



Republic of the Philippines  
**Department of Education**  
REGION X - NORTHERN MINDANAO  
**SCHOOLS DIVISION OF OZAMIZ CITY**

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January 23, 2023

**DIVISIONAL MEMORANDUM**

No. 028, s. 2023

**2023 DIVISION SCHOOLS PRESS CONFERENCE (DSPC)**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors (CID and SGOD)  
Public and Private Elementary and Secondary School Heads  
All Others Concerned  
This Division

1. Pursuant to the provision of R.A. 7079, otherwise known as the Campus Journalism Act of 1991, mandating the Department of Education (DepED) to sponsor periodic competitions, press conferences, and training seminars/workshops for student-writers and teacher advisers for the student publications, this Division shall hold the Division Schools Press Conference (DSPC) on February 08, 2023, at the Ozamiz City School of Arts and Trades (OCSAT).
2. There is no definite theme yet for this year's DSPC. However, Learning Resiliency and Recovery, Ethics in Social Media, Promoting Digital Literacy through Campus Journalism, Climate Change, Transformational Leadership, and Good Governance are considered probable topics.
3. The Division Schools Press Conference aims to:
  - a. harness students'/pupils' potential in journalism;
  - b. promote responsible journalism, and
  - c. identify participants in the 2023 Regional Schools Press Conference (RSPC).
4. The whole day Division Schools Press Conference includes contests in the different individual events in journalism. (Please see enclosure numbers 1-2 for contest mechanics and matrix of activities.)
5. Participants are the First Place Winners of the different events in journalism during the School Level Press Conference in all public/private elementary and secondary schools. There must only be one (1) contestant in a particular event from each participating school.
6. A contestant can participate in a maximum of two (2) events, provided they are of the same medium/language. However, in the event that he/she wins in the two (2) events, he/she shall choose only one (1) event to be represented during the Cluster RSPC on March 4-5, 2023, for all events, including Radio and TV Broadcasting, Online Publishing and Collaborative Desktop Publishing



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7. Online Publishing teams (secondary level for both English and Filipino) to compete for the Cluster RSPC shall be selected by the EPSs concerned.
8. There will be an online meeting of all school paper adviser participants on February 3, 2023, at 3:00 p.m. via google meet. The link will be provided on the day.
9. Aside from the school-based enhancement training conducted, there will be a scheduled face-to-face enhancement training participated in by the regional qualifiers with invited experts as speakers on February 10-12, 2023. Further details about this will be issued through a separate memorandum immediately after the DSPC 2023.
9. Travel and other expenses incurred in the attendance to this conference may be charged to local/ MOOE or school publication fund, subject, however, to usual accounting and auditing rules and regulations.
10. Immediate dissemination of this memorandum to all concerned is desired.

**JEAN G. VELOSO**  
*Schools Division Superintendent*

Encl.: As stated  
Reference: R.A. 7079  
To be indicated in the Perpetual Index  
under the following subjects:

PROGRAMS      CURRICULUM      LEARNERS      TEACHERS      SCHOOLS

FBA/DM- 2023 DIVISION SCHOOLS PRESS CONFERENCE (DSPC)  
/January 23, 2023





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Incl #1 to Div Memo # 028, s. 2023

DSPC February 8, 2023 Ozamiz City School of Arts and Trades

**A. The contests in English and Filipino for both Elementary and Secondary levels are as follows:**

***Individual (DSPC Contests)***

- News Writing / Pagsulat ng Balita
- Editorial Writing / Pagsulat Editoryal
- Feature Writing / Lathalain
- Sports Writing / Balitang Isports
- Copy Reading/Headline Writing / Pagkokopya at Pagwawasto ng Sipi
- Editorial Cartooning / Kartoong Editoryal
- Science and Health Writing/ Pagsulat ng Agham at Pangkalusugan
- Digital Photojournalism/ Pagkuha ng Larawang Pampahayagan
- Column Writing/ Pagsulat ng Kolum

***Group (Assigned to Identified Schools for RSPC 2023 with five members for each event)***

- Radio Broadcasting
- TV Broadcasting
- Collaborative Desktop Publishing
- Online Publishing (secondary level only for Filipino and English)

**B. Guidelines for The Selection of Winners in The Different Individual Writing Events**

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.

