



Republic of the Philippines
Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY

DEPED DIVISION OFFICE
 BAGUIO CITY

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Office of the Schools Division Superintendent

December 23, 2022

Division Memorandum

No. 501, s. 2022

2023 CONDUCT OF DIVISION SCHOOL PRESS CONFERENCE (DSPC)

TO: Curriculum Implementation and Schools Governance Operations
 Division Chiefs
 Public Schools District Supervisors
 Education Program Supervisors
 Public and Private Elementary and Secondary School Heads
 Public and Private School Paper Advisers

- In line with the thrusts to promote responsible and free journalism and pursuant to the provision of section 2 of R.A. 7079, DepEd Division of Baguio will conduct the 2022 Division Schools Press Conference with the events, dates and venues below:

Event	Date	Venue
Individual Contest	January 7, 2023	Manuel L. Quezon ES
Collaborative Desktop Publishing Contest	January 8, 2023 (AM)	Division Training Center
Online Publishing	January 8, 2023 (PM)	Division Training Center
TV Script Writing and Broadcasting Contest and	January 7, 2023 (AM)	PFVR
Radio Script Writing and Broadcasting Contest	January 7, 2023 (PM)	PFVR
Submission of PDF Newspaper	January 5, 2023	https://tinyurl.com/2023-DSPC

- The Conference aims to:
 - Demonstrate commitment in the advocacies of campus journalism and integrating them in related school community initiatives through varied journalistic forms/approaches, and technological media.
 - Enhance journalistic competence through healthy and friendly competitions such as individual and group contests as well as radio broadcasting and scriptwriting competition.
 - Raise the level of competence in different aspects of campus journalism and school paper advising.
- The conference shall consist of lecture discussions and on -the-spot writing contests both in English and Filipino on the following categories:

Editorial Writing	Column Writing	Pagsulat ng Editoryal
Feature Writing		Pagsulat ng Lathalain
Newsriting		Pagsulat ng Balita
Sports Writing		Pagsulat ng Balitang Isports
Copy reading and Headline Writing		Pagwawasto at Pag-uulo ng Balita



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| c. News Page - 3 | c. Pahinang Balita |
| d. Sports Page - 2 | d. Pahinang Isports |
| e. Science and Technology Page- 2 | e. Pahinang Agham at Teknolohiya |
| f. Layout and Page Design | f. Pag-aanyo at Disenyo ng Pahina |

The size of the paper and the number of pages shall strictly be followed.

DESCRIPTION FOR ELEMENTARY LEVEL	DESCRIPTION FOR SECONDARY LEVEL
<ul style="list-style-type: none">• 9" x 12" in size• With at least 12 pages but not more than 20 pages• Back and front – full color• Inside pages must be black and white	<ul style="list-style-type: none">• 12"x18" in size• With at least 12 pages but not more than 20 pages• Back and front – full color• Inside pages must be black and white

5. In order to clarify issues and concerns regarding the conduct of the School Press Conferences, below is the list of enclosures on the guidelines of group contests:

ENCLOSURE NO.	CONTENT
Enclosure 1	Guidelines for Radio Script Writing and Broadcasting Contest
Enclosure 2	Guidelines for Collaborative Desktop Publishing Contest
Enclosure 3	Guidelines for Collaborative Publishing Contest
Enclosure 4	Guidelines for TV Script Writing and Broadcasting Contest

6. School Paper Advisers will be entitled for .. 2-days service credit while 2-days compensatory day off shall be granted to the non-teaching employees for the services rendered.
7. Immediate and widest dissemination of this Memorandum is directed.

FEDERICO P. MARTIN, EdD, CEEd, CESO V
Schools Division Superintendent

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 school shall organize a team of five (5) members who shall not be competing in any of the national 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 with identification cards.
- 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 communicate in all forms (text, call, chat, etc.) with 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. The sports writers shall attend coverage of an actual sports event. The photojournalists shall take pictures of the mini press conference and editorial cartoons will be produced while the rest of the team is doing write-ups, layouting and editing.
- F. Sports writers and photojournalists 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) 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 (for the elementary level) for the layout of the group's final output and A4 size photo paper.
- I. All contestants shall submit laptops **cleared of stored documents including prepared templates or any pre-written files or references therein.**
- J. Submission to the NTWG shall be on January 6, 2023 (up to 5PM only).
- K. **Failure to submit the laptops on/before the set deadline shall mean disqualification of the competing team.**
- L. Laptops with files shall not be allowed during the competition.

