

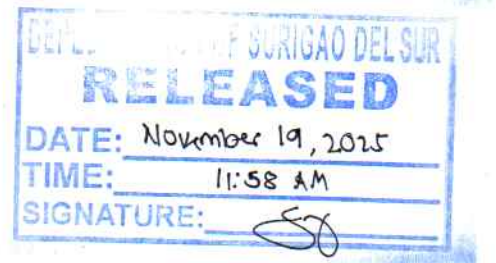


Republic of the Philippines  
**Department of Education**  
Caraga Region  
**SCHOOLS DIVISION OF SURIGAO DEL SUR**

DIVISION MEMORANDUM

No. 513, s. 2025

To: Public Schools District Supervisors  
District Journalism Coordinators  
School Heads of Public and Private Schools  
School Paper Advisers  
All Others Concerned



**DIVISION SCHOOLS PRESS CONFERENCE 2025  
(GROUP AND SCHOOL PAPER CATEGORY)**

1. The field is hereby informed that the **Division Schools Press Conference 2025-Group and School Paper Category on November 26-28, 2025**, in **Bayabas District** with the theme "*Campus Journalism as Catalyst for Safer Learning Spaces*".
2. The conference aims to:
  - a. demonstrate understanding of journalism through skillful execution in various platforms (i.e, print and online).
  - b. allow learners to apply skills and competence learned in campus journalism for their future careers.
  - c. acknowledge the role of journalism in advocating social consciousness and environmental awareness.
  - d. foster camaraderie and enrich learners' learning experiences through healthy and friendly competition.
  - e. promote fair and ethical use of media as tenets of responsible journalism.
3. The events to be contested are as follows:
  - A. Group Category
    - a. Collaborative Desktop Publishing
    - b. Online Publication
    - c. Radio Scriptwriting and Broadcasting
    - d. Television Scriptwriting and Broadcasting
  - B. School Paper Category
    - a. News Section
    - b. Editorial Section
    - c. Feature Section
    - d. Science and Technology Section
    - e. Sports Section

4. The participants in this conference are the top 1 winners per municipality in group category and the top 5 winners in school paper category.
5. Top five (5) contestants per group category and top 10 contestants for school paper category shall be declared winners. However, only top 1 in group contest and top 5 in school paper category can participate in the Regional Schools Press Conference 2026.
6. Outstanding School Paper Advisers (SPAs) and Campus Journalists (CJs) in elementary and secondary level shall also be acknowledged and awarded during the closing program.
7. The participants per municipality are the following:

Delegates	Expected Delegates		
	Elem	Sec	Total
Student Contestants			
Rank 1 in <b>Radio Scriptwriting and Broadcasting Contests</b> (seven (7) CJs in English and seven (7) CJs in Filipino)	14	14	28
Rank 1 in <b>TV Scriptwriting and Broadcasting Contests</b> (seven (7) CJs in English and seven (7) CJs in Filipino)		14	14
Rank 1 in <b>Collaborative Publishing for elementary and secondary</b> (seven (7) CJs in English and seven (7) CJs in Filipino)	14	14	28
Rank 1 in <b>Online Publishing</b> (five (5) CJs in English and five (5) CJs in Filipino)		10	10
Coaches for <b>Radio Scriptwriting and Broadcasting</b>	2	2	4
Coaches for <b>TV Scriptwriting and Broadcasting</b>		2	2
Coaches for <b>Online Publishing</b>		2	2
Municipal Journalism Coordinator		1	1
Public Schools District Supervisor/District In-Charge		1	1
<b>Sub-Total</b>			90
			participants/municipality

8. Recognizing and respecting Intellectual Property Rights, the Department adheres to the rule concerning plagiarism. DepEd reiterates its stand to disqualify school papers that have copied and published texts, graphics, and other materials without duly acknowledging their sources. The disqualification covers all sections of the school paper.
9. Any form of plagiarism in all competitions as proven by the board of judges shall be grounds for disqualification.
10. The top performing municipality in all contest events shall be recognized during the awarding ceremony. Only the accumulated points from individual and group contests shall be included in the computation of the overall scores following the guidelines contained in the contest.
11. Each municipality is required to fill in the registration through this link <https://tinyurl.com/DSPC-GROUP-REG> for the group and <https://tinyurl.com/DSPC-SCHOOL-PAPER> for school paper category contests.
12. Below is the list of enclosures on the guidelines for individual, group and school paper category:

<b>Enclosure No.</b>	<b>Content</b>
	<b>Guidelines for Group Contest</b>
6	Radio Scriptwriting and Broadcasting
6.1	Scoresheet for Radio Scriptwriting and Broadcasting
7	TV Scriptwriting and Broadcasting
7.1	Scoresheet for TV Scriptwriting and Broadcasting
8	Collaborative Desktop Publishing
8.1	Scoresheet for Collaborative Desktop Publishing
9	Online Publishing
9.1	Scoresheet for Online Publishing
10	<b>Guidelines for School Paper Contests (in PDF)</b>
10.1	Scoresheet for News Section
10.2	Scoresheet for Features Section
10.3	Scoresheet for Editorial Section
10.4	Scoresheet for Science and Technology Section
10.5	Scoresheet for Sports Section
10.6	Scoresheet for Layout and Page Design Category

13. Group event contestants wear white T-shirts and black/blue pants during the competition except for TV broadcasting participants.
14. Campus journalists, school paper advisers and coaches shall bring their food provisions, sleeping gear, extension wires, and other equipment or materials needed in the contests.
15. The billeting quarters per municipality are attached. (Please see enclosure no 1)

16. A membership fee of Php 60.00 for students and Php 90.00 for school paper advisers/coaches shall be collected for the association membership. These fees will support programs, projects and activities related to campus journalism.
17. The participants' food, traveling and incidental expenses shall be charged against school MOOE, local funds, journalism funds, or special education funds, whichever is applicable subject to usual accounting and auditing rules and regulations. Meanwhile, honorarium, accommodation, the meals and snacks of the judges/technical working group, TV equipment rental, and supplies needed shall be charged to division additional MOOE/DSPAA funds.
18. A pre-work conference relating to the conduct of the DSPC-Group and School Paper category shall be conducted on November 20, 2025, at 1:00-5:00 pm through this link <https://tel.meet/tbx-cewm-rhp>. This shall be participated by all District Journalism Coordinators and Officers of the Division School Paper Advisers association.
19. For information, guidance, and compliance of all concerned.