Only learners from school with school paper (print or pdf copy), either in English or Filipino, for the school year 2022-2023 and who won the top one spots in each category are allowed to compete in the various individual contests of the RCSPC.

***General:***

1. Should there be questions and assistance needed, the participants can only raise their concerns to the assigned proctor and/or examiner.
2. School paper advisers, teachers, principals, parents or guardians who will be found in and around the contest venue will be grounds for disqualification of their contestants.
3. The Top five winners per medium shall be recognized and their points will be included in the computation of the overall scores (combined scores of Individual and Group Contests).
4. Any violation of the stipulated guidelines will be grounds for disqualification of the participant.



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

**Specific:**

**1. Sports Writing:**

- a. The RTWG 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. A video game is provided by ROs to be watched 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.

**2. Copyreading and Headline Writing:**

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

**3. Editorial Cartooning:**

- a. The contestants shall bring their own Mongol pencil no. 2 while the RTWG shall provide paper for the contest.
- b. The cartoon must be anchored on the given topic or issue.
- c. The cartoon should be, at all times, compliant with the professional and ethical standards of media.

**4. Science and Technology Writing, News Writing, Feature Writing, Editorial Writing, Column Writing:**

- a. Fact sheets, topics or other sources of information shall be given to the contestants as bases in writing article.
- b. The RTWG shall provide a paper for the contest.

**5. Photojournalism:**

- a. Preparation:
  1. Contestants shall be at the contest venue thirty (30) minutes before the orientation on the guidelines and the rubrica.
  2. The contestants are allowed to use any Digital Camera (point and shoot only) with a maximum of 24.3 megapixels with fixed lenses. Contestants who will use any DSLR and other high-end cameras will not be permitted to join the contest.
  3. The contestants shall submit the camera with empty memory card (internal memory) to be checked by the examiner/s.
  4. The contestants shall bring their own camera cable for uploading and saving of pictures.
  5. Cellular phones, extra digital cameras, extra storage card or any additional materials/equipment are not allowed in the contest area.
  6. Contestants shall bring their own black ballpen while the RTWG will provide scratch papers where contestants can write down notes during the shooting.



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- b. Provision for Memory Card:
1. The contestants shall load the empty storage card in front of the examiner on the contest day.
- c. Photo shoot, Uploading and Captioning
1. The loading and unloading of the storage card will be done in front of the examiner.
  2. Control shot shall be the first shot
  3. Contestants are given one hour to take pictures.
  4. Contestants are allowed to take unlimited shots but will submit only five possible photos with caption for the given theme and the control shot.
  5. The contestants shall write the file name of each photo in the caption sheet. Caption sheets will be provided by the RTWG.
  7. Contestants will be given 30 minutes to write the captions for each of the five photos.
  8. Throughout the duration of the competition, the advisers, trainers, and parents are NOT allowed in the contest venue.

### **C. Guidelines for Radio Script Writing & Broadcasting Contest**

#### **General Guidelines:**

1. Each division shall organize a team of five (5) members for English and Filipino in elementary and secondary level who shall not be competing in any of the individual writing categories.
2. To facilitate the proper identification, the participants shall wear white shirts with their valid school IDs/ RSPC IDs.
3. An orientation shall be conducted for all the contestants.
4. The awards for this category are the following:

#### Individual Awards

#### Group Awards

1. Best Anchor
  2. Best in Technical Application
  3. Best News Presenter
  4. Best Infomercial
  5. Best Script
5. In getting the overall results for best radio production, accumulated points from the individual and group awards shall be considered.
  6. The decision of the Board of Judges is final and irrevocable.
  7. Any violation of the stipulated guidelines shall be valid grounds for disqualification of the team.

#### B. Scriptwriting

1. Each team may use up to three (3) official laptops that are cleared of stored documents and a printer in preparing and printing of the script. All laptops should be submitted to the contest committee for inspection. Each team is required to bring its own extension wires and other equipment for rehearsal.







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2. The team will be given 1 ½ hours to prepare a script for a 5-minute radio broadcast. It includes one (1) infomercial and four (4) news articles.

The Infomercial may depict health, environment, politics, and social issues. It shall have a maximum length of one (1) minute and shall use the language that the group is competing in.

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

Another 30 minutes will be allotted for the printing for the output. After two (2) hours, each team should submit four (4) copies of the script. Three (3) copies will be submitted to the judges and one (1) copy will be submitted to the examiner/s. The team may print extra copies for their own use.

