



Republic of the Philippines
Department of Education
Region VI - Western Visayas
SCHOOLS DIVISION OF SAGAY CITY

JAN 28 2025

DIVISION MEMORANDUM

No. 073, s. 2025

2025 DIVISION SCHOOLS PRESS CONFERENCE (DSPC)

To: Assistant Schools Division Superintendent
Chief Education Supervisors – CID & SGOD
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to DepEd Order (DO) No. 49, s. 1992 titled Promulgating the Rules and Regulations Necessary for the Effective Implementation of RA 7079 Otherwise Known as the "Campus Journalism Act of 1991", which stipulates the holding of the annual elementary and secondary schools press conference, the Department of Education (DepED), through the Curriculum Implementation Division (CID) announces the conduct of the **2025 Division Schools Press Conference (DSPC)** on February 27-28, 2024 at Sagay National High School.
2. The conduct of the DSPC is aligned with the thrust of Republic Act (RA) No. 10533 known as the Enhanced Basic Education Act of 2013, wherein Section 2 of the said policy states that **The State shall establish, maintain, and support a complete, adequate, and integrated system of education relevant to the needs of the people, the country, and society-at-large.** The DSPC also responds to the Department's commitment to fostering holistic development through the DepEd Agenda. It incorporates the 21st-century skills that learners continue to develop as they progress in the Basic Education Program. These standards and skills manifest in diverse journalistic experiences across print, broadcast, and new media.
3. The host district for this year's DSPC is District 10, with Sagay National High School as the host school and other schools in District 10 as the co-host. The conference for all committee members, Facilitators and school paper advisers will be conducted on February 7, 2025, 2:00 p.m. in Division Conference Room.
4. The Conference aims to:
 - a. demonstrate understanding of journalism through skillful execution in various platforms (e.g., print, broadcast, online);
 - b. recognize the role of journalism in advocating for social consciousness and environmental awareness;
 - c. promote fair and ethical use of media as tenets of responsible journalism;
 - d. foster camaraderie and enrich learning experiences through healthy and friendly competitions; and
 - e. provide learners opportunities to use the skills learned in campus journalism for their future careers.
5. For the impartial and unbiased selection of contestants to participate in the DSPC, the District Schools Press Conference (DSPC) and Division Schools Press Conference (DSPC) shall be conducted. These conferences shall be held within the school year in compliance with DO 9, s. 2005, titled Instituting Measures to Increase Engaged Time-On-Task and Ensuring Compliance Therewith. The consent of the parent/ guardian for participation shall first be secured before allowing the learners to join any journalism-related conference.





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A comprehensive District Schools Press Conference (DSPC) report including the process and list of winners and judges shall be submitted three (3) weeks after the conduct thereof through **Romeo B. Santillan**, Division Campus Journalism Coordinator.

6. The qualifiers eligible for the Division Schools Press Conference are the following:

Table 1. DSPC Qualifiers

Individual Categories	Top three district winners per medium
Group Categories	One team per medium (Composed of seven members for each team except for online publishing with five members)
School Paper Category	Top 3 district winners per section per medium

7. All Schools District Offices (SDOs) and Division shall ensure that the schools participating in the DSPC, RSPC, and NSPC have school paper publications in Portable Document Format (PDF) or digital format.

8. The DSPC activities shall include the following:

a. Individual Contest (English and Filipino, elementary and secondary)

- i. News Writing
- ii. Feature Writing
- iii. Editorial Writing
- iv. Sports Writing
- v. Copyreading and Headline Writing
- vi. Science and Technology Writing
- vii. Photojournalism
- viii. Editorial Cartooning
- ix. Column Writing

b. Group Contest

- i. Radio Script Writing and Broadcasting (English and Filipino, elementary and secondary)
- ii. Collaborative Desktop Publishing (English and Filipino, elementary and secondary)
- iii. Online Publishing (English and Filipino, secondary only)
- iv. TV Script Writing and Broadcasting (English and Filipino, secondary only)

c. School Paper Contest (English and Filipino, elementary and secondary, in PDF)

- i. News Section
- ii. Features Section
- iii. Editorial Section
- iv. Science and Technology Section
- v. Sports Section
- vi. Layout and Page Design



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g and Broadcasting
table Digital Format

3	General Guidelines for the Selected Writing Contests
3a	Score Sheet for News Writing
3b	Score Sheet for Feature Writing
3c	Score Sheet for Editorial Writing
3d	Score Sheet for Sports Writing
3e	Score Sheet for Copyreading and Proofreading
3f	Score Sheet for Science and Technology Writing
3g	Score Sheet for Photo Journalism
3h	Score Sheet for Editorial Cartooning
3i	Score Sheet for Column Writing
Guidelines for the School Paper Contests	
4	Radio Scriptwriting and Broadcasting
4a	Score Sheet for Radio Scriptwriting and Broadcasting
5	Collaborative Desktop Publishing
5a	Score Sheet for Collaborative Desktop Publishing
6	Online Publishing
6a	Score Sheet for Online Publishing
7	TV Scriptwriting and Broadcasting
7a	Score Sheet for TV Scriptwriting and Broadcasting
Guidelines for the School Paper Contests in Portable Digital Format	





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8	General Guidelines for School Paper Contests (in PDF) Guidelines for the Selection of the Best Sections and Layout and Page Design Categories for the School Paper Contest
8a	Score Sheet for the News Section
8b	Score Sheet for the Features Section
8c	Score Sheet for the Editorial Section
8d	Score Sheet for the Science and Technology Section
8e	Score Sheet for the Sports Section
8f	Score Sheet for Layout and Page Design Category
9	How to Compute for the Overall Scores

13. Campus journalists can participate in only one event which may either be individual or group category.

14. The top five winners in all contest events shall be recognized and only the accumulated points from individual and group contests shall be included in the computation of the overall scores, following the guidelines contained in Enclosure No. 9.

15. Each district is expected to submit the required documents using the format provided in the following enclosures, to wit:

Table 3. Important documents for submission

Enclosure Number	Document Name	Submitted to	Deadline and Important Reminders
1	District winners/ entries for the School Paper Contests in PDF duly endorsed by the District Supervisor (DS)	Division Office (DO) addressed to the Curriculum Implementation Division (CID)	February 10, 2025, <ul style="list-style-type: none"> The official list of entries duly signed by the District Supervisor along with the requirements shall be submitted through Romeo B. Santillan, ONLY the District Office is authorized to submit the school paper entries on or before February 10, 2025. Late entries shall not be accepted.
1 and 2	Complete the Official List of 397 member delegates with District/ School Travel Order (in soft copy to be provided to the DO and the host school.	DO, addressed to CID and sent through Dr. Romeo B. Santillan Education Program Supervisor, DepEd Sagay City	February 13, 2025 <ul style="list-style-type: none"> This official list signed by the District Supervisor shall also serve as the official travel order of each school to be presented to the host school upon registration.



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16. Incidental expenses incurred by official delegates shall be covered by the school's Maintenance and/or Other Operating Expenses, local funds, or the School Campus Journalism Fund, and other sources as applicable. All expenses are subject to the usual accounting and auditing rules and regulations.

17. For further information and clarifications, all concerned individuals may contact the Office of the Curriculum Implementation Division and/or the DSPC focal persons:

- Romeo B. Santillan** - Education Program Supervisor - Filipino
 Division Campus Journalism Coordinator
- Elizabeth B. Romo** - Education Program Supervisor – English

18. It is understood that in the conduct of this activity, there shall be no discrimination in the provision of such partnership on account of age, school, gender, civil status, disability, religion, or other similar factors, personal circumstances that run counter to the principles of equal opportunity.

