



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Region VII, Central Visayas  
**SCHOOLS DIVISION OF NEGROS ORIENTAL**  
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October 30, 2018

Division Memorandum  
No. 728, s. 2018

**DISSEMINATION OF REGIONAL MEMORANDUM NO. 0802, S. 2018**  
**RE: 2018 REGIONAL SCHOOLS PRESS CONFERENCE (RSPC)**

To :

- Asst. Schools Division Superintendent
- Chiefs, CID & SGOD
- Education Program Supervisors/Division Coordinators
- Public Schools District Supervisor/District in-Charge
- Public and Private Elementary & Secondary School Heads
- All Others Concerned

1. For information and guidance of all concerned, enclosed is the Regional Memorandum in the conduct of 2018 Regional Schools Press Conference (RSPC) on November 14-16, 2018 at Balamban, Cebu.
2. Everyone is advised to follow the guidelines and requirements attached on this memorandum.
3. For immediate dissemination and compliance.

**WILFREDA D. BONGALOS, Ph. D., CESO V**  
Schools Division Superintendent

10/30/18

3 OCT 2018



Republic of the Philippines  
Department of Education  
REGION VII, CENTRAL VISAYAS  
Sudlon, Labug, Cebu City



REGIONAL MEMORANDUM  
No. 0802, 2018

D: 10/25/18

OCT 24 2018

**2018 REGIONAL SCHOOLS PRESS CONFERENCE (RSPC)**

To: **Schools Division Superintendents**

1. Pursuant Republic Act (RA) No. 7079, also known as the *Campus Journalism Act of 1991*, this Office announces the conduct of the **2018 Regional Schools Press Conference (RSPC)** with the theme, "*Fostering 21st Century Skills and Character-Based Education through Campus Journalism.*" This will be held on November 14-16, 2018 in Balamban, Cebu to be hosted by Cebu Province Division.

2. The conference aims to:

- a. demonstrate understanding of the importance of journalism by expressing it through different journalistic endeavors and approaches;
- b. sustain advocacy on social consciousness and environmental awareness;
- c. provide a venue for an enriching learning experience for students interested in Journalism as a career or those who intend to use skill sets learned through campus journalism to give them a better edge in their chosen careers;
- d. promote responsible journalism, fair and ethical use of social media; and
- e. enhance journalistic competence through healthy and friendly competitions.

3. Participants to the 2018 RSPC are the following:

- a. the top five (5) Division winners of the different individual writing contests in English and Filipino of both elementary and secondary levels;
- b. Division first place winners in **Radio Script Writing and Broadcasting, Collaborative Desktop Publishing, TV Scriptwriting and Broadcasting (for secondary only), Online Publishing (for secondary level only)**;
- c. School Paper Advisers;
- d. Division Journalism Coordinators
- e. Board of Judges
- f. Division and Region Technical Working Group

4. The Conference activities shall include the following:

- a. Individual Contests (News Writing, Editorial Writing, Feature Writing, Sports Writing, Editorial Cartooning, Copyreading and Headline Writing, Photojournalism, Science and Technology Writing, and Column Writing as demo contest)
- b. Group Contests (Radio Script Writing and Broadcasting, TV Script Writing and Broadcasting, Collaborative Desktop Publishing, and Online Publishing)
- c. Search for Outstanding School Paper Advisers (SPA) and Campus Journalists (CJ)
- d. Search for Mr. and Miss 2018 RSPC

5. 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 duly acknowledging their sources. The disqualification covers all competition sections of the school paper whether they are published in print or PDF copy. Any form of plagiarism as proven by the board of judges shall be ground for disqualification.

6. In order to clarify issues and concerns regarding the conduct of the RSPC, concerned officials, and all participants are advised to refer to the list of enclosures on the guidelines of school paper, individual and group contests below:

Enclosure Number	Content
1	General Guidelines for the Selection of Winners in the Different Individual Writing Contests
2	General Guidelines for the School Paper Contest (Print or PDF)
3	General Guidelines for the Best Section & Layout and Page Design
4	Guidelines for Radio Script Writing and Broadcasting Contests
5	Guidelines for TV Script Writing and Broadcasting Contest
6	Guidelines for Collaborative Desktop Publishing Contest
7	Guidelines for the Online Publishing Contest
8	Criteria for the Search for Outstanding School Paper Adviser and Campus Journalist
9	Format for the List of Student contestants & School Paper Entries

7. The Online Publishing is now included in the contest both in Filipino and in English for secondary level only. A separate team shall be organized for this category.

