



Republic of the Philippines  
**Department of Education**  
Region I  
PANGASINAN SCHOOLS DIVISION OFFICE II  
Binalonan

DIVISION MEMORANDUM No. 587, s. 2024

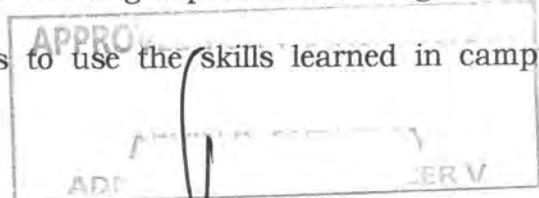
TO: Asst. SCHOOLS DIVISION SUPERINTENDENTS  
CID CHIEF  
EDUCATION PROGRAM SUPERVISORS  
PUBLIC SCHOOLS DISTRICT SUPERVISORS  
SECONDARY SCHOOL PRINCIPALS, PUBLIC & PRIVATE  
ELEMENTARY SCHOOL PRINCIPALS, PUBLIC & PRIVATE  
School Paper Advisers  
All Others Concerned

Subject: **2024-2025 DIVISION SCHOOLS PRESS CONFERENCE**

Date: October 21, 2024

**PARTICULARS**

1. In alignment with Republic Act (RA) No. 7079, also known as the **Campus Journalism Act of 1991** and its Implementing Rules and Regulations (IRR) specifically Rule IX of Section 1, the Schools Division Office (SDO) of Pangasinan II is dedicated to promoting and enhancing campus journalism as a tool for enhancing critical thinking, creativity, and ethical values among Filipino youth. As part of its commitment, this SDO through the Curriculum Implementation Division will hold the **SY 2024-2025 Division Schools Press Conference (DSPC)** with the theme **Media for Inclusion: Promoting Diversity, Equity, and Integrity through Campus Journalism** on November 17-19, 2024 at Tayug National High School, Tayug, Pangasinan.
2. The SY 2024-2025 DSPC aims to:
  - a. exhibit a profound comprehension of journalism by adeptly demonstrating skills across various platforms, encompassing print, broadcast, and online media;
  - b. recognize the role of journalism in advocating for social consciousness and environmental awareness;
  - c. promote the principled and ethical utilization of media, emphasizing these practices as fundamental principles 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.



3. The DSPC activities shall include the following:
  - a. **Individual Contest (English & Filipino, elementary & 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 Contest (English & Filipino, elementary & secondary)
    - ii. Collaborative Desktop Publishing Contest (English & Filipino, elementary & secondary)
    - iii. Online Publishing Contest (English & Filipino, secondary only)
    - iv. TV Script Writing and Broadcasting Contests (English & Filipino, secondary only)
  - c. **School Paper Contest (English & Filipino, elementary & secondary)**
    - i. News Section
    - ii. Features Section
    - iii. Editorial Section
    - iv. Science and Technology Section
    - v. Sports Section
    - vi. Layout and Page Design
4. For the guidelines and mechanics of the different individual and group contests, refer to Regional Memorandum No. 1314, s. 2024.(see attached)
5. The participants shall pay the following registration fees:
  - a. For those who have paid the membership fee during the Division Training held last October 7-9, 2024:
    - a. Adviser – P250.00
    - b. Campus Journalist -- P150.00
  - b. For those who have not paid the membership fee during the Division Training held last October 7-9, 2024:
    - a. Adviser -- P300.00
    - b. Campus Journalist -- P180.00
  - c. The registration fees shall be used to cover expenses for medals, trophies, certificates, honoraria and accommodation of judges, meals of TWG and other incidental expenses incurred during the planning conference, coordination meeting, orientation meeting and the DSPC proper.
6. A campus journalist may participate in **only one event**, either individual or group category.