19. Immediate and wide dissemination of this Memorandum is desired.

DANNIE CLARK M. UGUIL

Asst. Schools Division Superintendent
 OIC-Office of the Schools Division Superintendent



Enclosure : as stated
 Reference : None
 Allotment : N/A
 No. of Pages : 51
 To be indicated in the **Perpetual Index** under the following subjects:

**LEARNING AREA, FILIPINO/ENGLISH
 LEARNERS
 RULES & REGULATIONS**

**CONFERENCES
 CONTEST
 SCHOOL PAPER**

CID_RBS- DM2025 Division Schools Press Conference (DSPC) 01/27/2025





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(Enclosure No. 1 to Division Memorandum No. 073, s. 2025)

LIST OF PARTICIPANTS AND DISTRICT SCHOOL PAPER ENTRIES

A. List of 3 District Entries for School Paper per Section/Category

Level:

Section/Category: _____ Medium: _____

	School Paper	School Paper Adviser/s	School	District
1				
2				
3				

B. List of Contestants for the Individual Categories

Elementary Level

Category: _____ Medium: _____

	Complete name of Student (First Name, MI Last Name)	Gender	School	District	Coach (1)	School Paper
1						

Secondary Level

Category: _____ Medium: _____

	Complete name of Student (First Name, MI Last Name)	Gender	School	District	Coach (1)	School Paper
1						

List of Contestants for the Radio Script Writing and Broadcasting

Elementary Level

Medium: _____

	Complete name of Student (First Name, MI Last Name)	Gender	Role/Assigned Task (indicated additional roles where applicable)	School	District	Coach (1)
1						
2						
3						
4						
5						
6						
7						

Secondary Level

Medium: _____

	Complete name of Student (First Name, MI Last Name)	Gender	School	District	Coach (1)
1					
2					
3					
4					
5					
6					
7					



Sitio Chloe, Brgy. Rizal, Sagay City, Negros Occidental
 Telephone Nos. 488-02-15; 722-0597/ sagaycity001@deped.gov.ph

Medium: _____

Elementary Level

	Complete name of Student (First Name, MI Last Name)	Gender	School	District	Coach (1)

	Complete name of Student (First Name, MI Last Name)
1	
2	
3	
4	
5	
6	
7	



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D. List of Contestants for the Online Publishing (for Secondary only)

	Secondary Level	Medium:			
	Complete name of Student (First Name, MI Last Name)	Gender	School	District	Coach (1)
1					
2					
3					
4					
5					

E. List of Contestants for the TV Script Writing and Broadcasting (Secondary)

Medium: _____

	Complete name of Student (First Name, MI Last Name)	Gender	Role/Assigned Task (indicated additional roles where applicable)	School	District	Coach (1)
1						
2						
3						
4						
5						
6						
7						



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(Enclosure No. 2 to Division Memorandum No. 073, s. 2025)

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

The Individual Writing Contests are designed to showcase the competencies of campus journalists and promote fair and ethical use of media as tenets of responsible journalism.

Only learners from schools with school papers (print, digital/electronic publication), either in English or in Filipino for the school year 2024-2025 can participate.

Only the top three winners are allowed to compete in their respective contest categories.

The following guidelines shall be strictly implemented:

A. General:

1. If participants have questions or need assistance, they should raise their concerns with the assigned proctor and/or examiner. If the concern remains unresolved, it shall be escalated to the DSPC Focal Persons.
2. School paper advisers, teachers, principals, parents, or guardians who will be found in the contest venue will be grounds for disqualification of their contestants.
3. The top five winners per medium will be recognized and their points will be included in the overall score calculation (combining Individual and Group Contests).
4. Any violation of the stipulated guidelines will be grounds for disqualification of the participant.
5. The decision of the Board of Judges in all aspects of the contest is final and irrevocable.

B. Specific:

1. News Writing, Feature Writing, Editorial Writing, Science and Technology Writing and Column Writing
 - a. Fact sheets or other sources of information will be provided to the contestants as a basis for writing the article.
2. Sports Writing:
 - a. The DTWG shall orient and provide instructions to the contestants before the contest begins.
 - b. A pre-game conference will be conducted to introduce the players, coaches, and tournament officials.
 - c. The contestants will cover an actual game or watch the video coverage.
 - d. A post-game conference will be held to interview officials and athletes.
 - e. The contestants will then proceed to the designated contest room to write the sports article.
3. Copyreading and Headline Writing
 - a. Contestants must bring their pencils for the contest.
 - b. Contestants must follow the directions given in the contest piece.
 - c. Contestants must provide a headline for the article.



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4. Editorial Cartooning:
 - a. Contestants are required to bring their own pencil no. 2 while the DTWG will provide the Oslo papers for the contest.
 - b. The cartoon must be centered on the given topic or issue.
 - c. The cartoon should be compliant with the professional and ethical standards of media.
5. Photojournalism
 - a. Preparation:
 1. Contestants must be at the contest venue thirty minutes before the orientation on the guidelines.
 2. Contestants are allowed to use point-and-shoot, compact cameras or DSLR cameras with a prime lens or zoom lens up to 105mm ONLY. Those who will use other cameras with long lenses or do not follow the given specifications will not be permitted to join the contest.
 3. Contestants must submit a camera with emptied internal memory and two (2) blank memory cards to be checked by the examiner/s a day before the opening program.
 4. Contestants must bring their own camera cable for uploading and saving pictures.
 5. Cellular phones, extra digital cameras, or any other additional materials/equipment are not allowed in the contest area.
 6. Contestants must bring their own black ballpen while the DTWG will provide scratch papers where contestants can write down notes during the shooting.
 - b. Photo Shoot, Uploading, and Captioning
 1. The loading and unloading of the storage card will be done in front of the examiner.
 2. Control shot is considered the first shot.
 3. Contestants are given one hour to take pictures.
 4. Contestants are allowed to take unlimited shots but will submit the control shot and the five photos with captions related to the given theme. Entries that have been edited and/or manipulated which include but are not limited to retouching, cropping, stitching, changing the colors and hues, adjusting brightness, contrast, and saturation will not be accepted. The submitted photos of each contestant will be saved in one folder (file naming convention of the folder: CODE NUMBER_2025DSPC).
 5. Contestants must write the file name of each photo in the caption sheet.
 6. Caption sheets will be provided by the DTWG.
 7. Contestants will be given 30 minutes to provide a caption for each of the five photos.
 8. The advisers, trainers, and parents are NOT allowed in the contest venue throughout the competition.



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(Enclosure No. 2a to Division Memorandum No. 073, s. 2025)

SCORE SHEET FOR NEWS WRITING

Form and Style (40%)	Score
Arrange details of the event in decreasing importance	
Shows the news writer's ability to organize information	
Uses a lead that is clear and focused on the most important detail	
Avoids the use of words with controversial elements or double meaning	
Avoids personal slants	
Has a clear and unbiased headline	
Uses short and simple words	
Conforms with the principles of unity and coherence	
Observes the rules of grammar and syntax	
Uses transitions properly	
Observe gender-fair language.	
Content (50%)	
Uses appropriate lead type to get the readers' attention	
Presents to the readers the most important detail of the event	
Follows logical presentation of the event and emphasizes the most important or relevant facts	
Follows the correct news writing format/style	
Ethics (10%)	
Showcases original works of students.	
Properly cites information and attributes these facts from the source of information (cut across all events)	
Observes standards of journalism in terms of fairness, relevance, accuracy, and balance	
Has no potentially libelous or obscene content, plagiarism, or copyright violations	
TOTAL (100%)	
Comments/ Suggestions:	

 Evaluator/Judge
 (Signature over Printed Name)





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SHEET FOR FEATURE WRITING

Form and Style (30%)	Score
Observes the rules of grammar and syntax	
Conforms with the principles of organization and progression of ideas	
Exhibits creative presentation of facts in the story	
Uses a catch title for the article	
Sustains the interest of the readers	
Utilizes the appropriate feature type to emphasize the impact/relevance of the topic	
Observe gender-fair language.	
Content (60%)	
Cites facts like historical references, statistics, and relevant names/ facts to bolster the credibility of statements and or narratives	
Presents a new angle or information about the topic that is timely and interesting to read	
Stirs the imagination of the reader	
Balances presentation of thoughts and ideas from the obtained data with those of the writers' perceptions	
Ethics (10%)	
Showcases original works of students.	
Properly cites information and attributes these facts from the source of information cut across all events	
Observes standards of journalism in terms of fairness, relevance, accuracy, and balance	
Has no potentially libelous or obscene content, plagiarism, and copyright violations	
TOTAL 100%	
Comments/ Suggestions:	

 Evaluator/Judge
 (Signature over Printed Name)





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SHEET FOR EDITORIAL WRITING

Form and Style (40%)	Score
Uses a lead paragraph that contains a news peg and the general stand of the writer	
Presents arguments that are based on facts.	
Cites sources of facts to add credibility to the arguments raised	
Uses a strong and thought-provoking title	
Shows logical reasoning	
Observes the rules of grammar and syntax	
Utilizes transitions properly	
Observe gender-fair language.	
Content (50%)	
Presents the general stand of the writer in the lead	
Utilizes factual information from interviews, document reviews, data analyses, and other reliable sources	
Displays evidence of the writers' knowledge and understanding of issues/problems	
Reflects clarity of the message and can influence public opinion	
Arguments presented in the body logically support the writer's stand	
Ethics (10%)	
Showcases original works of students.	
Properly cites information and attributes these facts from the source of information (cut across all events)	
Observes standards of journalism in terms of fairness, relevance, accuracy, and balance	
Has no potentially libelous or obscene content, plagiarism and copyright violations	
Total (100%)	
Comments/Suggestions:	