8. All schools divisions should strictly follow the **No School Paper, No Student Contestant Policy**.

9. Schools that have collected journalism or subscription fees from their learners should submit school paper entries in print, **not in PDF files**.

10. Any violation of the stipulated guidelines is subject for disqualification.

11. Only the top five (5) winners in the individual contests and top one (1) for the group contests in the Division Schools Press Conference (DSPC) shall be qualified for the RSPC.

12. Schools Division Offices shall submit the official list of contestants not later than November 9, 2018, while the submission school paper entries will be until November 16, 2018. The Official list of contestants and school paper entries (in Word File) shall be sent via email to [maurita.ponce@deped.gov.ph](mailto:maurita.ponce@deped.gov.ph) (Refer to the Format attached)

13. A registration fee of **One Thousand Eight Hundred Pesos (PhP 1,800.00)** shall be collected in advance from each participant/delegate, payable in cash to the host division not later than November 5, 2018. This is to defray for the expenses of meals, honoraria of the board of judges, kits, medals, trophies and other related expenses. Membership fee of **Sixty Pesos (PhP 60.00)** for the SPA and **Thirty Pesos (PhP 30.00)** for the CJ shall also be collected by the CVSPAMI treasurer during the registration.

14. Registration fee, transportation and other incidental expenses of the participants are chargeable against school/Division MOOE/SEF/PTA/Campus Journalism Funds, or other available sources, subject to the usual accounting and auditing rules and regulations.

15. Each delegation must wear their delegation uniform and bring their delegation banner, and prepare a two-minute yell/cheer for the parade and opening program at 3:00 p.m. on November 14, 2018.

16. All delegations are advised to arrive at the venue in the morning of November 14, 2018 for the purpose of billeting, registration, and checking of laptops and memory cards. First meal to be served is lunch of November 14 and last meal is afternoon snacks of November 16, 2018.

17. Immediate and wide dissemination of this Memorandum is directed.

JULIET A. JERUTA  
Director IV



SALUSTIANO T. JIMENEZ, CESO V  
OIC-ASSISTANT REGIONAL DIRECTOR

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

The competition in the Individual Writing Contest is designed to showcase the competencies of campus journalists, demonstrate their holistic journalistic skills and proficiency through media exposure, immersion and press conferences, and promote free responsible journalism.

Only learners from schools with school paper (Print or PDF copy), both in English and Filipino for the school year and who won the top 5 spots in each category are allowed to compete in the various individual contests of the RSPC.

The following will be strictly implemented and complied with:

**A. General**

1. To facilitate proper identification, the participants are required to wear their school uniform with their valid school ID/RSPC ID especially during the contest proper, except TV and Radio Script Writing and Broadcasting contestants who will be wearing white shirt.
2. Should there be questions and assistance needed, the participants can only raise their concerns to the assigned proctor and/or examiner. The proctor shall refer them to the Region TWG for appropriate response.
3. Contestants should not put any identifying mark on the contest entry or answer sheet.
4. School paper advisers, teachers, principals, parents or guardians who will be found in and around the contest venue will be grounds for disqualification of their contestants. A waiting/holding area within the vicinity of the contest area shall be provided
5. The top five (5) winners per medium shall be recognized and their points will be included in the computation of the overall scores.
6. Any violation of any of the stipulated guidelines will be grounds for disqualification of the contestant.
7. The decision of the Board of Judges in all aspects of the contests shall be deemed final and irrevocable.

**B. Specific:**

**1. Sports Writing**

- a. The TWG shall orient and provide final instructions to the contestants before the contest proper.
- b. A pre-game conference shall be conducted for the introduction of the players, coaches, and tournament officials. Consequently, a post-game conference shall be held for further interview and data gathering.
- c. Contestants shall watch an actual game where they shall gather appropriate data.
- d. A post-game conference shall be held to further interview the officials and athletes after the game.
- e. The actual sports writing contest shall be done right after the coverage of the game.

