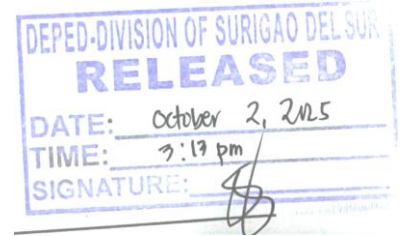




Republic of the Philippines
Department of Education
Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR



DIVISION MEMORANDUM
No. 417 , s. 2025

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

**DIVISION ACADEMIC AND SKILLS DEVELOPMENT (DASD) ACTIVITIES-
DIVISION SCHOOLS' PRESS CONFERENCE 2025**

1. Republic Act No. 7079 otherwise known as the Campus Journalism Act of 1991, highlighted the crucial role of campus journalism in strengthening ethical values, encouraging critical and creative thinking, and developing moral character and personal discipline of Filipino learners. With this, the division of Surigao del Sur, announces the conduct of the **Division Schools Press Conference 2025 on November 10-12, 2025**, in **San Miguel 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. This year's press conference will be conducted in staggered schedule and in two (2) rounds for individual events. By implementing a staggered schedule, participants are given ample time to prepare for other events which also helps in managing logistical concerns such as venue availability and judges' workload. Meanwhile, the two-round system for individual events allows for a more thorough assessment of

the participants' skills and competencies, ensuring that only the most deserving and truly competent campus journalists are selected and are recognized, thus upholding the integrity and quality of the press conference.

4. These are the specific guidelines for the two rounds of selections.

Round 1: First Level Assessment

- a. All registered campus journalists shall participate in Round 1.
- b. Contestants will be provided with the official prompt and given the prescribed time allotment.
- c. Entries must be submitted within the set time frame; late submissions shall not be entertained.
- d. All outputs shall be encoded with contestant codes to ensure anonymity.
- e. Judges will evaluate the entries using the official rubrics for each event.
- f. The results of Round 1 will be tabulated and recorded but **no elimination will occur**—all contestants may still proceed to Round

Round 2: Second Level Assessment

- a. All participants, regardless of their Round 1 performance, shall join Round 2.
- b. Contestants will be given a new prompt/task with the same contest conditions and time allotment.
- c. Submissions will again be coded and evaluated by the judges based on the rubrics.
- d. Scores from Round 2 will be combined with Round 1 results to measure each contestant's overall performance.

Selection of Winners

- a. **Consistency across both rounds** will be the basis for determining winners.
- b. Final scores = **Round 1 score + Round 2 score**.
- c. Contestants who consistently rank high in both rounds will have better chances of winning.
- d. Winners will be ranked according to their cumulative scores.
- e. In case of a tie, the contestant with the higher Round 2 score shall be given the advantage.

5. The **top three (3) contestants** in each event will be declared as winners.
6. The top three (3) contestants per event shall be declared winners, while the next best performers may be named as qualifiers/alternates for higher-level competitions.
7. The schedule of competitions and the submission of the winning school papers as the result of individual categories are enumerated below:

Level	Schedule	Submission of School Publication (Requirement for participation in the competition) (in soft copies)
Division *Individual Event	November 10-12, 2025	November 7-9, 2025
*Group/School Paper Event	November 26-28, 2025	November 24-25, 2025
Region	January 2026	To be determined
National	May 2026	To be determined

8. DSPC activities shall include the following:
 - A. Individual Contest (English and Filipino, elementary and secondary)
 - i. News Writing
 - ii. Features Writing
 - iii. Editorial Writing
 - iv. Sports Writing
 - v. Copyreading and Headline Writing
 - vi. Science and Technology Writing
 - vii. Photojournalism
 - viii. Editorial Cartooning
 - ix. Column Writing
 - B. Group Contest
 - i. Radio Script Writing and Broadcasting (English and Filipino, elementary & secondary)
 - ii. Collaborative Desktop Publishing (English and Filipino, elementary, and secondary)
 - iii. Online Publishing (English and Filipino, secondary only)
 - iv. TV Script Writing and Broadcasting (English and Filipino, secondary only)

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

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

D. Outstanding School Paper Advisers (SPAs) and Campus Journalists (CJs)

9. The number of participants per event are the following:

Delegates	Expected Delegates		
	Elem	Sec	Total
Student Contestants			
Rank 1 in nine (9) Categories in Individual Contests with two (2) mediums	18	18	36
Rank 1 in Radio Scriptwriting and Broadcasting Contests (seven (7) CJs in English and seven (7) CJs in Filipino)	14	14	28
Rank 1 in TV Scriptwriting and Broadcasting Contests (seven (7) CJs in English and seven (7) CJs in Filipino)		14	14
Rank 1 in Collaborative Publishing for elementary and secondary (seven (7) CJs in English and seven (7) CJs in Filipino)	14	14	28
Rank 1 in Online Publishing (five (5) CJs in English and five (5) CJs in Filipino)		14	14
Coaches for the student contestants in Individual Contests	18	18	36
Coaches for Radio Scriptwriting and Broadcasting	2	2	4
Coaches for TV Scriptwriting and Broadcasting		2	2

Coaches for Online Publishing		2	2
Municipal Journalism Coordinator	1		1
Public Schools District Supervisor/District In-Charge	1		1
Sub-Total			166/municipality

10. 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.
11. Any form of plagiarism in all competitions as proven by the board of judges shall be grounds for disqualification.
12. First (1st) place winners in the individual category during the DSPC cannot anymore participate in the group event competition. A campus journalist can participate in only one event, either individual or group category in the Regional Schools Press Conference.
13. Elementary learners (Grades 4-6) and secondary learners (junior high school and senior high school) are eligible to join the contest.
14. The participants who are eligible for the Division Schools Press Conference are the following:
 - a. Individual Categories-Top 1 Municipal Winner
per medium (English and Filipino)
per level (Elementary and Secondary)
 - b. Group Categories- Top 1 Municipal Winner
per medium (English and Filipino)
per level (Elementary and Secondary)
Composed of 7 members.
 - c. School Paper- Top 5 Municipal Winners per
medium
15. The top five (5) division winners in all contest events shall be recognized. 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.