7. The top ten winners in individual contest events (except for school paper) and Top five winners in group events shall be recognized. Top three for individual event and top one for group event will be awarded with medal. While the fourth to tenth rank (individual and group) will be given certificates of recognition. Only the accumulated points from individual and group contests shall be included in the computation of overall scores.
8. Any form of plagiarism in all competitions as proven by the board of judges shall be ground for disqualification.
9. All schools should ensure that they have school paper publications, either in print, PDF or digital format.
10. Travel, meals, per diem of school paper advisers, registration fees and other incidental expenses of the participants shall be charged to their school paper or local funds, MOOE subject to the usual accounting and auditing procedures.
11. Service credits for teaching personnel and Compensatory Time-Off (CTO) for non-teaching personnel will be granted in lieu of the workshop/training/conference days that will fall on either holidays or weekends in accordance with the provisions of CSC and DepEd Joint Circular No. 2, s 2004, and CSC-DBM Circular No. 2 s. 2015 entitled Policies and Guidelines on Overtime Services and Overtime Pay for Government Employees, respectively.
11. Immediate and wide dissemination of this Memorandum is desired.

  
**VIVIAN LUZ S. PAGATPATAN, CESO VI**  
OIC, Schools Division Superintendent





## **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 paper (print, digital / electronic publication), either in English or in Filipino for the school year 2024-2025 can participate.

The following guidelines will be strictly implemented:

### **A. General:**

1. Should there be questions and assistance needed, the participants can only raise their concerns to the assigned proctor and/or examiner. If unresolved, the concern shall be elevated to the RSPC Focal Persons.
2. Presence of school paper advisers, teachers, principals, parents, or guardians in the contest venue will be a ground for disqualification of their contestants.
3. The top five winners per medium shall be recognized and their points will be included in the computation of the overall scores (combined scores of 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 shall be given to the contestants as bases in writing the article.
2. Sports Writing:
  - a. The DTWG shall orient and provide instructions to the contestants before the contest proper.
  - b. A pre-game conference shall be conducted for the introduction of the players, coaches, and tournament officials.
  - c. An actual game shall be covered by the contestants.
  - d. A post-game conference shall be held to interview officials and athletes after the game.
  - e. The contestants shall proceed to the designated contest room for the writing of the sports article.
3. Copyreading and Headline Writing
  - a. The contestants shall bring their own pencil for the contest.
  - b. The contestants shall follow directions given in the contest piece.
  - c. The contestants shall provide a headline for the article.
4. Editorial Cartooning:
  - a. The contestants shall bring their own pencil no. 2 while the DTWG shall provide the oslo papers for the contest.
  - b. The cartoon must be anchored 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 should be at the contest venue thirty (30) minutes before the orientation on the guidelines and rubrics.
    - 2) The contestants are allowed to use any Digital Camera or DSLR with fixed lens.

- 3) The contestants shall submit empty memory card and camera (internal memory) to be checked by the examiner/s a day before the opening program.
- 4) The contestant should bring his/her own camera cable for uploading and saving of pictures.
- 5) Cellular phones, extra digital cameras, extra storage card or any additional materials/equipment **are not allowed** in the contest area.
- 6) Contestants shall 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 shall be the first shot
- 3) Contestants are given one (1) hour to take pictures.
- 4) Contestants are allowed to take **unlimited shots** but will submit the control shot and the **five (5) photos** with caption related to the given theme. The submitted photos of each contestant shall be saved in one folder (file naming convention of the folder: CODE NUMBER\_2025SDPC).
- 5) Contestants shall write the file name of each photo in the caption sheet.
- 6) Caption sheets will be provided by the DTWG.
- 7) Contestants shall 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 duration of the competition.

## GUIDELINES FOR RADIO SCRIPT WRITING & BROADCASTING CONTEST

### A. General Guidelines

1. Each School shall organize a team of **seven (7)** members for English and Filipino in elementary level and secondary level who shall not be competing in any of the individual writing categories.
2. To facilitate proper identification, the participants shall wear white shirt with their valid school ID/DSPC IDs.
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 are 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 getting the overall results for best radio production, accumulated points from the individual and group awards shall be considered.
6. Mobile phones, reference materials, and other extra sheets of paper shall not be allowed in the contest area.
7. All teams shall test the compatibility of their laptop/device with the available device/s in the designated simulation area on Day 1.
8. The decision of the Board of Judges is final and irrevocable.
9. Any violation of the stipulated guidelines will be grounds for disqualification of the team.

