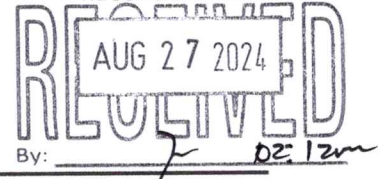




Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF BIÑAN CITY

DEPARTMENT OF EDUCATION
Schools Division of Biñan City
RECORDS SECTION



27 Aug 2024

DIVISION MEMORANDUM

No. **294**, s. 2024

DIVISION SCHOOLS PRESS CONFERENCE 2024

To: Assistant Schools Division Superintendent
Chief, School Governance and Operations Division
Chief, Curriculum Implementation Division
All Schoolheads

1. Pursuant to the provision of Republic Act No.7079, otherwise known as the Campus Journalism Act of 1991, mandating the Department of Education to provide training of campus journalists and school paper advisers, DepEd Binan City, through the Curriculum Implementation Division, announces the conduct of the DIVISION SCHOOLS PRESS CONFERENCE (DSPC) 2024 on September 27-28, and October 18-19, 2024, at Binan City Senior High School West Campus, 7:00 am to 5:00 pm.
2. This activity intends to promote and sustain excellence, values, and integrity among campus journalists and school paper advisers in the division, in the field of Campus Journalism. Specifically, this aims to:
 - a. empower and strengthen School Paper Advisers (SPAs) and Campus Journalists (CJs) and harness their competence in producing quality and excellent school papers;
 - b. instill a strong sense of ethical journalism among participants; and
 - c. create a platform for collaboration and networking among campus journalists and school paper advisers.
3. All school paper advisers and campus journalists from public and private schools in the division are invited to participate. The school paper advisers must be responsible for their campus journalists' safety and security all throughout the conduct of Division Schools Press Conference. Thus, they shall ensure that all campus journalists have accomplished the Participants Information Sheet and Waiver (Enclosure 3) and submit it to the technical working group by September 23, 2024. In addition, school paper advisers must submit the List of Contestants (Enclosure 4) on September 18, 2024, for individual Category and October 7 for group category . Any last-minute changes to the list of participants must be accompanied by a letter explaining the reason and a certification signed by the school principal.
4. The DSPC 2024 shall be composed of the following individual and group categories in elementary and secondary levels in English and Filipino.



Address: P. Burgos St., Brgy. Sto. Domingo, Biñan City, Laguna
Contact Nos.: (049) 547-0105 / (+63) 939-510-8779
Email Address: deped.binacity@deped.gov.ph
Website: depedbinan.com



Certificate No. PHP QMS
22 93 0066

Table 1. List of individual and group categories

Individual	Group	School Paper	MOSJ/MOSPA
A. News Writing B. Feature Writing C. Editorial Writing D. Sports Writing E. Copyreading and Headline Writing F. Photojournalism G. Editorial Cartooning H. Column Writing Science and Technology Writing	A. Radio Scriptwriting and Broadcasting (Elem and Secondary) B. Collaborative Publishing (Elem and Secondary) C. Online Publishing (Secondary only) D. Tv Scriptwriting and Broadcasting (Secondary only) E. Mobile Journalism (Secondary only)	A. News Section B. Feature Section C. Editorial Section D. Science and Technology Section E. Sports Section Lay – Out and Page Design	A. School Paper Journalist (Elem and Secondary) B. School Paper Adviser (Elem and Secondary)

5. For individual categories, participating schools can send a maximum of three (3) campus journalist each category.

6. Recognizing and respecting Intellectual Property Rights, the Department adheres to the rule concerning plagiarism. DepEd reiterates its stand to disqualify school papers found to have copied and published texts, graphics, and other materials without acknowledging their sources. Any form of plagiarism in all competitions as proven by the board of judges shall be ground for disqualification. The disqualification covers all sections of the school paper.

7. The Division Schools Press Conference 2024 will adhere with the NSPC Guidelines and Scoresheets for all events. Please see DepEd Memorandum No. 025, s. 2024.

8. The top ten (10) winners in all individual and group events and for school paper shall be recognized. Only the accumulated points from individual and group contests shall be included in the computation of scores for the overall standing following the guidelines in Enclosure 6.

9. All schools must submit their full colored School Paper in PDF format entries through the Google Forms provided by the Technical Working Group (TWG) on October 14, 2023, until 11:59 p.m. only.

10. Submission of documents for Most Outstanding Campus Journalist (MOCJ) and Most Outstanding School Paper Adviser (MOSPA) is until October 7, 2024. Please see Enclosure 2 for specific details.

11. To ensure smooth conduct of the DSPC events, a coordination meeting of all School Paper Advisers and members of the Technical Working Group shall be held as indicated in Enclosure 1: Timeline of DSPC Activities.

12. The participation of both public and private schools in the event is contingent upon adherence to the "No Disruption-of-Classes Policy" as outlined in DepEd Order No. 9, dated 2005, titled "Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance Therewith." Schoolheads are required to designate substitute teachers to supervise the classes of school paper advisers who are engaged in the event. Furthermore, special attention and consideration must be given to the students/campus journalists, ensuring that they can fulfill their academic obligations missed during their participation in the DSPC 2024.

13. Service credits for teaching personnel attending the activity shall be granted in accordance with DepED Order No. 53, s. 2003, Updated Guidelines on the Grant of Vacation Service Credits to Teachers. Also, non-teaching personnel participating in the activity shall be granted with compensatory time-off in accordance with CSC rules and regulations.

14. A registration fee of Php 200 per campus journalist and school paper adviser shall be collected on September 23, along with the Information sheet and waiver (see no. 3) Registration fees will be utilized to offset honorarium, food, transportation, and other incidental expenses associated with the conduct of the activity.

15. Expenses relative to the conduct of the said activity shall be charged to School MOOE and other local funds, subject to the usual accounting and auditing rules and regulations.

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

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

Enclosure Number	Content
1	Matrix of activities
2	Criteria for MOCJ and MOSPA
3	Information Sheet and Waiver
4	Registration form
5	DSPC Matrix
6	Computation guidelines for the overall winner
7	List of Contest Supervisors, Proctors, Facilitators and DTWG

Guidelines for the Individual Contest	
8	General Guidelines for the selection of winners in the different individual writing contest
8a	Score Sheet for News Writing
8b	Score Sheet for Features Writing

8c	Score Sheet for Editorial Writing
8d	Score Sheet for Sports Writing
8e	Score Sheet for Copyreading and Headline Writing
8f	Score Sheet for Science and Technology Writing
8g	Score Sheet for Photojournalism
8h	Score Sheet for Editorial Cartooning
8i	Score Sheet for Column Writing

Guidelines for the Group Contest	
9	Radio Scriptwriting and Broadcasting
9a	Score Sheet for Radio Scriptwriting and Broadcasting
10	Collaborative Desktop Publishing
10a	Score Sheet for Collaborative Desktop Publishing
11	Online Publishing
11a	Score Sheet for Online Publishing
12	TV Scriptwriting and Broadcasting
12a	Score Sheet for TV Scriptwriting and Broadcasting
13	Mobile Journalism
13a	Score Sheet for Mobile Journalism

Guidelines for the School Paper Contest	
14	General Guidelines School Paper Contest
	Guidelines for the selection of the Best Section and Layout Page Design Categories for the school paper contest
14a	Score Sheet for News Section
14b	Score Sheet for Features Section
14c	Score Sheet for Editorial Section
14d	Score Sheet for Science and Technology Section
14e	Score Sheet for Sports Section
14f	Score Sheet for Layout and Page design category

18. For more information, please contact Dr. Raquel L. Azur, Education Program Supervisor in Filipino, and Dr. Leslie V. Denosta, Education Program Supervisor in English, at **049) 547-0105 local 116**.