  
**LORENZO O. MACASOCOL, PhD, CESO V**  
 Schools Division Superintendent

Encl.: As enclosed  
 Reference: RA 7079, DO no. 94 s. 1992  
 To be indicated in the Perpetual Index  
 under the following subjects:

**PROGRAM CURRICULUM CELEBRATIONS & FESTIVALS SCHOOLS**

CID/iga  
 11/17/2025

Enclosure No. 1

**DIVISION SCHOOLS PRESS CONFERENCE 2025  
(GROUP AND SCHOOL PAPER CATEGORY)**

**BILLETING QUARTERS**

<b>DISTRICTS TO BE ACCOMMODATED</b>	<b>BILLETING QUARTERS</b>	<b>Distance from Contest Venue</b>	<b>School Head</b>	<b>Contact No</b>
Solomon P. Lozada NHS	Lingig, Tagbina & Barobo	2.0 km	Sandy G. Sapong	09094156714
Magobawok ES	Hinatuan	700 m	Cynthia D. Rosil	09816167246
Magobawok Brgy Hall	TWG	700 m	Cynthia D. Rosil	09816167246
Clarence T. Pimentel NHS	Marihatag, Carrascal, Cortes	7 km	Emelda G. Crombie	09317820976
Sumu-sumo CES	Tago, San Miguel, Lanuza	7 km	Milven Medrano	09076059326
Tabing Dagat ES	Carmen	3.5 km	Perlita S. Canete	09510269350
Cagbaoto ES	Cantilan	2.6km	Maria Edna G. Herda	09467077798
Amag ES	San Agustin & Lianga	2.6km	Adolorosa O. Vasquez	09984100335
La Paz ES	Madrid	3.0 km	Trinidad R. Hermogino	09462452245

Enclosure No. 2

**DIVISIONS SCHOOL PRESS CONFERENCE 2025  
(GROUP AND SCHOOL PAPER CATEGORY)**

**MATRIX OF ACTIVITIES**

<b>Time &amp; Date</b>	<b>Activities</b>	<b>Venue</b>	
<b>November 25, 2025</b> 8:00- 12:00 nn	Arrival of Participants	Respective Billeting Quarters	
	Checking/Inspection of Laptops	Municipal Gym	
	1:00- 5:00 pm	Solidarity Meeting of the 2025 DSPC Proctors, Examiners and TWG	Bayabas CES
<b>November 26, 2025</b>	10:00- 11:30 am	Mass	St. Ignatius De Loyola Parish
	1:00- 2:30 pm	Opening Parade	Assembly Area: Bayabas CES
	2:30- 5:00 PM	Opening Program	Bayabas Gymnasium
	6:00 onwards	Fellowship Dinner/Welcome Socials for PSDSs/DICs	Bayabas Municipal Gym
	<b>November 27, 2025</b> 8:00- 5:00 pm	<b>Group Contest Proper</b>	
Radio Scriptwriting and Broadcasting		Bayabas Municipal Gym	
TV Scriptwriting and Broadcasting			
Collaborative Desktop Publishing- Elem		Bayabas Central ES	
Collaborative Desktop Publishing- Secondary		Magobawok Barangay Hall	
	Online Publishing	Balay Dalangpan	
<b>November 28, 2025</b> 1:00- 4:00 pm	<b>Awarding and Recognition</b>		
	Awarding of Group, School Paper Contest and Outstanding Campus Journalists & School Paper Advisers Category	Bayabas Municipal Gymnasium	

Enclosure No. 3

**DIVISIONS SCHOOL PRESS CONFERENCE 2025  
(GROUP AND SCHOOL PAPER CATEGORY)**

**LIST OF PROCTORS**

**A. RADIO /TV SCRIPTWRITING AND BROADCASTING**

TIME	EVENT	ROOM	CONTEST FACILITATORS	CONTEST FACILITATORS
8:00- 10:00 AM	Radio Broadcasting ES-English	Municipal Gym	Rechel M. Oracion	Ma. Chona D. Flores
8:00- 12:00 AM	Radio Broadcasting ES-English	Municipal Gym	Milgen L. Medrano	Jumarie A. Curada
8:00- 12:00 AM	Radio Broadcasting ES-Filipino	Municipal Gym	Arta Ophelia D. Yparraguirre	Jovanne L. Vallescas
8:00- 12:00 AM	Radio Broadcasting ES-Filipino	Municipal Gym	Urquia, Christopher Alain D.	Romalyn P. Matildo
8:00- 12:00 AM	Radio Broadcasting Sec-English	Municipal Gym	Victoria C. Argote	Emelda G. Crombie
8:00- 12:00 AM	Radio Broadcasting Sec-English	Municipal Gym	Levi O. Cuenca	Abner L. Nozares
8:00- 12:00 AM	Radio Broadcasting Sec-Filipino	Municipal Gym	Avila, Evelyn M.	Cabuyoc IV, Jonson T.
8:00- 12:00 AM	Radio Broadcasting Sec-Filipino	Municipal Gym	Prescilla B. Calinga	Vicente P. Balbuena
8:00- 12:00 AM	TV Scriptwriting and Broadcasting- Sec-English	Municipal Gym	Ma. Theresa C. Espuerta	Lorna O. Vermon
8:00- 12:00 AM	TV Scriptwriting and Broadcasting- Sec-Filipino	Municipal Gym	Marycris M. Jubane	Merjorie Dalagan

**B. COLLABORATIVE DESKTOP PUBLISHING**

TIME	EVENT	CONTEST VENUE	CONTEST FACILITATORS	CONTEST FACILITATORS
8:00- 5:00 PM	Collaborative Desktop Publishing Elementary-English	Bayabas CES	Melmarie B. Paulino	Evy A. Evangelio
8:00- 5:00 PM	Collaborative Desktop Publishing Elementary-English	Bayabas CES	Grezel Caspe	Ruby P. Uriarte
8:00- 5:00 PM	Collaborative Desktop Publishing Elementary-English	Bayabas CES	John Anthony Z. Llano	Aiza S. Besinga
8:00- 5:00 PM	Collaborative Desktop Publishing Elementary-English	Bayabas CES	Jemarie M. Rivera	Marycresjane E. Umandap
8:00- 5:00 PM	Collaborative Desktop Publishing Elementary-Filipino	Bayabas CES	Angel G. Lagare	Linchie L. Rosil
8:00- 5:00 PM	Collaborative Desktop Publishing Elementary-Filipino	Bayabas CES	Rosita A. Clave	Arlene Fe G. Deligero
8:00- 5:00 PM	Collaborative Desktop Publishing Elementary-Filipino	Bayabas CES	Gilbert E. Patosa	Normelyn L. Albaracin
8:00- 5:00 PM	Collaborative Desktop Publishing Elementary-Filipino	Bayabas CES	Jujie L. Quijada	Elviarose E. Yonson
8:00- 5:00 PM	Collaborative Desktop Publishing Secondary-English	Magobawok Brgy Hall	Mamerto Q. Quibol	Marifer B. Santa
8:00- 5:00 PM	Collaborative Desktop Publishing Secondary-English	Magobawok Brgy Hall	Catherine Louise P. Laorden	Irish Kenneth P. Cahati-an
8:00- 5:00 PM	Collaborative Desktop Publishing Secondary-Filipino	Magobawok Brgy Hall	Evangeline P. Dominos	Crisalito A. Lucar
8:00- 5:00 PM	Collaborative Desktop Publishing Secondary-Filipino	Magobawok Brgy Hall	Reah J. Linao	Josephine R. Galendez