**2. Copyreading and Headline Writing**

- a. The contestants shall use the 2016 Associated Press (AP) copyreading symbols and follow directions given in the contest piece.
- b. The contestants shall provide the best two headlines for the article.

### **3. Editorial Cartooning**

- a. The contestants must bring their own pencils (No. 2) while the RTWG shall provide the Oslo papers for the contest.
- b. The cartoon must reflect the elements of editorial cartooning.
- c. The cartoon should be, at all times, compliant with the professional and ethical standards of media.

### **4. Science and Technology Writing**

Fact sheets or other sources of information shall be given to the contestants as bases in writing a feature article.

### **5. Photojournalism**

#### **a. Preparation:**

- 1) All contestants shall bring and submit their laptop for checking a day before the contest. These will be duly checked, sealed, and secured in front of the contestants.
- 2) Contestants should be at the contest venue thirty (30) minutes before the orientation.
- 3) The contestants are allowed to use any digital camera (point and shoot only) with a maximum of 20.1 megapixels. Contestants who will use any DSLR and other high-end cameras will not be permitted to join the contest.
- 4) The contestant should bring his/her own camera cable, card reader, and memory card 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.

#### **b. Provision for Memory Card:**

- 1) The contestants shall load the empty storage card in front of the examiners on the contest day.

#### **c. Photo Shoot Uploading and Captioning:**

- 1) Participants will be asked to produce three (3) possible photos with caption for the article given to them.
- 2) Contestants are given one (1) hour to take pictures, which does not include the loading and unloading of the storage card in front of the examiner.
- 3) During the actual photo shoot, the advisers, trainers, and parents are NOT allowed in the venue.
- 4) Contestants are allowed to take unlimited shots, but only four (4) shots (three best shots and one control shot) will be submitted as official entries.
- 5) Contestants should submit their three (3) photos that are separately laid out using MS Word and saved as PDF and one control shot. Hence, each contestant shall have five (5) files in their folder – the four shots and the PDF file.

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

- A. The School Paper contest is open to all Elementary and Secondary schools whose school papers belong to the top ten per section per category in the division.
- B. The top seven (7) highest pointers both in English and Filipino shall be declared as the best school papers in the region but the points of their ranking shall not be added to the determination of the best performing divisions.
- C. Any school paper found to have copied and published texts, images and other materials without duly acknowledging their sources shall be disqualified in the contest.
- D. If the school paper shall join again the following year and found to have committed the same offense, the following sanctions shall be applied:
- 1<sup>st</sup> Offense: A formal notification shall be sent to the Schools Division Superintendent (SDS) who shall inform the concerned School Principal. The SDS shall issue a written reprimand to the school paper adviser/s and the school principal. The school paper adviser shall undergo a refresher course on Plagiarism organized by the Division. The Principal shall be asked to implement plans to teach their students about the ills of plagiarism and its consequences.
- 2<sup>nd</sup> Offense: Disqualification from the School Paper contests for three (3) consecutive years.
- E. The decision of the Board of Judges in all aspects of the contest shall be deemed final and irrevocable
- F. The school paper may be submitted in any of the following format:
- 1) **Paper-based (print) or PDF**  
Since the school paper and PDF entries will be evaluated using the same set of criteria, each division shall submit *ten (10) copies per category*, (English and Filipino) which are composed of school paper and PDF division qualifiers combined. The requirements for the PDF are the same as those of the paper-based entries. PDF must be placed in a compact disc (CD) that shall be properly labeled. *Schools that will submit entries in print format should include a certificate of circulation from the school principal duly noted by the Schools Division Superintendent that the printed school paper was widely circulated to at least two-thirds (2/3) of students' population of the current school year.* This certification should be included in the documents submitted to the Regional Office before the regional judging of the school papers.
  - 2) **Schools that did not collect journalism or subscription fees from students or have insufficient funds for printing are the only institutions allowed to submit their campus publication in PDF.** Schools that will submit entries in this format should include a certification from the parents' association duly noted by school principal, that no publication fee was collected from the students or the funds is insufficient. **This certification should be included in the documents to be submitted to the Regional Office before the regional judging of the school papers.**
  - 3) The Region TWG reserves the right to disqualify entries without Certificate of Endorsement signed by the SDS.