16. Each municipality is required to submit the required documents using the format provided in the following enclosures:

Enclosure No.	Document Name	Submitted to	Deadline and Important Reminders
8	Municipal Winners (Individual Category) in Excel file duly endorsed by the district supervisors	SDO addressed to CID	November 10, 2025 Municipal entries should be uploaded to the drive
8	Municipal Winners (Group Category) in Excel file duly endorsed by the district supervisors	SDO addressed to CID	November 25, 2025 Municipal entries should be uploaded to the drive
9	Entries for the School Paper Contests in PDF duly endorsed by the district supervisors	SDO addressed to CID	November 25, 2025 Municipal entries should be uploaded to the drive

17. Below is the list of enclosures on the guidelines for individual, group and school paper category:

Enclosure No.	Content
1	Guidelines for Individual Contest
2	General Guidelines for the Selection of Winners in Different Individual Writing Contests
2.1	Scoresheet for News Writing
2.2	Scoresheet for Feature writing
2.3	Scoresheet for Editorial Writing
2.4	Scoresheet for Sports Writing
2.5	Scoresheet for Copyreading and Headline Writing
2.6	Scoresheet for Science and Technology Writing
2.7	Scoresheet for Photojournalism
2.8	Scoresheet for Editorial Cartooning
2.9	Scoresheet for Column Writing

	Guidelines for Group Contest
3	Radio Scriptwriting and Broadcasting
3.1	Scoresheet for Radio Scriptwriting and Broadcasting
4	TV Scriptwriting and Broadcasting
4.1	Scoresheet for TV Scriptwriting and Broadcasting
5	Collaborative Desktop Publishing
5.1	Scoresheet for Collaborative Desktop Publishing
6	Online Publishing
6.1	Scoresheet for Online Publishing
7	Guidelines for School Paper Contests (in PDF)
7.1	Scoresheet for News Section
7.1	Scoresheet for Features Section
7.1	Scoresheet for Editorial Section
7.1	Scoresheet for Science and Technology Section
7.1	Scoresheet for Sports Section
7.1	Scoresheet for Layout and Page Design Category
8	Criteria for Outstanding Campus Journalists and School Paper Advisers

18. All participants in the individual categories shall wear their respective school uniforms in the 1st round and municipal T-shirts on the 2nd round during the contest properly while the group categories except for TV broadcasting shall wear white T-shirts. TV broadcasting participants should wear their appropriate attire.
19. 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.
20. The billeting quarters per municipality shall be announced in a separate memorandum.
21. 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.
22. The participants' 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, the meals and snacks of the judges/technical working group, supplies needed

and the honorarium of the judges in the conduct of the DSPC shall be charged to division additional MOOE.

23. A pre-work conference relating to the conduct of the DSPC shall be conducted on October 6, 2025, at 1:00-5:00 pm through this link <https://meet.google.com/qui-dcfs-dst>. This shall be participated by all District Journalism Coordinators and Officers of the Division School Paper Advisers association and campus journalists' association.
24. For information, guidance, and compliance of all concerned.



LORENZO O. MACASCOL, 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
09/08/2025

Enclosure No. 1

GENERAL GUIDELINES

1. The Individual Writing Contests are designed to showcase the competencies of campus journalists and promote fair and ethical use of media as tenets of responsible journalism.
2. Only learners from schools with school paper (print, digital/electronic publication), either in English or in Filipino for the school year 2025 2026 can participate.
3. Only top 1 winner is allowed to compete in their respective contest categories.
4. 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.
5. School paper advisers, teachers, principals, parents, or guardians who will be found in the contest venue will be grounds for disqualification of their contestants.
6. 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.
7. Any violation of the stipulated guidelines will be grounds for disqualification of the participant.
8. The decision of the board of judges in all aspects of the contest shall be deemed final and irrevocable.

Enclosure No. 2

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

1. News Writing, Feature Writing, Editorial Writing, Science and Technology Writing and Column Writing

- a. Fact sheets or other sources of information shall be given to the contestants as the basis for writing the article.

2. Sports Writing:

- a. The DTWG shall orient and provide instructions to the contestants before the contest proper.
- b. A pre-game conference shall be conducted for the introduction of the players, coaches, and tournament officials.
- c. An actual game shall be covered by the contestants.
- d. A post-game conference shall be held to interview officials and athletes after the game.
- e. The contestants shall proceed to the designated contest room for the writing of the sports article.

3. Copyreading and Headline Writing

- a. The contestants shall bring their pencils for the contest.
- b. The contestants shall follow the directions given in the contest piece.
- c. The contestants shall provide a headline for the article.

4. Editorial Cartooning:

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

5. Photojournalism

5.1 Preparation:

- a. Contestants should be at the contest venue thirty (30) minutes before the orientation on the guidelines and rubrics.
- b. The contestants are allowed to use point-and-shoot or DSLR cameras with a prime lens or zoom lens 18-55 mm.
- c. The contestants must submit a camera with emptied internal memory and two blank memory cards to be checked by the examiner/s a day before the opening program or on the given schedule.
- d. The contestant must bring his/her camera cable for uploading and saving pictures.

- e. Cellular phones, extra digital cameras, extra storage cards or any additional materials/equipment are not allowed in the contest area.
- f. Contestants must take photos in the designated contest area only.
- g. Contestants must bring their own black ballpen while the TWG will provide scratch papers where contestants can write down notes during the shooting.

