category in the division.
- B. The top ten (10) 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 overall best performing divisions. Consequently, the top performing divisions in this category will be recognized.
- 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. If the school paper shall join again the following year and found to have committed the same offense, the following sanctions shall be applied:
- 1st Offense: A formal notification shall be sent to Schools Division Superintendent (SDS) who shall inform the concerned schools. The SDS shall issue a written reprimand to the school paper adviser/s and the school principal. The concerned school paper adviser shall undergo a refresher course on Plagiarism organized by the Division. The Principal shall be asked to implement plans to teach their students about the ills of plagiarism and its consequences.
- 2nd Offense: Disqualification from the School Paper Contests for three (3) consecutive years
- E. The decision of the Board of Judges in all aspects of the contest shall be deemed final and irrevocable.
- F. The school paper shall be submitted in paper-based format only:
Each division shall submit ten (10) best entries per category. Schools that will submit entries should include a Certificate of Circulation from the school principal duly noted by the Schools Division Superintendent that the printed school paper was widely circulated to at least two-thirds (2/3) of students' population of the current school year. This certification should be included in the documents submitted to the Regional Office before the regional judging of the school papers.
- The SDS shall then issue a Certificate of Endorsement stating that the printed division entries for the School Paper Contest were widely circulated to at least two-thirds (2/3) of students' population of the current school year.
- The Technical Working Group (TWG) reserves the right to disqualify entries without Certificate of Endorsement from the SDS.
- G. The different SECTIONS/CATEGORY to be judged for the school paper contest are as follows:
1. News Section / Pahinang Balita
 2. Editorial Section / Pahinang Editoriyal
 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 Pahina

H. 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: Offset / Digital
3. Paper stock: Bookpaper or C2S 60GSM – 80 GSM
4. Color: Front and back cover in full color
 Inside pages in black and white
5. Size:
 9'x12"(Elementary)
 12"x18"(High School)

- I. Each section will be judged according to the guidelines/criteria set for the section/category.
- J. After a thorough three-to-five-day evaluation by a set of judges, each division shall submit ten (10) winners per section and for each medium (English and Filipino) to the Regional Office. The school paper entries should be properly sealed and labeled per section.
- K. Sufficient copies of the school paper entries (10 copies per section/category) should be included in the package. **The number of copies should correspond to the number of division winnings of each school paper.** A list of winning division entries should also accompany the package, which should be duly endorsed by the SDS to the Curriculum and Learning Management Division on or before **November 15, 2019**.
- L. No school is allowed to submit their school paper entry (ies) directly to the Regional Office.

**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 shall be deemed 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 include a balanced coverage of 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 shall be deemed final and irrevocable.

C. Feature Section

1. The section should have at least three (3) pages.
2. The feature articles should display unique and creative presentation of topics, logical organization and progression of ideas and facts, writers' facility of the language and proper citations/attribution of sources.
3. The decision of the Board of Judges shall be deemed 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 may include a balanced coverage/scope 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 shall be deemed final and irrevocable.

E. Science and Technology Section

1. The Science and Technology Section should have at least two (2) pages and 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.
2. The articles should be well-researched and should observe proper citation of sources, pictures and graphics.
3. The decision of the Board of Judges shall be deemed 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 or a 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. Proper evaluation or grading events based on their importance should be evident in the layout.
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 shall be deemed final and irrevocable.

**GUIDELINES FOR THE COLLABORATIVE DESKTOP PUBLISHING
CONTEST**

- A. The competition is designed to encourage teamwork among campus journalists and simulate the workplace of an editorial department in a publishing house.
- B. Each division shall organize a team of seven members who shall not be competing in any of the individual writing contest. There will be one team for English and another for Filipino, both at the elementary and secondary levels. Contestants shall wear their uniform with identification cards.
- C. All contestants are required to attend the orientation before the actual competition.
- D. Once the contest has started, members of each team shall no longer be allowed to go back to their quarters nor communicate in all forms (text, call, chat, etc.) with their respective advisers until the end of the contest.
- E. A mini press conference will be held to become the basis for the actual writing of the editorial, feature and news articles. The sports writers shall attend coverage of an actual sports event. The photojournalists shall take pictures of the mini press conference and editorial cartoons will be produced while the rest of the team is doing write-ups, layouting and editing.
- F. Sports writers and photojournalists must be ready to watch an actual game where they shall gather appropriate data and/or conduct interview before and after the game. 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 further interview and data gathering.
- G. The team will be given four (4) hours for data gathering, writing, layouting, and editing.
- H. Each team is allowed to bring at least two (2) digital/DSLR cameras, one (1) inkjet printer with scanner, one (1) card reader, one (1) blank flash drive, extension wires and a maximum of (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 and A4 size photo paper.
- L. All contestants shall submit laptops cleared of stored documents including prepared templates or any pre-written files or references therein on November 27, 2019 (up to 5:00 p.m. only)**
- J. Failure to submit the laptops on/before the set deadline shall mean disqualification of the competing team.**
- K. Laptops with files shall not be allowed during the competition.