**G. The different SECTIONS/CATEGORY to be judged for the school paper contest are as follows:**

- 1) News Section / Pahinang Balita
- 2) Editorial Section / Pahinang Editoryal
- 3) Feature Section / Pahinang Lathalain
- 4) Sports Section / Pahinang Pampalakasan
- 5) Science & Technology Section / Pahinang Agham at Teknolohiya
- 6) Layout and Page Design Category / Kategoryang Pag-aanyo at Disenyo ng Pahina

**H. The technical specifications for both elementary and Secondary levels as follows:**

1) Number of pages: minimum of 12, maximum of 20

- News Section - at least 3 pages
- Editorial Section - at least 2 pages
- Features Section - at least 3 pages
- Sports Section - at least 2 pages
- Science & Technology - at least 2 pages

2) Process : Offset/Digital

3) Paper stock: Book Paper or C2S 60GSM – 80GSM

4) Color: Front and back cover in full color

Inside pages in black and white

5) Size : 9" x 12" - Elementary

12" x 18" - Secondary

**I. Deadline for submission of division entries for the school paper contest will be on November 16 , 2018 until 5:00 o'clock in the afternoon. No school is allowed to submit their school paper entry/ies directly to the Regional Office.**

**J. Failure to comply with the set guidelines in evaluating school papers shall be a ground for disqualification.**



**GENERAL GUIDELINES FOR THE SELECTION OF THE BEST SECTIONS AND LAYOUT AND PAGE DESIGN CATEGORY**

**A. Editorial Section**

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

**B. News Section**

- 1) The section shall consist of at least three (3) pages.
- 2) The content and scope of the news stories shall include a balanced coverage of international, national, regional, community and school-based news stories.
- 3) The content of the section may include straight or spot news, advance/follow up report, news bits, news feature, news analysis, and in-depth news/investigative news.
- 4) The decision of the Board of Judges shall be deemed final and irrevocable.

**C. Feature Section**

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

**D. Sports Section**

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

**E. Science & Technology Section**

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

**F. Layout and Page Design Category**

- 1) This category shall conform to the principles of layout and design.
- 2) The layout and page design category should include any or a combination of the following: balanced coverage/scope of stories about the community and school-based events, including those of international, national, regional significance which document or are related to the school or its members' involvement and participation. Proper evaluation or grading events based on their importance should be evident in the layout.
- 3) The layout and page design should include headlines, body text, cuts/captions, balance, harmony, and proportionate to length of articles and the entire page.
- 4) The decision of the Board of Judges shall be deemed final and irrevocable.

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

### **A. General Guidelines**

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

### **B. Script Writing**

- a. Each team may use up to three (3) official laptops, cleared with stored documents, and an inkjet printer in preparing and printing of the script. All laptops should be submitted to the contest committee for inspection on November 14, 2018 at 8:00am to 11:00am. Each team is required to bring their own extension wires/cords and other equipment for rehearsal.
- b. The students will be given 1 1/2 hours to prepare a script for a 5-minute radio broadcast, that includes an infomercial, which may depict health, environment, politics and social issues, and four (4) news articles, which may be based on press releases, raw data, or any other option given by the RTWG. The infomercial shall have a maximum length of (1) minute and shall use the language that the group is competing in. Another 30 minutes will be allotted for the printing of the output. After two (2) hours, each team should submit four (4) copies of the script. Three (3) will be submitted to the judges and one (1) to the RTWG. The team may print extra copies for their own use. Judges may be given an hour to read and judge the script before the simulation starts.
- c. Once the script writing has commenced, the contestants will no longer be allowed to leave the contest rooms. For personal necessities, a member of the contest committee shall accompany them to the rest rooms.
- d. The script should not bear any information that may identify the school, or division, but it should include the names of the members of the team with their job assignment/contribution (i.e. anchor, news presenter, etc.).
- e. Scripts should be :
  - encoded using Arial font size 12
  - with directorial instructions in capital letters
  - double-spaced with normal margin (1" on all sides)
  - printed in A4-sized bond paper (8.27" x 11.69")