### C. ONLINE PUBLISHING SECONDARY

TIME	EVENT	CONTEST VENUE	CONTEST FACILITATORS	CONTEST FACILITATORS
8:00- 5:00 PM	Online Publishing-Secondary English	Balay Dalangpan	Cherrybel Jimenez	Ryan Kien O. Toraja
8:00- 5:00 PM	Online Publishing-Secondary English	Balay Dalangpan	Mary Claudette C. Mellina	Gina P. Lizo
8:00- 5:00 PM	Online Publishing-Secondary English	Balay Dalangpan	Nissan Gail H. Murillo	Jessibel B. Bacol
8:00- 5:00 PM	Online Publishing-Secondary English	Balay Dalangpan	Josan H. Ruina	Glesil A. Maduay
8:00- 5:00 PM	Online Publishing-Secondary Filipino	Balay Dalangpan	Connie A. Dapiton	Ivy Mae T. Quijada
8:00- 5:00 PM	Online Publishing-Secondary Filipino	Balay Dalangpan	Maria Krisha L. Subiera	Cherry Lou R. Catimabang
8:00- 5:00 PM	Online Publishing-Secondary Filipino	Balay Dalangpan	Maryjane A. Casas	Geraldine F. Rosalita
8:00- 5:00 PM	Online Publishing-Secondary Filipino	Balay Dalangpan	Helen V. Namalata	Marecel K. Incinada

Enclosure No. 4

## TECHNICAL WORKING COMMITTEES

### OVER-ALL PROGRAM MANAGEMENT TEAM

Chair: Lorenzo O. Macasocol, PhD, CESOV  
Schools Division Superintendent

Vice Chair: Laila F. Danaque, EdD, CESO VI  
Schools Division Superintendent

Members: Fluellen L. Cos, PhD  
Chief, Curriculum Implementation Division

Carl Tian Chow C. Correos  
Chief, Schools Governance and Operations Divisions

Areas of Concern	Chairperson	Members	Functions
Program Preparation and Direction	Fluellen L. Cos	Irene Grumez Jonathan Ambel Jovanne L. Valescas Christy S. Quijada Rap Martinez Ria Mangata Ria Dumago Rosbert L. Bacul Jasper Rezen Cubero	<ol style="list-style-type: none"> <li>1. Oversee the preparation and ensure the smooth flow of the program.</li> <li>2. Design the cover and inside pages of the program.</li> <li>3. Coordinate with the region on the finalization of the program flow.</li> <li>4. Review the program flow and counter-checks names of the individuals involved</li> <li>5. Print the programs and invitations</li> <li>6. Distribute the programs to top management, provincial officials and guests</li> <li>7. Distribute the programs to stakeholders and other individuals involved in the program. (Bayabas Area)</li> </ol>
Technical Production/ICT Team	Marvin G. Minguillan	Christian Bayeta  Mary Claire M. Salinas	<ol style="list-style-type: none"> <li>1. Oversee the over-all production and trouble shoot technical glitches</li> <li>2. Layout tarps for billeting quarters and contest venues</li> <li>3. Prepare playlist for the digital preliminaries (slide decks of the program parts)</li> <li>4. Prepare LED background and stage</li> <li>5. Coordinate with LED screen and sound system operator</li> </ol>
Media And Publication, Documentation	Jonathan Ambel	An Madayaw  Charisma F. Suico Ryan Kien O. Toraja Femie Ann Mariscal Jerusalem Cuarteron	<ol style="list-style-type: none"> <li>1. Lead the An Madayaw team in planning for the DSPC Coverage</li> <li>2. Post daily updates on different events and competitions through DepEd Tayo FB Page</li> <li>3. Write articles about the competition</li> <li>4. Publish issues of the "An Madayaw"</li> <li>5. Layout the inside pages of the "An Madayaw"</li> <li>6. Take photos of the different DSPC</li> <li>7. Layout the cover page of the "An Madayaw"</li> </ol>

Billeting Quarter	Ernie D. Dapar	All School Heads of Bayabas District  Emelda Crombie  Melvin Medrano	<ol style="list-style-type: none"> <li>1. Coordinate with school heads, BLGU, LGU, and line agencies for participants' safety and preparedness of billeting quarters.</li> <li>2. Inspect billeting quarters for cleanliness, and readiness, and set up emergency protocols and house rules.</li> <li>3. Ensure signages, tokens, and room labels are in place.</li> <li>4. Oversee room assignments and participants' lists.</li> <li>5. Oversee room allocation, maintain records, monitor headcounts, and supervise check-out procedures.</li> <li>6. Monitor participants' safety, coordinate with the medical team, and manage emergencies.</li> <li>7. Install welcome tarpaulins.</li> </ol>
Accommodation For Guest	Cynthia D. Rosil Jude Geji Limbaro	Glomarie C. Laurente Cherry Pearl V. Cabag	<ol style="list-style-type: none"> <li>1. Have a list of invited guests and visitors.</li> <li>2. Closely coordinate with the guests to ensure food and snacks of the guests are served on time.</li> <li>3. Prepare the rooms for the guests.</li> <li>4. Attend to the needs of the guests.</li> <li>5. Coordinate with BLGU, LGU, and line agencies on keeping the guests safe and protected.</li> <li>6. Provide token if necessary.</li> </ol>
Meals And Snacks Preparation	Trinidad R. Hermogino	Letecia M. Penuela Rosephine S. Jamilo Vivian R. Quijada	<ol style="list-style-type: none"> <li>1. Make a list of TWGs, judges, and working committees to be served.</li> <li>2. Coordinate with food caterers on the schedule of food delivery.</li> <li>3. Oversee food safety and hygiene protocols.</li> <li>4. Distribute snacks based on the list provided.</li> <li>5. Ensure that all listed are provided with meals and snacks</li> </ol>
Hall Preparation	Adolorosa O. Vasquez	Hon. Thalia Joyce B. Sapong (Municipal SK Federation President) and All SK Chairpersons Jude Geji Limbaro Jelina M. Salinas John Anthony Z. Llano Aljon Emperado Lyndon P. Herda	<ol style="list-style-type: none"> <li>1. Coordinate with the event committee to determine layout, seating, stage setup, and decorations.</li> <li>2. Conduct walkthroughs and oversee the arrangement of tables, chairs, stage, and necessary equipment.</li> <li>3. Arrange and monitor the setup of microphones, projectors, and screens.</li> <li>4. Ensure the venue is clean, well-lit, and properly ventilated before and during the event.</li> <li>6. Collaborate with the program committee to make adjustments as needed during the event.</li> </ol>
Decoration	Adolorosa O. Vasquez	Jude Geji Limbaro Jelina M. Salinas John Anthony Z. Llano	<ol style="list-style-type: none"> <li>1. Work with the event committee to align decoration with the event's theme and style.</li> </ol>