19. Immediate dissemination of this Memorandum is desired.


MANUELA S. TOLENTINO, CESO V
 Schools Division Superintendent

Encl: As stated
Reference:

CID/PROPER / LVD / / DM - DIVISION SCHOOLS PRESS CONFERENCE 2024
/ 08/27/2024



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Certificate No. PHP QMS
22 93 0086

2024 DIVISION SCHOOLS PRESS

CONFERENCE MATRIX OF ACTIVITIES

Activities	Date	Persons Involved	Venue
Division training of School Paper InTENSity: Enhancing Language Proficiency through Campus Journalism	August 17 and 24 8:00 am	BC SPADE Officers, EPS, SPAs	Virtual
Coordination Meeting with DTWG, Proctors and BC SPADE Officers	September 6 3:00 PM	BCSPADE Officer DTWG, Proctors	Virtual
Coordination Meeting with Schoolheads	September 9 3:00 PM	EPS BCSPADE Officers, Schoolheads	Virtual
DSPC 2024 SPA Orientation	September 13 3:00 PM	BCSPADE Officer DTWG, Proctors EPS SPA	Virtual MS Teams
Submission of the final list of participants for individual contest	September 18 8:00 am – 5:00 pm	BCSPADE Officer DTWG, SPA	Jacobo Z. Gonzales Memorial National High School
Submission of Information sheet and waiver of participant Deadline of payment of registration fee.	September 23 8:00 am – 5:00 pm	BCSPADE Officer DTWG, SPA	Dela Paz Elementary School Main
Conduct of DSPC individual contest	September 27-28 8:00 am – 5:00 pm	BC SPADE Officers DTWG, EPS, SPA CJ	BCSHS – West Campus
Awarding Ceremony for the individual Contest	September 28 2:00 pm	BC SPADE Officers DTWG, EPS, SPA CJ	BCSHS – West Campus
Deadline of Submission of documents for Most Outstanding Campus Journalist (MOCJ) and Most Outstanding School Paper Adviser (MOSPA)	October 7 8:00 am – 4:00 pm	BC SPADE Officers DTWG, EPS, SPA	SDO – CID Office

Submission of the final list of participants for group contest	October 7 8:00 am – 5:00 pm	BCSPADE Officer DTWG, SPA	Jacobo Z. Gonzales Memorial National High School
Online Submission of School Paper in PDF Format	October 14 7:00 am – 11:59 pm	BC SPADE Officers DTWG, EPS	Google Forms
Judging of School Paper	October 15-16	Invited Judges	
Checking, Submission of Laptops and other gadgets for Radio Broadcasting, TV Broadcasting, Online Publishing and Collaborative Publishing	October 17 8:00 am to 12:00 noon	BC SPADE Officers DTWG, EPS	BCSHS – West Campus
Conduct of DSPC group contest	October 18 – 19 8:00 am – 5:00 pm	BC SPADE Officers DTWG, EPS, SPA CJ	BCSHS – West Campus
Awarding Ceremony for the Group Contest, MOCJ, MOSPA and School Paper	October 19 1:00 pm	BC SPADE Officers DTWG, EPS, SPA CJ	BCSHS – West Campus



Republic of the Philippines
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CITY SCHOOLS DIVISION OF BIÑAN CITY

**CRITERIA FOR MOST OUTSTANDING CAMPUS JOURNALISTS
AND MOST OUTSTANDING SCHOOL PAPER ADVISERS**

Most Outstanding Campus Journalist (MOCJ)

1. Every schools division office shall select one (1) candidate for elementary level and one (1) candidate for the secondary level for the search.
2. There shall be panel of judges shall be composed of the following:
 - a. Chief Education Supervisor of the Curriculum Implementation Division
 - b. Education Program Supervisors in-charge of journalism as co- chairpersons
 - c. Incumbent president of the School Paper Advisers Association and/or Editors Guild, as members
3. The school shall submit the nomination folder together with the photocopy of the following documents duly certified true and correct by the school head.
 - a. Academic Standing
 - b. Achievement in Journalism
 - c. Innovations/Advocacies
 - d. Community/Extension Services and Other Leadership Positions
 - e. Published Works
 - f. Journalism-related Trainings Attended
 - g. Interview
4. The candidate who got the highest accumulated points following the standards below will be declared as the winner.

Criteria	Points
a. Academic Standing (School Year 2022-2023)	15
b. Achievement in Journalism	25
c. Leadership, Innovations and Advocacies	10
d. Innovations and Advocacies	25
e. Community And Extension Services Related To Journalism	10
f. Published Written Works	5
g. Journalism-related Trainings Attended	5
h. Interview	5
TOTAL	100

a. Academic Standing (School Year 2022-2023) - **15 points**

Academic Standing		Points
i.	With Highest Honors	15
ii.	With High Honors	10
iii.	With Honors	5
iv.	With General Average of 85-89	3

b. Achievement in Journalism (awards received by the nominee from Schools Press Conferences sanctioned by the Department of Education.) **25 points**

**Note: In group contest, the corresponding point/score is divided to the number of members accordingly.*

For Individual Contests

Level	1st	2 nd	3rd	4th	5th
National	25 pts.	24 pts.	23 pts.	22 pts.	21 pts.
Regional	20 pts.	19 pts.	18 pts.	17 pts.	16 pts.
Division	15 pts.	14 pts.	13 pts.	12 pts.	11 pts.
District	10 pts.	9 pts.	8 pts.	7 pts.	6 pts.
School	5 pts.	4 pts.	3 pts.	2 pts.	1 pt.

For Group Contests

Level	1st	2 nd	3rd	4th	5th
National	15 pts.	14 pts.	13 pts.	12 pts.	11 pts.
Regional	10 pts.	9 pts.	8 pts.		
Division	7 pts.	6 pts.	5 pts.		

For Special Awards

Level	1st	2 nd	3rd	4th	5th
National	13 pts.	12 pts.	11 pts.	10 pts.	9 pts.
Regional	8 pts.	7 pts.	6 pts.		
Division	5 pts.	4 pts.	3 pts.		

c. Leadership, Innovations and Advocacies - **10 points**

Position of the Nominee in the School Publication		Points
i.	Editor-In-Chief	10
ii.	Associate Editor	8
iii.	Section Editor	5
iv.	Writer/Contributor/Others	3

Editors' Guild Leadership		National	Regional	Division
i.	President	10	7	4
ii.	Vice President	9	6	3
iii.	Other positions	8	5	2

d. Innovations and Advocacies – **25 points**

Level of Implementation	1st
National	30 pts.
Regional	25 pts.
Division	20 pts.

District	15 pts.
School	10 pts.

e. Community & Extension Services Related To Journalism -**10 points**

Services Rendered	National	Regional	Division
Chairperson	10	8	6
Facilitator	8	6	4

f. Published Written Works – **5 points**

National	Regional	Division
5	3	1

g. Journalism-related Trainings Attended - **5 points**

National	Regional	Division
5	3	1

h. Panel Interview with the selection committee – **5 Points**

(Critical thinking, Creativity, Communication skills, Collaboration, Attitude and Motivation)

Most Outstanding School Paper Adviser (MOSPA)

- The contenders must be a practicing School Paper Adviser (SPA).
- Each division shall select an outstanding school paper adviser for elementary and secondary levels.
- A recent copy of the school paper (A4) of the candidate must be attached.
- Only the division winner duly endorsed by the schoolhead shall be recognized by the Search Committee as official entry: one (1) for elementary level and one (1) for secondary level.
- The panel of judges in the regional level shall be:
 - Chief Education Supervisor of the CID as chairperson
 - Education Program Supervisors in-charge of journalism as co- chairpersons
 - Incumbent presidents of the School Paper Advisers Association and/or Editors Guild, as members
- The candidate shall attach the photocopy of all documents duly certified true and correct by the schoolhead.
- The candidate who got the highest accumulated points following the standards below will be declared as the winner.

Criteria	Points
a. Length of Service and Performance Rating	15
b. Achievement in Journalism (for the past 5 years)	15
c. Leadership in Journalism	25
d. Extension Services	10
e. Speakership/Judge	10
f. Published Books, Modules, Workbooks related to Journalism	10
g. Articles Published in Newspapers/Magazines/Journals	5
h. Interview	10
TOTAL	100

a. Length of Service and Performance Rating - **15 points**

- i. Must be a practicing school paper adviser for at least five (5) consecutive years immediately prior to the search.
- ii. Must have an average performance rating of not lower than Very Satisfactory (VS) for the past three (3) school years.
- iii. The computation of the rating shall follow the system below.

$$= \frac{\text{ }^3}{\text{ }} \div 5 \times 100 \times 15\%$$

Example:

$$= \frac{4.250 + 4.450 + 4.500}{3} \div 5 \times 100 \times 15\%$$

$$= .$$

b. Achievement in Journalism (for the past 5 years) – **15 points**

For Individual Contests

Level	1st	2nd	3rd	4th	5th
National	15 pts.	14 pts.	13 pts.	12 pts.	11 pts.
Regional	10 pts.	9 pts.	8 pts.	7 pts.	6 pts.
Division	5 pts.	4 pts.	3 pts.	2 pts.	1 pt.

For Group Contests (must be divided with the number of members) and School Publication Contest (must be overall winner not only section)

Level	1st	2nd	3rd	4th	5th
National	15 pts.	14 pts.	13 pts.	12 pts.	11 pts.
Regional	10 pts.	9 pts.	8 pts.		
Division	7 pts.	6 pts.	1 pts.		

c. Leadership in Journalism – **25 points**

Position Held	National	Regional	Division
President	25	20	15
Vice President	20	15	10
Other Positions	18	12	8

d. Extension Services – **10 points**

National	Regional	Division
10	7	5

e. Speakership/Judge – **10 points**

National	Regional	Division
10	7	5

f. Published Books, Modules, Workbooks related to Journalism – **10 points**

National	Regional	Division
10	7	5

- g. Articles Published in Newspapers/Magazines/Journals – **5 points**

National	Regional	Division
5	3	1

- h. Panel Interview - **10 points**

*(Integrity, Commitment, Dedication, Critical thinking, Creativity,
Communication skills, Collaboration, Attitude and Motivation)*



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2024 DIVISION SCHOOLS PRESS CONFERENCE

PARTICIPANT'S INFORMATION SHEET

NAME			
	Last Name	Given Name	MI
School			
Name of School Paper			
Name of Paper Adviser			
Category		Eng	Fil
Contact Number		Birthday	Age Sex
E-mail:		Grade/Section	

WAIVER

This is to permit my/our child, _____, to join the 2024 Division Schools Press Conference on September 27-28, October 18-19, 2024.

