



Republic of the Philippines
Department of Education
Cordillera Administrative Region
DIVISION OF BAGUIO CITY
#82 Military Cut-off Rd., Baguio City



DEPTED DIVISION OF BAGUIO CITY

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RELEASED

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Enclosure No. 1

GENERAL CONTEST GUIDELINES AND MECHANICS

1. Each participating school for collaborative desktop publishing (elementary and secondary); radio broadcasting and scriptwriting (elementary and secondary), TV broadcasting/scriptwriting (secondary only) shall field a team of seven (7) members each (English/Filipino) and should not be entries to the individual writing contest (of the same medium).
2. For radio broadcast and scriptwriting contests, the contestants are evaluated according to the following journalistic skills: scriptwriting; newscasting; anchoring; field reporting, and online broadcasting.
3. A pupil/student shall be allowed to participate in only one (1) medium and only one (1) category either in English or Filipino. This division will strictly follow the "No School Paper, No Contestant Policy."
4. Observers/parents/coaches are not allowed during the briefing and individual contests proper.
5. Five (5) winners in the elementary and five (5) winners in the secondary in each category shall be chosen for each level for individual contests and shall represent the Division to the Regional Schools Press Conference. In case any one of them shall not be able to participate, the sixth place winner shall take his/her place and if the latter is unable to participate, the seventh place winner shall take his/her place. There will be top seven (7) winners in each section per level/medium for group contests.
6. The deadline for submission of school paper entries in paper-based (print) will be on November 18, 2016 until 5:00 P.M. No extension of time and due date will be allowed.
7. Teacher advisers are requested to pre-register their participants on or before November 24, 2016. Pupil/student participants of the different categories shall be registered by their respective school paper advisers who are required to have the list beforehand (according to category) to ensure speedy registration of participants.
8. School paper advisers are requested to pay a membership fee of PhP60.00 as annual due to the School Paper Advisers' Association and PhP30.00 for campus journalists as membership fee for the Editors' Guild.
9. For photojournalism, the contestants are allowed to use any digital camera (point and shoot only) with a maximum of 20 megapixels. Contestants who will use any DSLR and other high-end cameras will not be permitted to join the contest. All contestants must use an empty memory card for the contest. The empty memory card (properly labeled) should be submitted in the afternoon starting 1:00 P.M. to 5:00 P.M. of November 18, 2016 at the Division Office.
10. Contestants for editorial cartooning shall be provided with pencils (Mongol 462 no. 2) and Oslo paper.
11. Contestants are not allowed to use cellular/mobile phones and the like nor respond to calls during the contest proper.
12. Contestants are required to wear their school uniform and ID during the competition proper.
13. Submission of division entry for Outstanding Campus Journalist and Outstanding School Paper Adviser, elementary and secondary, is on November 18, 2016 at the Division Office. Attention: Marilyn S. Api-it, EPS-Filipino.
14. Participants and teacher-advisers are instructed always to observe promptness, diligence and punctuality in all activities.

15. Division School Paper Advisers Association (DSPAA) President, Vice-President and Secretary, both secondary and elementary are REQUIRED to be at the Division Office on November 18, 2016 to receive all school paper entries.
16. Students in elementary and Secondary (both Junior and Senior High Schools) level are eligible to join the contests. There will only be one (1) Coach for both junior and senior high school contestants.

Enclosure No. 2

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

A. Outstanding School Paper Adviser

1. The candidate must have been a school paper adviser for at least five (5) years prior to the search.
2. Once qualified, the candidate shall be assessed on the following criteria:

<i>Indicator</i>	<i>Points</i>
1. Performance Rating	15
2. Achievement in Journalism (past 3 years)	50
3. Leadership related to Journalism	15
4. Extension services	5
5. Published reading materials/articles related to journalism	5
6. Scholarship/Awards related to Journalism	5
7. Interview	5
<i>Total</i>	100

3. All documents must be duly certified true and correct by concerned authorities.
4. Interview of candidates shall be conducted on November 18, 2016. Candidates must be ready anytime.
5. The outstanding Division School Paper Advisers (elementary and secondary) are official delegates to the RSPC.

B. Outstanding Campus Journalist

1. The candidate must have been involved actively in campus journalism for at least two (2) years.
2. He/she must present a copy of his/her school paper with his/her name as a member of the editorial staff.
3. He/she must present a document duly signed by the school head certifying his/her academic standing.
4. Once qualified, the candidate shall be evaluated based on the following criteria:

<i>Indicator</i>	<i>Points</i>
1. Academic Standing	20
2. Achievements in Journalism	40
3. Leadership at national/regional/division/school associations: position in school publication	25
4. Community and extension services related to journalism	10
5. Interview	5
<i>Total</i>	100

5. Interview of candidates shall be conducted on November 18, 2016. Candidates must be ready anytime.
6. The outstanding Division Campus Journalists (elementary and secondary) are official delegates to the RSPC.