- L. The host division will provide six (6) scanners for the editorial cartoon (three for elementary and three for secondary [English/Filipino]) as back up for the contestants.
- M. Mobile phones and other electronic gadgets shall not be allowed except for digital cameras and laptops with disabled internet connection.
- N. Each team will be required to convert their output into PDF, print in A4 size 80 gsm bond paper and submit it to the contest committee. 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.
- O. The output of the contest is an A4-size four-page full-colored publication. The output will be stored in a flash drive and be submitted to the TWG and uploaded to the designated computer for judging.
- P. The top (3) three teams shall be recognized and their points will be included in the determination of the overall scores.
- Q. The decision of the Board of Judges shall be deemed final and irrevocable.

**GUIDELINES FOR RADIO SCRIPT WRITING & BROADCASTING
CONTEST**

A. General Guidelines

1. Each division shall have two (2) separate teams composed of seven (7) members for the English and Filipino categories. The members should not be participants in any individual contest.
2. To facilitate proper identification, the participants are required to wear **white polo shirt/T-shirt** with their valid school ID/RSPC IDs especially during the contest proper.
3. A one (1) hour orientation shall be conducted for all the contestants.
4. Individual awards include best anchor and best news presenter, while group awards include best in technical application, best infomercial and 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 in all aspects of the contest shall be deemed final and irrevocable.
7. Any breach or violation of the stipulated guidelines shall be valid grounds for disqualification.

B. Scriptwriting

1. Each team may use up to three (3) official laptops, cleared of stored documents, and an inkjet printer in preparing and printing of the script.
2. All laptops shall be **cleared of stored documents including pre-written files or references therein except music or sound effects files on November 27, 2019 (up to 5:00 p.m. only).**
3. Each team is required to bring their own extension wires and other equipment for rehearsal.
4. **Failure to submit the laptops on/before the set deadline shall mean disqualification of the competing team.**
5. Laptops with files other than music or sound effects files shall not be allowed during the competition.
6. The students will be given 1 1/2 hours to prepare a script for a 5-minute radio broadcast, that includes an infomercial, which may depict health, environment, politics and social issues, and four (4) news articles, which may be based on press releases, raw data, or any other option given by the NTWG. The infomercial shall have a maximum length of (1) minute and shall use the language that the group is competing in. 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) will be submitted to the judges and one (1) to the NTWG. The team may print extra copies for their own use.

7. Once the script writing has commenced, the contestants will no longer be allowed to leave the contest rooms. For personal necessities, a member of the contest committee shall accompany them to the rest rooms.
8. 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 job assignment/contribution (i.e. anchor, news presenter, etc.)
9. Scripts shall 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 members of the contest committee shall be allowed inside. The student broadcasters shall be concealed from the judges all throughout their presentation.
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. Mobile phones and reference books shall not be allowed in the contest area.
5. In case of power failure, the affected team shall be allowed to perform again.
6. Loudspeakers may be set up outside the broadcast room.
7. The directors before the script writing will identify the order of presentation through drawing of lots.
8. Each team shall be given eight (8) minutes: two (2) minutes of which for preparation, five (5) minutes for the actual broadcast and one (1) minute for exit. Provided running time shall be applied.
9. The organizers shall provide a wall clock or a timer, which will serve as the official time that can be seen by the contestants and the judges. There will be an official time keeper.
10. A yellow flaglet shall be raised to signal the team that they have one (1) minute left for preparation. The green flaglet shall then be raised to signal the team to start. The yellow flaglet shall be raised again to warn the team that they only have one (1) minute remaining followed by the red flaglet to indicate that their time is up.
11. The team who complied with the 5-minute production shall be given 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
12. The contestants shall leave the broadcast room right after their presentation.