		Aljon Emperado Lyndon P. Herda	<ol style="list-style-type: none"> <li>2. Develop a plan for stage backdrops, entrances, and key areas, and list necessary materials.</li> <li>3. Coordinate the acquisition of supplies and supervise the setup of decorations.</li> <li>4. Ensure decorations are secure and meet safety standards.</li> <li>5. Oversee and adjust decorations during the event to maintain visual appeal.</li> </ol>
Contest Venue	Tomasito D. Siman	Merelyn M. Jucom Flordeliz R. Sambalud Evalyn D. Omos Perlita S. Canete	<ol style="list-style-type: none"> <li>1. Inspect the contest venue/room before the event.</li> <li>2. Provide signages and label contest rooms for easy identification.</li> <li>3. Ensure only contestants enter the contest venue by checking IDs.</li> <li>4. Restrict coaches/SPAs from bringing food to contestants inside the rooms.</li> <li>5. Delegate a team to manage the distribution of food and snacks to contestants.</li> </ol>
Sound System/Lights and Led	Sandy G. Sapong Jr. Jude Geji Limbaro	Marlou Jones R. Apog	<ol style="list-style-type: none"> <li>1. Determine audio equipment requirements and coordinate with the event committee.</li> <li>2. Arrange for sound system providers or manage in-house audio equipment.</li> <li>3. Supervise equipment setup and conduct sound checks to ensure audio quality.</li> <li>4. Manage audio levels, troubleshoot issues, and operate sound equipment during the event.</li> <li>5. Coordinate with emcees and hosts for smooth audio transitions and presentations.</li> </ol>
Attendance Registration Secretariat	Rap F. Martinez	Marie Tishe De Honor Rea D. Mangata Cyd T. Perez	<ol style="list-style-type: none"> <li>1. Print attendance sheets for the activity</li> <li>2. Ensure that all expected participants and other guests have signed the attendance sheets</li> <li>3. Prepares and provides a certificate of appearance and participation to participants and guests</li> </ol>
Ushers	Mercy B. Vallescas	All Protocol Officers Mary Claire M. Salinas Grazel N. Hinampas Evangeline P. Dominos Josephine R. Galindez MarycresJane E. Umandap Grezel Caspe Ivy F. Castrodes Maria Arkielyn P. Mercader Glomarie C. Laurente	<ol style="list-style-type: none"> <li>1. Orient guests/delegates with their sitting arrangements</li> <li>2. Usher VIP guests with their seats</li> <li>3. Offer a lay to guests.</li> <li>4. Provide directions to DSPC contestants</li> <li>5. Usher the delegates and guests to their respective billeting quarters</li> </ol>

Stakeholders' Protocol Officers	Hon. Madelyn V. Lozada (SB Member/Education Chairperson)	Maria Edna G. Herda Cynthia D. Rosil Adolorosa O. Vasquez Trinidad R. Hermogino Ernie D. Dapar Perlita S. Canete Evalyn D. Omos	<ol style="list-style-type: none"> <li>1. Identify stakeholders, send invitations, and conduct follow-ups for attendance confirmation.</li> <li>2. Ensure accuracy and completeness of invitation letters, sending them out in advance.</li> <li>3. Maintain an updated list of confirmed attendees and share updates with the event committee and host.</li> <li>4. Assist stakeholders upon arrival, guiding them to designated areas and ensuring a warm welcome.</li> <li>4. Work with the program committee to facilitate stakeholders' participation in key event activities.</li> </ol>
Preparation And Distribution of Plaques, Medals, Certificate of Recognition	Jonathan L. Ambel	Rap F. Martinez  Marie Tishe De Honor Rea D. Mangata Cyd T. Perez DSPAA Officers	<ol style="list-style-type: none"> <li>1. Ensure certificates include the event logo, date, recipient's name, and signatures.</li> <li>2. Compile and verify a comprehensive list of all recipients, ensuring accuracy.</li> <li>3. Print certificates and review them for errors before the event.</li> <li>4. Organize the presentation and distribution of certificates during the ceremony.</li> <li>5. Prepare materials or scripts to assist the emcee in presenting certificates.</li> </ol>
Preparation of Slide Deck for Awards/Winners	Charisma F. Suico	Reajehl T. Duran DSPAA officers	<ol style="list-style-type: none"> <li>1. Collaborate with the event committee to create a visually appealing and theme-aligned template.</li> <li>2. Compile accurate lists of award categories, winners, and recognitions.</li> <li>3. Design slides with proper formatting, visuals, and accurate details.</li> <li>4. Organize slide sequence to match the ceremony flow and conduct run-throughs with the technical team.</li> <li>5. Oversee and adjust the PowerPoint presentation during the awards ceremony, ensuring smooth operation.</li> </ol>
Safety And Security	Maria Edna G. Herda	PNP, Brgy Tanod, BFP, SERRTS	<ol style="list-style-type: none"> <li>1. Ensure the safety of all participants.</li> <li>2. Address safety and security concerns promptly.</li> <li>3. Enforce proper use of entrances and exits.</li> <li>4. Implement effective crowd management strategies.</li> </ol>
Medical Team	Dr. Ray Moreno	Hypzibah Andoy Judecer G. Limbaga	<ol style="list-style-type: none"> <li>1. Set up a first aid station in strategic locations within the venue.</li> <li>2. Provide immediate medical attention and first aid to participants, coaches, and staff during the event.</li> <li>3. Work closely with event organizers, security personnel, and local hospitals for a coordinated medical response.</li> </ol>

Traffic and Parade	Cesar C. Arraz	Rosbert L. Bacol PNP, SERRTS, BFP, Tanods	<ol style="list-style-type: none"> <li>1. Coordinate with local authorities to ensure smooth vehicle and pedestrian movement during events.</li> <li>2. Plan and implement designated routes, assembly areas, and dispersal points for orderly conduct.</li> <li>3. Deploy marshals, set up barriers, and enforce regulations to maintain safety and order</li> </ol>
Leis/Token for Guests/Judges	Ivy Mae Quijada	Mercy B. Vallescas DSPAA Officers	<ol style="list-style-type: none"> <li>1. Collaborate with the event committee on lei/token design, materials, and colors aligned with the event's theme and cultural significance.</li> <li>2. Source fresh flowers and decorations for leis within budget constraints.</li> <li>3. Assemble a team to craft leis prepare tokens ensuring quality and enough for all VIPs and special guests.</li> <li>4. Maintain leis in a cool place for freshness and ensure they are accessible at the registration area upon guest arrival.</li> <li>5. Coordinate with protocol officers to ensure each VIP receives a lei and a token upon arrival.</li> </ol>
Entertainment	Fluellen L. Cos, PhD	Sandy Sapong Jr. Jackelyn A. Balbada Rosita Clave	<ol style="list-style-type: none"> <li>1. Choose performances (dance, music, etc.) that align with the event's theme and objectives.</li> <li>2. Confirm participation and discuss details with performers, including students and guest artists.</li> <li>3. Organize rehearsal times for performers, ensuring adequate preparation and feedback.</li> <li>4. Work with technical staff for sound checks and equipment setup during rehearsals.</li> <li>6. Oversee stage setup, props, and technical needs for the intermission, ensuring smooth execution of performances.</li> </ol>
Checking Of Laptops	Marvin T. Minguillan	Alden P. Gambe Eryln G. Mangadlao Jhun Clifford P. Reyna Christian Bayeta Charisma F. Suico Reajehl T. Duran Jann Cooley D. Silva Maria Krisha L. Subiera Mary Claire Salinas	<ol style="list-style-type: none"> <li>1. Prepare and maintain a list of laptops assigned to each municipality for tracking purposes.</li> <li>2. Ensure a systematic process for the receipt and return of laptops, verifying the identity of contestants and the condition of each device.</li> <li>3. Document the entire process, noting any discrepancies or damages, and address these issues promptly.</li> <li>4. Review each contestant's laptop to ensure all contents meet competition guidelines, including required software and files.</li> </ol>