I expressly waive all claims against the school, the organizers, and or its representative on the account of any incident/injury or damage to personal property that may occur beyond the control of the organizers provided that adequate safety measures and precautions have been instituted in connection with the participation of my/our child in the above-mentioned activity.

Signature of Father/Guardian over Printed Name

Signature of Mother/Guardian over Printed Name

MEDICAL CERTIFICATE

Date

This is to certify that I have personally examined _____ age _____ sex _____ born on _____ and have found that he/she is physically fit, during the time of examination, to join and compete in the Division Schools Press Conference 2024 in Binan City on September 27-28, October 18-19, 2024

Physician/Medical Officer
License No. _____
PTR.: _____



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Name of School: _____

Name of School Paper: _____

School Paper Adviser / Coach : _____

List of Contestants for Individual Categories

ENGLISH	CATEGORY	FILIPINO
	News	
	Editorial	
	Feature	
	Science	
	Column	
	CRHW	
	Sports	

	Editorial Cartooning	
	Photojournalism	
	Mobile Journalism	

Submitted by:

School Paper Adviser

Noted by:

School head



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Name of School:

Name of School Paper:

School Paper Adviser/ Coach :

List of Contestants for Group Categories

ENGLISH	CATEGORY	FILIPINO
	Radio Broadcasting	
	Collaborative Publishing	
	Online Publishing	



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	TV Broadcasting	

Submitted by:

School Paper Adviser

Noted by:

School head

DIVISION OF BINAN 2024 DIVISION SCHOOLS PRESS CONFERENCE MATRIX
September 27-28, 2024

Time / Date	September 27			September 28
7:00 - 8:00	Opening Program School Gym			6:30 – 8:00 am Photojournalism Checking of Device and SD Cards Gabaldon Hall (Binan Elem School)
8:00 - 9:00	Feature Writing Lecture Orientation Lecture Hall 1 News Writing Lecture Orientation Lecture Hall 2			Photojournalism Lecture Orientation Gabaldon Hall (Binan Elem School)
9:00 - 10:00	Feature Writing Contest Proper Room 1 to 4 News Writing Contest Proper Room 5 to 8	Sports Writing Lecture Orientation Lecture Hall 1 Science Writing Lecture Orientation Lecture Hall 2		Photojournalism Contest Proper
10:00 - 11:00	Science Writing Contest Proper Room 1 to 4	Copy Reading Lecture Orientation Lecture Hall 1 Editorial Writing Lecture Orientation Lecture Hall 2	Live Sports Coverage School Gym	Photojournalism Captioning Gabaldon Hall (Binan Elem School)
11:00 - 12:00	Copy Reading Contest Proper Room 1 to 4 Editorial Writing Contest Proper Room 5 to 8 Sports Writing Contest Proper Room 9 to 12	Editorial Cartooning Lecture Orientation Lecture Hall 1		
12:00 - 1:00	LUNCH BREAK			
1:00 - 2:00	Editorial Cartooning Contest Proper Room 1 to 4	Mobile Journalism Lecture Orientation Lecture Hall 1 Column Writing Lecture Orientation Lecture Hall 2		
2:00- 3:00	Column Writing Contest Proper Room 1 to 4	Mobile Journalism Contest Proper		Awarding Ceremony School Gym
3:00- 4:00				

DIVISION OF BINAN 2024 DIVISION SCHOOLS PRESS CONFERENCE MATRIX
October 18-19, 2024

Time	October 18			October 19
7:00- 9:00	Checking of Device Lecture Hall 1 – Radio Broad Lecture Hall 2 – TV Broadcasting Lecture Hall 3 – Collaborative Publishing Lecture Hall 4 – Online Publishing			
8:00 – 9:00	Radio Broadcasting Lecture Orientation Lecture Hall 1 TV Broadcasting Lecture Orientation Lecture Hall 2 Collaborative Publishing Lecture Orientation Lecture Hall 3 Online Publishing Lecture Orientation Lecture Hall 4			
9:00 - 10:00	Script Writing Contest RB Room 1-4 Script Writing Contest TV Room 5-6	TV Broadcasting Production Room 7-12	Online Publishing Collaborative Publishing Contest Proper Press Con/Live Sports Coverage	
10:00 - 11:00	Radio Broad Rehearsal Lecture Hall 1		Online Publishing Collaborative Publishing Contest Proper Lecture Hall 3-4	
11:00 – 12:00				
12:00- 1:00	LUNCH BREAK			
1:00-2:00	Radio Broadcasting Presentation Lecture Hall 1	TV Broadcasting Production Room 7-12	Online Publishing Collaborative Publishing Contest Proper Lecture Hall 3-4	Awarding Ceremony School Gym
2:00-3:00		TV Broadcasting Presentation Lecture Hall 2		
3:00 – 4:00				

Enclosure no. 6**Computation guidelines for the overall winner**

1. To determine the top ten in the secondary and elementary level in each medium, the average judges' scores will be the basis of the ranking. All participants from the division shall be ranked.

2. The ranks/placement in the individual and group categories shall be added and ranked accordingly. Please see sample computation

School	News	Editorial	Features	Column	Science	Sports	Photojournal	chw	Editorial cartooning	Radio Broad	Collab	TV Broad	Online Pub	Total	Rank
A	1	1	2	6	2	1	2	1	2	1	2	1	5	27	1
B	2	3	3	5	1	2	3	2	3	2	3	2	6	37	2
C	3	4	4	4	3	3	4	3	4	3	4	3	3	45	3.5
D	4	5	5	3	4	4	5	4	5	4	5	6	4	58	5
E	5	6	6	2	5	5	6	5	6	5	6	5	2	61	6
F	6	2	1	1	6	6	1	6	1	6	1	4	1	45	7

3. To determine the top ten (10) divisions in the elementary and secondary levels, the rank in the individual and group events shall be added.

LIST OF CONTEST SUPERVISORS, PROCTORS, AND FACILITATORS

Events	Venue	Contest Supervisors	Proctors	Facilitator
News Writing	Binan City Senior High School West Campus	Dr. Violeta M. Umel	Charity L. Satoquia Digna P. Falculan Marlon S. Flores	Patrick James Pelicano
Editorial Writing	Binan City Senior High School West Campus	Dr. Mary Grace Llantos Sonny L. Atanacio	Rose B. Estiva Myrna G. Palma Jonard Castillo	Bernadette Miniano
Column Writing	Binan City Senior High School West Campus	Dr. Romulo Casipit	Rowel G. Regalado Rowena S. Bederico Gerardo B. Rey	Nathaniel Valencia
Science Writing	Binan City Senior High School West Campus	Dr. Ronaldo Bago Baldrin B. Belen	Donnabelle B. Mendoza Roan A. Segales Jerico F. Balmes	Ross Angeline Lumbria
Editorial Cartooning	Binan City Senior High School West Campus	Dr. Rowena K. Ramos	Jael Faith Ledesma Roan T. Padua Dennis R. Estocado	Marlene Maling
Feature Writing	Binan City Senior High School West Campus	Dr. Rhea Bilbes	Edna C. Sta Anna Manolito P. Asetre Mary Joy L. Cabiles	Divine Maming Johanna L. Agayo
Photojournalism	Binan Elementary School	Dr. Pilar I. De Castro	Cherry R. Ang Rosalyn C. Valderama Mildred D Dina	Hiyasmin D. Capelo Marny Victoria F. Bartolome Michael Autor Rosemarie Bianca Maranan Julius Torculas
TV Broadcasting	Binan City Senior High School West Campus	Erwin P. Legasto	Julie Ann Natividad Danilo Altejos	Mark Anthony Crisostomo Melody J. Batino
Copyreading and Headline Writing	Binan City Senior High School San Antonio Campus	Dr. Ginalyn Garcia	Annaliza L. San Juan Grace F. Hufalar Marrieta Faraon	Chrisha M. Galvan
Radio Broadcasting	Binan City Senior High School West Campus	Dr. Evelyn P. De Castro Dr. Nerra A. Visperas	Delio Escano Oliver P. Caliwag Jonar C. Olicia Ana Alma G. Ricafort	Jusell Gindap Marian Tinles Muhammar A. Lambas

LIST OF CONTEST SUPERVISORS, PROCTORS, AND FACILITATORS

Sports Writing	Binan City Senior High School West Campus	Angela A. Morando	Reynaldo S. Cabal Ma. Beatriz T. Manaig Shirley Cads	Jamaira Silvallana
Collaborative Publishing	Binan City Senior High School West Campus	Dr. Joel J. Valenzuela	Albert Escuvania Eleonofebiatriz Marasigan	Hiyasmin Domingo Annalyn M. Flores
Online Publishing	Binan City Senior High School West Campus	Dr. Lani A. Alonte	Ruby Almadrones Jie Ann B. Otila	Daphne Cardama Mark Revin Miranda
Mobile Journalism	Binan City Senior High School West Campus	Dr. Leonora C. Cruz	Joana Loraine R. Buenafe Maria Antonette Jao	Amity Firmo