### B. Scriptwriting

1. Each team may use up to four (4) official laptops that are cleared of stored documents, and an inkjet printer in preparing and printing of the script. All laptops should be submitted to the contest committee for inspection on Day 0 from 8:00AM-5:00PM. Each team is required to bring their own extension wires and other equipment for rehearsal.
2. The team will be given one (1) hour and 30 minutes to write a script for a five-minute radio broadcast. It includes one (1) infomercial and four (4) news articles.  
The infomercial may cover health, environment, politics, social, and other relevant issues. It shall have a maximum length of one (1) minute and shall use the medium that the group is competing in.  
The news articles may be based on press releases, raw data, or any other source given by the examiner/s.  
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) copies will be submitted to the judges and one (1) copy will be submitted to the examiner/s. The team may print extra copies for their own use.
3. Once the script writing has commenced, the contestants will no longer be allowed to leave the contest rooms. For personal necessities, the proctor shall accompany them to the restrooms.
4. 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 respective roles (i.e., anchor, news presenter, etc.).
5. The board of judges shall provide the uniform name of radio station, program title, and kilo hertz.
6. Scripts should be:
  - encoded using Arial font size 12
  - with directorial instructions in capital letters
  - double-spaced with normal margin (1 inch 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 examiner/s shall be allowed inside.
2. The organizers/host region shall commission an independent sound system provider to ensure quality audio output. The technical operator shall only set the sound system before the simulation. A jack/auxiliary cord/adapter will be provided for the laptops and other sources of sound effects.
3. Except for the volume meter, contestants/technical director shall not be allowed to change, adjust, and manipulate the main control board during their presentation.
4. In case of power failure, the affected team shall be allowed to broadcast again.
5. Sound bites/pre-recorded voice shall be prohibited.
6. At least two loudspeakers may be set up outside the broadcast room.
7. The host School shall provide the radio frequency where the broadcast simulation will be tuned in (only if permitted by the NTC).
8. A separate holding area designated for each role shall be provided.
9. Each team shall be given nine (9) minutes: three (3) minutes for preparation, five (5) minutes for the actual broadcast, and one (1) minute for exit. Provided running time shall be applied.
10. The organizers shall provide a clock or a timer that can be seen by the contestants and the judges. There will be an official timekeeper.
11. A yellow flaglet shall be raised to signal the team that they have one (1) minute left for preparation. A green flaglet shall then be raised to signal the team to start. A yellow flaglet shall be raised again to warn the team that they only have one (1) minute remaining followed by a red flaglet to indicate that their time is up.
12. The team who complied with the five-minute production shall be given a perfect score (5 points). In case of overtime or undertime, the following scheme of deductions shall be followed:  
Undertime/Overtime  
1 second – 3 seconds – 1 point  
4 seconds – 20seconds – 2 points  
21 seconds – 40 seconds – 3 points  
41 seconds – 60 seconds – 4 points  
61 seconds and above - 5 points
13. The undertime or overtime shall be deducted from the final average score.

## GUIDELINES FOR THE COLLABORATIVE DESKTOP PUBLISHING CONTEST

1. Each School shall organize a team of seven (7) members for English and Filipino both in elementary level and secondary level who shall not be competing in any of the individual writing categories.
2. Contestants shall wear white shirt with identification cards.
3. All contestants are required to attend the orientation before the competition.
4. All contestants are not allowed to go back to their quarters nor communicate in all forms (text, call, chat, etc.) with their respective advisers from the start until the end of the contest.
5. A mini press conference and a sports event shall be held as bases for the content of the publication (i.e., news, features, editorial, editorial cartoon, sports). The photojournalists shall take pictures of the mini press conference and sports event.
6. For the actual sports event, 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 interview and data gathering.
7. The team will be given one (1) hour for data gathering and four (4) hours for writing, laying out, and editing.
8. Each team is allowed to bring only the following:
  - two (2) digital/DSLR cameras
  - one (1) inkjet printer with scanner
  - one (1) card reader
  - one (1) blank flash drive
  - extension wires
  - maximum of four (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
  - A4 size bond paper
9. Laptops to be submitted to the DTWG shall be labeled with the following format:  
Category – Medium-Level\_SDO  
Name, School, Division  
  
