



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

March 13, 2025

DIVISION MEMORANDUM
No. 132, s. 2025

2025 REGIONAL SCHOOLS PRESS CONFERENCE (RSPC)

To: **Chief Education Supervisors**
Education Program Supervisors
Public Schools District Supervisors/Principals/Head Teacher, In-Charge of the Districts
School Heads of Public Secondary and Integrated Schools
All Others Concerned

1. Attached is Regional Memorandum No. 250, s. 2025 dated March 12, 2025 regarding the 2025 Regional School Press Conference (RSPC).
2. For your immediate dissemination of and compliance therewith.

FOR THE SCHOOLS DIVISION SUPERINTENDENT:

RAMON D. PARAS, JR., EdD
OIC-Office of the Asst. Schools Division Superintendent
In-Charge of the Division *lud*

Enclosure: none
Reference: R.M. No. 250, s. 2025
To be indicated in the Perpetual Index
under the following subjects:

ASSESSMENT
CONFERENCES
CONTEST

CURRICULUM
POLICY
PROGRAMS





Republic of the Philippines
Department of Education
REGION VI-WESTERN VISAYAS

MAR 12 2025

REGIONAL MEMORANDUM
No. 250, s. 2025

2025 REGIONAL SCHOOLS PRESS CONFERENCE (RSPC)

To: Schools Division Superintendents
All Others Concerned

1. Pursuant to Republic Act (RA) No. 7079, also known as the Campus Journalism Act of 1991, this Office, through the Curriculum and Learning Management Division (CLMD), announces the conduct of the *2025 Regional Schools Press Conference (RSPC)* in Iloilo City (specific venue will be announced later).
2. The RSPC will be conducted on the following dates:
 - a. March 29-30, 2025 – Individual Contests (Secondary)
 - b. April 1-2, 2025 – Group Contests (Elementary and Secondary)
 - c. April 5-6, 2025 – Individual Contests (Elementary)**Participants may utilize Day 0 (March 28, 31, and April 4, 2025 respectively) as travel dates, considering that there are initial activities prior to the indicated contest dates.*
3. The activity aims to:
 - a. demonstrate understanding of journalism through skillful execution in various platforms (i.e. print, broadcast, online);
 - b. recognize the role of journalism in advocating for social consciousness;
 - 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 and showcase the skills learned in campus journalism for their future careers.
4. For the impartial and unbiased selection of contestants to participate in the RSPC, the Division Schools Press Conference (DSPC) and District Schools Press Conference (for large and very large schools division offices (SDOs)) must be conducted.
5. The SDOs must ensure the protection of instructional time by conducting the DSPC after class hours in adherence to DepEd Order No. 9, s. 2005 titled Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance Therewith and DepEd Order No. 9, s. 2024 titled Implementing Guidelines on the School Calendar and Activities for the School Year 2024-2025.



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6. The authorized 2025 RSPC participants include the following:

Schools Division Office Key Personnel		
<ul style="list-style-type: none"> Schools Division Superintendents/Assistant Schools Division Superintendents (<i>may attend the opening program</i>) Curriculum Implementation Division (CID) Chief Education Supervisors Division Education Program Supervisors In-Charge of Campus Journalism / Division Campus Journalism Focal Persons 		
Contestants and Coaches		
Categories	SDOs / Reminders	Number of Winners
Individual Categories (English/Filipino)	Aklan, Antique, Bacolod City, Capiz, Guimaras, Iloilo, Iloilo City, Negros Occidental, and Roxas City	Top five (5) division winners per medium, with their coaches
	Bago City, Cadiz City, Escalante City, Himamaylan City, Kabankalan City, La Carlota City, Passi City, San Carlos City, Sagay City, Silay City, Sipalay City, and Victorias City	Top three (3) division winners per medium, with their coaches
Group Categories	All SDOs	One team per medium (composed of seven (7) members each team, except for online publishing with five (5) members), with their team coach
School Paper Category	<i>Only PDF copy must be submitted, no hard copy submission</i>	Maximum of five (5) division entries per medium and category

7. The Schools Division Education Program Supervisors In-Charge of Campus Journalism are encouraged to attend this activity to monitor and assist their respective participants and disseminate the guidelines relative to the conduct of the 2025 RSPC. They are also expected to ensure that all learner-participants have their parents' permit and that all learner and teacher participants have their respective medical certificates, indicating that they are fit to participate in the activity.