### **C. Broadcast Simulation**

- 1) A broadcast room for the presentation shall be identified in the contest venue. Only the contestants, judges and the members of the contest committee shall be allowed inside. The student broadcasters shall be concealed from the judges all throughout their presentation.
- 2) The organizers/host division 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 will be provided for the laptops and other sources of sound effects, except mobile phones.
- 3) Except for the volume meter, contestants/technical director shall not be allowed to change, adjust and manipulate the main control board during their presentation.
- 4) **Mobile phones and reference books shall not be allowed in the contest area.**
- 5) In case of power failure, the affected team shall be allowed to perform again.
- 6) Loudspeakers may be set up outside the broadcast room.
- 7) The order of presentation will be identified through drawing of lots by the technical directors before the script writing.
- 8) Each team shall be given eight (8) minutes: two (2) minutes of which for preparation, five (5) minutes for the actual broadcast and one (1) minute for exit. Provided running time shall be applied.
- 9) The organizers shall provide a wall clock or a timer, which will serve as the official time that can be seen by the contestants and the judges. There will be an official time keeper.
- 10) A yellow flaglet shall be raised to signal the team that they have one (1) minute left for preparation. The green flaglet shall then be raised to signal the team to start. The yellow flaglet shall be raised again to warn the team that they only have one (1) minute remaining and followed by the red flaglet to indicate that their time is up.
- 11) The team who complied with the 5-minute production shall be given perfect score of five (5) points. In case of undertime/overtime, the following scheme of deductions shall be followed:  
Undertime/Overtime

1 second to 20 seconds	-	1 point
21 seconds to 40 seconds	-	2 points
41 seconds to 60 seconds	-	3 points
61 seconds and above	-	4 points
- 12) The contestants shall leave the broadcast room right after their presentation.

## **GUIDELINES FOR TV SCRIPT WRITING AND BROADCASTING CONTEST**

### **A. PRE CONTEST**

1. Each competing team shall have seven (7) members. The team shall decide who shall act as:

- a) Scripwriter – (1)
- b) Anchor/s - ( not more than 2)
- c) Reporter/s – (not more than 3)
- d) Producer/Director, who could also ask as floor director
- e) Video and Graphics Editor – (1)
- f) Video researcher/Floor Director/Production Assistant-1
- g) Video journalist/Cameraman -1

*Note: Members may have multiple tasks.*

2. The following materials and equipment must be brought by the team:

- a) Laptop with at least 10GB free space and a video editing program (with uploading capacity);
- b) Two (2) empty flash drives (at least 16GB) without any saved files;
- c) Digital Camera/phone camera which is compatible with the laptop for the downloading of media;
- d) Wired lapel (optional);
- e) Paper and compatible printer with ink;
- f) Broadband (stick); and
- g) Extension cord

3. The tools and equipment that will be provided by the management team in the mock broadcast room shall be the only tools and equipment allowed to be used by the participants during the actual contest.

4. A technical orientation will be held the day before the contest for the technical director and editor to familiarize with the equipment and materials to be used during the actual broadcasting contest.

### **B. CONTEST PROPER**

#### **Note:**

The team will be oriented on the theme of the contest, roles of the participants and criteria for judging by the chairman of the board of judges/contest committee. All participants should attend the orientation.

#### **A. SCRIPT WRITING**

- 1) The format for TV broadcast copy (with audio and video) script writing shall be followed.
- 2) One hour is provided for the teams to write the broadcast script (including headlines, news stories, report, infomercial and their OBB/CBB) and for video research. The reporter must also shoot his/her video materials during this time.
- 3) Another 30 minutes will be given for the production of the support video, including editing for the OBB/CBB.
- 4) Thirty minutes will be provided for the rehearsals and polishing of the stories and video materials.
- 5) Once the scriptwriting contest has started, no member shall be allowed to leave the contest area. In case of personal necessity, a member of the contest committee shall accompany the participant outside of the contest area.