5.2. Photo Shoot, Uploading, and Captioning

- a. The loading and unloading of the storage card will be done in front of the examiner.
- b. Control shot is considered the first shot.
- c. Contestants are given one hour to take pictures.
- d. Contestants are allowed to take unlimited shots but will submit the control shot and five (5) photos with captions related to the given theme. Entries that have been edited and/or manipulated, which include but are not limited to retouching, cropping, stitching, changing the colors and hues, and adjusting brightness, contrast, and saturation will not be accepted. The submitted photos of each contestant will be saved in one folder (file naming convention of CODENUMBER_2025DSPC).
- e. Contestants must write the file name of each photo in caption sheet.
- f. Caption sheets will be provided by the NTWG.
- g. Contestants will be given 30 minutes to provide a caption for each of the five photos.
- h. The advisers, trainers and parents are not allowed in the contest venue throughout the duration of the competition.

Enclosure No. 2.1

SCORESHEET FOR NEWS WRITING

Form and Style (40%)	Score
Arranges details of the events in decreasing importance	
Shows the news writer's ability to organize information	
Uses a lead that is clear and focused on the most important detail	
Avoids the use of words with controversial elements or double meaning	
Avoids the use of words with controversial elements or double meaning	
Avoids personal slants	
Has a clear and unbiased headline	
Uses short and simple words	
Conforms with the principle of unity and coherence	
Observes rules of grammar and syntax	
Uses transitions properly	
Observe gender-fair language	
Content (50%)	
Uses appropriate lead type to get the readers' attention	
Presents to the readers the most important detail of the event	
Follows logical presentation of the event and emphasizes the most important or relevant facts.	
Follows the correct news writing format/style	
Ethics (10%)	
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	
TOTAL (100%)	
Comments/Suggestions:	

Evaluator/Judge
Signature over Printed Name

Enclosure No. 2.2

SCORESHEET FOR FEATURE WRITING

Form and Style (30%)	Score
Observes rules of grammar and syntax	
Conforms with the principles of organization and progression of ideas	
Exhibits creative presentation of organization and progression of ideas	
Uses a catchy title for the article	
Sustains the interest of the article	
Utilizes the appropriate feature type to emphasize the impact/relevance of the topic	
Observe gender-fair language	
Content (60%)	
Cites facts like historical references, statistics, and relevant names/facts to bolster the credibility of statements and or narratives	
Presents a new angle or information about the topic that is timely and interesting to read	
Stirs the imagination of the reader	
Balances presentation of thoughts and ideas from the obtained data with those of the writers' perceptions.	
Ethics (10%)	
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	
TOTAL (100%)	
Comments/ Suggestions:	

Evaluator/Judge
Signature over Printed Name

Enclosure No. 2.3

SCORESHEET FOR EDITORIAL WRITING

Form and Style (40%)	Score
Uses a lead paragraph that contains a news peg and the general stand of the writer	
Presents arguments that are based on facts	
Cite sources of facts to add credibility to the arguments raised	
Uses strong and thought-provoking title	
Shows logical reasoning	
Observes rules of grammar and syntax	
Utilizes transitions properly	
Observe gender-fair language	
Content (50%)	
Presents the general stand of the writer in the lead	
Utilizes factual information from interviews, documents review, data analyzes, and other reliable sources	
Displays evidence of the writer’s knowledge and understanding of issues/problems	
Reflects clarity of the message and can influence public opinion	
Arguments presented in the body logically support the writer’s stand	
Ethics (10%)	
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	
TOTAL (100%)	
Comments/Suggestions:	

Evaluator/Judge
Signature over Printed Name

Enclosure No. 2.4

SCORESHEET FOR SPORTS WRITING

Form and Style (40%)	Score
Uses appropriate form and style	
Uses appropriate sports terms and lingo to highlight the significance of the game	
Provides correct descriptions, colorful allusions, and figures of speech to describe the players and event/game	
Combines the proper amount of statistics to create a clear visual narrative of the action	
Has an attractive headline that shows what transpired in the event	
Observes rules of grammar and systems	
Conforms with principles of unity and coherence	
Observe gender-fair language	
Content (50%)	
Presents a clear picture of the events in the game	
Utilizes an appropriate sports news reporting style	
Uses interviews, statistics, references and research	
Ethics (10%)	
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	
TOTAL (100%)	
Comments/Suggestions:	

Evaluator/Judge
Signature over Printed Name

Enclosure No. 2.5

SCORESHEET FOR COPYREADING AND HEADLINE WRITING

Copyreading (60%)	Score
Uses appropriate copyreading symbols	
Recognizes the exact number of errors in the contest piece	
Headline Writing (40%)	
Provides the best headline for the news article	
Observes standards in the headline writing	
TOTAL (100%)	
Comments/Suggestions:	

Evaluator/Judge
Signature over Printed Name

Enclosure No. 2.6

SCORESHEET FOR SCIENCE AND TECHNOLOGY WRITING

Form and Style (40%)	Score
Manifest unity and coherence to the theme or topic given	
Has a catchy and appropriate headline that is clear and free of bias	
Observes rules of grammar and syntax	
Shows logical presentation of arguments	
Contains leads that are clearly written and focused on the most important detail	
Follows appropriate form and style	
Observes appropriate terms and lingo to report or discuss events	
Observe gender-fair language	
Content (50%)	
Utilizes facts from interviews, documents review, data analyses, and other reliable sources	
Presents relevant and timely issues on science and technology	
Uses technical jargon to a minimum	
Presents technical and complicated scientific concepts or ideas in a manner that can be understood by a wide variety of readers	
Cites scientific references, statistics and relevant figures or facts to bolster the credibility of statements, and/ or narratives.	
Ethics (10%)	
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	
TOTAL (100%)	
Comments/ Suggestions:	