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8. Attached are the guidelines for the individual, group, outstanding school paper advisers (SPA), outstanding campus journalists (CJ), and school paper contests.
9. Food, accommodation, and operational expenses of the Technical Working Group (TWG), and judges shall be charged against ROP and Program Support Fund relative to the conduct of the NSPC. Likewise, travel, accommodation, and other incidental expenses of the official delegates may be charged to the school's Maintenance and Other Operating Expenses (MOOE)/local funds, Special Education Fund (SEF), School Campus Journalism Fund and other allowable funds, whichever is applicable, subject to the usual accounting and auditing rules and regulations.
10. The teachers involved in the activity as coaches are entitled to Service Credits for their services during weekends and holidays but not to exceed 15 days in accordance with DepEd Order No. 53, s. 2003 entitled "Updated Guidelines on the Grant of Vacation Service Credits to Teachers." On the other hand, non-teaching personnel shall be provided with Compensatory Time Off (CTO) for their services rendered during the weekends and holidays per Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. 2, s. 2004 on Non-Monetary Remuneration for Overtime Service Rendered.
11. For inquiries and clarifications, contact Mr. G.L. John C. Haro, Regional Coordinator for Campus Journalism, at mobile no. 09778299975 or email gljohn.haro@deped.gov.ph.
12. Immediate dissemination of and compliance with this Memorandum are desired.


RAMIR B. UYTICO EdD, CESO III
Regional Director

Encl.: As stated
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:

ASSESSMENT
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CURRICULUM
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GCH/CLMD-RM- 2025 Regional Schools...
069/March 11, 2025



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Regional Director *76*

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Enclosure No. 1 to Regional Memorandum No. ____ s, 2025

GENERAL GUIDELINES FOR THE CONDUCT OF THE 2025 RSPC

The 2025 Regional Schools Press Conference (RSPC) is an activity designed to showcase the competencies of campus journalists, demonstrate their holistic journalistic skills and proficiency through media exposure, immersion and press conferences, and promote free and responsible journalism.

In the conduct of the activity, the following general guidelines must be adhered to by all the participants.

1. Only learners from schools with school paper (print or PDF copy), both in English and Filipino, for the school year and who won the top spots in each category are allowed to compete in the various individual contests of the 2025 RSPC.
2. The following are the different contest events:
 - a. **Individual Contests (English and Filipino, elementary and secondary)**
 - i. News Writing
 - ii. Features 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 Contests**
 - i. Radio Scriptwriting and Broadcasting (English and Filipino, elementary and secondary)
 - ii. TV Scriptwriting and Broadcasting (English and Filipino, secondary only)
 - iii. Collaborative Desktop Publishing (English and Filipino, elementary and secondary)
 - iv. Online Publishing (English and Filipino, secondary only)
 - c. **School Paper Contests (in PDF) (English and Filipino, elementary and secondary)**
 - i. News Section
 - ii. Features Section
 - iii. Editorial Section
 - iv. Science and Technology Section
 - v. Sports Section
 - vi. Layout and Page Design
 - d. **Awarding of Outstanding School Paper Advisers (SPAs) and Campus Journalists (CJs)**
3. Students in elementary and secondary (both junior and senior high school) levels are eligible to join the contests. Every student is allowed to participate in only **one** event, either individual or group contest, in English or Filipino category.
4. The student-contestants should be accompanied by their school paper advisers/coaches and supervised by the schools division campus journalism coordinators. These student-contestants in the individual and group categories must wear plain white t-shirt with their



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school ID. Only the TV Scriptwriting and Broadcasting contestants must be in their appropriate contest attire.

5. The **Top 5 winners** in the individual and group contests in both English and Filipino categories shall be declared. However, only the **top one (1) (individual contests)** and the **best team (group contests)** will represent Region VI in the 2025 National Schools Press Conference (NSPC).
6. The Regional Search for Outstanding School Paper Advisers and Campus Journalists shall likewise commence. Only one (1) entry per category (School Paper Adviser and Campus Journalist) and per level (Elementary and Secondary) with the corresponding pertinent documents and the Division Summary of Rating for MOSPA and MOCJ (in PDF) per level shall be submitted to the Regional Campus Journalism Coordinator on or before **March 14, 2025, 5:00 p.m.** The **top three** winners shall be awarded but only the **top 1** shall be submitted to the central office for the national search.
7. The Regional Search for Outstanding School Papers shall commence with the submission of school paper entries (5 PDF) for both English and Filipino and per level - elementary and secondary (maximum of 5 entries per schools division) accompanied by the **Certificate of Circulation** by the school principal and duly noted by the Schools Division Superintendent on or before **March 14, 2025**. The **top 5** winners by section (News Section/Pahinang Balita, Editorial Section/Pahinang Editoryal, Feature Section/Pahinang Lathalain, Sports Section/Pahinang Pampalakasan, Science and Technology Section/Pahinang Agham at Teknolohiya and Layout and Page Design/Pag-aanyo at Disenyo ng Pahina) shall be declared.
8. All Schools Division Education Program Supervisors In-charge of Campus Journalism are enjoined to check on the existence of school papers among the participating schools, and enforce the **“No School Paper, No Student Contestant”** policy. It is also reiterated that the schools should respect the **Intellectual Property Rights**, and adhere to the rules concerning plagiarism. No campus publication shall be submitted to the Regional Office that has copied and published texts, graphics, and other materials without duly acknowledging their sources.
9. In order to ensure efficient preparation for the forthcoming activity, an online **PRE-REGISTRATION** (the link to be shared to the Campus Journalism Focal Person) of all division participants is required through the schools division in-charge of Campus Journalism. The list of official delegates (separate Individual - Elementary and Secondary, and Group - Elementary and Secondary) should be submitted through the email of RO-VI CLMD region6.clmd@deped.gov.ph and CC to gljohn.haro@deped.gov.ph.
10. The annual membership fee (Php 100.00 for school paper advisers and Php 50.00 for student-writers) shall be paid directly to the treasurer of the Regional Association of School Paper Advisers and Campus Journalists, Inc. on the day zero (0) of every scheduled contest.
11. **The decision of the Board of Judges in all aspects of the contests (Individual, Group, School Paper, MOSPA, and MOCJ) shall be deemed final and irrevocable.**