 Evaluator/Judge
 (Signature over Printed Name)





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SHEET FOR SPORTS WRITING

Form and Style (40%)	Score
Uses appropriate form and style	
Uses appropriate sports terms and lingo to highlight the significance of the game	
Provides correct descriptions, colorful allusions, and figures of speech to describe the players and event/game.	
Combines the proper amount of statistics to create a clear visual narrative of the action	
Has an attractive headline that shows what really transpired in the event	
Observe the rules of grammar and syntax	
Conforms with the principles of unity and coherence	
Observe gender fair language.	
Content (50%)	
Presents a clear picture of the events in the game.	
Utilizes an appropriate sports news reporting style	
Uses interviews, statistics, references, and research	
Ethics (10%)	
Showcases original works of students.	
Properly cites information and attributes these facts from the source of information (cut across all events)	
Observes standards of journalism in terms of fairness, relevance, accuracy, and balance	
Has no potentially libelous or obscene content, plagiarism, and copyright violations	
Total (100%)	
Comments/Suggestions:	

 Evaluator/Judge
 (Signature over Printed Name)





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SCORE SHEET FOR COPYREADING AND HEADLINE WRITING

Copyreading (60%)	Score
Uses appropriate copyreading symbols	
Recognizes the exact number of errors in the contest piece	
Headline Writing (40%)	
Provides the best headline for the news article	
Observes standards in headline writing	
Total (100%)	
Comments/ Suggestions:	

Evaluator/Judge
(Signature over Printed Name)



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SCORE SHEET FOR SCIENCE AND TECHNOLOGY WRITING

Form and Style (40%)	Score
Manifests unity and coherence to the theme topic given	
Has a catchy and appropriate headline that is also clear and free of bias	
Observes the rules of grammar and syntax	
Shows logical presentation of arguments	
Contains leads that are clearly written and focused on the most important detail	
Follows appropriate form and style	
Uses appropriate terms and lingo to report/discuss events	
Observes gender fair language.	
Content (50%)	
Utilizes facts from interviews, document reviews, data analyses, and other reliable sources	
Presents relevant and timely issues on science and technology	
Uses technical jargon to a minimum	
Presents technical and complicated scientific concepts or ideas in a manner that can be understood by a wide variety of readers	
Cites scientific references, statistics, and relevant figures/ facts to bolster the credibility of statements and or narratives	
Ethics (10%)	
Showcases original works of students.	
Properly cites information and attributes these facts from the source of information (cut across all events)	
Observes standards of journalism in terms of fairness, relevance, accuracy, and balance	
Has no potentially libelous or obscene content, plagiarism, and copyright violations	
Total (100%)	
Comments/ Suggestions:	

 Evaluator/Judge
 (Signature over Printed Name)





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SCORE SHEET FOR PHOTOJOURNALISM

Technical Quality (30%)	Score
Exposure value and quality of image (free from digital noise)	
Presents images with acceptable sharpness	
Communicative Quality (50%)	
Shows clear and specific idea(s) or angle connected to the theme or topic	
Uses creative photography techniques to highlight the visual story	
Caption (10%)	
Writes a two-sentence caption providing context to the picture	
Ethics (10%)	
Showcases original works of students.	
Properly cites information and attributes these facts from the source of information (cut across all events)	
Observes standards of journalism in terms of fairness, relevance, accuracy, and balance	
Has no potentially libelous or obscene content, plagiarism, and copyright violations	
Follows strict standards of no manipulation and alteration of reality	
Total (100%)	
Comments/ Suggestions:	

Evaluator/Judge
(Signature over Printed Name)



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SCORE SHEET FOR EDITORIAL CARTOONING

Form and Style (30%)	Score
Makes use of a minimum number of labels	
Shows logical use of various sizes, dimensions, and proportions of images	
Displays attractive use of shading and other techniques	
Utilizes witty, original, and creative representation of ideas/ concepts on the issue given	
Content (60%)	
Presents clear, specific and a recognizable point-of-view or opinion on the given issue or topic	
Raises relevant, timely issues and concerns about the topic	
Is in good taste and free from libelous, indecent, and abstract ideas	
Arouses interest and analytical thinking among its readers	
Constructively criticizes and influences readers' opinion	
Ethics (10%)	
Showcases original works of students.	
Properly cites information and attributes these facts from the source of information (cut across all events)	
Observes standards of journalism in terms of fairness, relevance, accuracy, and balance	
Has no potentially libelous or obscene content, plagiarism and copyright violations	
Total (100%)	
Comments/ Suggestions:	

Evaluator/Judge
(Signature over Printed Name)



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SCORE SHEET FOR COLUMN WRITING

Form and Style (30%)	Score
Uses lead paragraph to introduce or build up a clear argument in the issue	
The tone, style, and approach in analyzing the issue are evident	
Uses a language that is understood by the target audience	
Cites sources of facts to add credibility to the arguments raised	
Uses a strong, appropriate, and catchy title	
Shows logical reasoning	
Observes the rules of grammar and syntax	
Utilizes transitions properly	
Observe gender fair language.	
Content (50%)	
Presents and explains a solid and clear stance	
Presents the different angles and examines both reconcilable and irreconcilable differences regarding their stand	
Utilizes factual information from interviews, documents reviews, data analyses, and other reliable sources	
Displays evidence of the writers' knowledge and understanding of issues/ problems	
Reflects clarity of the message that can influence public opinion	
Presents logical arguments that support the writer's stance.	
Clarifies certain points of fact or argument that may cause confusion or complication.	
Ethics (20%)	
Showcases original works of students.	
Properly cites information and attributes these facts from the source of information (cut across all events)	
Observes standards of journalism in terms of fairness, relevance, accuracy, and balance	
Has no potentially libelous or obscene content, plagiarism, and copyright violations	
Total (100%)	
Comments/ Suggestions:	

 Evaluator/Judge
 (Signature over Printed Name)





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(Enclosure No. 3 to Division Memorandum No. 073, s. 2025)

GUIDELINES FOR RADIO SCRIPTWRITING AND BROADCASTING CONTEST

A. General Guidelines

1. Each district must form a team of seven (7) members for English and Filipino in the elementary level and secondary level who are not competing in any of the individual writing categories.
2. Participants must wear a white shirt with valid school ID/DSPC IDs for proper identification.
3. An orientation shall be conducted for all the contestants. Any representative from each group will draw lots to determine the order of presentation.
4. The awards for this category include the following:

Individual Awards	Group Awards
1. Best Anchor	1. Best in Technical Application
2. Best News Presenter	2. Best Infomercial
	3. Best Script

5. In determining the best radio production, the total points from the individual and group awards shall be considered.
6. Contestants are not allowed to have mobile phones, reference materials, or any extra sheets of paper in the contest area.
7. All teams must ensure that their laptop/device is compatible with the available device/ s in the designated simulation area.
8. Any violation of the stipulated guidelines will be grounds for disqualification of the team.
9. The decision of the Board of Judges is final and irrevocable.

B. Scriptwriting

1. Each team may use up to four official laptops that have been cleared of stored documents and a printer to prepare and print the script. All laptops must be submitted to the contest committee for inspection on February 25, 2025, from 8:00AM to 5:00PM. Each team must also bring their own extension cords and other equipment for rehearsal.
2. The team will have one hour and 30 minutes to write a script for a five-minute radio broadcast, which will include one infomercial and four news articles.

The infomercial may cover topics such as health, environment, politics, social issues, and other relevant subjects. It should not exceed one minute in length and must be in the same medium the group is competing in.

The news articles may be based on press releases, raw data, or any other source provided by the examiner/s.

An additional 30 minutes will be allotted for printing the output. After two hours, each team should submit four copies of the script. Three copies will be submitted to the judges and one copy will be submitted to the examiner/ s. The team may print extra copies for their own use.