3. 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 rest rooms.

4. The script should not bear any information that may identify the school and division, but it should include the names of the members of the team with their respective roles (i.e. anchor, news presenter, etc.).

5. Script should be:

- encoded using Arial font size 12
- with directorial instruction in capital letters
- double-spaced with normal margin (inch on all sides)
- printed in A4-sized bond paper (8.27 x 11.69 inches)

C. Broadcast Simulation

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

2. The organizer/host division/school shall commission an independent sound system provider to ensure quality audio output. The technical operator shall only set the sound system before the simulation. A jack/auxiliary cord/adaptor will be provided for the laptops and other sources of sound effects.

3. Except for the volume meter, contestants/technical director shall not be allowed to change, adjust, and manipulate the main control board during their presentation.

4. Mobile phones and reference materials shall not be allowed in the contest area.

5. In case of power failure, the affected team shall be allowed to broadcast again.

6. Loudspeakers may be set up outside the broadcast room.

7. Each team shall be given eight (8) minutes: two (2) minutes for preparation, five (5) minutes for the actual broadcast, and one (1) minute for exit. Provided running time shall be applied.

8. 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.





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9. A yellow flaglet shall then be raised to signal the team to start. A yellow flaglet shall be raised again to warn the team that they only have one (1) minute remaining followed by a red flaglet to indicate that their time is up.

10. The team who complied with the 5-minute production shall be given a perfect score (5 points). In case of overtime or undertime, the following scheme of deduction shall be followed:

Undertime/Overtime

1 second - 20 seconds - 1 point

21 seconds - 40 seconds - 2 points

41 seconds - 60 seconds - 3 points

61 seconds and above - 4 points

11. The output of the radio broadcasting shall be canned in MP3 audio format with filename according to level and category:

Secondary English (RCSPC\_Broadcast\_Sec\_English\_Name of Division)

Secondary Filipino (RCSPC\_Broadcast\_Sec\_Filipino\_Name of Division)

Elementary English (RCSPC\_Broadcast\_Elem\_English\_Name of Division)

Elementary Filipino (RCSPC\_Broadcast\_Elem\_Filipino\_Name of Division)

#### **D. Guidelines for The Collaborative Desktop Publishing Contest**

1. Each division shall organize a team of five (5) members for English and Filipino in elementary and secondary level who shall not be competing in any of the individual writing categories.

2. Contestants shall wear their school uniform 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 sports event shall be held (A canned video shall be presented) as basis for the content of the publication (i.e. news, features, editorial, editorial cartoon, sports). A google drive with pictures shall be provided to the participants. (The photojournalists shall take pictures of the mini press conference and sports events.)

6. There is no actual sports event, a canned video is provided. For further guidelines from the Central Office

7. The team will be given four (4) hours for data gathering, writing, lay out, and editing.

8. Each team is allowed to bring only the following:

- two (2) digital/DSLR cameras(Optional)
- one (1) printer with scanner
- one (1) card reader(Optional)
- one (1) blank flash drive
- extension wires







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- 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
  - A4 size bond paper
9. Laptops to be submitted to the RTWG shall be labeled with the following format:
- Category-Medium-Level-  
Name, School, Division
- e.g.,  
Collaborative Desktop Publishing- English- Secondary  
Mand Agustin, Bukidnon National High School, Malaybalay City
- Labels shall be in a whole bond paper size pasted on/ attached to the laptop bag.
10. Mobile phones and other electronic gadgets shall not be allowed except for digital cameras/ DSLRs and laptops with disabled internet connection.
11. 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 hard and soft copies of their entries. They should ensure that no identifying marks about their school or division can be found on their output as it would be a ground for disqualification.
12. The output of the contest is an A4-size four 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.
13. The top 5 teams shall be recognized and their points will be included in the determination of the overall scores.
14. The decision of the Board of Judges is final and irrevocable.

**E. Guidelines for The Online Publishing Contest**

1. Each division shall organize a team of five (5) members for English and Filipino in the secondary level who shall not be competing in any of the individual writing categories.
2. During the contest, contestants shall wear their school uniform with identification cards.
3. All contestants are required to attend the orientation before the competition.
4. During the contest, 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 (DEL).
5. A (recorded) mini press conference and sports event shall be held as bases for the content of the publication ( i. e. news, features, editorial, editorial cartoon, sports). All contestants shall attend and photojournalists shall take pictures of the mini press conference and sports (DEL) events.