Division Technical Working Group

Executive Committee

Dr. Manuela S. Tolentino CESO V, *Schools Division Superintendent*
Dr. Arlene S. Ricasata CESO VI, *Asst. Schools Division Superintendent*
Dr. Mary Ann L. Tatlongmaria, *Chief Education Supervisor -CID*
Dr. Bayani V. Enriquez, *Chief Education Supervisor- SGOD*
Ariel M. Cabantog, *Administrative Officer*

Program Lead

Dr. Leslie V. Denosta, *Education Program Supervisor*
Dr. Raquel L. Azur, *Education Program Supervisor*

Members:

Christopher Ian M. Detera, *President, BC SPADE*
Generie P. Manuel, *Vice President for Private Schools, BC SPADE*
Perry Delos Reyes, *Vice President for High School, BC SPADE*
Hiyasmin D. Capelo, *Vice President for Elementary, BC SPADE*

Secretariat:

Dr. Nenette M. Lacuarin, *Principal II*
Mark Anthony Crisostomo, *Secretary, BCSPADE*
Katherine P. Pastoral, *Treasurer, BCSPADE*
Judilyn J. Bongao, *Business Manager, BC SPADE*

Working Committees

Contest and Awards Committee

Chairman: Dr. Leslie V. Denosta. *Education Program Supervisor*
Members : Education Program Supervisors
Public School District Supervisors
Schoolheads
BCSPADE Officers

Grievance Committee

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Members: Generie P. Manuel, *Vice President for Private Schools, BC SPADE*
Perry Delos Reyes, *Vice President for High School, BC SPADE*
Hiyasmin D. Capelo, *Vice President for Elementary, BC SPADE*

Program and Technical Committee

Chairman: Christopher Ian M. Detera, *President, BC SPADE*

Members: Mark Anthony Crisostomo, *Secretary, BCSPADE*

John Maverick Galang, *Teacher II*

John Christ Domingo, *Teacher II*

Patrick James Pelicano, *Master Teacher I*

Paul John Paradina, *Teacher III*

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Ederlyn M. Alag, *Teacher II*

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Chairman: Dr. Gertrude A. Anunciacion, *EPS-SGOD*

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

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.

The following guidelines shall be strictly implemented:

A. General:

1. If participants have questions or need assistance, they should raise their concerns with the assigned proctor and/or examiner. If the concern remains unresolved, it shall be escalated to the DSPC Focal Persons.
2. School paper advisers, teachers, principals, parents, or guardians who will be found in the contest venue will be grounds for disqualification of their contestants.
3. The top ten winners per medium will be recognized and their points will be included in the overall score calculation (combining Individual and Group Contests).
4. Any violation of the stipulated guidelines will be grounds for disqualification of the participant.
5. The decision of the Board of Judges in all aspects of the contest is final and irrevocable.

B. Specific:

1. News Writing, Feature Writing, Editorial Writing, Science and Technology Writing and Column Writing
 - a. Fact sheets or other sources of information will be provided to the contestants as a basis for writing the article.
2. Sports Writing:
 - a. The DTWG shall orient and provide instructions to the contestants before the contest begins.
 - b. A pre-game conference will be conducted to introduce the players, coaches, and tournament officials.
 - c. The contestants will cover an actual game.
 - d. A post-game conference will be held to interview officials and athletes.
 - e. The contestants will then proceed to the designated contest room to write the sports article.
3. Copyreading and Headline Writing
 - a. Contestants must bring their own pencil for the contest.
 - b. Contestants must follow the directions given in the contest piece.
 - c. Contestants must provide a headline for the article.

4. Editorial Cartooning:

- a. Contestants are required to bring their own pencil no. 2 while the DTWG will provide the papers for the contest.
- b. The cartoon must be centered on the given topic or issue.
- c. The cartoon should be compliant with the professional and ethical standards of media.

5. Photojournalism

a. Preparation:

1. Contestants must be at the contest venue thirty minutes before the orientation on the guidelines.
2. Contestants are allowed to use point-and-shoot, compact cameras or DSLR cameras with a prime lens or zoom lens up to 105mm ONLY. Those who will use other cameras with long lenses or do not follow the given specifications will not be permitted to join the contest.
3. Contestants must submit a camera with emptied internal memory and two (2) blank memory cards to be checked by the examiner/an hour before the orientation
4. Contestants must bring their own camera cable for uploading and saving pictures.
5. Cellular phones, extra digital cameras, or any other additional materials/equipment are not allowed in the contest area.
6. Contestants must bring their own black ballpen while the DTWG will provide scratch papers where contestants can write down notes during the shooting.

b. Photoshoot, Uploading, and Captioning

1. The loading and unloading of the storage card will be done in front of the examiner.
2. Control shot is considered the first shot.
3. Contestants are given one hour to take pictures.
4. Contestants are allowed to take unlimited shots but will submit the control shot and the five photos with caption related to the given theme. Entries that have been edited and/or manipulated which include but not limited to retouching, cropping, stitching, changing the colors and hues, 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 the folder: CODE NUMBER_2024DSPC).
5. Contestants must write the file name of each photo in the caption sheet.
6. Caption sheets will be provided by the DTWG.
7. Contestants will be given 30 minutes to provide a caption for each of the five photos.
8. The advisers, trainers, and parents are NOT allowed in the contest venue throughout the duration of the competition.



Enclosure No.3a to DepEd Memo No. 025, s. 2024

SCORE SHEET FOR NEWS WRITING

Form and Style (40%)	Score
Arranges details of the event 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 personal slants	
Has clear and unbiased headline	
Uses short and simple words	
Conforms with the principles of unity and coherence	
Observes the rules of grammar and syntax	
Uses transitions properly	
Observes 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 fact (s)	
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 (cut 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. 3b to DepEd Memo No. 025, s. 2024**SCORE SHEET FOR FEATURE WRITING**

Form and Style (30%)	Score
Observes the rules of grammar and syntax	
Conforms with the principles of organization and progression of ideas	
Exhibits creative presentation of facts in the story	
Uses a catchy title for the article	
Sustains interest of the readers	
Utilizes the appropriate feature type to emphasize the impact/relevance of the topic	
Observes gender fair language.	
Content (60%)	
Cites facts like historical references, statistics, relevant names/facts to bolster credibility of statements and/or narratives	
Presents a new angle or information about the topic that are 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 (cut 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. 3c to DepEd Memo No. 025, s. 2024

SCORE SHEET FOR EDITORIAL WRITING

Form and Style (40%)	Score
Uses lead paragraph that contains news peg and the general stand of the writer	
Presents arguments that are based on facts.	
Cites sources of facts to add credibility to the arguments raised	
Uses a strong and thought-provoking title	
Shows logical reasoning	
Observes the rules of grammar and syntax	
Utilizes transitions properly	
Observes gender fair language.	
Content (50%)	
Presents the general stand of the writer in the lead	
Utilizes factual information from interviews, documents review, data analyses and other reliable sources	
Displays evidence of the writers' 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 (cut 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)

SCORE SHEET 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, event/game.	
Combines the proper amount of statistics to create a clear visual narrative of the action	
Has an attractive headline which shows what really transpired in the event	
Observes the rules of grammar and syntax	
Conforms with the principles of unity and coherence	
Observes 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 (cut 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. 3e to DepEd Memo No. 025, s. 2024

SCORE SHEET FOR COPYREADING AND HEADLINE WRITING

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

Evaluator/Judge
(Signature over Printed Name)

Enclosure No. 3f to DepEd Memo-No. 025, s. 2024**SCORE SHEET FOR SCIENCE AND TECHNOLOGY WRITING**

Form and Style (40%)	Score
Manifests unity and coherence to the theme/topic given	
Has catchy and appropriate headline that is also clear and free of bias	
Observes the 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	
Uses appropriate terms and lingo to report/discuss events	
Observes 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 jargons 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/facts to bolster 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 (cut 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)

SCORE SHEET FOR PHOTOJOURNALISM

Technical Quality (30%)	Score
Exposure value and quality of image (free from digital noise)	
Presents images with acceptable sharpness	
Communicative Quality (50%)	
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 a 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 (cut 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:	

 Evaluator/Judge
 (Signature over Printed Name)

SCORE SHEET 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/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 (cut 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)

SCORE SHEET FOR COLUMN WRITING

Form and Style (30%)	
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	
Cites sources of facts to add credibility to the arguments raised	
Uses a strong, appropriate and catchy title	
Shows logical reasoning	
Observes the rules of grammar and syntax	
Utilizes transitions properly	
Observes gender fair language.	
Content (50%)	
Presents and explains a solid and clear stance	
Presents the different angles and examines both reconcilable and irreconcilable differences regarding their stand	
Utilizes factual information from interviews, documents 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 fact or argument that may cause confusion or complication.	
Ethics (20%)	
Showcases original works of students.	
Properly cites information and attributes these facts from the source of information (cut 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)

GUIDELINES FOR RADIO SCRIPTWRITING & BROADCASTING CONTEST

A. General Guidelines

1. Each school must form a team of seven (7) members for English and Filipino in elementary level and secondary level.
2. Participants must wear a white shirt with their valid school ID/DSPC IDs for proper identification.
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 include 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 determining the best radio production, the total points from the individual and group awards shall be considered.
 6. Contestants are not allowed to have mobile phones, reference materials, or any extra sheets of paper in the contest area.
 7. All teams must ensure that their laptop/device is compatible with the available device/s in the designated simulation area.
 8. Any violation of the stipulated guidelines will be grounds for disqualification of the team.
 9. The decision of the Board of Judges is final and irrevocable.