GENERAL GUIDELINES FOR THE SELECTION OF BEST SECTIONS AND LAY-OUT AND PAGE DESIGN CATEGORY

1. Editorial Section

- The editorial section shall have at least two (2) pages and includes the following: main editorial; editorial cartoon; columns, letter to the editor and commentaries. Opinion polls or survey may be included but are not required.
- The treatment of issues must demonstrate fair and balanced presentation of both sides of each issue tackled clearly and with moral purpose, including logical reasoning and proper citations/attribution of sources.
- Topic found in the section shall tackle various international, national or local issues that may directly or indirectly affect school or the community the school serves.

2. News Section

- The news section shall consist of at least three (3) pages.
- The content and scope of news stories shall include a balanced coverage of international, national, regional, community and school-based news stories. (*Explain to judges*)
- The content of the section includes straight or spot news, advance/follow-up report, news bits, news features, news analysis, in-depth news/investigative news and survey news.

3. Feature Section

- The feature section shall have at least three (3) pages.
- The articles shall display unique and creative presentations of topics, logical organization and progression of ideas, writer's facility of the language and proper citations/attribution of sources.

4. Sports Section

- The sports section shall consist of at least two (2) pages.
- The content and scope of sports stories shall include a balanced coverage/scope of international, national, regional, community and school-based sports news stories.
- The content of the section may include straight or spot news, advance/follow-up report, news bits, news features/news analysis, in-depth news, survey news, features and editorials/column concerning or pertaining to sports.

5. Science and Health Section

- The Science and Technology section shall have at least two (2) pages and includes environmental, scientific, technological and innovative stories written in news, feature or scientific commentary style. This shall also include the economic impact of Science and Technology on the lives of Filipinos.
- The articles shall be well-researched and observe proper citation of sources, pictures and graphics.

6. Lay-out and Page Design Category

- This category shall conform to the principles of lay-out and design.
- The lay-out and page design category shall 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 and 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 lay-out.
- The lay-out and page design shall include headlines, body texts, cuts with captions, balance, harmony, and must be proportionate in the length of articles and the entire page.

GUIDELINES IN THE WRITING CONTEST

Sports Writing

- Contestants shall watch an actual game where they can gather appropriate data and/or interview officials and athletes before and after the game.

Copy Reading and Headline Writing

- The contestants shall use the standard copy reading symbols and follow directions given in the contest piece.
- The contestants shall provide the best headline for the article.

Editorial Cartooning

- Only materials provided by the DTWG shall be used.
- The cartoon must reflect the elements of editorial cartooning and should be, at all times, compliant with the professional and ethical standards of media.

Science and Technology Writing

- Contestants are expected to be well-versed in: Features, News, and Editorial.
- This year's competition focuses on Features.

Photojournalism

Preparation

- Participants shall be at the contest venue thirty (30) minutes before the orientation.
- The contestants are allowed to use any Digital Camera (point and shoot only) with a maximum of 20 megapixels. Contestants who will use any DSLR and other high-end cameras will not be permitted to join the contest.
- The contestant shall bring his/her own camera cable for uploading pictures.
- Cellular phones, extra digital cameras, extra storage card or any additional materials/equipment are not allowed in the contest area.

Memory Card Loading

- The contestants shall load the storage card in front of the examiners/proctors.

Photo Shoot and Layout

- After announcing the contest theme/topic, the first shot (control shot) by all contestants shall be focused on one (1) subject as determined by the examiner/proctor.
- The contestant is given one (1) hour to take pictures and one (1) hour for layouting, which does not include the loading and unloading of the storage card in front of proctors.
- During the actual photo shooting, the advisers, trainers and parents of contestants are not allowed in the venue.
- The contestants are allowed to take unlimited shots, but only six (6) shots (including the control shot) will be submitted as official entries.
- Five (5) best photos and the control shot shall be uploaded by the contestant to the laptop/desktop assigned by the DTWG for judging.
- The contestants will layout the five (5) best photos in a one (1) slide Powerpoint file. A general title and captions per picture shall be encoded by the contestant. Photo editing (ie. cropping, enhancing, etc.) is not allowed except for resizing.