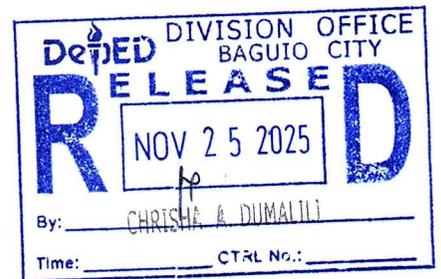




Republic of the Philippines
Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



November 25, 2025

DIVISION MEMORANDUM

No. **770-2025**

DISTRICT 1 CAMPUS JOURNALISM SEMINAR-WORKSHOP

To: Public District Supervisor-District- 1
 Education Program Supervisors (English and Filipino)
 All Public and Private Elementary and Secondary School Heads
 School Paper Advisers (English and Filipino) District 1
 All Others Concerned

1. In support to Republic Act No. 7079, also known as the Campus Journalism Act of 1991, District I will conduct a Campus Journalism Seminar-Workshop for school paper advisers and student journalists on November 29 and December 6, 2025 at 8:00am – 5:00pm at Quezon Elementary School.
2. The objectives of the activity are:
 - a. Equip District 1 campus journalists with fundamental skills in various fields of journalism;
 - b. Enhance journalistic skills of campus journalists and school paper advisers;
 - c. Promote ethical standards in campus journalism;
 - d. Foster collaboration and camaraderie among campus journalists and school paper advisers; and
 - e. Prepare campus journalists and school paper advisers for effective participation in the upcoming Division Schools Press Conference (DSPC).
3. Participants in the activity are the following:
 - a. Nine(9)student journalists for Filipino (Pagsulat ng balita , pagsulat ng editorial, pagguhit ng kartung editorial, pagsulat ng kolum, pagsulat ng lathalain, pagsulat ng balitang agham at teknolohiya, pagsulat ng balitang isports, pag-uulo at pagwawasto ng balita, at pagkuha ng larawan)
 - b. Nine (9) student journalists for English (news writing, editorial writing, editorial cartooning, column writing, feature writing, science and technology, sports writing, copy reading and headline writing, and photojournalism)
 - c. One (1) English School Paper Adviser and one (1) Filipino School Paper Adviser.
4. Service credits /Compensatory Overtime Credits (COC) shall be granted to all public school teaching and non-teaching staff who will render service for the said activity on November 29 and December 6, 2025, subject to existing DepEd and CSC rules.
5. Observance of health and safety protocols are highly encouraged.
6. For any queries, you may contact Jenny Concepcion at 09154880093.
7. Immediate dissemination of this Memorandum is desired.

For the Schools Division Superintendent

SORAYA T. FACULO PhD, CESO V
 Schools Division Superintendent

CARMEL F. MERIS
 OIC, Asst. Schools Division Superintendent



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III. PROJECT OBJECTIVES

Objectives	Strategies
1. To develop journalistic skills of campus journalists and school paper advisers in District 1. 2. To strengthen and cultivate the writing competencies of campus journalists and school paper advisers in District 1. 3. To instil the values of truth, fairness, and integrity to District 1 camps journalists and school paper advisers.	1. Lecture 2. Write shops

IV. DESIRED IMPACT AND OUTCOME OF THE PROJECT

The District Campus Journalism Seminar Workshop in District 1 aims to train student journalists to be confident, skilled, and ethical in writing. It helps them think critically, gather information and write articles responsibly, and use different media tools effectively. The goal is to build a strong group of young writers who can share articles, speak the truth, and take part in important conversations in their schools and communities.

V. RISK MANAGEMENT PLAN

Risk	Risk Management Plan
Availability of speakers on scheduled date	Adjust schedule of speakers on their available date. Early communication with target speakers.
Overlapping activities in the region/ division/district/school	Adjust schedule / conduct virtual or blended session/re-schedule
Weather disturbances	

VI. PROJECT ORGANIZATION AND STAFFING

Office/Staff Designated	Responsibilities	Contact Persons	Contact Details
PSDS	Consultant and Adviser	Rosanna D. Dizon	
Proponent/s	-Implement the activity -Coordinate the activity -Facilitate the Training	Jenny Concepcion Gemma Lomboy	09154880093
Learning Resource Providers	- Facilitate the conduct of the training proper - Share insights, real examples and actual practice with the participants - Critiquing	TBA	



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Participants	-Actively participate in the activity - Enhance and submit outputs	District 1 Campus Journalists and School Paper Advisers	
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VII. PROJECT WORK PLAN

Phases of the Project	Activities	Outputs/ Targets	Indicators	Persons in Charge	Resources Needed
Pre-Planning September - October 2025	Planning and preparation	Proposal, Training Matrix	1 Planning meeting conducted	Coordinator s and School Paper Advisers	Paper, Laptop, bond paper, ink,
Implementa- tion November 29 & December 6, 2025	Seminar - Workshop Proper Submission of Output	Attendance, notes, outputs, documentati on Articles of learners	100% participation	Resource Speakers / School Head/PSDS /School Paper Adviser	TV, laptop, bond paper,
Post-Implementa- tion January 2026	Submission of accomplishment reports	Accomplish ment Report	100% participation	Coordina- tors and School Paper Advisers	Laptop, ink, bond papers