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Enclosure No. 2 to Regional Memorandum No. ____ s. 2025

GUIDELINES FOR THE INDIVIDUAL CATEGORIES

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 Filipino for the school year 2024-2025, can participate.

During the individual contests, the following will be strictly implemented:

1. To facilitate proper identification, the participants are required to wear their white shirt with their valid school ID/RSPC IDs especially during the contest proper.
2. Should there be questions and assistance needed, the participants can only raise their concerns to the assigned proctor and/or examiner. The proctor shall refer them to the Regional TWG for appropriate response.
3. Contestants should not put any identifying mark on the contest entry or answer sheet.
4. **School paper advisers, teachers, principals, parents or guardians who are found in the contest venue/room will be grounds for disqualification of their contestants.**
5. The top 5 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).
6. Any violation of the stipulated guidelines will be grounds for disqualification of the participant.
7. The decision of the Board of Judges in all aspects of the contest shall be deemed final and irrevocable.

News, Feature, and Editorial Writing

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

Sports Writing

- a. The RTWG shall orient and provide final instructions to the contestants before the contest proper.
- b. Contestants shall watch an actual/recorded game where they can gather adequate data.

Copyreading & Headline Writing:

- a. The contestants shall bring pencil no. 2 for the contest.
- b. The contestants shall use the 2018 Associated Press (AP) editing marks and follow directions given in the contest piece.
- c. The contestants shall **provide the best two headlines for the article.**

Editorial Cartooning

- a. The RTWG shall provide all the contestants with the papers while the contestants should bring their own pencil no. 2 for the contest.
- b. The cartoon must reflect the elements of editorial cartooning.
- c. The cartoon should be, at all times, compliant with the professional and ethical standards of media.

Science and Technology Writing

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



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Photojournalism

a. Preparation:

- 1) The contestants shall be able to submit their memory cards on the day 0 of their contest (March 28, 2025 for elementary level and March 31, 2025 for the secondary level).
- 2) On the contest day, all contestants should be at the contest venue thirty (30) minutes before the orientation.
- 3) The 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.
- 4) The contestants shall format their own memory card and camera to be checked by the examiner/s.
- 5) The contestant should bring his/her own camera cable for saving of pictures.
- 6) Cellular phones, extra digital cameras, extra storage card or any additional materials/equipment **are not allowed** in the contest area.
- 7) Contestants shall bring their own black ink ballpen while the RTWG will provide scratch papers where contestants can write down notes during the shooting.
- 8) Contestants shall set the date and time of their own camera.

b. Photo Shoot, Uploading, and Captioning

- 1) The control shot shall be the first shot.
- 2) Contestants are given one (1) hour to take pictures, which does not include the loading and unloading of the storage card in front of the examiner, on a theme to be provided during the orientation.
- 3) Contestants are allowed to take **unlimited shots** but will submit **five (5) possible photos** with caption for the given theme and the control shot.
- 4) Contestants shall retain in the memory card the photos to be submitted only.
- 5) Contestants will be given 30 minutes to write captions for each of the five photos.
- 6) Caption sheets (with lines and margins) will be provided by the RTWG.
- 7) All entries with caption sheets shall be submitted to the examiner after the allotted time.
- 8) Memory cards per division will be returned to the participants through their Education Program Supervisor in charge of Campus Journalism during the awarding ceremony (day 2). Failure to retrieve the memory cards on the scheduled time shall be the responsibility of the said division personnel.
- 9) **During the duration of the competition, the advisers, trainers, and parents are NOT allowed in the venue.**