Evaluator/Judge
Signature over Printed Name

Enclosure No. 2.7

SCORESHEET FOR PHOTOJOURNALISM

Technical Quality (40%)	Score
Exposure value and quality of the image (free from digital noise)	
Presents images with acceptable sharpness	
Communicative Quality (40%)	
Shows clear and specific idea(s) or angle connected to the theme or topic	
Uses creative photography techniques to highlight the visual story	
Caption (10%)	
Writes two-sentence caption providing context to the picture	
Ethics (10%)	
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	
Follows strict standards of no manipulation and alteration of reality	
TOTAL (100%)	
Comments/Suggestions:	

Enclosure No. 2.8

SCORESHEET FOR EDITORIAL CARTOONING

Form and Style (30%)	Score
Makes use of a minimum number of labels	
Shows logical use of various sizes, dimensions, and proportions of images	
Displays attractive use of shading and other techniques	
Utilizes witty, original, and creative representation of ideas or concepts on the issue given	
Content (60%)	
Presents clear, specific, and a recognizable point of view or opinion on the given issue or topic	
Raises relevant, timely issues, and concerns about the topic	
Is in good taste and free from libelous, indecent and abstract ideas	
Arouses interest and analytical thinking among its readers	
Constructively criticizes and influences readers' opinion.	
Ethics (10%)	
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	
TOTAL (100%)	
Comments/Suggestions:	

Evaluator/Judge
Signature over Printed Name

Enclosure No. 2.9

SCORESHEET FOR COLUMN WRITING

Form and Style (30%)	Score
Uses lead paragraph to introduce or build up a clear argument in the issue	
The tone, style and approach in analyzing the issue are evident	
Uses a language that is understood by the target audience	
Cite sources of facts to add credibility to the arguments raised	
Uses a strong, appropriate and catchy title	
Shows logical reasoning	
Observes rules of grammar and syntax	
Utilizes transitions properly	
Observes gender-fair language	
Content (60%)	
Presents and explains a solid and clear stance	
Presents the different angles and examines both reconcilable and irreconcilable difference regarding their stand	
Utilizes factual information from interviews, document reviews, data analyses and other reliable sources	
Displays evidence of the writers' knowledge and understanding of issues/problems	
Reflects clarity of the message that can influence public opinion	
Presents logical arguments that support the writer's stance	
Clarifies certain points of facts or argument that may cause confusion or complication	
Ethics (10%)	
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	
TOTAL (100%)	
Comments/Suggestions:	

Evaluator/Judge
Signature over Printed Name



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Enclosure No. 3

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 26, 2025, at 1:00-5:00 pm.
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 26, 2025, 8:00-12:00 nn. Each team is required to bring their extension wires and other equipment for rehearsal.

12. The team will be given one (1) hour and 30 minutes to write a script for a five-minute radio broadcast. It includes one (1) infomercial and four (4) news articles.
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 (2) hours, each team should submit four (4) copies of the script.
16. 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.
17. 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.
18. 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).
19. 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.
20. 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

21. 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.
22. 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.

23. A jack/auxiliary cord/adapter will be provided for the laptops and other sources of sound effects.
24. Contestants/technical directors shall not be allowed to change, adjust, and manipulate the main control board during their presentation except for the volume meter.
25. In case of power failure, the affected team shall be allowed to broadcast again.
26. The use of sound bites/recording, recorded prior to the contest proper is prohibited.
27. At least two loudspeakers may be set up outside the broadcast room.
28. The host MUNICIPALITY shall provide the radio frequency where the broadcast simulation will be tuned in.
29. A designated holding area shall be provided for each role. Teams shall not be allowed to meet outside their designated areas for rehearsals. Violation of this procedure shall be grounds for disqualification.
30. Each team shall be given ten (10) minutes: three (3) minutes for preparation, five (5) minutes for the actual broadcast, and two (2) minutes for exit. Provided running time shall be applied. Preparation time shall be paused if the team experiences a technical problem/glitch. If the technical problem has not been resolved after five minutes, the next group will present.
31. 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.
32. 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.
33. 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.
34. 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 – 3 seconds	- 1 point
4 seconds -20seconds	- 2 points
21 seconds – 40 seconds	- 3 points
41 seconds – 60 seconds	- 4 points
61 seconds and above	- 5 points

35. The undertime or overtime shall be deducted from the final average score.

Enclosure 3.1

SCORESHEET FOR RADIO SCRIPTWRITING AND BROADCASTING

A. Anchor

Voice Quality (40%)	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.	
Voice Recognition (30%)	
Has clear and well-modulated voice.	
Presents appropriate pace and volume.	
Is consistently audible throughout the presentation.	
Can easily be heard in all parts of the room.	
Enunciation (30%)	
Pronounces/articulates words in a distinct manner.	
Talks in accent that is socially acceptable.	
Utilizes various voice inflections/changes to enhance meaning of the lines.	
Stretches a word to a desired length to emphasize or give the appropriate meaning.	
Total 100%	
Comments/Suggestions:	

B. News Presenter

Voice Quality (40%)	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.	
Voice Recognition (30%)	
Has clear and well-modulated voice.	
Presents appropriate pace and volume.	
Is consistently audible throughout the presentation	
Can easily be heard in all parts of the room.	
Enunciation (30%)	
Pronounces/articulates words in a distinct manner.	
Talks in 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.	
Total (100%)	
Comments/Suggestions	

C. Infomercial

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

D. Technical Application

Juxtaposition (40%)	Score
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	
Fidelity (30%)	
Produces good audio quality	
Produces authentic sound and effects	
Has less static and no interference	
Timing and Precision (30%)	
Has clear audible time signals	
Total (100%)	
Comments/Suggestions	

Evaluator/Judge
Signature over Printed Name

E. Script

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

F. Radio Production Overall

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

Evaluator/Judge
Signature over Printed Name

Enclosure No. 4

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. The DTWG in coordination with the host municipality shall provide the list of available equipment and tools in the mock broadcast room with the regional coordinators a week before the contest through an advisory.
5. In getting the overall results for the best TV broadcast, accumulated points from the individual and group awards shall be considered.
6. Below are the awards to be given:

Individual Awards

1. Best TV Anchor
2. Best TV Reporter
3. Best Director

Group Awards

1. Best in Technical Application
2. Best Developmental Communication
3. Best News Script
4. Best TV Newscast

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

PRE-CONTEST

A. Technical Orientation and Simulation Broadcast

1. A 30-minute technical orientation followed by a 30-minute simulation broadcast for each municipality will be conducted a day or days before the DSPC opening.