		Jovanne L. Vallescas Irish Kenneth P. Cahati-an Cherry Pearl V. Cabag Reah J. Linao Jemarie M. Rivera Marifer B. Santa	5. Implement and monitor security protocols for laptop storage and access, ensuring safekeeping before, during, and after the event.
Room Examiners	District Journalism Coordinators	Pls refer to the attached lists	<ol style="list-style-type: none"> <li>1. Ensure examination rooms are properly arranged, with seating and necessary materials distributed before the contests begin.</li> <li>2. Confirm that all required resources, such as paper and writing materials, are available in the rooms.</li> <li>3. Receive and verify the correctness of test materials from contest administrators.</li> <li>4. Monitor the examination process to ensure adherence to contest rules and maintain a fair environment.</li> <li>5. Address any issues that arise during the contests, including participant questions or technical difficulties, and report them as needed.</li> </ol>
Program Hosts	Jovanne L. Vallescas	Bofel Trugillo	<ol style="list-style-type: none"> <li>1. Serve as the official presenter, ensuring smooth transitions and professional delivery.</li> <li>2. Interact effectively, maintain energy, and adapt to unforeseen circumstances.</li> <li>3. Collaborate with organizers, follow the script, and manage time efficiently.</li> </ol>
Activity Evaluation	Ramil Tersona		<ol style="list-style-type: none"> <li>1. Evaluates the activity</li> <li>2. Provides a link for the evaluation form</li> <li>3. Provides analysis of the program evaluation for the improvement of program management</li> </ol>

Enclosure No. 5

### **GENERAL GUIDELINES**

1. Only top 1 winner is allowed to compete in their respective contest categories.
2. Should there be questions and assistance needed, the participants can only raise their concerns to the assigned proctor and/or examiner. If unresolved, the concern shall be elevated to DSPC Focal Persons.
3. School paper advisers, teachers, principals, parents, or guardians who will be found in the contest venue will be grounds for disqualification of their contestants.
4. Contestants are required to wear school ID/DSPC IDs, especially during the contest properly. They should not make any identifying marks on the contest entry or answer sheet.
5. Any violation of the stipulated guidelines will be grounds for disqualification of the participant.
6. The decision of the board of judges in all aspects of the contest shall be deemed final and irrevocable.

Enclosure No. 6

### **GUIDELINES FOR THE RADIO SCRIPT WRITING & BROADCASTING**

1. Each municipality shall organize a team of seven (7) members for English and Filipino at the elementary level and secondary level and 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/DSPC IDs.
3. An orientation shall be conducted for all the contestants. Any representative from each group will draw lots to determine the order of presentation.
4. The awards for this category are the following:

**Individual Awards**

1. Best Anchor
2. Best News Presenter

**Group Awards**

1. Best in Technical Application
2. Best Infomercial
3. Best Script

5. In getting the overall results for the best radio production, accumulated points from the individual and group awards shall be considered.
6. Mobile phones, reference materials, and other extra sheets of paper shall not be allowed in the contest area.
7. All teams shall test the compatibility of their laptop/device with the available device/s in the designated simulation area on November 27, 2025.
8. The decision of the Board of Judges is final and irrevocable.
9. Any violation of the stipulated guidelines will be grounds for disqualification of the team.

#### **For Scriptwriting**

10. Each team may use up to four (4) official laptops and one flash drive (at most 32gb) that have been cleared of stored documents, and an inkjet printer in preparing and printing the script.
11. All laptops should be submitted to the contest committee for inspection on November 25, 2025, 1:00-5:00 pm. Each team is required to bring their extension wires and other equipment for rehearsal. These materials

shall be placed inside a mega box with the name of municipality as a label.

12. The team will be given two (2) hours and prepare a script for a five-minute radio broadcast. It includes one (1) infomercial and four (4) news articles.
13. The infomercial may cover health, environment, politics, and social issues and other relevant subjects to be determined by the judges. It shall have a maximum length of one (1) minute and shall use the medium that the group is competing in.
14. The news articles shall be based on press releases, raw data, or any other sources handed by the examiner/s. The news articles should be based on the sources/materials provided by the judges.
15. Another 30 minutes will be allotted for the printing of the output. After two and a half (2 1/2) 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.
16. 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.
17. The script should not bear any information that may identify the school, division, or region, but it should include the names of the members of the team with their respective roles (i.e., anchor, news presenter, etc.
18. The board of judges shall provide the uniform name of the radio station, program title, and kilohertz frequency, which will be uniform to all groups.
19. Scripts should be encoded using Arial font size 12 with directorial instructions in capital letters, double-spaced with normal margin (1 inch on all sides), printed in A4-sized bond paper (8.27x11.69 inches

### **Broadcast Simulation**

20. A broadcast room for the presentation shall be identified in the contest venue. Only the contestants, judges, and the examiner/s shall be allowed inside.
21. The organizers/host District shall commission an independent sound system provider to ensure quality audio output. The technical operator shall only set the sound system before the simulation. A jack/auxiliary

cord/adapter will be provided for the laptops and other sources of sound effects.

22. Contestants/technical directors shall not be allowed to change, adjust, and manipulate the main control board during their presentation except for the volume meter.
23. In case of power failure, the affected team shall be allowed to broadcast again.
24. At least two loudspeakers may be set up outside the broadcast room.
25. Each team shall be given nine (9) minutes: three (3) minutes for preparation, five (5) minutes for the actual broadcast, and one (1) minute for exit. Provided running time shall be applied.
26. The organizers shall provide a clock or a timer that can be seen by the contestants and the judges. There will be an official timekeeper.
27. A yellow flag shall be raised to signal to the team that they have one (1) minute left for preparation. A green flag shall then be raised to signal the team to start. A yellow flag shall be raised again to warn the team that they only have one (1) minute remaining followed by a red flag to indicate that their time is up.
28. The team who completed the five-minute production shall be given a perfect score (5 points) for adhering to the time allotment. In case of overtime or undertime, the following scheme of deductions shall be followed:

**Undertime/Overtime**

1 second – 20 seconds	- 1 point
21 seconds -40seconds	- 2 points
41 seconds – 60 seconds	- 3 points
61 seconds and above	- 4 points

Enclosure 6.1

## SCORESHEET FOR RADIO SCRIPTWRITING AND BROADCASTING

### A. Anchor

<b>Voice Quality (40%)</b>	Score
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.	
<b>Voice Recognition (30%)</b>	
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.	
<b>Enunciation (30%)</b>	
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.	
<b>Total 100%</b>	
Comments/Suggestions:	

### B. News Presenter

<b>Voice Quality (40%)</b>	Score
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.	
<b>Voice Recognition (30%)</b>	
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.	
<b>Enunciation (30%)</b>	
Pronounces/articulates words in a distinct manner.	
Talks in a socially acceptable accent.	
Utilizes various voice inflections/changes to enhance the meaning of the lines	
Stretches a word to a desired length to emphasize or give the appropriate meaning.	
<b>Total (100%)</b>	
Comments/Suggestions	