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3. Once the script writing has begun, the contestants will no longer be allowed to leave the contest rooms. For personal necessities, the proctor will accompany them to the restrooms.
4. The script should not contain any information that could identify the contestants, their school, division, or region; however, it should include the names of the team members along with their respective roles (e.g., anchor, news presenter, etc.).
5. The board of judges will provide the name of the radio station, program title, and kilohertz frequency, uniform to all groups.
6. 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 (8.27xl 1.69 inches)

C. Broadcast Simulation

1. A designated broadcast room will be identified in the contest venue for the presentation. Only the contestants, judges, and the examiner/ s are allowed inside.
2. The organizers/ host region must hire an independent sound system provider to ensure high-quality audio output. The technical operator shall only set the sound system before the simulation. A jack/ auxiliary cord/ adapter will be provided for laptops and other sources of sound effects.
3. Contestants/ technical directors are not allowed to change, adjust, and manipulate the main control board during their presentation, except for the volume meter.
4. In the event of a power failure, the affected team will be allowed to broadcast again.
5. The use of sound bites/ pre-recorded voice is prohibited.
6. At least two loudspeakers may be set up outside the broadcast room.
7. The host region shall provide the radio frequency where the broadcast simulation will be tuned in.
8. A designated holding area shall be provided for each role.
9. Each team is given nine minutes: three minutes for preparation, five minutes for the actual broadcast, and one minute for exit. The provided running time shall be applied.



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10. The host region shall provide a timer that can be seen by the contestants and the judges. An official timekeeper will be appointed.

11. A yellow flaglet will be raised to signal that the team has one minute left for preparation. A green flaglet will then be raised to signal the team to start. A yellow flaglet will be raised again to warn the team that they have only one minute remaining, followed by a red flaglet to indicate that their time is up.

12. The team who complied with the five-minute production receives a perfect score (5 points). In the event of overtime or undertime, the following scheme of deductions will be applied:

Overtime Undertime	Deduction
1-3 seconds	1 point
4-20 seconds	2 points
21-40 seconds	3 points
41-60 seconds	4 points
61 seconds and above	5 points

13. The under-time or overtime will be deducted from the final average score.



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(Enclosure No. 3a to Division Memorandum No. 073, s. 2025)

SCORE SHEET FOR RADIO SCRIPTWRITING AND BROADCASTING

1. Anchor	Score		
	Anchor 1	Anchor 2	
Voice Quality 40%			
<ul style="list-style-type: none"> Is clear and easy to understand even when speaking quickly Paces his/her voice well to fit the storyline and helps the audience understand the issue e Shows expressions of interest, enthusiasm, and confidence 			
Voice Recognition 30%			
<ul style="list-style-type: none"> Has a clear and well-modulated voice Presents appropriate pace and volume Is consistently audible throughout the presentation Can easily be heard in all parts of the room 			
Enunciation 30%			
<ul style="list-style-type: none"> Pronounces/articulates words in a distinct manner e Talks in an accent that is socially acceptable Utilizes various voice inflections/ changes to enhance the meaning of the lines Stretches a word to a desired length to emphasize or give the appropriate meaning 			
Total 100%			
2. News Presenter	Score		
	NPI	NP2	NP3
Voice Quality 40%			
<ul style="list-style-type: none"> Is clear, and easy to understand even when speaking quickly Paces his/her voice well to fit the storyline and help the audience understand the issue Shows expressions of interest, enthusiasm, and confidence 			
Voice Recognition – 30%			
<ul style="list-style-type: none"> Has a clear and well-modulated voice Presents appropriate pace and volume Is consistently audible throughout the presentation Can easily be heard in all parts of the room 			
Enunciation – 30%			

<ul style="list-style-type: none"> • Talks in an accent that is socially acceptable • Utilizes various voice inflections/ changes to enhance the meaning of the lines • Stretches a word to a desired length to emphasize or give the appropriate meaning 			
Total 100%			

3. Infomercial	Score
Content – 45%	
<ul style="list-style-type: none"> • Shows clear advocacy/ idea description • Is logically organized • Shows smooth and appropriate transitions • Exhibits language appropriateness 	
Creativity – 30%	
<ul style="list-style-type: none"> • Exhibits uniqueness and originality • Implements technologies appropriately 	
Persuasion / Impact – 25%	
<ul style="list-style-type: none"> • Engages audience • Shows appropriate audience appeal • Keeps audience focused all throughout the broadcast 	
Total 100%	

4. Technical Application	Score
Juxtaposition – 40%	
<ul style="list-style-type: none"> o Shows a smooth transition from one topic/ news event to another o Establishes a clear relationship between one audio effect to the news or information that follows 	
Fidelity – 30%	
<ul style="list-style-type: none"> • Produces good audio quality • Produces authentic sound and effects • Has less static and no interference 	
Timing and Precision – 30%	
<ul style="list-style-type: none"> • Has clear audible time signals 	
Total 100%	

5. Script	Score
Content – 40%	
<ul style="list-style-type: none"> • Covers the topic with necessary details & examples • Is accurate and has no factual errors • Is well-organized 	



Sitio Chloe, Brgy. Rizal, Sagay City, Negros Occidental
 Telephone Nos. 488-02-15; 722-0597/ sagaycity001@deped.gov.ph



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<ul style="list-style-type: none">• Uses academically, socially, culturally acceptable, and gender-fair language	
Clarity of Instructions — 40%	
<ul style="list-style-type: none">• Is easy to read and understand• Can easily be followed by another person or team• Reflects effective lannin and or anizin	
Neatness — 20%	
<ul style="list-style-type: none">• All elements are labeled and clearly written• Clearly indicates names of team members and their task assignments	
Total 100%	
RADIO PRODUCTION (Overall)	Score
A. Delivery — 25% 1. Anchor (15%) 2. News Presenter (10%)	
B. Technical Application — 25% 1. Timing and Precision	
c. Script – 25%	
D. Infomercial — 20%	
E. Adherence to time allotment — 5%	
Total 100%	
Comments & Suggestions:	

Evaluator/ Judge
(Signature over Printed Name)



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(Enclosure No. 4 to Division Memorandum No. 073, s. 2025)

GUIDELINES FOR THE COLLABORATIVE DESKTOP PUBLISHING CONTEST

1. Each region shall organize a team of seven members for English and Filipino both in elementary level and secondary level who will not participate in any of the individual writing categories.
2. Contestants must wear white shirt with their identification card.
3. All contestants must attend the orientation before the competition.
4. All contestants are prohibited from returning to their quarters or communicating in any form (text, call, chat, etc.) with their respective advisers from beginning to the end of the contest.
5. A mini press conference and a sports event will serve as the basis for the content of the publication (i.e., news, features, editorial, editorial cartoon, sports). Photojournalists must take pictures of the mini press conference and sports event.
6. For the actual sports event, a pre-game conference will be conducted for the introduction of the players, coaches, and tournament officials. Subsequently, a post conference will be held for interviews and data gathering.
7. The team will have four hours for writing, layout, editing articles, and printing. Coverage and data gathering during the mini press conference, pre-game, actual game, and post-conference shall be excluded from the 4-hour time allotment.
8. Each team is allowed to bring only the following:
 - two digital/ DSLR cameras
 - one printer with scanner
 - one card reader
 - one blank flash drive
 - extension cords
 - a maximum of four 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
 - A4 size bond paper
9. Laptops to be submitted to the DTWG should be labeled in the following format:

Category — Medium-Level Region
Name, School, Division

e.g.,
Collaborative Desktop Publishing — English — Secondary — Region VII Angelina Fajardo, Mandaue National High School, Mandaue

Labels should be affixed to the laptop bag using bond paper.



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10. Official laptops, previously cleared of stored documents, must be submitted to the DTWG on February 25, 2025 (up to 5PM only) to check for any other applications, pre-written documents or references. Failure to submit the laptops on/ before the deadline will result in disqualification of the competing team.
11. The host region will provide six scanners for the editorial cartoon, three for elementary and three for secondary (English/ Filipino) as backup for the contestants.
12. Mobile phones and other electronic devices are prohibited, except for digital cameras/DSLRs and laptops with disabled internet connection.
13. Each team must convert their output into PDF, print it on A4 size bond paper, and submit it to the examiner/ s. The collaborative desktop publishing team should submit both hard and soft copies of their entries.
14. The output of the contest is a four-page full-colored publication in A4 size. The output will be stored in a flash drive provided by the examiner/ s and uploaded to the designated computer for evaluation/judging.
15. Each team must ensure that no identifying marks and information about the contestants (pen name must be used), their school, division, or region are present on their output; otherwise, it would be a ground for disqualification.
16. The top five teams will be recognized and their scores will contribute in determining the overall scores.
17. The decision of the Board of Judges is final and irrevocable.