2. Only the directors and video/graphics editors will attend the technical orientation. The order of the simulation broadcast and actual presentation will be done through the drawing of lots with the team director of each region after the technical orientation.
3. After the technical orientation, the entire TV scriptwriting and broadcasting team (English and Filipino) of each region, including one coach, will attend the mock training/simulation.
4. The TWG and the service provider will assist each region during the mock training/simulation.
5. Only the equipment and tools indicated in the advisory and used in the simulation broadcast room are allowed during the actual presentation.

B. Checking and Sealing of Devices and Gadgets

1. Each team will be required to bring only the following:
 - a. Contest Laptops-A maximum of 4 laptops are allowed. These must not contain any file or document, EXCEPT for:
 - I. installed offline editing software/s free of ongoing/unfinished templates and projects; and
 - II. preproduced/ prerecorded videos and audios (OBB and /or CBB, TV network and program logos, stingers and audio web, lower thirds with and without animation, graphics, audio and video elements for newscast.)
 - b. Cameras-a maximum of 2 video shooting devices (i.e, 2 DSLR camera/1 DSLR camera and 1 mobile camera/2 mobile phones must NOT have SIM card (physical/electronic, must be in factory settings, and have NO installed photo and video-editing applications.
 - c. Storage Device- three empty flash drives (at least 16GB) and two empty memory cards for camera/s are allowed.
 - d. One-Inkjet printer
 - e. A4 size bond paper
 - f. Extension cords
2. Laptops and flash drives to be submitted to the DTWG shall be labeled with the following format:
 Category – Medium – Level – Municipality
 Name, School
 e.g TV Scriptwriting and Broadcasting-English-Secondary-Cantilan
 Juan dela Criz, Cantilan NHS

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

3. Checking and sealing of laptops shall be done on October 14, 2025 (until 5 p.m. only).
4. Failure to submit the laptops on/before the set deadline shall mean disqualification of the competing team.

CONTEST PROPER

A. CONTEST REORIENTATION

1. All participants must attend the reorientation on their roles and the criteria for judging by the chairman of the board of judges.
2. Claiming of sealed devices and gadgets shall be done before the contest reorientation. Only the claimed devices and gadgets are allowed to be used during the contest proper.
3. Each team can bring ONLY a tumbler/water canister (optional and a pen and paper placed inside a clear envelope on the day of the event. No bags are allowed withing the working room.
4. All gadgets must be turned off and surrendered to the assigned proctor for each region upon arrival at the contest venue.

B. SCRIPTWRITING AND PRODUCTION

1. Each municipality is assigned a working room and two proctors.
2. The team shall have the following components in their script:
 - a. Cover page: This shall contain the group's name (mock TV network name)
 - b. News: Only the five (5) sets of data provided by the DTWG will be used in the news reports. Each news script should indicate the corresponding video and/or audio component taken from the folders or produced during the actual contest.
 - c. Infomercial/Developmental Communication: The team is required to produce one (1) infomercial or developmental communication plug with a maximum length of 60 seconds.
3. The DTWG will provide two (2) sets of data (photos/videos/audio) in folders saved in a flash drive. However, each team is also allowed to take footage/s within the designated area to be used in the infomercial.

The script should contain video and audio components.

- a. Field Report: A live field report with or without canned video support shall be included in the production.
 - b. Headlines: These will contain a brief lead/summary of the news articles.
 - c. 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.
4. Four (4) hours will be allotted for the preproduction (story conference and scriptwriting), actual production (video shooting/recording, infomercial production), post-production (editing), and rehearsal.
 5. 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.
 6. 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.
 7. 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.
 8. The cover page of the script shall contain the TV Network and Program names (as provided by the DTWG), the order of presentation (to be placed at the upper left of the cover), and the names of the members of the team with their respective roles (i.e., anchor, field reporter, etc.)
 9. The script shall not bear any information that may identify the school, division, or region.
 10. All groups shall stop working after the allotted time of 4 hours. A buzzer shall signal the end of the scriptwriting and production time.
 11. A separate holding area designated for each role shall be provided.
 12. Members shall only be allowed to go out of the room when it is time for their team to perform and for personal necessities accompanied by a proctor.