Labels shall be in a bond paper pasted on/attached to the laptop bag.
10. **Official laptops, previously cleared of stored documents, shall be submitted to the DTWG on Day 1 (up to 12 NOON only) to check for any other applications and pre-written documents or references therein. Failure to submit the laptops on/before the set deadline shall mean disqualification of the competing team.**
11. The host School provide six (6) 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 gadgets shall not be allowed except for digital cameras/DSLRs and laptops with disabled internet connection.
13. Each team will be required to convert their output into **PDF**, print in A4 size bond paper, and submit it to the examiner/s. 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**.
14. 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 examiner/s and uploaded to the designated computer for judging.
15. The top five (5) teams shall be recognized and their points will be included in the determination of the overall scores.
16. The decision of the Board of Judges is final and irrevocable.



## GUIDELINES FOR THE ONLINE PUBLISHING CONTEST

1. Each School shall organize a team of five (5) members for English and five (5) members for Filipino in Secondary level who shall not be competing in any of the individual writing categories.
2. Contestants may wear their school uniform or plain white t-shirt with their identification cards.
3. All contestants are required to attend the one-hour orientation before the competition.
4. All contestants are not allowed to go back to their quarters nor communicate in all forms (text, call, chat, etc.) with their respective advisers from the start until the end of the contest.
5. A mini press conference and a sports event shall be held as bases for the content of the publication (i.e., news, features, editorial, editorial cartoon, sports). The photojournalists shall take pictures/videos of the mini press conference and sports event.
6. For the actual sports event, 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 interview and data gathering.
7. The team will be given three (3) hours for writing, layout, and editing of articles online after the creation of an online publication using the official platform to be provided by the organizer. Coverage/Data gathering through mini press conference, pre-game, actual game and post conference shall be excluded from the 3-hour time allotment.
8. Specific instructions on the number of articles to be produced will be given during the orientation.
9. Each team will be required to bring only the following:
  - one scanner -flatbed scanner/3-1 printer (mobile/phone scanner is NOT allowed)
  - two (2) digital/DSLR cameras
  - maximum of 4 laptops installed with Photoshop for image enhancement
  - maximum of 2 pocket wifis (preferably with two different networks) or 1 wireless router
  - extension cord
10. Laptops to be submitted to the DTWG shall be labeled with the following format:  
Category – Medium-Level  
Name, School, Division  
  
Labels shall be in a bond paper pasted on/attached to the laptop bag.
11. **Official laptops, previously cleared of stored documents, shall be submitted to the DTWG on Day 1 (up to 12NOON only) to check for any other applications and pre-written documents or references. Failure to submit the laptops on/before the set deadline shall mean disqualification of the competing team.**
12. Each group shall email their URL to the assigned examiner.
13. The top five (5) teams shall be recognized and the points will be included in the determination of the overall standing. All competing teams shall be given points and ranked accordingly).
14. The decision of the Board of Judges is final and irrevocable.

## **GUIDELINES FOR TV SCRIPT WRITING AND BROADCASTING**

The competition is designed to encourage teamwork among campus journalists and simulate the workplace of a television news production department.

### **A. General Guidelines**

1. Each School shall organize a team of seven (7) members for English and seven (7) members for Filipino in Secondary level who shall not be competing in any of the individual writing categories.
2. The members should have the following roles/tasks, 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
3. The DTWG in coordination with the host School shall provide the list of available equipment and tools in the mock broadcast room with the regional coordinators a week before the contest through an advisory.
4. A thirty (30)-minute technical orientation will be held on Day 0 for the directors and video/graphics editors. Then, each team will be given thirty (30) minutes per medium to visit the mock 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. Below are the awards to be given:

Individual Awards	Group Awards
1. Best TV Anchor	1. Best in Technical Application
2. Best TV 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.