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(Enclosure No. 4a to Division Memorandum No. 073, s. 2025)

SCORE SHEET FOR COLLABORATIVE DESKTOP PUBLISHING

Content 50%	Score
<ul style="list-style-type: none"> • Exhibits appropriate balance of news, editorial, features, sports, and other appropriate and interesting content • Utilizes facts from interviews, document review, data analysis, and other reliable sources • Shows a variety of stories that fit the section where they are placed • Cites historical references, statistics, and relevant names/ facts to bolster the credibility of statements, assertions, arguments, and/or narratives • Provides a balance of light and serious topics Shows relevance of articles to students Showcases original works of students. • Properly cites information and attributes these facts from the source of information • Applies the principles of journalism 	
Technical 40%	
<ul style="list-style-type: none"> • Includes articles that are arranged according to importance • Presents headlines that are clear and free of bias <ul style="list-style-type: none"> • Makes use of pictures that are clear, properly cropped, and captioned • Utilizes graphics, illustrations, and cartoons that are relevant • Exhibits clear focus and coherent organization • Observes the rules of grammar and syntax • Observes proper journalistic style and format 	
Ethics 10%	
<ul style="list-style-type: none"> • Showcases original works of students. • Properly cites information and attributes these facts from the source of information (cut across all events) • Observes standards of journalism in terms of fairness, relevance, accuracy, and balance • Has no potentially libelous or obscene content, plagiarism or copyright violations 	
TOTAL 100%	
Comments/ Suggestions:	

 Evaluator/ Judge
 (Signature over Printed Name)



to bring only the following:

• scanner/ 3-1 printer (mobile/ phone scanner is NOT allowed)
• SLR cameras

• laptops installed with photo editing software for image

• pocket wifi (preferably with two different networks) or extension cords

The DTWG should be labeled in the following format:

Region Name,

— Secondary — Region VII
National High School, Mandaue
The laptop bag using bond paper.

Rizal, Sagay City, Negros Occidental
88-02-15; 722-0597/ sagaycity001@deped.gov.ph

9. Each team will be required to bring:
 - one scanner -flatbed (digital/ DSC allowed) e two digital/ DSC
 - a maximum of four laptops for image enhancement
 - maximum of two portable wireless routers • extension cords

10. Laptops to be submitted to the DTWG

Category — Medium-Level Regional
School, Division

e.g.,
Online Publishing — English
Elaine Fajardo, Mandaue National High School
Labels should be affixed to the laptop bag



Sitio Chloe, Brgy. Mandaue
Telephone Nos. 488-02-15; 722-0597

5. The publication (news, news, features, editorial, editorial cartoon, sports). The photojournalists must take pictures/ videos of the mini press conference and sports event.

6. For the actual sports event, a pre-game conference will be conducted for the introduction of the players, coaches, and tournament officials. Subsequently, a post conference will be held for interview and data gathering.

7. The team will have four hours for writing, layouting, and editing of articles online after creating an online publication using the official platform to be provided by the organizer. Coverage and data gathering during the mini press conference, pre-game, actual game, and post conference shall be excluded from the 4-hour time allotment.

8. Specific instructions on the number of articles to be produced will be given during the orientation.



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11. Official laptops, previously cleared of stored documents, must be submitted to the DTWG on February 25, 2025 (up to 5PM only) to check for any other applications, pre-written documents, or references. Failure to submit the laptops on/ before the deadline will result in disqualification of the competing team.
12. Each group must email their URL or link to the assigned examiner.
13. Each team must ensure that no identifying marks and information about the contestants (pen name must be used), their school, division, or region are present on their output; otherwise it would be a ground for disqualification.
14. The top five teams will be recognized, and their scores will contribute in determining the overall scores. All competing teams shall be given points and ranked accordingly.
15. The decision of the Board of Judges is final and irrevocable.



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(Enclosure No. 5a to Division Memorandum No. _____, s. 2025)

SCORE SHEET FOR ONLINE PUBLISHING

Content 30%	Score
<ul style="list-style-type: none"> • Applies the principles of journalism. • Exhibits appropriate balance of news, editorial, features, sports, and other appropriate and interesting content • Utilizes facts from interviews, document review, data analysis and other reliable sources • Shows a variety of stories that fit the section where they are placed Includes historical references, statistics, relevant names/ facts to bolster credibility of statements, assertions, arguments and/or narratives • Provides balance of light and serious topics • Shows relevance of articles to students • Has clear and unbiased headlines titles 	
Language and Style 15%	
<ul style="list-style-type: none"> • Observes the rules of grammar and syntax • Observes coherence • Uses appropriate vocabulary (Observes gender-fair language) 	
Layout 20%	
<ul style="list-style-type: none"> • Arrange stories in decreasing importance. • Highlights originality/ uniqueness • Uses relevant video or audio, pictures, and graphics that are clear, properly edited, captioned, and credited • Exhibits clear focus and coherent organization of articles 	
Technical 20%	
<ul style="list-style-type: none"> • Makes use of multimedia elements such as video, audio, animation, graphics and photos • Is readable, mobile-responsive, and engaging via social media • Contains the paper's masthead, editorial profile, and the following sections: News, Editorial, Features, and Sports • Articles include hyperlinks to cited references, data, and other content or websites 	
Ethics 15%	
<ul style="list-style-type: none"> • Showcases original works of students. • Properly cites information and attributes these facts from the source of information • Observes standards of journalism in terms of fairness, relevance, accuracy, and balance • Has no potentially libelous or obscene content, plagiarism and copyright violations 	
Total 100%	
Comments/ Suggestions:	



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(Enclosure No. 6 to Division Memorandum No. 073, s. 2025)

GUIDELINES FOR TV SCRIPTWRITING AND BROADCASTING

The contest aims to promote collaboration among campus journalists and simulate the workplace of a television news production department.

A. General Guidelines

1. Each region must form a team of seven members for English and seven for Filipino in secondary level who are not competing in any of the individual writing categories.
2. The members should have the following roles/ tasks, including but not limited to:
 - a. scriptwriter/ s
 - b. anchor/ s
 - c. reporter/ s
 - d. producer/ director who could also act as floor director
 - e. video/ graphics editor
 - f. video journalist/ camera man

Any team member can take on multiple roles, as long as it does not create conflicts or awkwardness in the outcome of the broadcast (e.g., an anchor cannot also be a reporter simultaneously. However, an anchor can also serve as a news or infomercial writer).

3. The DTWG, in coordination with the host region, will provide a list of available equipment and tools in the simulation broadcast room with the regional coordinators a week before the contest through an advisory.
4. A 30-minute technical orientation will be conducted a day or days before the opening of the DSPC for the directors and video/ graphics editors. Subsequently, each team will have 30 minutes per medium to visit the simulation broadcast room for familiarization.
5. In getting the overall results for the best TV broadcast, accumulated points from the individual and group awards shall be considered.

6. The awards for this category include the following:

Individual Awards	Group Awards
1. Best Anchor	1. Best in Technical Application
2. Best Reporter	2. Best Developmental Communication
3. Best Director	3. Best News Script
	4. Best TV Newscast

7. The decision of the Board of Judges is final and irrevocable.
8. Any violation of the stipulated guidelines will be grounds for disqualification of the team.



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PRE-CONTEST

1. Each team must bring only the following:
 - maximum of four laptops with at least IOGB free space and a video editing program (with uploading capacity)
 - three empty USB Flash Drives (at least 16GB minimum)
 - maximum of two video/ DSLR camera/ mobile phones (without sim and emptied internal storage) compatible with the laptop
 - two emptied memory cards
 - A4-size bond paper
 - one inkjet printer
 - extension cord/ s
2. Laptops and flash drives to be submitted to the NTWG should be labeled in the following format:

Category — Medium — Level — Region
Director's Name, School, Division

TV Script Writing and Broadcasting — English — Secondary — Region VII Angelina Fajardo, Mandaue National High School, Mandaue

Labels for laptops will be placed on a bond paper and attached to the laptop bag. Flash drives will be sealed in an envelope with a corresponding label.

3. Checking and sealing of laptops shall be done on July 7, 2024 (until 5 p.m. only). Laptops must be cleared of stored documents upon submission, except for the pre-recorded OBB and CBB and offline editing software.
4. Failure to submit the laptops on/ before the set deadline will result in disqualification of the competing team.
5. Only the equipment and tools in the simulation broadcast room are allowed to be used by the participants during the actual presentation.
6. Before the start of the contest, the teams will be oriented on the roles of the participants and criteria for judging by the chairman of the board of judges. All participants should attend this orientation.
7. The directors will draw lots to determine the order of presentation. Then, contest materials saved in flash drives sealed in envelopes shall be distributed to the directors.