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6. For the (actual- DEL) sports event, a recorded pre-game conference shall be conducted for the introduction of the players, coaches, and tournament officials. Consequently, a post conference shall be held for interview and data gathering.
7. The team will be given four (4) hours for data gathering, writing, lay out, and editing.
8. Each team is allowed to bring only the following:
  - one (1) scanner
  - maximum of two digital cameras
  - maximum of four (4) laptops installed with photoshop for image enhancement
  - maximum of two pocket wifis or one wireless router
  - extension cord.
9. Laptops shall be inspected or checked and to be submitted a day before the contest proper to the RTWG. It shall be labeled with the following format:

Category-Medium-Level-  
Name, School, Division  
E.g.  
Online Publishing- English- Secondary  
Mand Agustin, Bukidnon National High School, Malaybalay City

Labels shall be in a whole bond paper size pasted on/ attached to the laptop bag.
10. Each group shall email their URL to [armando.agustin@deped.gov.ph](mailto:armando.agustin@deped.gov.ph).
11. The top 5 teams shall be recognized and their points will be included in the determination of the overall scores.
12. The decision of the Board of Judges is final and irrevocable.

**F. Guidelines for Tv Script Writing & Broadcasting Contest**

1. Each division shall organize a team of five (5) members for English and five (5) members for Filipino in elementary and in secondary levels who shall not be competing in any of the individual writing categories.
  - a. scriptwriter
  - b. anchor/s -not more than 2
  - c. reporter/s - not more than 3
  - d. producer/director who could also act as floor director
  - e. video/ graphic editor
  - f. video researcher/floor director
  - g. video journalist/camera manAny of the team members can assume one or two positions/tasks as long as this would not be conflicting or awkward in relation to the outcome of the broadcast ( example: an anchor can't be a reporter at the same time). But an anchor can also be a news or infomercial writer).
2. To facilitate the proper identification, the participants shall wear their valid school IDs/ RSPC IDs.



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3. An orientation shall be conducted for all the contestants.
4. The top 5 teams shall be recognized and their points will be included in the determination of the overall division score.
5. The awards for this category are the following:

Individual Awards

Group Awards

1. Best Anchor
  2. Best in Technical Application
  3. Best News Presenter
  4. Best Infomercial
  5. Best Script
6. The decision of the Board of Judges is final and irrevocable.

**PRE-CONTEST**

1. Each team will be required to bring only the following:
  - Maximum of 4 laptops with at least 10GB free space and a video editing application/software/program (with uploading capacity)
  - 3 empty flash drives
  - maximum of 2 cameras/mobile phones (without sim) compatible with the laptop
  - wired lapel microphones
  - A4 bond paper
  - printer with ink
  - extension cords
2. Laptops and flash drives to be submitted to the RTWG shall be labeled with the following format:  
Category-Medium-Level-  
Name, School, Division  
e.g.,  
TV Script Writing and Broadcasting- English- Secondary  
Mand Agustin, Bukidnon National High School, Malaybalay City

Labels shall be in a whole bond paper size pasted on/ attached to the laptop bag and laptop. Flash drives shall be sealed in an envelope with label/ Ziploc/resealable plastic size #3 to be provided by the RTWG.

3. Checking and sealing of laptops shall be done on \_\_\_\_\_ until 5PM only). Laptops shall be clear of stored documents except for pre-recorded OBB and CBB and offline editing software.
4. Failure to submit laptops after the set deadline shall mean disqualification of the competing team.



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5. Only the equipment and tools in the mock broadcast room are allowed to be used by the participants during the actual presentation.
6. All participants should attend the orientation.
7. Contest materials saved in flash drives sealed in envelopes/Ziplock/sealed plastic shall be distributed to the team directors.