- 6) The team shall have the following in their news broadcast:
  - a) **3 NEWS ARTICLES:** The contest organizers will provide 5 news articles. The scriptwriters shall choose 3 news articles: national news, foreign news and news feature. Each news script should have video and audio component and must not exceed 45 seconds when read during the contest proper. This means each news script must have 3-5 short paragraphs.
  - b) **ONE INFOMERCIAL/ DEVELOPMENTAL COMMUNICATION PLUG:** This should be original and in line with the theme of the contest. The script should also contain video and audio component, and the production must not exceed 30 seconds. The video support can be pre-produced.
  - c) **ONE FIELD REPORT:** The report must be delivered live but the video support will be pre-produced. Video shooting must be done within the time allotted for the contestants. The news script must contain the video and audio description and the news must not exceed 60 seconds.
  - d) **HEADLINES:** This will contain a brief lead/ summary of the 3 news articles – national, foreign and feature, and the field report.
  - e) **OBB/CBB:** Opening Billboard and Closing Billboard will contain the group's assumed TV network name. This can be pre-produced or presented live with a maximum running time of 10 seconds. The script for the OBB/CBB should be included in the main script which will be submitted to the judges.
- 7) All news materials including the infomercial shall be presented live. Only the support videos, which will be used in the live presentations, can be pre-recorded.
- 8) Each team shall prepare two (2) copies of the main script for the TV news production. This must contain: the news scripts – national, foreign and news feature, field reporter's news, infomercial/developmental communication plug, headlines OBB/CBB. The main script must be written in order of presentation in the live contest. One copy shall be submitted to the judges and the other copy shall be used by the team during the actual broadcast.
- 9) The cover page of the main script shall contain the group's name. (mock TV Network name)

#### **B. TV BROADCAST SKILLS EXHIBITION**

- 1) The order of presentation shall be determined by drawing of lots.
- 2) The TV broadcast must be delivered in six minutes. Other than the actual broadcast time, two minutes shall be allotted for entrance and exit.
- 3) The timekeeper shall flash the green card to signal the start of the presentation.
- 4) A yellow card shall be flashed by the timekeeper to warn the team that only one minute is left of the broadcast time. A red card shall be flashed to signal that the five-minute broadcast time have been consumed.
- 5) After five minutes, the presenting team may continue its broadcast. However, a corresponding deduction will be given. A team that delivers the broadcast under time will also be given corresponding deduction.
- 6) One point shall be deducted by the judges from the total points garnered by the team for the first 30 seconds over/under time and two points for every 30 seconds over/under time thereafter.
- 7) The timekeeper shall give the judges a copy of the record of the broadcast running time of each group indicating its over/under time.
- 8) The decision of the Board of Judges is **FINAL** and **IRREVOCABLE**.

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

- A. The competition is designed to encourage teamwork among campus journalists and simulate the workplace of an editorial department in a publishing house.
- B. Each division shall organize a team of seven members who shall not be competing in any of the individual writing contest. There will be one team for English and another for Filipino, both at the elementary and secondary levels. Contestants shall wear their uniform or delegation shirts with School/RSPC ID during the contest.
- C. All contestants are required to attend the orientation before the actual competition.
- D. Once the contest has started, members of each team shall no longer be allowed to go back to their quarters nor report to their respective advisers until the end of the contest.
- E. A mini press conference will be held to become the basis for the actual writing of the editorial, feature and news articles. Coverage of an actual sports event shall be attended by the sports writers. Pictures of the mini press conference shall be taken by the photojournalists and editorial cartoons will be produced while the rest of the team is doing write-ups, lay-outing and editing.
- F. Sports writers and photo journalists must be ready to watch an actual game where they shall gather appropriate data and/or conduct interview before and after the game. A pre-game conference shall be conducted for the introduction of the players, coaches, and tournament officials. Consequently, a post conference shall be held for further interview and data gathering.
- G. The team will be given four (4) hours for data gathering, writing, layouting, and editing.
- H. Each team is allowed to bring at least two (2) digital/DSLR cameras, one (1) inkjet printer with scanner, one (1) card reader, one (1) empty flash drive, extension wires and a maximum of (4) laptops installed with either Pagemaker or InDesign and Photoshop (for the secondary level) and Microsoft Publisher (for the elementary level) for the layout of the group's final output. **Official laptops, previously cleared of stored documents, shall be submitted to the RTWG on November 14, 2018 (up to SPM only) to check for any other applications and pre-written documents or references therein. Failure to submit the laptops on/before the set deadline shall mean disqualification of the competing team.**
- I. The host division will provide six (6) scanners for the editorial cartoon (three for elementary and three for secondary (English/Filipino)).
- J. Mobile phones and other electronic gadgets shall not be allowed except for digital cameras and laptops with disabled internet connection.
- K. Each team will be required to convert their output into PDF, print and submit it to the contest committee. The collaborative desktop publishing team shall submit both hard and soft copies of their entries. They should ensure that no identifying marks about their school or division can be found on their output.
- L. The output of the contest is an A4 size **four-page full - colored publication**. The output will be stored in a flash drive and uploaded to the designated computer for judging.
- M. The top (3) three teams shall be recognized and the points will be included in the determination of the overall scores.
- N. The decision of the members of the Board of Judges shall be deemed final and irrevocable .