CONTEST PROPER:

A. SCRIPTWRITING AND PRODUCTION

1. The team should include the following components in their script:
 - a. Cover page: This page should contain the group's name (mock TV network name)



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b. News: Only the five sets of data provided by the DTWG will be used in the news reports. Each news script should specify the corresponding video and/or audio component extracted from the folders or created during the actual contest.

c. Infomercial/ Developmental Communication: The team must create one infomercial or developmental communication plug with a maximum duration of 60 seconds.

The DTWG will provide two sets of data (photos/ videos/ audio) in folders saved in a flash drive.

However, each team is also allowed to take footage/ s within the designated area to be used in the infomercial.

The script should contain video and audio components.

d. Field Report: The production must include a live field report with or without canned video support.

e. Headlines: These will contain a brief but concise lead/ summary of the news articles.

f. OBB/CBB: The DTWG will provide TV station and program names, uniform to all groups.

2. Four hours will be allotted for the pre-production (story conference and scriptwriting), actual production (video shooting/ recording, infomercial production), post-production (editing) and rehearsal.

3. Once scriptwriting begins, contestants are not allowed to leave the contest venue. For personal needs the proctor will accompany them to the nearest restrooms.

4. Each team must submit four copies of the script: three for the judges and one for the DTWG. Additional copies for team use may be printed.

5. The cover page of the script must reflect the TV Network and Program names (as provided by the DTWG), and the names of the team members with their respective roles (i.e., anchor, field reporter, etc.).

6. The script should not contain any information that could identify the contestants, their school, division, or region.

7. All teams must stop working after the allotted four-hour time limit. A buzzer signals the end of the scriptwriting and production time.

8. A designated holding area shall be provided for each role.

9. Team members are only allowed to leave the room when it is their turn to perform or for personal needs under the supervision of a proctor.

B. Tv BROADCAST SKILLS PERFORMANCE

1. Only two laptops are allowed inside the studio: one for use as a substitute for teleprompter and one for technical application.



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2. News segments will consist of live and edited reports created during the allotted time for production. Only the OBB/CBB and stingers/ audio bed are pre-recorded/ pre-produced.

Video and audio playback for the live reports are either extracted from the folders or created during the actual contest.

3. Other than the actual broadcast time, ten minutes will be allotted for entrance and preparation.

4. Each team is given ten minutes of preparation time with the assistance of technical experts (service providers). Three warnings will be issued to any team that fails to begin after the allotted preparation time, unless a technical issue arises:

- First warning - 1 minute
- Second warning - 1 minute and 30 seconds
- Third/ final warning - 2 minutes

After the third warning and the team fails to start, disqualification will be imposed.

5. Each team is given six minutes for the actual broadcast.

6. The host region shall provide a timer that can be seen by the contestants and the judges. An official timekeeper will be appointed.

The timekeeper will raise the green flaglet to indicate the start of the presentation.

A yellow flaglet will be raised by the timekeeper to warn the presenting team that only one minute remains of the broadcast time.

A red flaglet will be raised to indicate that the group's allotted six minutes have been consumed.

7. If case of overtime/ undertime during the specified broadcast duration, points will be deducted based on the following criteria for adherence to time allotment (5%):

Overtime	Undertime	Deduction
1-3 seconds		1 point
4-30 seconds		2 points
31-60 seconds		3 points
61-90 seconds		4 points
91-120 seconds		5 points

8. The timekeeper will furnish the judges with a record of each group's broadcast running time immediately after their performance. The record will detail the number of seconds/ minutes each group exceeded or fell short of the allotted time.

9. Three minutes will be allotted for the exit.

10. The decision of the Board of Judges is **FINAL** and **IRREVOCABLE**.



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(Enclosure No. 6a to Division Memorandum No. 013, s. 2025)

SCORE SHEET FOR TV SCRIPTWRITING AND BROADCASTING

1. Script- 30%		Score	
Content – 50%			
<ul style="list-style-type: none"> • Provides effective news/ story angling • Covers the given stories/relevant topics with necessary details • Is accurate; no factual, conceptual, and grammatical errors • Is original 			
Style – 35%			
<ul style="list-style-type: none"> • Is written in a clear and concise manner • Uses simple, common language • Uses appropriate voice (i.e., active voice or passive voice) • Uses appropriate word voice • Uses proper script terms and abbreviations 			
Organization – 15%			
<ul style="list-style-type: none"> • Follows adequate logical structure • Provides proper labels to elements/ parts • Indicates team members and assignments • Considers coherent thought transitions 			
2. Anchor – 12.5%		Score	
		Anchor 1	Anchor 2
Delivery – 70%			
<ul style="list-style-type: none"> • Uses a clear and well-modulated voice • Speaks with appropriate volume • Observes proper phrasing, pacing and timing • Articulates words well • Utilizes appropriate voice inflections to enhance meaning 			
Personality – 30%			
<ul style="list-style-type: none"> • Observes proper stance/ posture • Shows a sense of confidence and authority • Projects a professional and credible personality 			



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<ul style="list-style-type: none"> Demonstrates controlled facial expressions 		
3. Reporter 12.5%	Score	
	Reporter 1	Reporter 2
Delivery – 70%		
<ul style="list-style-type: none"> Uses a clear and well-modulated voice Speaks with appropriate volume Observes proper phrasing, pacing and timing Articulates words well Utilizes appropriate voice inflections to enhance meaning 		
Personality — 30%		
<ul style="list-style-type: none"> Observes proper stance/ posture Shows a sense of confidence Demonstrates controlled facial expressions Connects with the subjects when interviewing or with the anchor and viewers when reporting 		
4. Technical Applications — 25%	Score	
Element Appropriation — 50%		
<ul style="list-style-type: none"> Observes audio-video lock Shows effective interplay of audio-visual elements including graphics, text, images, etc. 		
Fidelity – 30%		
<ul style="list-style-type: none"> Shows good audio and video quality Shows less to no distortion or technical distraction in audio and video 		
Timing — 20%		
<ul style="list-style-type: none"> Shows a smooth flow of topics/ stories Shows precise timing and synchronization 		
5. Infomercial/DevCom Plug — 15%	Score	
Content — 50%		
<ul style="list-style-type: none"> Shows clear advocacy/idea description Reflects original concept 		
Creativity — 50%		



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<ul style="list-style-type: none">• Exhibits uniqueness• Applies technical elements appropriately• Is engaging and appealing	
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OVERALL NEWSCAST

Criteria	Score
Script – 30%	
Broadcast Presentation — 25%	
<ul style="list-style-type: none">• Anchor - 12.5%• Reporter- 12.5%	
Technical Application — 25%	
Infomercial DevCom Plug — 15%	
Adherence to Time Allotment — 5%	
TOTAL - 100%	

Evaluator/Judge
(Signature over Printed Name)



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GENERAL GUIDELINES FOR SCHOOL PAPER CONTESTS
(in Portable Digital Format)

A. The School Paper Contest is open to Elementary and Secondary schools whose school papers are among the top ten per section per category in the district.

B. The top five highest pointers both in English and Filipino will be declared as the best school papers; however, the points of their ranking shall not be added to determine the best-performing districts who will be recognized in the awarding ceremony on the last day of conduct of the DSPC.

C. Any school paper found to have copied and used texts, images, or other materials without duly acknowledging their sources, the following sanctions will be applied:

First Offense: Disqualification from the contest.

Second Offense: A formal notification will be sent to the SDS, who will then inform the concerned Schools District Supervisor. The Schools District Supervisor will issue a written reprimand to the school paper adviser/ s and the school principal. The concerned school paper adviser will undergo a refresher course on Plagiarism organized by the Division. Accordingly, the School Head shall implement plans and programs to intensify academic honesty and integrity.

Third Offense: Disqualification from the School Paper Contest for three consecutive years.

D. The decision of the Board of Judges in all aspects of the contest is final and irrevocable.

E. For the 2025 DSPC, each District Office must upload the 3 best entries per category (in PDF) to the link to be provided to the district journalism coordinators/ in-charge of journalism. ONLY the District Office is authorized to submit the school paper entries.

The following, properly foldered and labeled (e.g., D7-News-Eng-Elem), must be submitted via email at romeo.santillan@deped.gov.ph:

1. Certificate of Circulation signed by the District Supervisor
2. Certificate of Endorsement signed by the District Supervisor, confirming all the required documents were submitted to, checked, and reviewed by the District Office before submitting to the Division Office.
3. Report on the process observed in ensuring plagiarized-free articles
4. Evaluation results of school papers per category and medium, duly signed by the judges during the Division Schools Press Conference (DSPC)

The Division Technical Working Group (DTWG) reserves the right to disqualify entries without a Certificate of Endorsement from the District Supervisor.