- M. Mobile phones and other electronic gadgets shall not be allowed except for digital cameras and laptops with disabled internet connection.
- N. Each team will be required to convert their output into PDF, print in A4 size 80 gsm bond paper 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, division or region can be found on their output as it would be a ground for disqualification.
- O. The output of the contest is an A4-size four-page full-colored publication. The output will be stored in a flash drive provided by the TWG and uploaded to the designated computer for judging.
- P. The decision of the Board of Judges shall be deemed final and irrevocable.

Enclosure No. 2 to Division Memo No. 501 s, 2022

GUIDELINES FOR THE ONLINE PUBLISHING CONTEST

1. Each school shall organize a team of five (5) members who shall not be competing in any of the individual and group contests. There will be one team for English and another for Filipino for the secondary level only.
2. The competition is designed to encourage teamwork among campus journalists and simulate the workplace of an editorial department in an online publishing house.
3. All contestants are required to attend the one (1) hour orientation before the actual competition.
4. Once the contest has started, members of each team shall no longer be allowed to go back to their quarters nor communicate in all forms (text, call, chat, etc.) with their respective advisers until the end of the contest.
5. A mini press conference will be held to become the basis for the actual writing of the editorial, feature and news articles. The sports writers shall attend coverage of an actual sports event. The photojournalists shall take pictures/videos of the mini press conference while the rest of the team is doing write-ups, lay outting and editing. The team will be given two (2) hours for lay outting and editing. Sports writers and photojournalists 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.
6. A total of four (4) hours is allotted for data gathering, writing, lay outting, editing of articles online after the creation of an online publication using the official platform determined by the organizers.
7. Specific instructions on the number of articles to be produced will be given during the orientation.
8. Each team will be required to bring one scanner, at least two digital cameras, and a maximum of (4) laptops installed with Photoshop for image enhancement.
9. All contestants shall submit laptops **cleared of stored documents including prepared templates or any pre-written files or references therein.**
10. Submission to the TWG shall be on January 6, 2023 (up to 5PM only).
11. **Failure to submit the laptops on/before the set deadline shall mean disqualification of the competing team.**
12. Laptops with files shall not be allowed during the competition.
13. Each team shall bring two (2) pocket wifis or routers (preferably with two different networks) and extension cord.

**GUIDELINES FOR RADIO SCRIPT WRITING & BROADCASTING
CONTEST**

A. General Guidelines

1. Each school will have two (2) separate teams composed of five (5) members for the English and Filipino categories. The members should not be participants in any contest.
2. A one (1) hour orientation shall be conducted for all the contestants.
3. Individual awards include best anchor and best news presenter, while group awards include best in technical application, best infomercial and best script.
4. In getting the overall results for best radio production, accumulated points from the individual and group awards shall be considered.
5. The decision of the Board of Judges in all aspects of the contest shall be deemed final and irrevocable.
6. Any breach or violation of the stipulated guidelines shall be valid grounds for disqualification.

B. Scriptwriting

1. Each team may use up to three (3) official laptops, cleared of stored documents, and an inkjet printer in preparing and printing of the script.
2. All laptops shall be **cleared of stored documents including pre-written files or references therein except music or sound effects files.**
3. Submission to the TWG shall be on January 6, 2023 (up to 5PM only).
4. Each team is required to bring their own extension wires and other equipment for rehearsal.
5. **Failure to submit the laptops on/before the set deadline shall mean disqualification of the competing team.**
6. Laptops with files other than music or sound effects files shall not be allowed during the competition.
7. 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, rawdata, or any other option given by the judge. 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 judge. The team may print extra copies for their own use.