B. Scriptwriting

1. Each team may use up to four official laptops that have been cleared of stored documents, and printer in preparing and printing of the script. Official laptops must be submitted to the DTWG on October 17, 2024 (up to 5PM only) to check for any pre-written documents or references. Failure to submit the laptops on/before the deadline will result in disqualification of the competing team

Each team must also bring their own extension cords and other equipment for rehearsal.

2. The team will have one hour and 30 minutes to write a script for a five- minute radio broadcast, which will include one infomercial and four news articles. The infomercial may cover topics such as health, environment, politics, social issues, and

other relevant subjects. It should not exceed one minute in length and must be in the same medium the group is competing in.

The news articles may be based on press releases, raw data, or any other source provided by the examiner/s.

An additional 30 minutes will be allotted for printing the output. After two hours, each team should submit four copies of the script. Three copies will be submitted to the judges and one copy will be submitted to the examiner/s. The team may print extra copies for their own use.

3. Once the script writing has begun, the contestants will no longer be allowed to leave the contest rooms. For personal necessities, the proctor will accompany them to the restrooms.

4. The script should not contain any information that could identify the contestants and their school, however, it should include the names of the team members along with their respective roles (e.g., anchor, news presenter, etc.).

5. The board of judges will provide the name of the radio station, program title, and kilohertz frequency, uniform to all groups.

6. Scripts should be:

- encoded using Arial font size 12
with directorial instructions in capital letters
- double-spaced with normal margin (1inch on all sides)
- printed in A4-sized bond paper (8.27x11.69 inches)

C. Broadcast Simulation

1. A designated broadcast room will be identified in the contest venue for the presentation. Only the contestants, judges, and the examiner/s are allowed inside.

2. The technical operator shall only set the sound system before the simulation. A jack/auxiliary cord/adaptor will be provided for laptops and other sources of sound effects.

3. Contestants/technical director are not allowed to change, adjust, and manipulate the main control board during their presentation, except for the volume meter.

4. In the event of power failure, the affected team will be allowed to broadcast again.

5. The use of sound bites/pre-recorded voice is prohibited.

6. At least two loudspeakers may be set up outside the broadcast room.

7. A designated holding area shall be provided for each role.

8. Each team is given nine minutes: three minutes for preparation, five minutes for the actual broadcast, and one minute for exit. The provided running time shall be applied.

10. The DTWG shall provide a timer that can be seen by the contestants and the judges. An official timekeeper will be appointed.

11. A yellow flaglet will be raised to signal that the team has one minute left for preparation. A green flaglet will then be raised to signal the team to start. A yellow flaglet will be raised again to warn the team that they have only one minute remaining, followed by a red flaglet to indicate that their time is up.

12. The team who complied with the five-minute production receives a perfect score (5 points). In the event of overtime or undertime, the following scheme of deductions will be applied:

Overtime/Undertime	Deduction
1-3 seconds	1 point
4-20 seconds	2 points
21-40 seconds	3 points
41-60 seconds	4 points
61 seconds and above	5 points

13. The undertime or overtime will be deducted from the final average score.

SCORE SHEET FOR RADIO SCRIPTWRITING AND BROADCASTING

1. Anchor	Score	
	Anchor 1	Anchor 2
Voice Quality 40%		
<ul style="list-style-type: none"> • Is 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%		
<ul style="list-style-type: none"> • 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%		
<ul style="list-style-type: none"> • Pronounces / articulates words in a distinct manner • Talks in accent that is socially acceptable • Utilizes various voice inflections/changes to enhance meaning of the lines • Stretches a word to a desired length to emphasize or give the appropriate meaning 		
Total 100%		

2. News Presenter	Score		
	NP1	NP2	NP3
Voice Quality 40%			
<ul style="list-style-type: none"> • Is clear, easy to understand even when speaking quickly • Paces his/her voice well to fit the storyline and help the audience understand the issue • Shows expressions of interest, enthusiasm, and confidence 			
Voice Recognition – 30%			
<ul style="list-style-type: none"> • 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%			
<ul style="list-style-type: none"> • Pronounces / articulates words in a distinct manner • Talks in accent that is socially acceptable • Utilizes various voice inflections/changes to enhance meaning of the lines • Stretches a word to a desired length to emphasize or give the appropriate meaning 			
Total 100%			

3. Infomercial	Score
Content – 45%	
<ul style="list-style-type: none"> • Shows clear advocacy/idea description • Is logically organized • Shows smooth and appropriate transitions • Exhibits language appropriateness 	
Creativity – 30%	
<ul style="list-style-type: none"> • Exhibits uniqueness and originality • Implements technologies appropriately 	
Persuasion / Impact – 25%	
<ul style="list-style-type: none"> • Engages audience • Shows appropriate audience appeal • Keeps audience focused all throughout the broadcast 	
Total 100%	

4. Technical Application	Score
Juxtaposition – 40%	
<ul style="list-style-type: none"> • Shows a smooth transition from one topic/news event to another • Establishes clear relationship between one audio effect to the news or information that follows 	
Fidelity – 30%	
<ul style="list-style-type: none"> • Produces good audio quality • Produces authentic sound and effects • Has less static and no interference 	
Timing and Precision – 30%	
<ul style="list-style-type: none"> • Has clear audible time signals 	
Total 100%	

5. Script	Score
Content – 40%	
<ul style="list-style-type: none"> • Covers topic with necessary details & examples • Is accurate and has no factual errors • Is well-organized • Uses academically, socially, culturally acceptable, and gender fair language 	
Clarity of Instructions – 40%	
<ul style="list-style-type: none"> • Is easy to read and understand • Can easily be followed by another person or team • Reflects effective planning and organizing 	
Neatness – 20%	
<ul style="list-style-type: none"> • All elements are labeled and clearly written • Clearly indicates names of team members and their tasks/assignments 	
Total 100%	

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

Evaluator/Judge
(Signature over Printed Name)

GUIDELINES FOR THE COLLABORATIVE DESKTOP PUBLISHING CONTEST

1. Each school shall organize a team of seven members for English and Filipino both in elementary level and secondary level who will not participate in any of the individual writing categories.
2. Contestants must wear white shirt with their identification card.
3. All contestants must attend the orientation before the competition.
4. All contestants are prohibited from returning to their quarters or communicating in any form (text, call, chat, etc.) with their respective advisers from beginning to the end of the contest.
5. A mini press conference and a sports event will serve as the basis for the content of the publication (i.e., news, features, editorial, editorial cartoon, sports). Photojournalists must take pictures of the mini press conference and sports event.
6. For the actual sports event, a pre-game conference will be conducted for the introduction of the players, coaches, and tournament officials. Subsequently, a post conference will be held for interviews and data gathering.
7. The team will have four hours for writing, layouting, 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. Each team is allowed to bring only the following:
 - two digital/DSLR cameras
 - one printer with scanner
 - one card reader
 - one blank flash drive
 - extension cords
 - a maximum of four laptops installed with either PAGEMAKER or IN DESIGN and Photoshop (for the secondary level) and Microsoft Publisher (for the elementary level) for the layout of the group's final output
 - A4 size bond paper
9. Laptops to be submitted to the NTWG should be labeled in the following format:

Category - Medium-Level - Name, School

Labels should be affixed to the laptop bag using bond paper.
10. Official laptops, previously cleared of stored documents, must be submitted to the DTWG on October 17, 2024 (up to 5PM only) to check for any other applications, pre-written documents or references. Failure to submit the laptops on/before the deadline will result in disqualification of the competing team.
11. Mobile phones and other electronic devices are prohibited, except for digital cameras/DSLRs and laptops with disabled internet connection.

12. Each team must convert their output into PDF, print it on A4 size bond paper, and submit it to the examiner/s. The collaborative desktop publishing team should submit both hard and soft copies of their entries.

13. The output of the contest is a four-page full-colored publication in A4 size. The output will be stored in a flash drive provided by the examiner/s and uploaded to the designated computer for evaluation/judging.

14. Each team must ensure that no identifying marks and information about the contestants (pen name must be used) and their school are present on their output; otherwise, it would be a ground for disqualification.

