



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



Division Memorandum
 No. 380, s. 2017

To :Public Schools District Supervisors
 Public and Private School Administrators (Elementary and Secondary)
 Public and Private School Paper Advisers/SPA(Elementary and Secondary)
 Officers of the School Paper Adviser Organization-Division of Baguio

From :
 :FEDERICO P. MARTIN, Ed.D., CESO VI
 Schools Division Superintendent

Subject :ADDENDUM AND CORRIGENDUM TO DIVISION MEMO NO. 341 (2017
 CONDUCT OF DIVISION SCHOOL PRESS CONFERENCE-DSPC AND
 SEARCH FOR OUTSTANDING SCHOOL PAPER ADVISER AND CAMPUS
 JOURNALIST)

Date :November 9, 2017

1. Please be guided accordingly on the changes and additional information in the memo,

EVENTS	DATES	VENUES
*Opening Program	*November 16, 2017 AM	*BCNHS Auditorium
*TV Script Writing and Broadcasting *Editorial Cartooning	*November 17, 2017 PM	*Mabini ES

- 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.
- For more details, kindly refer to the **2018 NSPC guidelines**.

2. Refer to **Enclosure 1, number 9**, the paragraph shall read, Contestants in the photojournalism category may use any **digital camera (point and shoot only) with a maximum of 20.1 megapixels for both elementary and secondary**. The contestant should bring his/her own camera cable, card reader and laptop for uploading and saving of pictures.

3. Under **Enclosure 3**, the heading is **Science and Technology Section** instead of Science and Health Section.

4. For **Enclosure 4**, refer to the following details:

Copy Reading and Headline Writing

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

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Science and Technology Writing

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

Photojournalism

Preparation

- The contestants are allowed to use any digital camera (point and shoot only) with a maximum of 20.1 megapixels.
- The contestant shall bring his/her own camera cable, card reader and laptop for uploading and saving pictures.
- **Contestants who will use any DSLR and other high-end cameras will not be permitted to join the contest.**

Provision for Memory Card or Memory Card Loading

- All contestants must use an empty memory card for the contest day.

Photo Shoot and Layout or Photo Shoot Layout and Captions

- Five (5) best photos and the control shot shall be uploaded by the contestant using their own laptop for the judges' reference and shall be saved in one folder.
- **Layout of the five (5) best photos with caption shall be presented in a one-slide Powerpoint and saved as PDF.**

5. In addition are the general **guidelines for group contests (collaborative desktop publishing, radio and TV scriptwriting and broadcasting).**

Collaborative Desktop Publishing

- The team will be given four (4) hours for data gathering, writing, layouting and editing.
- 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) blank flash drive, extension wires and a maximum of (4) laptops installed with either Pagemaker or In Design and Photoshop (for the secondary level) and Microsoft Publisher (elementary) for the layout of the group's final output.
- Mobile phones and other electronic gadgets shall not be allowed except for digital cameras and laptops with disabled internet connection.
- Each team will be required to convert their output into PDF format, print and submit it to the contest committee, both hard and soft copies of their entries. They should ensure that no identifying marks about their school can be found on their output.
- The output of the contest is an A4 size four-page full-colored publication which will be stored in a flash drive and uploaded to the designated computer for judging.

Radio Script Writing and Broadcasting

General Guidelines

- Individual awards include best anchor and best news presenter, while group awards include best in technical application, best infomercial and best script.

Scriptwriting

- Each team may use up to three (3) official laptops, cleared of stored documents, an inkjet printer in preparing and printing of the script and is required to bring its own extension wires and other equipment for rehearsal.

- The students will be given 1 ½ hours to prepare a script for a 5-minute radio broadcast, that includes an infomercial (health, environment, politics and social issues) and four (4) news articles (press releases, raw data, any other option). 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.
- Scripts should not bear any information that may identify the school; should include the names of the members of the team with their job assignment/contribution; should be encoded using Arial font size 12; with directorial instructions in capital letters; double-spaced with 1" margin on all sides, and printed in A4-sized bondpaper.

Broadcast Simulation

- Mobile phones and reference books shall not be allowed in the contest area.
- 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.

TV Script Writing and Broadcasting (Secondary only)

Pre-Contest

- Each competing team shall have seven (7) members who may have multiple tasks.
- Each team must bring its own set of materials and equipment such as the following: laptop with a script writing/video editing capability; two (2) empty flash drives (16G) or external hard drive; camera phone, digital camera or DSLR compatible with the; laptop for uploading; wired lapel (optional); paper, printer with ink; broadband (stick), and extension cord.
- Each team shall be given a maximum time of five (5) hours as part of the production process and must be guided with the following suggested time allotment: news gathering (1 hr. and 15 mins.); news writing (1hr.); video editing (1 hr.); tape as LIVE broadcast presentation (10 mins.), and post production (1 hr.).

Contest Proper

- Includes pre-production, production and post production.

Special Awards

- Best news anchor; best news reporter; best news script writer; best technical application specialist; best in development communication, and most promising video journalist (optional).

6. Immediate and wide dissemination of this memorandum to all concerned is desired.