8. 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.
9. The script should not bear any information that may identify the school, division or region, but it should include the names of the members of the team with their job assignment/contribution (i.e. anchor, news presenter, etc.).
10. 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 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 contestants will bring their own sound system
3. Mobile phones and reference books shall not be allowed in the contest area.
4. In case of power failure, the affected team shall be allowed to perform again.
5. The directors before the script writing will identify the order of presentation through drawing of lots.
6. 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.
7. 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.
8. 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 followed by the red flaglet to indicate that their time is up.
9. The team who complied with the 5-minute production shall be given perfect score (5 points). In case of overtime or undertime, the following scheme of deductions 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
10. The contestants shall leave the broadcast room right after their presentation.
11. The decision of the Board of Judges is **FINAL and IRREVOCABLE.**

Enclosure No. 4 to Division Memo No. 501 s, 2022

GUIDELINES FOR TV SCRIPT WRITING AND BROADCASTING

PRE-CONTEST

1. Each school shall field a team of five (5) members. The team shall decide who shall act as:
 - a. anchor/s (not more than 2)
 - b. reporter/s (not more than 3)
 - c. producer/director who could also act as floor director
 - d. video graphics editor/ video journ/camera man (1)
 - e. video researcher / prod. Assistant - 1
- *Note: Any 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. The following materials and equipment will be brought by the team:
 - a. four laptops with one back-up laptop with at least 10gb free space for video editing program (with uploading capacity)
 - b. two empty USB
 - c. digital camera/phone camera (without sim at most 2) which is compatible with the laptop for the downloading of media
 - d. at most three wired laptops
 - e. A4 bond paper and one printer with ink
 - f. at most three broadband sticks/pocket wifi, one wireless router
 - g. extension cord
3. The tools and equipment that will be provided by the management team in the mock broadcast room shall be made **known at least a week before** the contest through an advisory by the division and shall be the only tools and equipment allowed to be used by the participants during the actual contest.
4. All contestants shall submit laptops **cleared of stored documents including prepared templates or any pre-written files or references therein.**
5. Checking and sealing of laptops will be done a day before the contest.
6. **Failure to submit the laptops on/before the set deadline shall mean disqualification of the competing team.**
7. Laptops with files shall not be allowed during the competition.
8. Laptops will be released during the contest.

CONTEST PROPER:

Note: The teams will be oriented on the day of the contest on the theme of the contest, roles of the participants and criteria for judging by the chairman of the board of judges.

A. SCRIPTWRITING

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 Articles: The contest organizers will provide five news articles. The team may choose only four (4) or cover five (5) out of these articles. Each news script should have video and audio component and must not exceed 45 seconds when read during the contest proper.

c. Infomercial/Developmental Communication:

The team is required to produce one (1) infomercial or developmental communication which will not exceed 30 seconds. This can be pre-recorded and produce during the actual contest and should be relevant to the topic which will be given by the judge. The script should contain video and audio component.

d. Field Report: To be included in the production is a field report which can delivered live with canned video support or pre-produced.

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. This can be pre-produced. The script for the OBB /CBB should be included in the main script which will be submitted to the judges.

2. Four hours will be allotted for the preparation of the script: 1.5 hours for the writing and printing of the script; 2.5 hours for the shooting and editing of the videos, production of the infomercial and rehearsals. The teams will only be allowed 1.5 hours to access the internet during the scriptwriting.

3. 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 management/proctor shall accompany the participant outside the contest area.

4. Each team shall prepare four copies of the script: 3 copies for the judges and 1 copy for the team. Late submission of script will entail one point deduction for every 3 minutes.

5. All news materials shall be presented live. Infomercial, support videos which will be used during the live presentation can be pre-recorded.

B. TV BROADCAST SKILLS EXHIBITION

1. The order of presentation shall be determined by drawing of lots.
2. Only one laptop is allowed inside the studio.
3. The team will be given five (5) minutes to test the materials and equipment right before the actual live broadcast presentation. In case of overtime, the following scheme of deductions shall be followed:
 - 1 second - 20 seconds - 1 point
 - 21 seconds - 40 seconds - 2 points
 - 41 seconds - 60 seconds - 3 points
 - 61 seconds and above - 4 points
4. The TV broadcast must be delivered in six minutes.
5. Time through digital clock will be displayed from the start of the rehearsals and actual broadcast.
6. After six minutes, the presenting team may continue their broadcast. However, a corresponding deduction will be given. A team that delivers the broadcast under time will also be given a corresponding deduction.
7. The team who complied with the 6-minute production shall be given perfect score (5 points). In case of overtime or undertime, the following scheme of deductions 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
8. The time keeper shall give the judges a copy of the record of the broadcast running time of each group. The record should indicate how many seconds/minutes each group went over/under time; if they did.
9. The decision of the Board of Judges is **FINAL and IRREVOCABLE.**