**CONTEST PROPER:**

**A. Script Writing And Production**

1. The team shall have the following components in their script:
  - a. Cover page : This shall contain the group's name ( mock TV network name)
  - b. News: The RTWG will provide five sets of data ( including photos/videos/audio) in folders saved in a flash drive. The team may use all sets of data for their 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 RTWG will provide two sets of data ( including photos/videos/audio) in folders saved in a flash drive. The team is required to produce one (1) infomercial or development communication plug. This shall be produced during the contest and should be related to the topic which will be given by the judges. The script should contain video and audio components.
  - d. Field Report: A live field report with or without canned video support shall be included in the production.
  - e. Headlines: This will contain a brief lead/summary of the news articles.
  - f. OBB/CBB: Opening Billboard and Closing Billboard will contain the group's assumed TV network name. The script for the OBB/CBB should be included in the main script which will be submitted to the judges.
2. Five hours and thirty minutes (05:30) will be allotted for the preparation of the script, shooting, and editing of the videos, production of the infomercial and rehearsals.
3. Once the script writing has commenced, the contestant will no longer be allowed to leave the contest rooms. For personal necessities, the proctor shall accompany them to the rest rooms.
4. Each team shall prepare four copies of the script: 3 copies for the judges and a copy for each member of the team.
5. The cover page of the script shall contain the group's name (TV Network Name) and the names of the members of the team with their respective roles. ( i.e. anchor,field reporter, etc.)
6. The script, songs/jingles and the TV Network Name should not bear any information that may identify the school or division.



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**B. Tv Broadcast Skills Competition**

1. The TV Broadcast must be delivered in six minutes and must be canned with file name TV\_Division\_English/Filipino to be saved in the official regional flash drive.

**G. Guidelines for School Paper Contest**

1. School Publication is a requirement for pupil/student journalists to join the contests. Upon registration, the school paper advisers shall submit to the registration committee a draft of their 2023 school publication.

The school publication may be submitted in paper-based (print), e-document (pdf) in CD or e-publication (with the application of web page design) in English and Filipino

Number of pages: minimum of 12 and maximum of 20 with the following parts:

- \* News Section- at least 3 pages
- \* Editorial Section - at least 2 pages
- \* Feature Section - at least 3 pages
- \* Sports Section - at least 2 pages
- \* Science and Technology Section - at least 2 pages

Color: Front and back in full color, inside pages in black and white

Process: Offset/Digital

Paper stock: Bookpaper or C2S 60 GSM - 80 GSM

Size: 9" x 12" (Elementary)

12" x 18" (Secondary)

**H. Individual & Group Events Mechanics/ Criteria**

• **News Writing, Feature Writing, Editorial Writing, Column Writing, Science and Health Writing & Sports Writing**

Substance -	35%
Mechanics -	30%
Clarity of Presentation -	25%
Tone/ Style -	10%
<b>TOTAL -</b>	<b>100%</b>

• **Editorial Cartooning**

Visual Impact -	50%
Humor -	30%
Symbol -	20%
<b>TOTAL</b>	<b>100%</b>

• **Photojournalism**

Exposure -	30%
Composition -	30%
Visual Impact -	40%
<b>TOTAL</b>	<b>100</b>



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DSPC February 8, 2023 Ozamiz City School of Arts and Trades

**MATRIX OF ACTIVITIES**  
**February 8, 2023 ELEMENTARY ENGLISH AND FILIPINO**  
**Ozamiz City School of Arts and Trades**

<b>Time</b>	<b>Activity/ Contest</b>	<b>Venue</b>	<b>Persons Responsible</b>
<b>Morning</b> 7:15 - 8:00	Registration	OCSAT Gym	DSPAA
8:00 - 8:30	DSPC Orientation	OCSAT Gym	EPSs and DSPAA
9:00 - 10:00	Photojournalism Contest News Writing Features Writing	Entrep Building - English  Library Hub - Filipino	English & Filipino EPS, Facilitators
10:30 - 11:30	Editorial Writing Column Writing	Entrep Building - English  Library Hub - Filipino	English & Filipino EPS, Facilitators
12:00- 12:30	Lunch Break		
<b>Afternoon</b> 1:00 - 2:00	Copyreading and Headline Writing Science and Technology Writing	Entrep Building - English  Library Hub - Filipino	English & Filipino EPS, Facilitators
2:00 - 3:00	Editorial Cartooning	Entrep Building - English  Library Hub - Filipino	English & Filipino EPS, Facilitators
3:00-4:30	Sports Viewing Sports Writing	Entrep Building - English  Library Hub - Filipino	English & Filipino EPS, Facilitators
4:30 - 5:00	Homebound		

- **Schedule of activities may change as the need arises.**
- **School paper advisers and campus journalists waiting for their events are encouraged to stay at the OCSAT Gym for important announcement.**



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