VIII. DETAILED BUDGET REQUIREMENT

The following expenses will be charged to the fifty pesos registration of each campus journalist and one hundred pesos for school paper adviser's charged to journalism fee of per school to support the conduct of the two-day Seminar Workshop. Certificates of recognition will be given to speakers while campus journalists and school paper advisers will be given certificate of participation. In addition, school paper advisers will be given service credit

Particulars	Quantity/Unit	Unit Cost	Total Cost	Remarks
Ink for Printing of Program and Certificates	Certificates of Speakers, participants, and facilitators/TWG	₱1500	₱1500	For visibility and documentation
Token for Resource Speakers		500	4500	For external speakers



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IX. TRAINING MATRIX

Day and Time	Duration	Session	Persons In-charge / Speaker	Venue
Day 1 (November 29, 2025, Saturday)				
8:00am – 8:30 am	30m	Registration	Attendance Committee	Quezon Elementary School
8:30- 9:00	40m	Opening Program a. Lupang Hinirang b. Opening Prayer c. Health and Wellness d. Orientation	TWG	
9:00-10:00	60m	Simultaneous Lecture on News, Editorial, Colum, Feature, Science and Technology Writing	Gemma Lomboy/Jenny L. Concepcion	
10:00-12:00	2h	Workshop		
12:00-1:00	1h	Health Break		
1:00-2:00	1h	Simultaneous Lecture on Cartooning, Sports writing, copy reading and headline writing, photojournalism	Gemma Lomboy/Jenny L. Concepcion	
2:00-4:30	2h	Workshop and Critiquing	Speakers	
4:00-5:00	1h	Day 1- Evaluation & House Clearing, SPA meeting		

Day and Time	Duration	Session	In-charge / Speaker	Venue
Day 2 (December 6, 2025, Saturday)				
8:00-8:30 am	30m	Registration		Quezon Elementary School
8:30- 9:00	30m	Opening Program a. Lupang Hinirang b. Opening Prayer c. Health and Wellness d. Orientation	TWG	
9:00-11:00	1h 30m	Lecture on Lay-outing		
11:00-12:00	1 hour	Lecture on Lay-outing		



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12:00-1:00	1hour	Lunch Break		Quezon Elementary School
1:00-3:00	2hour	Workshop		
3:00-4:00	1hour	Closing Program		
4:00-5:00	1hour	House Clearing	TWG	

X. MONITORING AND EVALUATION PLAN

The seminar workshop will be evaluated by the participants through an online platform particularly using Microsoft Forms. The training will be output based in nature. After each topic, an application activity shall ensure, and output shall be produced. Documentation and evaluation committee shall lead the evaluation of the whole training on the last day.

The various sessions will be monitored by the evaluation committee and program managers. They shall also document all sessions as basis for the preparation of training reports, evaluation, and recommendations.

Results of the evaluation will be discussed during the post- implementation on January 2026. Observations, suggestions will be utilized for continuous improvement.

EVALUATION SHEET

The evaluation sheet below will be used after the program. Data will be collated and will be used for any future trainings/programs/projects.

I. A. Program Management	Strongly Disagree	Disagree	Agree	Strongly Agree
1. Training program was delivered as planned.				
2. Training program was managed efficiently.				
3. Training program was well structured.				
B. Attainment of Objectives				
4. Program objectives were clearly presented.				
5. Program objectives were attained.				
C. Delivery of Content				
6. Program content was appropriate to trainees' roles and responsibilities.				
7. Content delivered was based on authoritative and reliable sources.				
8. Session activities were effective in generating learning.				
9. Appropriate learning methodologies were used.				





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I. A. Program Management	Strongly Disagree	Disagree	Agree	Strongly Agree
10. Program followed a logical order/structure.				
11. Contribution of all trainees was encouraged.				
D. Provision of Support Materials				
12. Appropriate to trainees' needs				
13. Adequate for the activities				
14. Given on time				
E. Program Management Team				
15. Members were present when needed.				
16. Members were courteous.				
17. Members were efficient.				
18. Members were responsive to the needs of trainees.				
F. Training Venue				
19. Well lighted				
20. Well ventilated				
21. Sufficient space for program activities				
22. Adequate sound proofing				
23. Availability of equipment				
24. Serviceability of equipment				
25. Clean and sanitary				
26. Accessible comfort rooms				
27. Clean comfort rooms				
28. Meals were of satisfactory quality.				
29. Meals were of sufficient quantity.				
30. Meals were generally healthy.				
31. Meals had sufficient variety.				

I. Significant Learning

1. What do you consider your most significant learning from the program?





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2. What more do you want to learn?

II. Comments and Suggestions

1. What further recommendations can you give to improve future related activities?

PART III: Attachment:

Program Evaluation Tool

Prepared by:


JENNY L. CONCEPCION
Proponent


GEMMA N. LOMBOY
School Principal III/Proponent

Approved:


ROSANNA D. DIZON
Public School District Supervisor
District I
11/24/2025