### **PRE-CONTEST**

1. Each team will be required to bring only the following:
  - maximum of 4 laptops with at least 10GB free space and a video editing program (with uploading capacity)
  - 3 empty USB Flash Drives (at least 16GB minimum)
  - maximum of 2 video/DSLR camera/mobile phones (without sim and emptied internal storage) compatible with the laptop
  - two (2) emptied memory cards
  - A4-size bond paper
  - one (1) inkjet printer
  - extension cord/s
2. Laptops and flash drives to be submitted to the DTWG shall be labeled with the following format:

Category – Medium – Level  
Director’s Name, School, Division

Labels for laptops shall be in a bond paper attached to the laptop bag. Flash drives shall be sealed in an envelope with a label.



3. Checking and sealing of laptops shall be done on Day 0 (until 5 p.m. only). Laptops shall be clear 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 shall mean disqualification of the competing team.
5. Only the equipment and tools in the mock 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 shall have the following components in their script:
  - a. **Cover page:** This shall contain the group's name (mock TV network name)
  - b. **News:** Only the five (5) sets of data provided by the RTWG will be used in the news reports. Each news script should indicate the corresponding video and/or audio component taken from the folders or produced during the actual contest.
  - c. **Infomercial/Developmental Communication:** The team is required to produce one (1) infomercial or developmental communication plug with a maximum length of 60 seconds.  
The DTWG will provide two (2) 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:** A live field report with or without canned video support shall be included in the production.
  - e. **Headlines:** These will contain a brief lead/summary of the news articles.
  - f. **OBB/CBB:** For uniformity, the RTWG shall provide station and program names to be used through an office memorandum a month before the actual conduct of the RSPC.
2. Four (4) 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. The host SCHOOL shall provide a clock or a timer that can be seen by both the contestants and DTWG. There will be an official timekeeper.
4. Once the scriptwriting has commenced, the contestants will no longer be allowed to leave the contest venue. For personal necessities, the proctor shall accompany them to the nearest restrooms.
5. Each team shall submit four (4) copies of the script: three (3) copies for the judges and one (1) copy for the DTWG. The team may print extra copies for their own use.
6. The cover page of the script shall contain the TV Network and Program names (as provided by the DTWG), order of presentation (to be placed at the upper left of the cover) and the names of the members of the team with their respective roles (i.e., anchor, field reporter, etc.).
7. The script shall **not bear any information** that may identify the school.
8. All groups shall stop working after the allotted time of 4 hours. A buzzer shall signal the end of the scriptwriting and production time.
9. A separate holding area designated for each role shall be provided.
10. Members shall only be allowed to go out of the room when it is time for their team to perform and for personal necessities accompanied by a proctor.



## **B. TV BROADCAST SKILLS PERFORMANCE**

1. Only two (2) laptops are allowed inside the studio: one (1) as a substitute for teleprompter and one (1) for the technical application.
2. News shall be composed of live and edited reports, which were produced during the given production time. Only the OBB/CBB and stingers/audio bed are pre-recorded/pre-produced.

Video and Audio Playback to be used for the live reports are either taken from the folders or produced on the day of the contest.

3. Other than the actual broadcast time, ten (10) minutes shall be allotted for entrance and preparation.
4. Each team shall be given ten (10) minutes of preparation with the assistance of the technical experts (service providers). Three warnings shall be given to each team who fails to start after the allotted time for preparation provided no 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 shall be given **six (6) minutes** for the actual broadcast.
6. A clock or digital timer will be provided by the host region to guide the contestants and DTWG.

The timekeeper shall raise the **green flaglet** to signal the start of the presentation.

A **yellow flaglet** shall be raised by the timekeeper to warn the presenting team that only one minute is left of the broadcast time.

A **red flaglet** shall be raised to signal that the six minutes allotted for the group has been consumed.

7. In case of overtime/undertime in the prescribed duration of the broadcast, the following points shall be deducted from the points earned in the criterion adherence to time allotment (5%).