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Enclosure No. 3 to Regional Memorandum No. ____ s. 2025

SCORESHEET FOR NEWS WRITING

Form and Style (40%)	Score
Arranges 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 rules of grammar and syntax	
Uses transitions properly	
Observes 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 fact/s	
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 (cuts 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. 4 to Regional Memorandum No. ____ s. 2025

SCORESHEET FOR FEATURES WRITING

Form and Style (30%)	Score
Observes 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 catchy title for the article	
Sustains the interest of the readers	
Utilizes the appropriate feature type to emphasize the impact/relevance of the topic	
Observes 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 writer's perceptions	
Ethics (10%)	
Showcases original works of students	
Properly cites information and attributes these facts from the source of information (cuts 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. 5 to Regional Memorandum No. ____ s. 2025

SCORESHEET 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 rules of grammar and syntax	
Utilizes transitions properly	
Observes gender-fair language	
Content (50%)	
Presents the general stand of the writer in the lead	
Utilizes factual information from interviews, documents review, data analyses, and other reliable sources	
Displays evidence of the writer's 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 (cuts 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. 6 to Regional Memorandum No. ____ s. 2025

SCORESHEET 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 transpired in the event	
Observes rules of grammar and syntax	
Conforms with the principles of unity and coherence	
Observes 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 (cuts 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:	

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Enclosure No. 7 to Regional Memorandum No. ____ s. 2025

SCORESHEET 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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Enclosure No. 8 to Regional Memorandum No. ____ s. 2025

SCORESHEET FOR SCIENCE AND TECHNOLOGY WRITING

Form and Style (40%)	Score
Manifests unity and coherence to the theme or topic given	
Has a catchy and appropriate headline that is clear and free of bias	
Observes 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 or discuss events	
Observes gender-fair language	
Content (50%)	
Utilizes facts from interviews, documents review, 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 or 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 (cuts 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. 9 to Regional Memorandum No. ____ s. 2025

SCORESHEET FOR PHOTOJOURNALISM

Technical Quality (40%)	Score
Exposure value and quality of the image (free from digital noise)	
Presents images with acceptable sharpness	
Communicative Quality (40%)	
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 (cuts 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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Enclosure No. 10 to Regional Memorandum No. ____ s. 2025

SCORESHEET 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 or 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 (cuts 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. 11 to Regional Memorandum No. ____ s. 2025

SCORESHEET 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 rules of grammar and syntax	
Utilizes transitions properly	
Observes 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 (cuts 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. 12 to Regional Memorandum No. ____ s. 2025

GUIDELINES FOR RADIO SCRIPTWRITING AND BROADCASTING CONTEST

A. General Guidelines

1. Each schools division shall organize a team of seven (7) members for English and Filipino in elementary and secondary levels who shall not be competing in any of the individual writing categories.
2. To facilitate proper identification, the participants shall wear white shirts with their valid school/RSPC IDs during the contest day.
3. Orientation shall be conducted for all the contestants. The directors will draw lots to determine the order of the 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. Any violation of the stipulated guidelines will be grounds for disqualification of the team.
7. The decision of the Board of Judges is final and irrevocable.

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 the script. All laptops should be submitted to the contest committee for inspection on **March 31, 2025**. Each team is required to bring their extension wires and other equipment for rehearsal.
2. The team will be given two (2) hours to prepare a script for a five-minute radio broadcast that includes one (1) infomercial and four (4) news articles.
 The infomercial may depict health, environment, politics, and social issues. It shall have a maximum length of one (1) minute and shall use the language 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 and a half (2 ½) 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 use.
3. Once the scriptwriting 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 or division, but it should include the names of the members of the team with their respective roles (i.e., anchor, news presenter, etc.).
5. 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); and
 - printed in A4-sized bond paper (8.27x11.69 inches).



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C. Broadcast Simulation

1. A broadcast room for the presentation shall be identified in the contest venue. Only the contestants, judges, and examiner/s shall be allowed inside.
2. The organizers 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/adaptor will be provided for the laptops and other sources of sound effects.
3. Except for the volume meter, contestants/technical directors shall not be allowed to change, adjust, or manipulate the main control board during their presentation.
4. Mobile phones and reference materials shall not be allowed in the contest area.
5. In case of power failure, the affected team shall be allowed to broadcast again.
6. 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 the exit. Provided running time shall be applied.
7. 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.
8. 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.
9. 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 – 20 seconds – 1 point
21 seconds – 40 seconds – 2 points
41 seconds – 60 seconds – 3 points
61 seconds and above - 4 point