**C. Infomercial**

<b>Content (45%)</b>	<b>Score</b>
Shows brief and clear advocacy/idea description	
Is logically organized.	
Shows smooth and appropriate transitions	
Exhibits language appropriateness	
<b>Creativity (30%)</b>	
Exhibits uniqueness and originality	
Implements technologies appropriately	
<b>Persuasion/Impact (25%)</b>	
Engages audience	
Shows appropriate audience appeal	
Keeps audience focused all throughout the broadcast	
<b>Total (100%)</b>	
Comments/Suggestions	

**D. Technical Application**

<b>Juxtaposition (40%)</b>	<b>Score</b>
Shows a smooth transition from one topic/news event to another	
Establishes clear relationship between one audio effect to the new or information that follows	
<b>Fidelity (30%)</b>	
Produces good audio quality	
Produces authentic sound and effects	
Has less static and no interference	
<b>Timing and Precision (30%)</b>	
Has clear audible time signals	
<b>Total (100%)</b>	
Comments/Suggestions	

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**Evaluator/Judge**  
**Signature over Printed Name**

### E. Script

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

### F. Radio Production Overall

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

\_\_\_\_\_  
**Evaluator/Judge**  
**Signature over Printed Name**

Enclosure No. 7

### **GUIDELINES FOR THE TV SCRIPT WRITING & BROADCASTING**

1. Each municipality shall organize a team 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.
2. The members should have the following roles/tasks, but not limited to:
  - a. scriptwriter/s
  - b. anchor/s
  - c. reporter/s
  - d. producer/director who could also act as floor director.
  - e. video/graphics editor
  - f. video journalist/cameraman
3. Any of the team members can assume two or more 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).
4. A 30-minute technical orientation will be held on the November 26, 2025, after the opening program for the director and video/graphics editor. Then each team will be given five (5) minutes to visit the mock broadcast room.
5. In getting the overall results for the best TV broadcast, accumulated points from the individual and group awards shall be considered.
6. Below are the awards to be given:

<b>Individual Awards</b> <ol style="list-style-type: none"><li>1. Best TV Anchor</li><li>2. Best TV Reporter</li><li>3. Best Director</li></ol>	<b>Group Awards</b> <ol style="list-style-type: none"><li>1. Best in Technical Application</li><li>2. Best Developmental Communication</li><li>3. Best News Script</li><li>4. Best TV Newscast</li></ol>
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7. The decision of the Board of Judges is final and irrevocable.
8. Any violation of the stipulated guidelines will be grounds for disqualification of the team.

### **PRE-CONTEST**

1. Each team will be required to bring only the following:
  - a. A maximum of 4 laptops with at least 10GB free space and video editing program (with uploading capacity)
  - b. three empty flash drives (at least 16GB)

- c. A maximum of 2 cameras/mobile phones (without sim) compatible with the laptop.
  - d. A maximum of three (3) wired lapel microphones
  - e. A4 size bond paper
  - f. One (1) printer with ink
  - g. Extension cord
2. Laptops and flash drives to be submitted to the TWG shall be labeled with the following format:

Category\_Medium-Level-Municipality

3. Checking and sealing of laptops shall be done on November 25, 2025 at 1:00- 5:00 pm. Laptops shall be clear of stored documents except for the pre-recorded Opening Billboard (IBB) and Closing Billboard (CBB) and offline editing software.
4. Failure to submit the laptops on/before the set deadline shall mean disqualification of the competing team.
5. Only the equipment and tools in the mock broadcast room are allowed during the actual presentation.
6. Before the start of the contest, the teams will be oriented on the roles of the participants and criteria for judging by the chairman of the board of judges. All participants should attend.
7. The directors will draw lots to determine the order of the presentation. Then contest materials saved in flash drives sealed in envelopes shall be distributed to the directors.

## **CONTEST PROPER**

### **A. SCRIPTWRITING AND PRODUCTION**

1. The team shall have the following components in their script:
- a. Cover page: This shall contain the group's name (mock TV network name)
  - b. News: Only the five (5) sets of data (including photos/videos/audio in folders saved in a flash drive shall be provided by the DTWG. 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: DTWG will provide two (2) sets of data (photos/videos/audio) in folders saved in a flash drive. The team is required to produce one (1) infomercial

- or developmental 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: These will contain a brief summary of the news articles.
  - f. OBB/CBB: For uniformity, the DTWG shall provide station and program names to be used through an office memorandum a month before the actual conduct of the DSPC.
2. Five (5) hours and 15 minutes will be allotted for the preparation of scripts, shooting, and editing of videos, production of the infomercial and rehearsals. (All groups shall stop working after the allotted time. A buzzer shall signal the end of scriptwriting and production time.
  3. The host municipality shall provide a clock or a timer that can be seen by both the contestants and DTWG. There will be an official timekeeper.
  4. Once the scriptwriting has commenced, the contestants will no longer be allowed to leave the contest venue. For personal necessities, the proctor shall accompany them to the nearest restrooms.
  5. Each team shall submit four (4) copies of the script: three (3) copies for the judges and one (1) copy for the DTWG. The team may print extra copies for their use.
  6. The cover page of the script shall contain the TV Network and names of the members of the team with their respective roles.
  7. The script shall not bear any information that may identify the school or municipality.
  8. There shall be designated holding rooms for each member of the team according to one's role, where they shall proceed and stay after the time accordingly.

## **TV BROADCAST SKILLS PERFORMANCE**

1. Only one (1) laptop is allowed inside the studio.
2. All news reports should be presented live. Only the OBB and CBB are pre-recorded/ pre-produced. Support videos and audio to be used for

the live reports are either taken from the folders or produced on the day of the contest.

3. Other than the actual broadcast time, seven (7) minutes shall be allotted for entrance and preparation.
4. The TV broadcast must be delivered in six (6) minutes.
5. The timekeeper shall raise a green flag let to signal the start of the presentation. A yellow flag let shall be raised by the timekeeper to warn the presenting team that only one (1) minute is left of the broadcast time. A red flag let shall be raised to signal that the six (6) minutes allotted for the group have been consumed.
6. In case of overtime/undertime in the prescribed duration of the broadcast, the following points shall be deducted from the points earned in the criterion adherence to time allotment (5%)

1 second – 20 seconds - 1 point  
21 seconds – 40seconds – 2 points  
41 seconds – 60 seconds - 3 points  
61 seconds – 80 seconds - 4 points

7. The timekeeper shall give the judges a copy of the record of the broadcast running time of each group right after the performance. The record should indicate how many seconds/minutes each group went over/under time if they did. The timekeeper shall also announce the time started, time finished, incurred undertime/overtime and the corresponding deductions of the group.
8. Three (3) minutes shall be allotted for the exit.
9. The decision of the Board of Judges is FINAL and IRREVOCABLE