TV BROADCAST SKILLS PERFORMANCE

1. Only two (2) laptops are allowed inside the studio: one (1) as a substitute for the teleprompter and one (1) for the technical application.
2. News shall be composed of live and edited reports, which were produced during the given production time. Only the OBB/CBB and stingers/audio beds are prerecorded/pre-produced.
3. Video and Audio Playback to be used for the live reports are either taken from the folders or produced on the day of the contest.
4. Other than the actual broadcast time, ten (10) minutes shall be allotted for entrance and preparation.
5. Each team shall be given ten (10) minutes of preparation with the assistance of the technical experts (service providers). Three warnings shall be given to each team who fails to start after the allotted time for preparation provided no technical issue arises:

First warning – 1 minute

Second warning – 1 minute and 30 seconds

Third/final warning – 2 minutes

6. After the third warning and the team fails to start, disqualification will be imposed.
7. Each team is given six minutes for actual broadcast.
8. A clock or digital timer will be provided by the host municipality to guide the contestants and DTWG. The timekeeper shall raise the green flag to signal the start of the presentation.
9. A yellow flag shall be raised by the timekeeper to warn the presenting team that only one minute is left of the broadcast time.
10. A red flag shall be raised to signal that the six minutes allotted for the group has been consumed.
11. In case of overtime/undertime in the prescribed duration of the broadcast, the following points shall be deducted from the points earned in the criterion adherence to time allotment (5%)

- 1 second - 3 seconds - 1 point
- 4 seconds – 30 seconds – 2 points
- 31 seconds - 60 seconds - 3 points
- 61 seconds - 90 seconds - 4 points
- 91 seconds - 120 seconds - 5 points

12. 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.
13. Three (3) minutes shall be allotted for the exit.
14. The decision of the Board of Judges is FINAL and IRREVOCABLE

Enclosure No. 4.1

SCORESHEET FOR TB SCRIPTWRITING AND BROADCASTING

1.Script-30%	Score
Content-50%	
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	
Style -35%	
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	
Organization-15%	
Follows adequate logical structure	
Provides proper labels to elements or parts	
Indicates team members and assignments	
Considers coherent thought transactions	
2.Anchor- 12.5%	
Delivery -70%	
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	
Personality-30%	
Observes proper stance or posture	
Shows a sense of confidence and authority	
Projects a professional and credible personality	
Demonstrates controlled facial expressions	
3.Reporter (12.5%)	
Delivery- 70%	
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	
Personality-30%	
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	
4. Technical Applications- 25%	
Element appropriation- 40%	
Observes audio-video lock	
Shows effective interplay of audio-visual elements including graphics, text, images, etc	
Fidelity- 30%	
Shows good audio and video quality	
Shows less to no distortion or technical distraction in audio and video	
Timing- 20%	
Shows a smooth flow of topics or stories	
Shows precise timing and synchronization	
Relevance- 10%	
Applies elements that contribute meaningfully to the overall broadcast presentation	
5. Infomercial/DevCom Plug 15%	
Content- 50%	
Shows clear advocacy or idea description	
Reflects original concept	
Creativity- 50%	
Exhibits uniqueness	
Applies technical elements appropriately	
Is engaging and appealing	
OVER-ALL NEWSCAST	
Criteria	
Script- 30%	
Broadcast Presentation- 25%	
Anchor-12.5%	
Reporter-12.5%	
Technical Application- 25%	
Infomercial/DevCom Plus- 15%	
Adherence to Time Allotment- 5%	
Total- 100%	
Comments/Suggestions	

Evaluator/Judge
Signature over Printed Name

Enclosure No. 5

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. Campus journalists are not allowed to do ambush interviews.
7. The team will have four (4) hours for writing, laying out, editing of articles and printing. Coverage and data gathering during the mini- press conference, pre game, actual game and post conference shall be excluded from the 4-hour time allotment.
8. All articles must be anchored on the given contest materials and on the press conference. Non-compliance will be grounds for disqualification.
9. 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
10. Laptops to be submitted to the TWG shall 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
 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. The use of drawing pads, pen tabs and other digital art accessories is allowed in editorial cartooning, provided that the device not have memory or a processor.
 13. Mobile phones and other electronic gadgets shall not be allowed except for digital cameras/DSLRs and laptops with disabled internet connection.
 14. Labels shall be on bond paper pasted on/attached to the laptop bag.
 15. Official laptops, previously cleared of stored documents, shall be submitted to the TWG on November 26, 2025 (up to 5 PM only) to check for any other applications and pre-written documents or references therein. Failure to submit the laptops on/before the set deadline shall mean disqualification of the competing team.
 16. 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.
 17. 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.
 18. The top five (5) teams shall be recognized, and their points will be included in the determination of the overall scores.
 19. The decision of the Board of Judges is final and irrevocable.

Enclosure No. 5.1

SCORESHEET FOR COLLABORATIVE DESKTOP PUBLISHING

Content (50%)	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	
Technical (40%)	
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	
Ethics (10%)	
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	
TOTAL (100%)	
Comments/Suggestions:	

Evaluator/Judge
Signature over Printed Name

Enclosure No. 6

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 an 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 four (4) hours for writing, laying out, and editing of articles online after the creating 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 4-hour time allotment.
8. All articles must be anchored on the given contest materials and on the press conference. Non-compliance will be grounds for disqualification.
9. Specific instructions on the number of articles to be produced will be given during the orientation.
10. Each team will be required to bring only the following:
 - one scanner-flatbed scanner/3-1 printer (mobile/phone scanner is NOT allowed)
 - two (2) digital/DSLR cameras
 - maximum of 4 laptops installed with photo editing software for image enhancement.

- maximum of 2 pocket wifi (preferably with two different networks) or 1 wireless router
 - extension cord
11. Laptops to be submitted to the DTWG shall be labeled with the following format:
Category– Medium-Level Municipality
Name, School
 12. Official laptops, previously cleared of stored documents, shall be submitted to the TWG on November 26, 2025 (up to 5PM only) to check for any other applications and pre-written documents or references. Failure to submit the laptops on/before the set deadline shall mean disqualification of the competing team.
 13. Each group shall email their URL to the assigned examiner.
 14. Each team must ensure that no identifying marks and information about the contestants (pen name must be used), their school, division or region are present in their output; otherwise, it would be a ground for disqualification.
 15. 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).
 16. The decision of the Board of Judges is final and irrevocable.