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SCORESHEET FOR RADIO SCRIPTWRITING AND BROADCASTING

1. Anchor	Score
Voice Quality 40%	
<ul style="list-style-type: none"> Is very 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 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 Talks in a socially acceptable accent 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
Voice Quality 40%	
<ul style="list-style-type: none"> Is very 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 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 Talks in a socially acceptable accent 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 brief and 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 	



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Persuasion / Impact – 25%	
<ul style="list-style-type: none"> Engages audience Shows appropriate audience appeal Keeps the audience focused throughout the broadcast 	
Total 100%	
4. Technical Application	Score
Juxtaposition – 40%	
<ul style="list-style-type: none"> Shows a smooth transition from one topic or news event to another Establishes a clear relationship between an 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 and examples Is accurate and has no factual errors Is well-organized 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 planning and organizing 	
Neatness – 20%	
<ul style="list-style-type: none"> All elements are labeled and clearly written Clearly indicates names of team members and their tasks or 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:	

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Enclosure No. 14 to Regional Memorandum No. ____ s. 2025

GUIDELINES FOR THE COLLABORATIVE DESKTOP PUBLISHING CONTEST

1. Each division shall organize a team of seven (7) members for English and Filipino both in elementary and secondary levels who shall not be competing in any of the individual writing categories.
2. Contestants shall wear white shirts 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 coverage 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. The team will be given one (1) hour for data gathering and five (5) hours for writing, layout, and editing.
7. 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; and
 - A4 size bond paper.
8. Laptops to be submitted to the NTWG shall be labeled with the following format:
Category – Medium – Level - Division
Name, School
e.g.,
Collaborative Desktop Publishing – English – Secondary – Victorias City
Angelina Villanueva, Bukidnon National High School
Labels shall be in a whole bond paper size pasted on or attached to the laptop bag.
9. Official laptops, previously cleared of stored documents, shall be submitted to the RTWG on **March 31, 2025** to check for any other applications and pre-written documents or references therein. Failure to submit the laptops on or before the set deadline shall mean disqualification of the competing team.
10. Mobile phones and other electronic gadgets shall not be allowed except for digital cameras/DSLRs and laptops with disabled internet connection.
11. 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.
12. 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.
13. The top five (5) teams shall be recognized, and their points will be included in the determination of the overall scores.
14. The decision of the Board of Judges is final and irrevocable.



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Enclosure No. 15 to Regional Memorandum No. ____ s. 2025

SCORESHEET 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 the 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 the importance Presents headlines that are clear and free of bias Makes use of pictures that are clear, properly cropped, and captioned Utilizes relevant graphics, illustrations, and cartoons Exhibits clear focus and coherent organization Observes 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 (cuts 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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Enclosure No. 16 to Regional Memorandum No. ____ s. 2025

GUIDELINES FOR THE ONLINE PUBLISHING CONTEST

1. Each schools division shall organize a team of five (5) members for English and five (5) members for Filipino at the secondary level who shall not be competing in any of the individual writing categories.
2. Contestants may wear their school uniforms or plain white t-shirts 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 coverage shall be held as bases for the content of the publication (i.e., news, features, editorial, editorial cartoon, sports). The photojournalists shall take pictures or videos of the mini press conference and sports event.
6. The team will be given three (3) hours for writing, layout, and editing articles online after the creation of an online publication using the official platform to be provided by the organizer. Coverage/Data gathering through a mini press conference, the pre-game, actual game, and post-conference shall be excluded from the three-hour time allotment.
7. Specific instructions on the number of articles to be produced will be given during the orientation.
8. Each team will be required to bring only the following:
 - one (1) flatbed scanner/3-1 printer (mobile/phone scanner is NOT allowed);
 - maximum of two digital cameras -digital camera (point and shoot only) with a maximum of 24.3 megapixels with fixed lenses. Contestants who will use any DSLR and other high-end cameras will not be permitted to join the contest (*Standard process in the Photojournalism Event shall be observed in checking the cameras and SD cards.*);
 - maximum of four (4) laptops installed with Photoshop for image enhancement;
 - maximum of two (2) pocket wifis (preferably with two different networks) or one (1) wireless router; and
 - extension cord.
9. Laptops to be submitted to the RTWG shall be labeled with the following format:
Category – Medium - Level - Division
Name, School
e.g.,
Online Publishing – English – Secondary – Aklan
Angelina Villanueva, Bukidnon National High School
Labels shall be in a whole bond paper pasted on or attached to the laptop bag.
10. Official laptops, previously cleared of stored documents, shall be submitted to the RTWG on **March 31, 2025** to check for any other applications and pre-written documents or references. Failure to submit the laptops on or before the set deadline shall mean disqualification of the competing team.
11. Each group shall email their URL to the assigned examiner.
12. 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.)
13. The decision of the Board of Judges is final and irrevocable.