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

SCORE SHEET FOR COLLABORATIVE DESKTOP PUBLISHING

Content (50%)	Score
<ul style="list-style-type: none"> • Exhibits appropriate balance of news, editorial, features, sports, and other appropriate and interesting content • Utilizes facts from interviews, document review, data analysis and other reliable sources • Shows a variety of stories that fit the section where they are placed • Cites historical references, statistics, relevant names/facts to bolster credibility of statements, assertions, arguments and/or narratives • Provides balance of light and serious topics • Shows relevance of articles to students • Showcases original works of students. • Properly cites information and attributes these facts from the source of information • Applies the principles of journalism 	
Technical (40%)	
<ul style="list-style-type: none"> • Includes articles that are arranged according to importance • Presents headlines that are clear and free of bias • Makes use of pictures that are clear, properly cropped and captioned • Utilizes graphics, illustrations and cartoons that are relevant • Exhibits clear focus and coherent organization • Observes the rules of grammar and syntax • Observes proper journalistic style and format 	
Ethics (10%)	
<ul style="list-style-type: none"> • Showcases original works of students. • Properly cites information and attributes these facts from the source of information (cut 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)

GUIDELINES FOR THE ONLINE PUBLISHING CONTEST

1. Each school shall organize a team of five members for English and five members for Filipino in Secondary level.
2. Contestants must wear white shirt with their identification card.
3. All contestants are required to attend the orientation before the competition.
4. All contestants are prohibited from returning to their quarters or communicating in any form (text, call, chat, etc.) with their respective advisers from the start to the end of the contest.
5. A mini press conference and a sports event will serve as the basis for the content of the publication (i.e., news, features, editorial, editorial cartoon, sports). The photojournalists must take pictures/videos of the mini press conference and sports event.
6. For the actual sports event, a pre-game conference will be conducted for the introduction of the players, coaches, and tournament officials. Subsequently, a post conference will be held for interview and data gathering.
7. The team will have four hours for writing, layouting, and editing of articles online after creating an online publication using the official platform to be provided by the organizer. 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. 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 digital/DSLR cameras
 - a maximum of four laptops installed with photo editing software for image enhancement
 - maximum of two pocket wifi (preferably with two different networks) or two wireless routers
 - extension cords
10. Laptops to be submitted to the DTWG should be labeled in the following format:

Category - Medium-Level, Name, School

Labels should be affixed to the laptop bag using bond paper.

11. Official laptops, previously cleared of stored documents, must be submitted to the DTWG on October 17, 2024 (up to 5PM only) to check for any other applications, pre-written documents, or references. Failure to submit the laptops on/before the deadline will result in disqualification of the competing team.
12. Each group must email their URL or link to the assigned examiner.
13. Each team must ensure that no identifying marks and information about the contestants (pen name must be used), their school are present on their output; otherwise it would be a ground for disqualification.
14. All competing teams shall be given points and ranked accordingly.
15. The decision of the Board of Judges is final and irrevocable.

SCORE SHEET FOR ONLINE PUBLISHING

Content (30%)	Score
<ul style="list-style-type: none"> • 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, relevant names/facts to bolster credibility of statements, assertions, arguments and/or narratives • Provides balance of light and serious topics • Shows relevance of articles to students • Has clear and unbiased headlines/titles 	
Language and Style (15)	
<ul style="list-style-type: none"> • Observes the rules of grammar and syntax • Observes coherence • Uses appropriate vocabulary (<i>Observes gender-fair language</i>) 	
Layout (20%)	
<ul style="list-style-type: none"> • 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%)	
<ul style="list-style-type: none"> • Makes use of multimedia elements such as video, audio, animation, graphics and photos • Is readable, mobile-responsive and engaging via social media • Contains the paper's masthead, editorial profile, and the following sections: News, Editorial, Features, and Sports • Articles include hyperlinks to cited references, data and other content or websites 	
Ethics (15%)	
<ul style="list-style-type: none"> • 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 violations 	
Total (100%)	
Comments/Suggestions:	

 Evaluator/Judge
 (Signature over Printed Name)

GUIDELINES FOR TV SCRIPTWRITING AND BROADCASTING

The contest aims to promote collaboration among campus journalists and simulate the workplace of a television news production department.

A. General Guidelines

1. Each school must form a team of seven members for English and seven for Filipino in secondary level.

2. The members should have the following roles/tasks, including 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/camera man

Any team member can take on multiple roles, as long as it does not create conflicts or awkwardness in the outcome of the broadcast (e.g., an anchor cannot also be a reporter simultaneously. However, an anchor can also serve as a news or infomercial writer).

3. The DTWG, in coordination with the host school, will provide a list of available equipment and tools in the simulation broadcast room a week before the contest through an advisory.

4. In getting the overall results for the best TV broadcast, accumulated points from the individual and group awards shall be considered.

5. The awards for this category include the following:

Individual Awards

1. Best Anchor
2. Best 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

1. Each team must bring only the following:

- maximum of four laptops with at least 10GB free space and a video editing program (with uploading capacity)
- three empty USB Flash Drives (at least 16GB minimum)

- maximum of two video/DSLR camera/mobile phones (without sim and emptied internal storage) compatible with the laptop
- two emptied memory cards
- A4-size bond paper
- one inkjet printer
- extension cord/s

2. Laptops and flash drives to be submitted to the DTWG should be labeled in the following format:

- Category - Medium
- Director's Name, School,

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

3. Checking and sealing of laptops shall be done on October 17, 2024 (until 5 p.m. only). Laptops must be cleared of stored documents upon submission, **except for the pre-recorded OBB and CBB and offline editing software.**

4. Failure to submit the laptops on/before the set deadline will result in disqualification of the competing team.

5. Only the equipment and tools in the simulation broadcast room are allowed to be used by the participants 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 this orientation.

7. The directors will draw lots to determine the order of presentation. Then, contest materials saved in flash drives sealed in envelopes shall be distributed to the directors.

A. SCRIPTWRITING AND PRODUCTION

1. The team should include the following components in their script:

- a. Cover page: This page should contain the group's name (mock TV network name)
- b. News: Only the five sets of data provided by the NTWG will be used in the news reports. Each news script should specify the corresponding video and/or audio component extracted from the folders or created during the actual contest.

- c. Infomercial/Developmental Communication: The team must create one infomercial or developmental communication plug with a maximum duration of 60 seconds.

The DTWG will provide two 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.

- d. Field Report: The production must include a live field report with or without canned video support.

- e. Headlines: These will contain a brief but concise lead/summary of the news articles.

f. OBB/CBB: The DTWG will provide TV station and program names, uniform to all groups.

2. Four hours will be allotted for the pre-production (story conference and scriptwriting), actual production (video shooting/recording, infomercial production), post-production (editing) and rehearsal.

3. Once scriptwriting begins, contestants are not allowed to leave the contest venue. For personal needs the proctor will accompany them to the nearest restrooms.

4. Each team must submit four copies of the script: three for the judges and one for the DTWG. Additional copies for team use may be printed.

5. The cover page of the script must reflect the TV Network and Program names (as provided by the DTWG), and the names of the team members with their respective roles (i.e., anchor, field reporter, etc.).

6. The script should not contain any information that could identify the contestants, their school.

7. All teams must stop working after the allotted four-hour time limit. A buzzer signals the end of the scriptwriting and production time.

8. A designated holding area shall be provided for each role.

9. Team members are only allowed to leave the room when it is their turn to perform or for personal needs under the supervision of a proctor.

B. TV BROADCAST SKILLS PERFORMANCE

1. Only two laptops are allowed inside the studio: one for use as a substitute for teleprompter and one for technical application.

2. News segments will consist of live and edited reports created during the allotted time for production. Only the OBB/CBB and stingers/audio bed are pre-recorded/pre-produced.

Video and audio playback for the live reports are either extracted from the folders or created during the actual contest.

3. Other than the actual broadcast time, ten minutes will be allotted for entrance and preparation.

4. Each team is given ten minutes of preparation time with the assistance of technical experts (service providers). Three warnings will be issued to any team that fails to begin after the allotted preparation time, unless a technical issue arises:

First warning - 1 minute

Second warning - 1 minute and 30 seconds

Third/final warning - 2 minutes

After the third warning and the team fails to start, disqualification will be imposed.

5. Each team is given six minutes for the actual broadcast.

6. The DTWG shall provide a timer that can be seen by the contestants and the judges. An official timekeeper will be appointed.

The timekeeper will raise the green flaglet to indicate the start of the presentation.

A yellow flaglet will be raised by the timekeeper to warn the presenting team that only one minute remains of the broadcast time.

A red flaglet will be raised to indicate that the group's allotted six minutes have been consumed.

7. If case of overtime/undertime during the specified broadcast duration, points will be deducted based on the following criteria for adherence to time allotment (5%):

Overtime/Undertime	Deduction
1-3 seconds	1 point
4-30 seconds	2 points
31-60 seconds	3 points
61-90 seconds	4 points
91-120 seconds	5 points

8. The timekeeper will furnish the judges with a record of each group's broadcast running time immediately after their performance. The record will detail the number of seconds/minutes each group exceeded or fell short of the allotted time.