Enclosure No. 7.1

**SCORESHEET FOR TB SCRIPTWRITING AND BROADCASTING**

<b>1.Script-30%</b>	<b>Score</b>
<b>Content-50%</b>	
Provides effective news or story angling	
Covers the given stories or relevant topics with necessary details	
Is accurate, with no factual, conceptual or grammatical errors	
Is original	
<b>Style -35%</b>	
Is written in a clear and concise manner	
Uses simple and common language	
Uses appropriate voice ( i.e, active voice or passive voice)	
Use appropriate word voice	
Use proper script terms and abbreviations	
<b>Organization-15%</b>	
Follows adequate logical structure	
Provides proper labels to elements or parts	
Indicates team members and assignments	
Considers coherent thought transactions	
<b>2.Anchor- 12.5%</b>	
<b>Delivery -70%</b>	
Uses a clear and well-modulated voice	
Speaks with an appropriate volume	
Observes proper phrasing, pacing and timing	
Articulates words well	
Utilizes appropriate voice inflections to meaning	
<b>Personality-30%</b>	
Observes proper stance or posture	
Shows a sense of confidence and authority	
Projects a professional and credible personality	
Demonstrates controlled facial expressions	
<b>3.Reporter (12.5%)</b>	
<b>Delivery- 70%</b>	
Uses a clear and well-modulated voice	
Speaks with an appropriate volume	
Observes proper phrasing, pacing, and timing	
Articulates words well	
Utilizes appropriate voice inflections to enhance meaning	
<b>Personality-30%</b>	
Observes proper stance or posture	
Shows a sense of confidence	

Demonstrates controlled facial expressions	
Connects with the subjects when interviewing or with the anchor viewers when reporting	
<b>4. Technical Applications- 25%</b>	
<b>Element appropriation- 40%</b>	
Observes audio-video lock	
Shows effective interplay of audio-visual elements including graphics, text, images, etc	
<b>Fidelity- 30%</b>	
Shows good audio and video quality	
Shows less to no distortion or technical distraction in audio and video	
<b>Timing- 20%</b>	
Shows a smooth flow of topics or stories	
Shows precise timing and synchronization	
<b>Relevance- 10%</b>	
Applies elements that contribute meaningfully to the overall broadcast presentation	
<b>5. Infomercial/DevCom Plug 15%</b>	
<b>Content- 50%</b>	
Shows clear advocacy or idea description	
Reflects original concept	
<b>Creativity- 50%</b>	
Exhibits uniqueness	
Applies technical elements appropriately	
Is engaging and appealing	
<b>OVER-ALL NEWSCAST</b>	
<b>Criteria</b>	
<b>Script- 30%</b>	
<b>Broadcast Presentation- 25%</b>	
<b>Anchor-12.5%</b>	
<b>Reporter-12.5%</b>	
<b>Technical Application- 25%</b>	
<b>Infomercial/DevCom Plus- 15%</b>	
<b>Adherence to Time Allotment- 5%</b>	
<b>Total- 100%</b>	
Comments/Suggestions	

\_\_\_\_\_  
**Evaluator/Judge**  
**Signature over Printed Name**

Enclosure No. 8

## **GUIDELINES FOR THE COLLABORATIVE DESKTOP PUBLISHING CONTEST**

1. Each municipality shall organize a team of seven (7) members for English and Filipino both in elementary level and secondary level who shall not be competing in any of the individual writing categories.
2. Contestants shall wear plain 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 a sports event shall be held as bases for the content of the publication (i.e., news, features, editorial, editorial cartoon, sports). The photojournalists shall take pictures of the mini press conference and sports event.
6. For the actual sports event, a pre-game conference shall be conducted for the introduction of the players, coaches, and tournament officials. Subsequently, a post-conference shall be held for interviews and data gathering.
7. The team will be given one (1) hour for data gathering and five (5) hours for writing, laying out, editing articles.
8. Each team is allowed to bring only the following:
  - two (2) digital/DSLR cameras
  - one (1) inkjet printer with scanner
  - one (1) card reader
  - one (1) blank flash drive
  - extension wires
  - maximum of four (4) laptops installed with either PAGEMAKER or IN DESIGN and Photoshop (for the secondary level) and Microsoft Publisher (for the elementary level) for the layout of the group's final output.
  - A4size bond paper
9. Laptops to be submitted to the TWG shall be placed in a mega box and be labeled with the following format:
  - Category- Medium-Level Municipality

• Name, School

e.g.,

Collaborative Desktop Publishing– English– Secondary– Cantilan  
Juan de La Cruz, Cantilan NHS

10. Official laptops previously cleared of stored documents shall be submitted to the NTWG on Nov 25, 2025 1:00-5:00 pm to check for any other applications and pre-written documents or references therein. Failure to submit the laptops on or before the set deadline shall mean disqualification of the competing team.
11. The host district will provide six (6) scanners for the editorial cartoon (three for elementary and three for secondary (English/Filipino) as backup for the contestants.
12. Mobile phones and other electronic gadgets shall not be allowed except for digital cameras/DSLRs and laptops with disabled internet connection.
13. Each team will be required to convert their output into PDF, print in A4 size bond paper, and submit it to the examiner/s. The collaborative desktop publishing team shall submit both hard and soft copies of their entries. They should ensure that no identifying marks about their school, division, or region can be found on their output as it would be grounds for disqualification.
14. The output of the contest is an A4-size four-page full-colored publication. The output will be stored in a flash drive provided by the examiner/s and uploaded to the designated computer for judging.
15. The top five (5) teams shall be recognized, and their points will be included in the determination of the overall scores.
16. The decision of the Board of Judges is final and irrevocable.

Enclosure No. 8.1

**SCORESHEET FOR COLLABORATIVE DESKTOP PUBLISHING**

<b>Content (50%)</b>	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, and relevant names/facts to bolster the credibility of statements, assertions, arguments, and/or narratives	
Provides a balance of light and serious topics	
Shows the 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	
<b>Technical (40%)</b>	
Includes articles that are arranged according to the importance	
Presents headlines that are clear and free of bias	
Makes use of pictures that are clear, properly cropped, and captioned	
Utilizes relevant graphics, illustrations and cartoons	
Exhibits clear focus and coherent organization	
Observes rules of grammar and syntax	
Observes proper journalistic style and format	
<b>Ethics (10%)</b>	
Showcases original works of students	
Properly cites information and attributes these facts from the source of information (cuts across all events)	
Observes standards of journalism in terms of fairness, relevance, accuracy, and balance	
Has no potentially libelous or obscene content, plagiarism and copyright violations	
<b>TOTAL (100%)</b>	
Comments/Suggestions:	

\_\_\_\_\_  
**Evaluator/Judge**  
**Signature over Printed Name**

Enclosure No. 9

### **GUIDELINES FOR THE ONLINE PUBLISHING CONTEST**

1. Each municipality shall organize a team of five (5) members for English and five (5) members for Filipino in the Secondary level who shall not be competing in any of the individual writing categories.
2. Contestants may wear their school uniform or plain white T-shirt with their identification cards.
3. All contestants are required to attend the one-hour orientation before the competition.
4. All contestants are not allowed to go back to their quarters nor communicate in all forms (text, call, chat, etc.) with their respective advisers from the start until the end of the contest.
5. A mini press conference and a sports event shall be held as bases for the content of the publication (i.e., news, features, editorial, editorial cartoon, sports). The photojournalists shall take pictures/videos of the mini press conference and sports event.
6. For the actual sports event, a pre-game conference shall be conducted for the introduction of the players, coaches, and tournament officials. Subsequently, a post-conference shall be held for interviews and data gathering.
7. The team will be given three (3) hours for writing, laying out, and editing of articles online after the creation of an online publication using WORD PRESS. Coverage/Data gathering through mini press conference, pre-game, actual game, and post-conference shall be excluded from the three (3)-hour time allotment.
8. Specific instructions on the number of articles to be produced will be given during the orientation.
9. Each team will be required to bring only the following:
  - one scanner-flatbed scanner/3-1 printer (mobile/phone scanner is NOT allowed)
  - two (2) digital/DSLR cameras- digital camera (point and shoot only) with a maximum of 24.3 megapixels with fixed lenses. Contestants who will use any DSLP and other high-end cameras will not be permitted to join the contest.
  - maximum of 4 laptops installed with photoshop for image enhancement.