F. The various SECTIONS/CATEGORIES in the school paper contest both English and Filipino are as follows:

1. News Section / Pahinang Balita
2. Editorial Section / Pahinang Editoryal
3. Features Section / Pahinang Lathalain
4. Sports Section / Pahinang Pampalakasan
5. Science & Technology Section / Pahinang Agham at Teknolohiya



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6. Layout and Page Design Category / Kategoryang Pag-aanyo at Disenyo ng Pahina

G. The Technical Specifications for both Elementary and Secondary levels are as follows:

1. No. of pages: minimum of 12 and maximum of 20
News Section— at least 3
Sports Section — at least 2
Feature Section — at least 3
Editorial Section — at least 2
Science & Technology Section — at least 2
2. Process: Digital
3. Color: All pages in full color
4. Size: 9"x12" (Elementary) 12"x18" (Secondary)

H. Failure to adhere to the set guidelines when evaluating school papers will result in disqualification.

GUIDELINES FOR THE SELECTION OF THE BEST SECTIONS AND LAYOUT AND PAGE DESIGN CATEGORIES FOR THE SCHOOL PAPER CONTEST

A. Editorial Section

1. The section must consist of at least two pages and should include the following: main editorial, editorial cartoon, columns, letters to the editor, and commentaries. Opinion polls or surveys may be included, but are not mandatory.
2. The discussion of issues should demonstrate a fair and balanced presentation of both sides of the issue, a clear moral purpose, logical reasoning, and proper citations/ attributions of sources.
3. Topics featured in the section should tackle various international, national, or local issues that may have a direct or indirect impact on the school or the community it serves.
4. The decision of the Board of Judges is final and irrevocable.

B. News Section

1. The section must consist of at least three pages.
2. The content and scope of the news stories should cover international, national, regional, community, and school-related news stories.
3. The content of the section may include straight or spot news, advance/follow-up reports, news bits, news features, news analysis, and in-depth news/ investigative news.
4. The decision of the Board of Judges is final and irrevocable.

C. Feature Section

1. The section must consist of at least three pages.
2. The feature articles should display a unique and creative presentation of topics, logical organization of ideas and facts, writers' facility of the language, and proper citations/ attributions of sources.
3. The decision of the Board of Judges is final and irrevocable.



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D. Sports Section

1. The section must consist of at least two pages.
2. The content and scope of the sports news should cover international, national, regional, community and school-related sports news stories.
3. The section may contain straight or spot news, advance/ follow-up report; news bits; news feature/ news analysis; in-depth news, features and editorial/ column related to sports.
4. The decision of the Board of Judges is final and irrevocable.

E. Science and Technology Section

1. The Science and Technology Section must consist of at least two pages.
2. The content may cover health, environmental, scientific, technological, and innovative stories presented in news, feature, or scientific commentary style. This should also discuss the economic impact of Science and Technology on the lives of Filipinos.
3. The articles should be well-researched and should observe proper citation of sources, pictures, and graphics.
4. The decision of the Board of Judges is final and irrevocable.

F. Layout and Page Design Category

1. This category must conform to the principles of layout and design.
2. The content (texts and images) should consider a variety of stories about the community and the school, including those of international, national, and local significance.
3. The decision of the Board of Judges is final and irrevocable.



THE NEWS SECTION

	Score
Headlines	
Importance	
Ranking in the most important	
Properly cropped, and captioned	
Utilizes analyses and other reliable	
even in the international level	
that have little or no direct	
relevant names/ facts to bolster	
accuracy and balance	

 Evaluator Judge
 (Signature over Printed Name)

SCORE SHEET FOR

Form and Style 40%
Has variety of articles that use catchy and appropriate
Observes the rules of grammar and syntax
Includes stories that are arranged in decreasing importance
Contains leads that are clearly written and focused on detail
Presents headlines that are clear and free of bias
Uses short and simple words
Uses appropriate terms to report events
Utilizes relevant graphs and tables and sharp, proper pictures
Presents a distinct style of the section
Content 60%
Utilizes facts from interviews, document reviews, data sources
Covers relevant issues in school, region, national and international
Prioritizes school-related issues rather than events that have little connection with the community's educational program
Cites facts such as historical references, statistics, and other sources to establish credibility of statements and or narratives
Observes standards of journalism (fairness, relevance, accuracy)
Cites sources and observes copyright laws
Total 100%
Comments/ Suggestions:



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SCORE SHEET FOR THE FEATURES SECTION

Form and Style 40%	Score
Manifests unity and coherence to the theme of the section	
Has variety of articles that use catchy and appropriate title	
Observes the rules of grammar and syntax	
Contains leads that are clearly written and focused on the most important detail	
Presents titles that are appealing, appropriate and witty	
Utilizes relevant graphs and tables and sharp, properly cropped and captioned pictures	
Presents a distinct style of the section	
Content 60%	
Utilizes facts from interviews, document reviews, data analyses and other reliable sources	
Reflects clear and creative thinking	
Keeps to the minimum the number of articles/columns from the administration, teachers, and politicians	
Covers relevant issues in school, region, national, and even in the international level	
Applies the principles of civic journalism	
Cites facts such as historical references, statistics, relevant names/ facts to bolster credibility of statements and/or narratives	
Contains articles that are interesting to read	
Stirs the imagination of the reader	
Balances presentation of details with those of the writers' perception	
Observes standards of journalism (fairness, relevance, accuracy and balance	
Cites sources and observes copyright laws	
Total 100%	
Comments/ Suggestions:	

 Evaluator / Judge
 (Signature over Printed Name)





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SCORE SHEET FOR THE EDITORIAL SECTION

Form and Style 40%	Score
Has catchy and appropriate titles	
Observes the rules of grammar and syntax	
Shows logical presentation of arguments	
Follows the correct format or style of an editorial	
Uses clear and unbiased titles	
Uses short and simple words	
Presents a distinct style of the section	
Content 60%	
Presents the stand of the staff regarding certain issues	
Utilizes facts from interviews, document reviews, data analyses, and other reliable sources	
Uses arguments that are supported by facts	
Reflects clear, logical thinking and challenges the readers' critical thinking	
Has an editorial cartoon that can stand on its own and conveys clean, good, humorous, and constructive criticism	
Columns cover a variety of relevant, youth-oriented subject matter	
Includes letters to the editor, columns, and exchanges	
Keep to the minimum the number of articles/ columns from the administration, teachers, and politicians	
Covers relevant issues in the school, region, national, and international scene	
Adheres to the principles of civic journalism	
Prioritizes school-related concerns rather than events that have little or no direct connection with the community's educational program	
Cites facts such as historical references, statistics, relevant figures to bolster the credibility of statements and or narratives	
Includes opinion articles that are timely and interesting to read	
Balances factual details with those of the writers' perceptions	
Observe standards of journalism (fairness, relevance, accuracy, and balance)	
Cites sources and observes copyright laws	
Total 100%	
Comments/ Suggestions:	

 Evaluator/Judge
 (Signature over Printed Name)





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SCORE SHEET FOR THE SCIENCE AND TECHNOLOGY SECTION

Forms and Style 40%	Score
Manifests unity and coherence to the theme of the section	
Has variety of articles that use catchy and appropriate headlines	
Observes the rules of grammar and syntax	
Shows logical presentation of arguments	
Contains leads that are clearly written and focused on the most important detail	
Presents headlines that are clear and free of bias	
Uses short and simple words	
Utilizes relevant graphs, tables, and sharp, properly cropped and captioned pictures	
Follows appropriate form and style	
Uses appropriate terms to report events	
Presents a distinct style of the section	
Content 60%	
Utilizes facts from interviews, document reviews, data analyses, and other reliable sources	
Presents relevant and timely issues on science and technology	
Includes stories that deal with environmental, scientific, technological, and innovative topics written in news, feature, and scientific commentary style.	
Prioritizes school-related materials rather than events that have little or no direct connection with the school and community	
Cites facts such as scientific references, statistics, relevant figures/ facts to bolster credibility of statements and or narratives	
Observes standards of journalism (fairness, relevance, accuracy, and balance)	
Cites sources and observes copyright laws	
Total 100%	
Comments/ Suggestions:	

 Evaluator/ Judge
 (Signature over Printed Name)





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SCORE SHEET FOR THE SPORTS SECTION