**GUIDELINES FOR THE ONLINE PUBLISHING CONTEST**

1. The contest is open to secondary level only.
2. A team composed of five members shall compete in the Online Publishing Contest.
3. The competition is designed to encourage teamwork among campus journalists and simulate the workplace of an editorial department in an online publishing house.
4. All contestants are required to attend the orientation before the actual competition.
5. Once the contest has started, members of each team shall no longer be allowed to go back to their quarters nor report to their respective advisers/coaches until the end of the contest.
6. All competing teams shall make their output based on the mini-press conference and/or other materials including the official platform provided by the RTWG.
7. The team will be given two (4) hours for writing, layouting, editing, and uploading of output.
8. Each team will be required to bring a maximum of (4) laptops installed with Photoshop for image enhancement.
9. Each team shall bring two (2) of their own pocket wifis (preferably with two different networks) and extension cord.
10. The host division will provide four (4) scanners for the competition (two for Filipino and two for English).
11. Each group shall submit their URL to the assigned examiner.
12. The top (3) three teams shall be recognized and the points will be included in the determination of the overall scores.
13. The decision of the Board of Judges shall be deemed final and irrevocable.



**CRITERIA FOR THE SEARCH FOR OUTSTANDING SCHOOL PAPER ADVISER  
AND CAMPUS JOURNALIST**

*2018 Regional Schools Press Conference*

**General Guidelines**

1. The Regional Office shall conduct the selection for one Outstanding School Paper Adviser and one Outstanding Campus Journalist for both Secondary and Elementary level.
2. Each division should have only one entry for every category based on the criteria provided for by the Regional Office.
3. Candidates shall be ranked based on the total points garnered. The top three (3) shall be given the following equivalent points, for consideration in the computation of the overall standing of the division, to wit:
  - 1st place – 5 points
  - 2nd place – 3 points
  - 3rd place – 1 point
4. The Selection Committee shall be composed of the following:
 

**Chair - Chief of CLMD**  
**Members: Regional Journalism Coordinator, one Regional Education Program Supervisor, and Presidents of the Association of Elementary and Secondary School Paper Advisers as needed.**
5. Submission of pertinent documents of applicants for the Search for Outstanding SPA and CJ and evaluation of their documents shall be on November 14, 2018.

*Basic Qualification: Must have been a school paper adviser for three five (5) consecutive years, immediately prior to the search*

**A. Performance Rating ----- 5 points**

Must have an average performance rating of not lower than Very Satisfactory (VS) for the past three (3) school years

**Descriptive Rating:**

- 96 – 100 – 5 pts.
- 91 – 95 – 4
- 86 – 90 – 3
- 80 – 95 – 2
- 76 – 80% -1

SY 2017-2018 = \_\_\_\_\_  
 SY 2016-2017 = \_\_\_\_\_  
 SY 2015-2016 = \_\_\_\_\_

**B. Achievement in Journalism Contest (for the past five years) ————— 55 points**

<b>1. Individual Contest ——— 20 pts.</b>	<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>	<b>3<sup>rd</sup></b>	<b>4<sup>th</sup></b>	<b>5<sup>th</sup></b>	<b>6<sup>th</sup></b>	<b>7<sup>th</sup></b>
National Level	20	19	18	17	16	15	14
Regional Level	13	12	11	10	9	8	7
Division Level	6	5	4	3	2	1	1