9. Three minutes will be allotted for the exit.

10. The decision of the Board of Judges is FINAL and IRREVOCABLE.

SCORE SHEET FOR TV SCRIPTWRITING AND BROADCASTING

1. Script- 30%	Score	
Content – 50%		
<ul style="list-style-type: none"> • Provides effective news/story angling • Covers the given stories/relevant topics with necessary details • Is accurate; no factual, conceptual, and grammatical errors • Is original 		
Style – 35%		
<ul style="list-style-type: none"> • Is written in a clear and concise manner • Uses simple, common language • Uses appropriate voice (i. e., active voice or passive voice) • Uses appropriate word choice • Uses proper script terms and abbreviations 		
Organization – 15%		
<ul style="list-style-type: none"> • Follows adequate logical structure • Provides proper labels to elements/parts • Indicates team members and assignments • Considers coherent thought transitions 		

2. Anchor – 12.5%	Score	
	Anchor 1	Anchor 2
Delivery – 70%		
<ul style="list-style-type: none"> • Uses a clear and well-modulated voice • Speaks with appropriate volume • Observes proper phrasing, pacing and timing • Articulates words well • Utilizes appropriate voice inflections to enhance meaning 		
Personality – 30%		
<ul style="list-style-type: none"> • Observes proper stance/posture • Shows a sense of confidence and authority • Projects a professional and credible personality • Demonstrates controlled facial expressions 		

3. Reporter (12.5)	Score	
	Reporter 1	Reporter 2
Delivery – 70%		
<ul style="list-style-type: none"> • Uses a clear and well-modulated voice • Speaks with appropriate volume • Observes proper phrasing, pacing and timing • Articulates words well • Utilizes appropriate voice inflections to enhance meaning 		
Personality – 30%		
<ul style="list-style-type: none"> • Observes proper stance/posture • Shows a sense of confidence 		

<ul style="list-style-type: none"> • Demonstrates controlled facial expressions • Connects with the subjects when interviewing or with the anchor and viewers when reporting 		
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4. Technical Applications – 25%	Score
Element appropriation – 50%	
<ul style="list-style-type: none"> • Observes audio-video lock • Shows effective interplay of audio-visual elements including graphics, text, images, etc. 	
Fidelity – 30%	
<ul style="list-style-type: none"> • Shows good audio and video quality • Shows less to no distortion or technical distraction in audio and video 	
Timing – 20%	
<ul style="list-style-type: none"> • Shows a smooth flow of topics/stories • Shows precise timing and synchronization 	

5. Infomercial/DevCom Plug – 15%	Score
Content – 50%	
<ul style="list-style-type: none"> • Shows clear advocacy/idea description • Reflects original concept 	
Creativity – 50%	
<ul style="list-style-type: none"> • Exhibits uniqueness • Applies technical elements appropriately • Is engaging and appealing 	

OVERALL NEWSCAST

Criteria	Score
Script – 30%	
Broadcast Presentation – 25%	
<ul style="list-style-type: none"> • Anchor – 12.5% • Reporter – 12.5% 	
Technical Application – 25%	
Infomercial/DevCom Plug – 15%	
Adherence to Time Allotment – 5%	
TOTAL – 100%	

 Evaluator/Judge
 (Signature over Printed Name)

GUIDELINES FOR THE MOBILE JOURNALISM

1. Each school shall organize a pair or two members for English and another for Filipino in Secondary level who shall not be competing in any of the individual writing categories.
2. Contestants may wear smart casual without any identifying marks/logo of the school. No glam team will be allowed.
3. All contestants are required to attend the 20-minute orientation before the competition. They will be provided with official paper. They shall bring their own pen.
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. The mobile application that will be used in the event is CapCut (free version, not premium/paid)
6. Social media applications, electronic mail, and other communication channels MUST be uninstalled in the mobile/cellular phones.
7. A 30-minute mini press conference shall be held as bases for the content of the entries including (videos, photos, audio, etc.)
8. Participants may access the internet for research purposes, but MUST NOT use any downloaded material as content in any part of the output. The use of mobile data as access to the internet is not allowed.
9. The pair will be given two (2) hours for this event which shall exclusively consumed: 1 hour for writing and 1 hour for shooting, voice recording, and editing of entries. Coverage/Data gathering through interview and mini press conference shall be excluded from the 2-hour time allotment.
10. The pair shall be able to produce a 3-5 minute video entry in horizontal video orientation in .mp4 or .mov file format.
11. Participants shall be given 10-15 minutes to upload their entries to the official portal. Access link will be given in the contest day after the 2-hour time allotment.
12. Each team will be required to bring only the following:
 - 2 Mobile/Cellular Phone (Android/iOS) and charger compatible with the device that will be used in the competition (without SIM/ESIM Card)
 - 2 Auxiliary/Cord for data/file transfer compatible with the device that will be used in the competition
 - 2 power bank compatible with the device
 - 1 Monopod
 - 1 Tripod
 - 1 portable microphone
 - 1 portable light

13. Official maximum of 2 WiFi routers (or pocket) preferably with different networks mobile/cellular phones, previously cleared of stored documents/files and applications shall be submitted to the DTWG during the checking of devices. Failure to submit on/before the set deadline shall mean disqualification of the competing pair.
14. Non-adherence to these guidelines will mean disqualification of the pair.
15. The entries will be evaluated using the scoresheet for the event.
16. The decision of the Board of Judges is final and irrevocable.

SCORE SHEET FOR MOBILE JOURNALISM

Criteria	Percentage
A. Use of mobile journalism principles (<i>entirely using mobile device</i>)	40%
1. Shooting	10%
2. Recording	10%
3. Writing	10%
4. Editing	10%
B. Accuracy of Mobile Journalism piece	40%
1. <i>Fact-checking and Sources</i> (Assess the presence and credibility of sources cited within the piece. Verify if the information provided is backed by reliable sources or if the journalist has fact-checked the data before presenting it)	8%
2. <i>Cross-Verification</i> (Look for corroboration of information from multiple sources or perspectives. A reliable piece of mobile journalism often verifies its facts by cross-referencing with other reputable sources.)	8%
3. <i>Contextual Understanding</i> (Evaluate whether the journalist has provided sufficient context around the story. Accuracy isn't just about facts but also about presenting them within a broader context, providing a more comprehensive understanding of the subject matter.)	8%
4. <i>Transparency</i> (Assess the transparency of the reporting process. A good journalist often includes information about their methodology, potential biases, and any limitations in their reporting. This transparency helps the audience gauge the accuracy and reliability of the piece.)	8%
5. <i>Editorial Standards</i> (Consider whether the piece follows established editorial standards. This includes proper grammar, coherent structure, and adherence to ethical guidelines in journalism. A well-crafted piece with attention to detail often signifies accuracy.)	8%
C. Maintaining broadcast quality output	20%
1. <i>Technical Standards</i> (This includes aspects like resolution, audio quality, and stability of footage. Check for consistent visual clarity, proper framing, adequate lighting, and clear audio. The equipment used and the technical skills of the journalist play a significant role in maintaining these standards.)	5%
2. <i>Production Values</i> (Assess the overall production quality, including editing, transitions, and visual storytelling techniques. A polished output typically involves well-edited sequences, smooth transitions, and effective use of visual elements to enhance the storytelling.)	5%
3. <i>Adherence to Style Guidelines</i> (Consider whether the content aligns with the established style guidelines of the broadcasting platform. Consistency in graphics, fonts, color schemes, and overall visual presentation is crucial for maintaining a professional broadcast quality.)	5%
4. <i>Engagement and Audience Experience</i> . (Evaluate how the content engages the audience. A high-quality broadcast output not only meets technical standards but also captivates the audience through compelling storytelling, relevant visuals, and a smooth viewing experience.)	5%
TOTAL	100%

 Evaluator/Judge
 (Signature over Printed Name)

GENERAL GUIDELINES FOR SCHOOL PAPER CONTEST

(in Portable Digital Format)

A. The School Paper Contest is open to Elementary and Secondary schools.

B. The top ten highest pointers both in English and Filipino will be declared as the best school papers.

C. Any school paper found to have copied and used texts, images, or other materials without duly acknowledging their sources, the following sanctions will be applied:

First Offense: Disqualification from the contest.

Second Offense: A formal notification will be sent to the School Head. The School Head will issue a written reprimand to the school paper adviser/s. The concerned school paper adviser will undergo a refresher course on Plagiarism organized by the Division. Accordingly, the School Head shall implement plans and programs on intensifying academic honesty and integrity.

Third Offense: Disqualification from the School Paper Contest for three consecutive years.