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Enclosure No. 17 to Regional Memorandum No. ____ s. 2025

SCORESHEET 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, and relevant names/facts to bolster the credibility of statements, assertions, arguments, and/or narratives • Provides a balance of light and serious topics • Shows the relevance of articles to students • Has clear and unbiased headlines/titles 	
Language and Style (15%) <ul style="list-style-type: none"> • Observes rules of grammar and syntax • Observes coherence • Uses appropriate vocabulary (<i>Observes gender-fair language</i>) 	
Layout (20%) <ul style="list-style-type: none"> • Arranges 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:	

 Evaluator/Judge
 (Signature over Printed Name)



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Enclosure No. 18 to Regional Memorandum No. ____ s. 2025

GUIDELINES FOR TV SCRIPTWRITING AND BROADCASTING

A. General Guidelines

1. Each region shall organize a team of seven (7) members for English and seven (7) members for Filipino, who shall not be competing in any of the individual writing categories. 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/cameraman
2. Any of the team members can assume two (2) or more positions/tasks, as long as this would not be conflicting or awkward about the outcome of the broadcast (for example an anchor can't be a reporter at the same time. But an anchor can also be a news or infomercial writer.)
3. In getting the overall results for the best TV broadcast, accumulated points from the individual and group awards shall be considered.
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.

DURING THE CONTEST

1. Each team will be required to bring only the following:
 - maximum of four (4) laptops with at least 10GB free space and a video editing program (with uploading capacity);
 - three (3) empty USB Flash Drives (16GB minimum);
 - maximum of two (2) cameras/mobile phones (without sim) compatible with the laptop;
 - maximum of three (3) wired lapel microphones;
 - A4 bond paper;
 - one (1) printer with ink; and
 - extension cord.
2. Laptops and flash drives to be submitted to the RTWG shall be labeled with the following format:

Category – Medium – Level – Region
Director's Name, School, Division
e.g.,
TV Scriptwriting and Broadcasting – English – Secondary – Division
Angelina Villanueva, Bukidnon National High School, Bukidnon

Labels for laptops shall be in a whole 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 **March 31, 2025**. Laptops shall be clear of stored documents except for the pre-recorded Opening Billboard (OBB) and Closing Billboard (CBB) and offline editing software.
4. Failure to submit the laptops on or 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.



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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 the 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 – to be provided by the TWG).
- b. **News:** The RTWG will provide five (5) sets of data (including photos/videos/audio) in folders saved in a flash drive. The team may use all sets of data for their 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 RTWG will provide two (2) sets of data (including photos/videos/audio) in folders saved in a flash drive. The team is required to produce one (1) infomercial or developmental communication plug. This shall be produced during the contest and should be related to the topic which will be given by the judges. 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:** The OBB and CBB will contain the group's assumed TV network name. The script for the OBB/CBB should be included in the main script which will be submitted to the judges.

2. Five (5) hours and 15 minutes will be allotted for the preparation of the script, shooting, and editing of the videos, production of the infomercial, and rehearsals. All groups shall stop working after the allotted time. A buzzer shall signal the end of the scriptwriting and production time.

3. The organizers shall provide a clock or a timer that can be seen by the contestants. There will be an official timekeeper.

4. Once the scriptwriting has commenced, the contestants will no longer be allowed to leave the contest venue. 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.

5. Each team shall prepare four (4) copies of the script: three (3) copies for the judges and one (1) copy for the team.

6. The cover page of the script shall contain the group's name (TV Network name) and the names of the members of the team with their respective roles (i.e., anchor, field reporter, etc.).

7. The script should not bear any information that may identify the school, division, or region.

8. There shall be designated holding rooms for each member of the team according to one's role, where they shall proceed and stay after the time accordingly.

B. TV BROADCAST SKILLS PERFORMANCE

1. Only one (1) laptop is allowed inside the studio.

2. All news reports shall be presented live. Only the OBB and CBB are pre-recorded/pre-produced. Support videos or audio 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, seven (7) minutes shall be allotted for entrance and preparation.

4. The TV broadcast must be delivered in six (6) minutes.

5. 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 (1) minute is left of the broadcast time. A red flaglet shall be raised to signal that the six (6) minutes allotted for the group have been consumed.



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6. 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 - 20 seconds – 1 point
 - 21 seconds - 40 seconds - 2 points
 - 41 seconds - 60 seconds - 3 points
 - 61 seconds - 80 seconds - 4 points
7. 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.
8. Three (3) minutes shall be allotted for the exit.
9. The decision of the Board of Judges is final and irrevocable.