Enclosure No. 6.1

SCORESHEET FOR ONLINE PUBLISHING

Content (30%)	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	
Language and Style (15%)	
Observes rules of grammar and syntax	
Observes coherence	
Uses appropriate vocabulary (Observes gender-fair language)	
Layout (20%)	
Arranges stories in decreasing importance	
Highlights originality/uniqueness	
Uses relevant video or audio, pictures, and graphics that are clear, properly edited, captioned and credited	
Exhibits clear focus and coherent organization of articles	
Technical (20%)	
Makes use of multimedia elements such as video, audio, animation, graphics and photos.	
Is readable, mobile-responsive, and engaging via social media	
Contains the paper's masthead, editorial profilem and the following sections: News, Editorial, Features and Sports.	
Articles include hyperlinks to cited refences, data and other content or websites	
Ethics (15%)	
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	
TOTAL (100%)	
Comments/Suggestions:	

Enclosure No. 7

**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 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 upload the entire school paper of the 5 best entries per category in PDF through the folder shared to the municipal. ONLY the municipal/district coordinator shall submit the school paper entries to **irenegrumez@gmail.com**.
6. Only the Division School Paper Winners shall comply and submit the following:
 - a. Certificate of Circulation signed by the Schools Division Superintendent.
 - b. Certificate of Endorsement signed by the Schools Division Superintendent, certifying all the required documents were submitted to, checked, and reviewed by the Division Office before submitting it to the Regional Office.
 - c. Report of the process observed in ensuring plagiarized-free articles.

- d. Results of the evaluation of school paper per category and medium duly signed by the judges during the Division Schools Press Conference (DSPC)
7. The different SECTIONS/CATEGORIES in the school paper contest both English and Filipino are as follows:
- News Section / Pahinang Balita
 - Editorial Section / Pahinang Editoryal
 - Features Section / Pahinang Lathalain
 - Sports Section / Pahinang Pampalakasan
 - Science & Technology Section/Pahinang Agham at Teknolohiya
 - 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:
- 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
 - Color: All pages in full color
 - 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. 7.1

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 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/attributions 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 pages.
2. The feature articles should display unique and creative presentation of topics,
3. logical organization of ideas and facts, writers' facility of the language and proper
4. citations/attributions of sources.
5. The decision of the Board of Judges is final and irrevocable.

Sports Section

1. The section shall consist of at least two pages.
2. The content and scope of the sports articles shall be international, including national coverage of regional, community, and school-based sports news.
3. stories.
4. 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.

5. 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 pages.
2. The content may include health, environmental, scientific, technological, and innovative stories written in news, feature, or scientific commentary style.
3. This should also include the economic impact of Science and Technology on the lives of Filipinos.
4. The articles should be well-researched and should observe proper citation of sources, pictures, and graphics.
5. 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
3. community and the school, including those of international, national, and local significance.
4. The decision of the Board of Judges is final and irrevocable.

Enclosure No. 10

LIST OF MUNICIPAL STUDENT CONTESTANTS AND SCHOOL PAPER ADVISERS

A. List of Five Municipal Entries for School Paper per Section/Category
 Municipality: _____ Section: _____

No.	School Paper	School Paper Adviser/s	School	Municipality	School Head
1					
2					
3					
4					
5					

B. List of Contestants for Individual Categories
 Elementary Level: _____
 Municipality: _____

No.	Category	Medium	Complete Name of Students (First Name, MI, Last Name)	Gender	School Paper Adviser	School	School Paper
1							
2							
3							
4							
5							

Secondary Level: _____
 Municipality: _____

No.	Category	Medium	Complete Name of Students (First Name, MI, Last Name)	Gender	School Paper Adviser	School	School Paper
1							
2							
3							
4							
5							

C. List of Contestants for Radio Scriptwriting and Broadcasting

Elementary Level: _____

Municipality: _____

Medium: _____

No.	Complete Name of Students (First Name, MI, Last Name)	Gender	Role/Assigned Task (Indicate additional roles where applicable)	School	Team SPA
1					
2					
3					
4					
5					
6					
7					

Secondary Level: _____

Municipality: _____

Medium: _____

No.	Complete Name of Students (First Name, MI, Last Name)	Gender	Role/Assigned Task (Indicate additional roles where applicable)	School	Team SPA
1					
2					
3					
4					
5					
6					
7					

D. List of Contestants for Collaborative Desktop Publishing

Elementary Level: _____

Municipality: _____

Medium: _____

No.	Complete Name of Students (First Name, MI, Last Name)	Gender	Role/Assigned Task (Indicate additional roles where applicable)	School	Team SPA
1					
2					
3					
4					
5					
6					
7					

Secondary Level: _____

Municipality: _____

Medium: _____

No.	Complete Name of Students (First Name, MI, Last Name)	Gender	Role/Assigned Task (Indicate additional roles where applicable)	School	Team SPA
1					
2					
3					
4					
5					
6					
7					

E. List of Contestants for Online Publishing

Secondary Level: _____

Municipality: _____

Medium: _____

No.	Complete Name of Students (First Name, MI, Last Name)	Gender	Role/Assigned Task (Indicate additional roles where applicable)	School	Team SPA
1					
2					
3					
4					
5					
6					
7					

F. List of Contestants for TV Scriptwriting and Broadcasting

Secondary Level: _____

Municipality: _____

Medium: _____

No.	Complete Name of Students (First Name, MI, Last Name)	Gender	Role/Assigned Task (Indicate additional roles where applicable)	School	Team SPA
1					
2					
3					
4					
5					
6					
7					

Enclosure No. 8

SEARCH FOR OUSTANDING CAMPUS JOURNALISTS

Name of Candidate: _____
 Division: _____

A. ACADEMIC PERFORMANCE 20 %

(for the past two years up to the 2nd quarter of the current school year)

Rank (in class)