- maximum of 2 pocket wifi (preferably with two different networks) or 1 wireless router
  - extension cord
10. Laptops to be submitted to the DTWG shall be labeled with the following format:  
Category- Medium-Level Municipality  
Name, School
  11. Official laptops, previously cleared of stored documents, shall be submitted to the TWG on November 25, 2025 (1:00- 5:00 pm) to check for any other applications and pre-written documents or references. Failure to submit the laptops on/before the set deadline shall mean disqualification of the competing team.
  12. Each group shall email their URL to the assigned examiner.
  13. The top five (5) teams shall be recognized, and the points will be included in the determination of the overall standing. All competing teams shall be given points and ranked accordingly).
  14. The decision of the Board of Judges is final and irrevocable.

Enclosure No. 9.1

**SCORESHEET FOR ONLINE PUBLISHING**

<b>Content (30%)</b>	Score
Applies the principles of journalism	
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	
Includes historical references statistics, and relevant names/facts to bolster the credibility of statements, assertions, arguments, and/ or narratives	
Provides a balance of light and serious topics	
Shows the relevance of articles to students	
Has clear and unbiased headlines/titles	
Applies the principles of journalism	
<b>Language and Style (15%)</b>	
Observes rules of grammar and syntax	
Observes coherence	
Uses appropriate vocabulary (Observes gender-fair language)	
<b>Layout (20%)</b>	
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	
<b>Technical (20%)</b>	
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 profilem and the following sections: News, Editorial, Features and Sports.	
Articles include hyperlinks to cited refences, data and other content or websites	
<b>Ethics (15%)</b>	
Showcases original works of students	
Properly cites information and attributes these facts from the source of information	
Observes standards of journalism in terms of fairness, relevance, accuracy, and balance	
Has no potentially libelous or obscene content, plagiarism and copyright violation	
<b>TOTAL (100%)</b>	
Comments/Suggestions:	

Enclosure No. 10

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

1. The School Paper Contest is open to Elementary and Secondary schools whose school papers belong to the top five (5) per section per category in the municipality.
2. The school paper that received at least two awards in any of the sections shall be eligible to be declared as the best school paper. However, the points of their ranking shall not be considered in the computation of scores for the best performing municipality.
3. The following sanctions shall be imposed to the school upon finding that the school paper has copied and used text, images or other materials without duly acknowledging their sources, and unauthorized use of AI software not approved by the school:
  - First Offense: Disqualification from the contest.
  - Second Offense: A formal notification shall be sent to the district supervisors, who shall inform the concerned School Head. The SH shall issue a written reprimand to the school paper adviser/s. The school paper adviser concerned shall undergo a refresher course on Plagiarism organized by the Division. Accordingly, the School Head shall implement plans and programs to intensify academic honesty and integrity.
  - Third Offense: Disqualification from the School Paper Contest for three (3) consecutive years.
4. The decision of the Board of Judges in all aspects of the contest shall be deemed final and irrevocable.
5. For SY 2025 DSPC, each municipality must send the entire school paper of the 5 best entries per category in PDF to [sursurdspaa@gmail.com](mailto:sursurdspaa@gmail.com) not later than November 26, 2025, 12:01 am.
6. The following properly compiled and labeled, are submitted:
  - a. Certificate of Circulation from the school head

- b. Certificate of Endorsement signed by the PSDSs certifying all the required documents were submitted to, checked, and reviewed.
  - c. Report of the process observed in ensuring plagiarized-free articles.
  - d. Results of the evaluation of school paper per category and medium
7. The different SECTIONS/CATEGORIES in the school paper contest both English and Filipino are as follows:
- a. News Section / Pahinang Balita
  - b. Editorial Section / Pahinang Editoriyal
  - c. Features Section / Pahinang Lathalain
  - d. Sports Section / Pahinang Pampalakasan
  - e. Science & Technology Section/Pahinang Agham at Teknolohiya
  - f. Layout and Page Design Category / Kategoryang Pag-aanyo at Disenyo ng Pahina
8. The Technical Specifications for both Elementary and Secondary levels are as follows:
- a. 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
    - Process: Digital
  - b. Color: All pages in full color
  - c. Size:
    - 9”x12” (Elementary)
    - 12”x18” (Secondary)
9. Failure to comply with the set guidelines in evaluating school papers will be a ground for disqualification.

Enclosure No. 10.1

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

**News Section**

1. The section shall consist of at least three pages.
2. The content and scope of the news stories shall cover international, national, regional, community, and school-based news stories.
3. The content of the section may include straight or spot news, advance/follow-up reports, news bits, news features, news analysis, and in-depth news/investigative news.
4. The decision of the Board of Judges is final and irrevocable.

**Editorial Section**

1. The section should have at least two (2) pages and should include the following:  
main editorial, editorial cartoons, columns, letters to the editor, and commentaries. Opinion polls or surveys may be included but are not required.
2. The treatment of the issues must demonstrate a fair and balanced presentation of both sides of the issue tackled, clear moral purpose, logical reasoning, and citations/attribution of sources.
3. Topics found in the section should tackle various international, national, or local issues that may directly or indirectly affect the school or the community the school serves.
4. The decision of the Board of Judges is final and irrevocable.

**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 of ideas and facts, writers' facility of the language and proper citations/attribution of sources.
3. The decision of the Board of Judges is final and irrevocable.

**Sports Section**

1. The section shall consist of at least two (2) pages.
2. The content and scope of the sports articles shall be international, including national coverage of regional, community, and school-based sports news stories.
3. The content of the section may include straight or spot news, advance/follow-up reports; news bits; news feature/news analysis; in-depth news, features, and editorial/columns concerning or about sports.
4. The decision of the Board of Judges is final and irrevocable.

### Science and Technology Section

1. The Science and Technology Section should have at least two (2) pages.
2. The content may include health, environment, scientific, technological, and innovative stories written in news, feature, or scientific commentary style. This should also include the economic impact of Science and Technology on the lives of Filipinos.
3. The articles should be well researched and should observe proper citation of sources, pictures, and graphics.
4. The decision of the Board of Judges is final and irrevocable.

### Layout and Page Design Category

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