<b>2. School Paper Contest ————— 20 pts.</b>	<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>	<b>3<sup>rd</sup></b>	<b>4<sup>th</sup></b>	<b>5<sup>th</sup></b>	<b>6<sup>th</sup></b>	<b>7<sup>th</sup></b>
National Level	20	19	18	17	16	15	14
Regional Level	13	12	11	10	9	8	7
Division Level	6	5	4	3	3	2	2

**3. Scriptwriting and Radio Broadcasting ————— 10 pts.**

<b>a. Individual Awards</b>	<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>	<b>3<sup>rd</sup></b>	<b>4<sup>th</sup></b>	<b>5<sup>th</sup></b>
National Level	10	9	8	7	6
Regional Level	5	4	3		
Division Level	3	2	1		

<b>b. Group Awards</b>	<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>	<b>3<sup>rd</sup></b>	<b>4<sup>th</sup></b>	<b>5<sup>th</sup></b>
National Level	10	9	8	7	6
Regional Level	5	4	3		
Division Level	3	2	1		

**4. Collaborative Publishing ————— 5 pts.**

<b>a. Group Awards</b>	<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>	<b>3<sup>rd</sup></b>
National Level	5	4	3
Regional Level	3	2	1
Division Level	2	1	1

*\*In the event that there are several wins, the highest rank/points shall be considered.*

*\*Coaching by appointment will not be given points unless competed in the lower level.*

**C. Leadership Related to Journalism ————— 15 pts.**

<b>Position</b>	<b>National</b>	<b>Regional</b>	<b>Division</b>
Association President	15	10	5
Vice President /Associate Publication Editor /EIC	13	7	5
Asst. Editor /Section Editor			
Secretary /Treasurer/other positions	10	5	3

*\*In the event that there are several positions, the highest shall be considered*



**D. Community and Extension Services Related to Journalism** ----- **10 pts.**

	<b>National</b>	<b>Regional</b>	<b>Division</b>
<b>Organizer/Trainer/Resource Speaker/Committee Chairperson</b>	<b>10</b>	<b>7</b>	<b>5</b>
<b>Facilitator</b>	<b>7</b>	<b>4</b>	<b>2</b>
<b>Committee Membership</b>	<b>4</b>	<b>2</b>	<b>1</b>

**E. Published Reading Materials and Journalism articles (news, features, etc).**

**Books/Modules on Journalism** ----- **5 pts**  
*1 per article (maximum of 5 points)*

**F. Scholarship Awards Related to Journalism** ----- **5 pts.**

**G. Panel Interview** ----- **5pts.**

**Total: 100 points**

**\*Note:**

- Non-appearance of the candidates in the panel interview is not a ground for disqualification in the search
- Previously awarded School Paper Advisers and Campus Journalists may join the search. Regional awardee will represent the region at the national level search. Only top five SPAs and CJs nationwide will be awarded during NSPC 2019.

**FORMAT FOR THE LIST OF STUDENT CONTESTANTS AND  
REGIONAL SCHOOL PAPER ENTRIES**

**A. List of Contestants for the Individual Contests**

Category: \_\_\_\_\_ Level: \_\_\_\_\_ Medium: \_\_\_\_\_

No.	Complete Name of Student	Gender	School	Name of School Paper	Name of SPA/Coach
1					
2					
3-5					

**B. List of Contestants for Radio Script Writing and Broadcasting**

Level: \_\_\_\_\_ Medium: \_\_\_\_\_

No.	Complete Name of Student	Gender	School	Role/ Assigned Task	Team Coach
1					
2					
3-7					

**C. List of Contestants for TV Script Writing and Broadcasting (Secondary Level only)**

Medium: \_\_\_\_\_

No.	Complete Name of Student	Gender	School	Role/ Assigned Task	Team Coach
1					
2					
3-7					

**D. List of Contestants for Collaborative Desktop Publishing**

Level: \_\_\_\_\_ Medium: \_\_\_\_\_

No.	Complete Name of Student	Gender	School	Role/ Assigned Task	Team Coach
1					
2					
3-7					