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Enclosure No. 19 to Regional Memorandum No. ____ s. 2025

SCORESHEET FOR TV SCRIPTWRITING AND BROADCASTING

1. Script- 30%	Score
Content – 50%	
<ul style="list-style-type: none">• Provides effective news or story angling• Covers the given stories or relevant topics with necessary details• Is accurate, with no factual, conceptual, or grammatical errors• Is original	
Style – 35%	
<ul style="list-style-type: none">• Is written in a clear and concise manner• Uses simple and common language• Uses appropriate voice (i.e., active voice or passive voice)• Uses appropriate word choice• Uses proper script terms and abbreviations	
Organization – 15%	
<ul style="list-style-type: none">• Follows adequate logical structure• Provides proper labels to elements or parts• Indicates team members and assignments• Considers coherent thought transitions	

2. Anchor – 12.5%	Score
Delivery – 70%	
<ul style="list-style-type: none">• Uses a clear and well-modulated voice• Speaks with an 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 or posture• Shows a sense of confidence and authority• Projects a professional and credible personality• Demonstrates controlled facial expressions	

3. Reporter (12.5%)	Score
Delivery – 70%	
<ul style="list-style-type: none">• Uses a clear and well-modulated voice• Speaks with an 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 or posture• Shows a sense of confidence• Demonstrates controlled facial expressions	



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<ul style="list-style-type: none"> Connects with the subjects when interviewing or with the anchor and viewers when reporting 	
4. Technical Applications – 25%	Score
Element appropriation – 40%	
<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 or stories Shows precise timing and synchronization 	
Relevance – 10%	
<ul style="list-style-type: none"> Applies elements that contribute meaningfully to the overall broadcast presentation 	
5. Infomercial/DevCom Plug – 15%	Score
Content – 50%	
<ul style="list-style-type: none"> Shows clear advocacy or idea description Reflects original concept 	
Creativity – 50%	
<ul style="list-style-type: none"> Exhibits uniqueness Applies technical elements appropriately Is engaging and appealing 	

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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Enclosure No. 20 to Regional Memorandum No. ____ s. 2025

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 belong to the top five (5) in the Division.

B. The top five (5) highest pointers both in English and Filipino shall be declared as the best school papers but the points of their ranking shall not be added to determine the best-performing divisions that shall be recognized in the awarding ceremony of elementary and secondary.

C. For any school paper found to have copied and published texts, images, and other materials without duly acknowledging their sources, the following sanctions shall be applied:

First Offense: Disqualification from the contest

Second Offense: A formal notification shall be sent to the Schools Division Superintendent, who shall inform the concerned Principal. The SDS shall issue a written reprimand to the school paper adviser/s and the school principal. The concerned school paper adviser shall undergo a refresher course on plagiarism organized by the SDO. Accordingly, the school head shall implement plans and programs on intensifying academic honesty and integrity.

Third Offense: Disqualification from the School Paper Contest for three (3) consecutive years

D. The decision of the Board of Judges in all aspects of the contest shall be deemed final and irrevocable.

E. For 2025 RSPC, each SDO shall submit five (5) best entries per category in PDF through email gljohn.haro@deped.gov.ph. No more submission of the hard copy of the school paper.

The following, properly foldered and labeled (e.g., SDO-Eng-Elem), are to be submitted:

1. Certificate of Circulation from the school head duly noted by the SDS. Indicated in the certificate is the corresponding link to the school website or Facebook page where the school papers are published.
2. Certificate of Endorsement signed by the SDS, certifying all the required documents were submitted to, checked, and reviewed by the SDO before submitting to the RO.
3. Report of the process observed in **ensuring plagiarized-free articles**.

The RTWG reserves the right to disqualify entries with no Certificates of Endorsement from the SDS.

F. The different 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 and 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 three (3)
Sports Section – at least two (2)
Feature Section – at least three (3)
Editorial Section – at least two (2)
Science and Technology Section – at least two (2)



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2. Process: Digital
3. Color: All pages in full color
4. Size: 9"x12" (Elementary)
12"x18" (Secondary)

H. Failure to comply with the set guidelines in evaluating school papers will be a ground for disqualification.



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Enclosure No. 21 to Regional Memorandum No. ____ s. 2025

**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 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 a fair and balanced presentation of both sides of the issue tackled, clear moral purpose, logical reasoning, and proper citations or attributions 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 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. Features Section

1. The section should have at least three (3) 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 or attributions 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 reports; news bits; news features/news analysis; in-depth news, features, and editorial or 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 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.



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F. Layout and Page Design Category

1. This category shall conform to the principles of layout and design.
2. The content (texts and images) should consider a range 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.