D. The decision of the Board of Judges in all aspects of the contest is final and irrevocable.

E. For the 2024 DSPC, each School must upload their entries per category (in PDF) to the link to be provided.

The following, properly foldered and labeled (e.g., School Name -Eng-Elem), must be submitted via email at bcspade2022@gmail.com

1. Certificate of Circulation signed by the School Head
2. Certificate of Endorsement signed by the School Head, confirming all the required documents were submitted to, checked, and reviewed by the Office prior to submitting to the DTWG.
3. Report of the process observed in ensuring plagiarized-free articles

The Division Technical Working Group (DTWG) reserves the right to disqualify entries without a Certificate of Endorsement from the School Head

F. The various SECTIONS/CATEGORIES in the school paper contest both English and Filipino are as follows:

1. News Section / Pahinang Balita
2. Editorial Section / Pahinang Editoryal
3. Features Section / Pahinang Lathalain
4. Sports Section / Pahinang Pampalakasan

5. Science & Technology Section / Pahinang Agham at Teknolohiya
6. Layout and Page Design Category / Kategoryang Pag-aanyo at Disenyo ng Pahina

G. The Technical Specifications for both Elementary and Secondary levels are as follows:

1. No. of pages: minimum of 12 and maximum of 20
 - News Section- at least 3
 - Sports Section - at least 2
 - Feature Section - at least 3
 - Editorial Section - at least 2
 - Science & Technology Section - at least 2
2. Process: Digital
3. Color: All pages in full color
4. Size: 9"x12" (Elementary)
 12"x18" (Secondary)

H. Failure to adhere to the set guidelines when evaluating school papers will result in disqualification.

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

A. Editorial Section

1. The section must consist of at least two pages and should include the following: main editorial, editorial cartoon, columns, letters to the editor, and commentaries. Opinion polls or surveys may be included but are not mandatory.
2. The discussion of issues should demonstrate a fair and balanced presentation of both sides of the issue, a clear moral purpose, logical reasoning, and proper citations/attribution of sources.
3. Topics featured in the section should tackle various international, national, or local issues that may have direct or indirect impact on the school or the community it serves.
4. The decision of the Board of Judges is final and irrevocable.

B. News Section

1. The section must consist of at least three pages.
2. The content and scope of the news stories should cover international, national, regional, community and school-related 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.

C. Feature Section

1. The section must consist of at least three 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.

D. Sports Section

1. The section must consist of at least two pages.
2. The content and scope of the sports news should cover international, national, regional, community and school-related sports news stories.
3. The section may contain straight or spot news, advance/follow-up report; news bits; news feature/news analysis; in-depth news, features and editorial/column related to sports.
4. The decision of the Board of Judges is final and irrevocable.

E. Science and Technology Section

1. The Science and Technology Section must consist of at least two pages.
2. The content may cover health, environmental, scientific, technological, and innovative stories presented in news, feature, or scientific commentary style. This should also discuss the economic impact of Science and Technology on the lives of the 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.

F. Layout and Page Design Category

1. This category must conform to the principles of layout and design.
2. The content (texts and images) should consider a variety 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.

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Enclosure No. 8a to DepEd Memo No. _____ s, 2024

SCORE SHEET FOR THE NEWS SECTION

Form and Style (40%)	Score
Has variety of articles that use catchy and appropriate headlines	
Observes the rules of grammar and syntax	
Includes stories that are arranged in decreasing importance	
Contains leads that are clearly written and focused on the most important detail	
Presents headlines that are clear and free of bias	
Uses short and simple words	
Uses appropriate terms to report events	
Utilizes relevant graphs and tables and sharp, properly cropped, and captioned pictures	
Presents a distinct style of the section	
Content (60%)	
Utilizes facts from interviews, document reviews, data analyses and other reliable sources	
Covers relevant issues in school, region, national and even in the international level	
Prioritizes school-related issues rather than events that have little or no direct connection with the community's educational program	
Cites facts such as historical references, statistics, relevant names/facts to bolster credibility of statements and/or narratives	
Observes standards of journalism (fairness, relevance, accuracy and balance)	
Cites sources and observes copyright laws	
Total (100%)	
Comments/Suggestions:	

 Evaluator/Judge
 (Signature over Printed Name)

SCORE SHEET FOR THE EDITORIAL SECTION

Form and Style (40%)	Score
Has catchy and appropriate titles	
Observes the rules of grammar and syntax	
Shows logical presentation of arguments	
Follows the correct format or style of an editorial	
Uses clear and unbiased titles	
Uses short and simple words	
Presents a distinct style of the section	
Content (60%)	
Presents the stand of the staff regarding certain issues	
Utilizes facts from interviews, document reviews, data analyses and other reliable sources	
Uses arguments that are supported by facts	
Reflects clear, logical thinking and challenges the readers' critical thinking	
Has an editorial cartoon that can stand on its own and conveys clean, good, humorous, and constructive criticism	
Columns cover a variety of relevant, youth-oriented subject matter	
Includes letters to the editor, columns, and exchanges	
Keeps to the minimum the number of articles/columns from the administration, teachers, and politicians	
Covers relevant issues in school, region, national and international scene	
Applies the principles of civic journalism	
Prioritizes school-related concerns rather than events that have little or no direct connection with the community's educational program	
Cites facts such as historical references, statistics, relevant figures to bolster credibility of statements and/or narratives	
Includes opinion articles that are timely and interesting to read	
Balances factual details with those of the writers' perceptions	
Observes standards of journalism (fairness, relevance, accuracy and balance)	
Cites sources and observes copyright laws	
Total (100%)	
Comments/Suggestions:	

Evaluator/Judge
(Signature over Printed Name)

SCORE SHEET FOR THE FEATURES SECTION

Form and Style (40%)	Score
Manifests unity and coherence to the theme of the section	
Has variety of articles that use catchy and appropriate title	
Observes the rules of grammar and syntax	
Contains leads that are clearly written and focused on the most important detail	
Presents titles that are appealing, appropriate and witty	
Utilizes relevant graphs and tables and sharp, properly cropped and captioned pictures	
Presents a distinct style of the section	
Content (60%)	
Utilizes facts from interviews, documents review, data analyses and other reliable sources	
Reflects clear and creative thinking	
Keeps to the minimum the number of articles/columns from the administration, teachers, and politicians	
Covers relevant issues in school, region, national and even in the international level	
Applies the principles of civic journalism	
Cites facts such as historical references, statistics, relevant names/facts to bolster credibility of statements and/or narratives	
Contains articles that are interesting to read	
Stirs the imagination of the reader	
Balances presentation of details with those of the writers' perception	
Observes standards of journalism (fairness, relevance, accuracy and balance)	
Cites sources and observes copyright laws	
Total (100%)	
Comments/Suggestions:	

Evaluator/Judge
(Signature over Printed Name)

SCORE SHEET FOR THE SCIENCE AND TECHNOLOGY SECTION

Forms and Style (40%)	Score
Manifests unity and coherence to the theme of the section	
Has variety of articles that use catchy and appropriate headlines	
Observes the rules of grammar and syntax	
Shows logical presentation of arguments	
Contains leads that are clearly written and focused on the most important detail	
Presents headlines that are clear and free of bias	
Uses short and simple words	
Utilizes relevant graphs, tables and sharp, properly cropped and captioned pictures	
Follows appropriate form and style	
Uses appropriate terms to report events	
Presents a distinct style of the section	
Content (60%)	
Utilizes facts from interviews, document reviews, data analyses and other reliable sources	
Presents relevant and timely issues on science and technology	
Includes stories that deal with environmental, scientific, technological and innovative topics written in news, feature, and scientific commentary style.	
Prioritizes school-related materials rather than events that have little or no direct connection with the school and community	
Cites facts such as scientific references, statistics, relevant figures/facts to bolster credibility of statements and/or narratives	
Observes standards of journalism (fairness, relevance, accuracy and balance)	
Cites sources and observes copyright laws	
Total (100%)	
Comments/Suggestions:	

 Evaluator/Judge
 (Signature over Printed Name)

SCORE SHEET FOR THE SPORTS SECTION

Form and Style (40%)	Score
Manifests unity and coherence	
Has variety of articles that use catchy and appropriate headlines	
Observes the rules of grammar and syntax	
Shows logical presentation of arguments in the sports editorial, feature and/or column	
Includes stories that are arranged in decreasing importance	
Contains leads that are clearly written and focused on the most important detail	
Presents headlines that are clear and free of bias	
Uses short and simple words	
Utilizes relevant graphs and tables, sharp, properly-cropped and captioned pictures	
Uses appropriate terms and lingo to report events	
Combines the proper amount of statistics to create a clear visual narrative of the actions	
Presents a distinct style of the section	
Content (60%)	
Utilizes facts from interviews, document reviews, data analyses and other reliable sources	
Keeps to the minimum the number of articles/columns from the administration, teachers and politicians	
Covers relevant sports issues in school, region, national and even in the international level	
Includes variety of local, national, and international sports articles	
Prioritizes school-related materials rather than events that have little or no direct connection with the community's educational and athletic program	
Cites facts such as historical references, statistics, relevant names/facts to bolster credibility of statements and/or narratives	
Contains articles that are timely and interesting to read	
Observes standards of journalism (fairness, relevance, accuracy and balance)	
Cites sources and observes copyright laws	
Total (100%)	
Comments/Suggestions:	

 Evaluator/Judge
 (Signature over Printed Name)

Enclosure No. 8f to DepEd Memo No. 025, s. 2024

SCORE SHEET FOR LAYOUT AND PAGE DESIGN CATEGORY

Form and Style (70%)	Score
Has overall visual appeal	
Manifests thematic unity in all sections of the school paper	
Utilizes relevant and quality images and graphics	
Displays excellent use of color and font	
Content (30%)	
Considers a range of stories about the community and the school, including those of international, national, and local significance	
Observes standards of journalism (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)