GUIDELINES FOR TV SCRIPT WRITING AND BROADCASTING

PRE-CONTEST

1. Each division shall field a team of seven (7) members. The team shall decide who shall act as:
 - a. anchor/s (not more than 2)
 - b. reporter/s (not more than 3)
 - c. producer/director who could also act as floor director
 - d. video graphics editor (1)
 - e. video researcher/floor director/ prod. Assistant – 1
 - f. video journ/camera man - 1

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

2. The following materials and equipment will be brought by the team:
 - a. four laptops with one back-up laptop with at least 10gb free space for video editing program (with uploading capacity)
 - b. two empty USB
 - c. digital camera/phone camera (without sim at most 2) which is compatible with the laptop for the downloading of media
 - d. at most three wired lapels
 - e. A4 bond paper and one printer with ink
 - f. at most three broadband sticks/pocket wifi, one wireless router
 - g. extension cord
3. The tools and equipment that will be provided by the TWG in the mock broadcast room shall be made **known at least a week before** the contest through an advisory by the host division and shall be the only tools and equipment allowed to be used by the participants during the actual contest.
4. A technical orientation will be held **in the morning on November 27, 2019** for the technical director and editor to be familiar with the equipment and materials to be used on the actual broadcasting.
5. All contestants shall submit laptops **cleared of stored documents including prepared templates or any pre-written files or references therein on November 27, 2019 (until 5:00 p.m. only)**
6. **Failure to submit the laptops on/before the set deadline shall mean disqualification of the competing team.**
7. Laptops with files shall not be allowed during the competition.
8. Laptops will be released during the contest.

CONTEST PROPER:

Note: The teams will be oriented at **7:00 o'clock** on the day of the contest on the theme of the contest, roles of the participants and criteria for judging by the chairman of the board of judges.

A. SCRIPTWRITING

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 Articles: The contest organizers will provide five news articles. The team may choose only four (4) or cover five (5) out of these articles. Each news script should have video and audio component and must not exceed 45 seconds when read during the contest proper.

c. Infomercial/Developmental Communication:

The team is required to produce one (1) infomercial or developmental communication which will not exceed 30 seconds. This can be pre-recorded and produce during the actual contest and should be relevant to the topic which will be given by the judges. The script should contain video and audio component.

d. Field Report: To be included in the production is a field report which can delivered live with canned video support or pre-produced.

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. This can be pre-produced. The script for the OBB /CBB should be included in the main script which will be submitted to the judges.

2. Four hours will be allotted for the preparation of the script: 1.5 hours for the writing and printing of the script; 2.5 hours for the shooting and editing of the videos, production of the infomercial and rehearsals. The teams will only be allowed 1.5 hours to access the internet during the scriptwriting.

3. Once the scriptwriting contest has started, no member shall be allowed to leave the contest area. In case of personal necessity, a member of the contest management/proctor shall accompany the participant outside the contest area.

4. Each team shall prepare four copies of the script: 3 copies for the judges and 1 copy for the team. Late submission of script will entail one point deduction for every 3 minutes.

5. All news materials shall be presented live. Infomercial, support videos which will be used during the live presentation can be pre-recorded.

B. TV BROADCAST SKILLS EXHIBITION

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 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 under time will also be given a corresponding deduction.
7. The team who complied with the 6-minute production shall be given 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 how many 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 JUDGING (Best Newscast) (rubrics for each criterion will be created)

Script	30%
Broadcast Presentation	25%
Technical Application	25%
Infomercial	15%
Adherence to time allotment	5%
TOTAL	100%

SPECIAL AWARDS

1. Best News Writer: *Choice of news angle – 3, organization / writing style -3, accuracy- 2, conciseness- 2 (10 pts.)*
2. Best Reporter: *Delivery-4, Content-4, Impact-2 (10 pts.)*
3. Best News Anchor: *Delivery-5, impact – 5 (10 pts.)*
4. Best in Technical Application: *Element Appropriation-3, Timing -3, Relevance – 2, Impact -2 (10 pts.)*
Best Infomercial/ Devcom Conceptual Creativity – 5, Probative Value – 5 (10 pts.)