Form and Style 40%	Score
Manifests unity and coherence	
Has variety of articles that use catchy and appropriate headlines	
Observes the rules of grammar and syntax	
Shows logical presentation of arguments in the sports editorial, feature and/or column	
Includes stories that are arranged in decreasing importance	
Contains leads that are clearly written and focused on the most important detail	
Presents headlines that are clear and free of bias	
Uses short and simple words	
Utilizes relevant graphs and tables, sharp, properly-cropped and captioned pictures	
Uses appropriate terms and lingo to report events	
Combines the proper amount of statistics to create a clear visual narrative of the actions	
Presents a distinct style of the section	
Content 60%	
Utilizes facts from interviews, document reviews, data analyses, and other reliable sources	
Keeps to the minimum the number of articles/ columns from the administration, teachers and politicians	
Covers relevant sports issues in school, region, national and even in the international level	
Includes variety of local, national, and international sports articles	
Prioritizes school-related materials rather than events that have little or no direct connection with the community's educational and athletic program	
Cites facts such as historical references, statistics, relevant names/ facts to bolster the credibility of statements and or narratives	
Contains articles that are timely and interesting to read	
Observes standards of journalism (fairness, relevance, accuracy and balance)	
Cites sources and observes copyright laws	
Total 100%	
Comments/ Suggestions:	

Evaluator/Judge
(Signature over Printed Name)





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SCORE SHEET FOR LAYOUT AND PAGE DESIGN CATEGORY

Form and Style 70%	Score
Has overall visual appeal	
Manifests thematic unity in all sections of the school paper	
Utilizes relevant and quality images and graphics	
Displays excellent use of color and font	
Content 30%	
Considers a range of stories about the community and the school, including those of international, national, and local significance	
Observe standards of journalism (fairness, relevance, accuracy and balance)	
Has no potentially libelous or obscene content, plagiarism, and copyright violations	
Total 100%	
Comments/ Suggestions:	

Evaluator/ Judge
(Signature over Printed Name)



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HOW TO COMPUTE FOR THE OVERALL STANDING

1. To determine the top five winners in the elementary/ secondary level in each category, the average of judges' scores will be the basis of the ranking. All 10 participants from the districts will be ranked 1-10.
2. The ranks/ placement in the individual categories will be added and ranked accordingly. Please refer to the sample computation.

Region	News Writing	Features Writing	Editorial Writing	Column Writing	Sci. & Tech. Writing	Sports Writing	Photo-journalism	CRHW	Editorial Cartooning	TOTAL	Rank
A	1	1	2	5	2	1	1	2	2	17	1
B	2	3	1	4	3	3	2	3	1	22	2
C	3	4	3	1	4	2	3	1	4	25	3
D	4	5	4	2	1	5	4	4	6	35	4.5
E	5	1	5	3	2	4	5	5	5	35	4.5
F	6	6	6	6	6	6	6	6	3	51	6

3. The same scheme will also be applied to the group category.
4. To determine the top 3 regions in the Elementary and Secondary levels, the rank in the individual and group categories will be added. The top three regions will receive trophies/ plaques during the closing ceremonies.
5. To determine the overall ranking, the following range of scores will be used based on the cumulative placement/ scores in the individual and group categories:

Award	Range Based on cumulative ranks on 1-7	
	Elementary (11 events per Medium)	Secondary (13 Events per medium)
Gold Awards	22 - 24	26-52
Silver Awards	45 - 88	53-104
Bronze Awards	89 - 154	105-182

6. The regions that will meet the set standards in item 5 will be recognized and will receive certificates during the closing ceremony





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Enclosure No. 7 to Division Memo No. 073, s. 2025

2025 DSPC WORKING COMMITTEES

Overall Steering Committee

Chair: **Dannie Clark M. Uguil, CESE**
 OIC-Schools Division Superintendent

Vice Chair: **Mark Anthony J. Tan, PhD**
 OIC-Assistant Schools Division Superintendent

Members:
 Curriculum Implementation Division

Elizabeth B. Romo
 EPS – English
Romeo B. Santillan, PhD
 EPS - Filipino

Technical Working Group

English

Chair: Mark Sagayno
 Vice Chair: Estelle Nica Marie Dunlao
 Members: Rose Lopez Ogahayon

Filipino

Grace Erecilla
 Mary Jane Manglar
 Ana Marie Flores

PLANNING

Elizabeth B. Romo
 Romeo B. Santillan, PhD
 Mary Jane Manglar
 Cheryl L. Montero
 Maribel Senining
 Marilyn Tupas
 Rene Jun Gasper
 Mark Sagayno
 Rose Lopez Ogahayon
 Shuena Mie Sarita

REGISTRATION/SECRETARIATE

Maribel Senining
 Grace Erecilla
 Marilyn Tupas
 Shuena Mie Sarita

LOGISTICS

Elementary
 Cheryl L. Montero
 Maribel Senining
 Mesiel Arevalo

Secondary
 Arnel Epanto
 Mark Sagayno
 Ian Kristoffer Serias

ACCOMMODATION/ DECORATION/ RECEPTION
 Sagay National High School-Filipino Department

DOCUMENTATION
 Shuena Mie Sarita
 Rene Jun Gasper

PROGRAM
 Shuena Mie V. Sarita
 Mark Sagayno
 Rose Ogahayon

CERTIFICATES
 Romeo B. Santillan
 Elizabeth B. Romo





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Board of Judges

Individual Events

English		Filipino	
Ian Kristoffer Serias Billy Jones Rosel Mark Sagayno Arnel P. Epanto Rose L. Ogahayon Leslie Matarong Shuena Mie Sarita Estelle Nica Marie Dunlao Al Tayoba	Cheryl L. Montero Almie Gargar Mary Cris Chisno Rhea Ann Sevilla Alex Baniquet Mary Joy Mata Marilyn Tupas Jesa Mae Guanzon Rey Magbanua	Rene Jun Gasper Grace Erecilla Ma. Jinky Soberano Rollin Amparo Eden Layson Ana Marie Flores Roselene Sagayno Shen C. Argel Chenelyn S. Atido Ana Marie Flores	Maribel Sinining Leah L. Ligalig Mesiel Arevalo Cristel Anliquera Kim Nicole Monteclaro Angelie Severo Arlyn Narbaja Rosan Soberano Mary Jane Manglar
Editorial Cartooning Photojournalism		Junmarl Alconga Mark Sagayno	

Contest Facilitators:

EVENT	CATEGORY	FACILITATOR	CO-FACILITATOR
News Writing	Elem	Cheryl L. Montero	Marilyn Tupaz
	Sec		
Feature Writing	Elem	Ian Kristoffer Serias	Rose L. Ogahayon
	Sec		
Copyreading and Headline Writing	Elem	Al Tayoba	Maribel R. Senining
	Sec		
Sports Writing	Elem	Rene Jun Gasper	Rollin Amparo
	Sec		
Photojournalism	Elem	Eden Layson	Grace Erecilla
	Sec		
Column Writing	Elem	Shuena Mie V. Sarita	Mesiel Arevalo
	Sec		
Editorial Writing	Elem	Estelle Nica Marie Dunlao	Cristel Anliquera
	Sec		
Editorial Cartooning	Elem	Mark Sagayno	Arnel Epanto
	Sec		
Science & Technology Writing	Elem	Mary Jane Manglar	Marilyn Tupas
	Sec		



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**2025 DIVISION SCHOOLS PRESS CONFERENCE
 (ENGLISH & FILIPINO)
 February 27 – 28, 2025
 CONTEST MATRIX**

Time	DAY 1 February 27, 2025	FACILITATOR/s	Time	DAY 2 February 28, 2025	FACILITATOR/s
8:00 – 8:30	Arrival		8:00 – 8:30	Arrival	
8:30 – 9:30	Registration	Maribel Senining Grace Erecilla Marilyn Tupas	8:30 – 12:00	Awarding & Closing Program	Rose L. Ogahayon Ian Kristoffer Serias
9:30 – 10:30	Opening Program	Shuena Mie Sarita			
10:30 – 11:30	Contest Proper	Room Facilitators			
12:00 – 1:00	Lunch Break				
1:00 – 3:00	Judging for Individual Contest Categories	Division Trainers			
3:00 – 5:00	Deliberation and Finalization of the list of winners for individual contest categories	Division Trainers, Supervisors In-Charge of Campus Journalism			
Expected Outputs	Participants outputs in the following categories: News Writing, Feature Writing, Editorial Cartooning, Copyreading & Headline Writing, Science Technology Writing, Editorial Writing, Column Writing, Photojournalism, and Sports Writing				

Prepared by:

ROMEO B. SANTILLAN, PhD
 EPS – FILIPINO

ELIZABETH B. ROMO
 EPS - ENGLISH