1 second - 3 seconds - 1 point

4 seconds – 30 seconds – 2 points

31 seconds - 60 seconds - 3 points

61 seconds - 90 seconds - 4 points

91 seconds - 120 seconds - 5 points

8. The timekeeper shall give the judges a copy of the record of the broadcast running time of each group right after the performance. The record should indicate how many seconds/minutes each group went over/under time if they did. The timekeeper shall also announce the time started, time finished, incurred undertime/overtime and the corresponding deductions of the group.
9. Three (3) minutes shall be allotted for the exit.
10. The decision of the Board of Judges is **FINAL and IRREVOCABLE**.

## GENERAL GUIDELINES FOR SCHOOL PAPER CONTESTS

### (PDF Format)

- A. The School Paper Contest is open to Elementary and Secondary schools(public & private)
- B. The five (5) highest pointers both in English and Filipino shall be declared as the best school papers in the Division, but the points of their ranking shall not be added to the determination of the best performing Schools.
- C. **Any school paper found to have copied and published texts, images, and other materials without duly acknowledging their sources shall be disqualified in the contest.**
- D. The decision of the Board of Judges in all aspects of the contest shall be deemed final and irrevocable.
- E. For 2024-2025 DSPC, the school paper shall be submitted in PDF format via Google form. The link shall be issued in a separate advisory. The following proofs of circulation shall also be submitted:
  - a. Certificate of Circulation
  - b. Certificate of Endorsement
  - c. Certificate of Adherence to Copyright Law and Intellectual Code
  - d. Link for website/FB page where it was published

The Division Technical Working Group (DTWG) reserves the right to disqualify entries without **Certificate of Endorsement from the School Principal.**

- F. The different SECTIONS/CATEGORIES to be judged for the school paper contest are as follows:
  - 1. News Section / Pahinang Balita
  - 2. Editorial Section / Pahinang Editorial
  - 3. Feature Section / Pahinang Lathalain
  - 4. Sports Section / Pahinang Pampalakasan
  - 5. Science & Technology Section / Pahinang Agham at Teknolohiya
  - 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: Full color
  - 4. Size:
    - 9”x12”(Elementary)
    - 12”x18”(High School)

- H. Each section will be judged according to the guidelines/criteria set for the section/category.
- I. Each School will submit a maximum of **7 school papers** per medium in hard copy (English and Filipino) to the Division Office on or before the deadline to be given through a separate memorandum.
- J. Failure to comply with the set guidelines in evaluating school papers will be a ground for disqualification.

## **GENERAL GUIDELINES FOR THE SELECTION OF THE BEST SECTIONS AND LAYOUT AND PAGE DESIGN CATEGORY**

### **A. Editorial Section**

1. The section should have at least two (2) 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 required.
2. The treatment of the issues must demonstrate fair and balanced presentation of both sides of each issue tackled, clear moral purpose, logical reasoning, and proper citations/attribution of sources.
3. Topics found in the section should tackle various international, national or local issues that may directly or indirectly affect the school or the community the school serves.
4. The decision of the Board of Judges is final and irrevocable.

### **B. News Section**

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

### **C. Features Section**

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

### **D. Sports Section**

1. The section shall consist of at least two (2) pages.
2. The content and scope of the sports articles shall include coverage of international, national, regional, community and school-based sports news stories.
3. The content of the section may include straight or spot news, advance/follow-up report; news bits; news feature/news analysis; in-depth news, features and editorial/column concerning or pertaining 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 should have at least two (2) pages.
2. The content may include health, environmental, scientific, technological, and innovative stories written in news, feature, or scientific commentary style. This should also include the economic impact of Science and Technology on the lives of the 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 shall conform to the principles of layout and design.
2. The layout and page design category should include any combination of the following: balanced coverage/scope of stories about the community and school-based events, including those of international, national, and regional significance which document or are related to the school or its members' involvement and participation.
3. The layout and page design should include headlines, body text, cuts/captions, balance, harmony, and proportionate to length of articles and the entire page.
4. The decision of the Board of Judges is final and irrevocable.