- with Highest Honors or its equivalent -20%
- with High Honors or its equivalent -15%
- with Honors or its equivalent -10%

SCORE: _____

B. ACHIEVEMENTS IN JOURNALISM 45 %

(highest possible score: 162+84+66 = 312)

➤ WINNINGS TO THE NSPC/RSPC/DSPC

The candidate shall earn the corresponding points for every year of winning:

1. Individual Contests (highest possible score – 54x3 = 162)

Rank	Points per level		
	National	Regional	Division
1 st	25	18	11
2 nd	24	17	10
3 rd	23	16	9
4 th	22	15	8
5 th	21	14	7
6 th	20	13	6
7 th	19	12	5

SCORE: _____

2. Group Contests (highest possible score – 28x3 = 84)

Rank	Points per level		
	National	Regional	Division
1 st	15	8	5
2 nd	14	7	4
3 rd	13	6	3
4 th	12	5	2
5 th	11	4	1
6 th	10	3	
7 th	9	2	

SCORE: _____

3. Special Awards in Group Contests: (highest possible score – 22x3 = 66)

Rank	Points per level		
	National	Regional	Division
1 st	13	6	3
2 nd	12	5	2
3 rd	11	4	1
4 th	10	3	
5 th	9	2	
6 th	8	1	
7 th	7		

SCORE: _____

C. LEADERSHIP 10 %

(highest possible score – 67x3 = 201)

Position of the Nominee in the School Publication

Editor-in-Chief	15
Associate Editor	12
Section Editor	10
Writer/Contributor/Others	8

SCORE: _____

Editors' Guild Leadership

Position	National	Regional	Division
President	20	17	15
Vice President	15	12	8
Sec., Treas. and other positions	10	8	5

SCORE: _____

*Note: A contestant shall earn points for every position held at every level from 2017 to 2023 with proofs of accomplishment.

D. COMMUNITY AND EXTENSION SERVICES RELATED TO JOURNALISM..... 10 %

(highest possible score – 24x3=72)

Services	National	Regional	Division
Committee Chairperson	10	8	6
Facilitator	8	6	4
Trainings Attended	6	4	2

SCORE: _____

E. PUBLISHED WORKS5 %

(highest possible score - 9x3 = 27)

	<u>National</u>	<u>Regional</u>	<u>Division</u>
Articles Written in National and Local Dailies, Editors Guild Newsletters, Palaro News Letter and DepEd website, GSP/BSP and Documentaries	5	3	1
			SCORE: _____

F. PANEL INTERVIEW with the SELECTION COMMITTEE10 %

SCORE: _____

TOTAL SCORE : _____

EVALUATORS:

(Signature Over Printed Name)

SEARCH FOR OUTSTANDING SCHOOL PAPER ADVISERS

Name of Candidate: _____
 Division: _____

➤ **LENGTH OF SERVICE and PERFORMANCE RATING**

1. Must be a practicing school paper adviser for from 2017 to 2023.
2. Must have a performance rating of not lower than Very Satisfactory (VS) from 2017 to 2023.

➤ **ACHIEVEMENTS IN JOURNALISM CONTESTS FROM 2017 TO 2023**

NOTE: The candidate shall earn the corresponding points of all his/her winnings at all levels for the last 5 years, in all instances.

A. Winnings (DepEd Schools Press Conferences) — 40%

1. Individual Contests (max. 13 points)

Rank	National	Regional	Division
1	13	6	3
2	12	5	2
3	11	4	1
4	10	3	0
5	9	2	0
6	8	1	0
7	7	1	0

SCORE: _____

2. Group Contests

Rank	National	Regional	Division
1	13	6	3
2	12	5	2
3	11	4	1
4	10	3	0
5	9	2	0
6	8	1	0
7	7	.5	0

SCORE: _____

3. Special Awards in Group Contests

Rank	National	Regional	Division
1	8	4	3
2	7	3	2
3	6	2	1
4	5	1	0

5	4	.75	0
6	3	.5	0
7	2	.25	0

SCORE : _____

4. School Paper Contest (add division level starts and include the over-all ranking)
*points per section and overall best school paper

Rank	National	Regional	Division
1	13	7	5
2	12	6	4
3	11	5	3
4	10	4	2
5	9	3	1
6	8	2	0.75
7	7	1	0.50

SCORE: _____

B. LEADERSHIP RELATED TO JOURNALISM — 15%

Position	National	Regional	Division
President	25	20	15
Vice President	20	15	10
Sec./Treas./other positions	18	12	8

SCORE : _____

C. EXTENSION SERVICE: Organizer/Facilitator (Related to C.J) — 10%

<u>National</u>	<u>Regional</u>	<u>Division</u>	SCORE: _____
10	7	5	

D. SPEAKERSHIP: Resource Speaker, Judge (Related to C.J) — 10%

<u>National</u>	<u>Regional</u>	<u>Division</u>	SCORE: _____
10	7	5	

E. PUBLISHED JOURNALISM BOOKS, JOURNALISM MODULES, JOURNALISM WORKBOOKS, JOURNALISM READING MATERIALS — 15%

<u>National</u>	<u>Regional</u>	<u>Division</u>	SCORE: _____
10	7	5	

ARTICLES PUBLISHED IN NEWSPAPERS/MAGAZINES/JOURNALS/ONLINE RELATED TO JOURNALISM

<u>National</u>	<u>Regional</u>	<u>Division</u>	SCORE : _____
5	3	1	

F. PANEL INTERVIEW — 10%

SCORE : _____

G. OVERALL CRITERIA

Criteria	Percentage
Winnings	40%
Leadership	15%
Extension Service	10%
Speakership	10%
Authorship	15%
Interview	10%
TOTAL	100%

TOTAL SCORE: _____

EVALUATORS:

(Signature Over Printed Name)