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Enclosure No. 22 to Regional Memorandum No. ____ s. 2025

SCORESHEET FOR THE NEWS SECTION

Form and Style (40%)	Score
Has a variety of articles that use catchy and appropriate headlines	
Observes rules of grammar and syntax	
Includes stories that are arranged in decreasing importance	
Contains leads that are clearly written and focused on the most important details	
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, 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	
Covers relevant issues in school, region, national, and even at the international level	
Prioritizes school-related issues rather than events that have little or no direct connection with the community's educational program	
Cites facts such as historical references, statistics, and relevant names/facts to bolster the 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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SCORESHEET FOR THE FEATURES SECTION

Form and Style (40%)	Score
Manifests unity and coherence to the theme of the section	
Has a variety of articles that use a catchy and appropriate title	
Observes rules of grammar and syntax	
Contains leads that are clearly written and focused on the most important details	
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, documents review, data analyses, and other reliable sources	
Reflects clear and creative thinking	
Keeps to the minimum the number of articles or columns from the administration, teachers, and politicians	
Covers relevant issues in school, region, national, and even at the international level	
Applies the principles of civic journalism	
Cites facts such as historical references, statistics, and relevant names or facts to bolster the 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
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SCORESHEET FOR THE EDITORIAL SECTION

Form and Style (40%)	Score
Has catchy and appropriate titles	
Observes 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 and youth-oriented subject matters	
Includes letters to the editor, columns, and exchanges	
Keeps to the minimum the number of articles or columns from the administration, teachers, and politicians	
Covers relevant issues in the school, regional, national, and international scene	
Applies 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, and 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	
Observes standards of journalism (fairness, relevance, accuracy, and balance)	
Cites sources and observes copyright laws	
Total (100%)	
Comments/Suggestions:	



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SCORESHEET FOR THE SCIENCE AND TECHNOLOGY SECTION

Forms and Style (40%)	Score
Manifests unity and coherence to the theme of the section	
Has a variety of articles that use catchy and appropriate headlines	
Observes rules of grammar and syntax	
Shows logical presentation of arguments	
Contains leads that are clearly written and focused on the most important details	
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, and relevant figures/facts to bolster the 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
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SCORESHEET FOR THE SPORTS SECTION

Form and Style (40%)	Score
Manifests unity and coherence	
Has a variety of articles that use catchy and appropriate headlines	
Observes 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 details	
Presents headlines that are clear and free of bias	
Uses short and simple words	
Utilizes relevant graphs and tables and 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 at the international level	
Includes a 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, and 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
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SCORESHEET FOR LAYOUT AND PAGE DESIGN CATEGORY

Form and Style (70%)	Score
Has an 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	
Observes 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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Enclosure No. 28 to Regional Memorandum No. ____ s. 2025

Search for the Outstanding Campus Journalists of the Philippines (OCJ)

Guidelines

- Each Division School Paper Advisers Association and the Division Editors' Guild in cooperation with the Department of Education regional office shall select **ONE** outstanding campus journalist of the region for elementary and one for the secondary.
- The panel of judges in the regional search shall be composed of the following:
 The CLMD Chief as chair, regional supervisors in-charge of journalism as co-chairs, president of the regional school paper advisers' association both in the elementary and secondary as members.
- The candidate shall attach the photocopy of all documents for the **last three years** duly certified true and correct by the Division Supervisor in charge of Journalism for verification and evaluation by the regional search committee and endorsed by the Schools Division Superintendent.
- The candidate must be a campus journalist and of good moral character.
- The awardees for the Search for Outstanding Campus Journalist (OSCJ) shall be evaluated on the following criteria:

A. ACADEMIC PERFORMANCE (20%)

(for the past two years up to the 2nd quarter of the current school year)

Rank (in class):	
with Highest Honors or its equivalent	-20 %
with High Honors or its equivalent	-15%
with Honors or its equivalent	-10%

B . ACHIEVEMENTS IN JOURNALISM (45%)

(highest possible score: 162+84+66 = 312)

WINNINGS TO THE NSPC/RSPC/DSPC/and other Journalism-related Activities sponsored by the school and other agencies

The candidate shall earn the corresponding points for every year of winning:

- Individual Contests (highest possible score – 54x3 = 162)**

Rank	Points per level		
	National	Regional	Division
1 st	25	18	11
2 nd	24	17	10
3 rd	23	16	9
4 th	22	15	8
5 th	21	14	7
6 th	20	13	6
7 th	19	12	5

- Group Contests (highest possible score – 28x3 = 84)**



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Rank	Points per level		
	National	Regional	Division
1 st	15	8	5
2 nd	14	7	4
3 rd	13	6	3
4 th	12	5	2
5 th	11	4	1
6 th	10	3	
7 th	9	2	

3. **Special Awards in Group Contests: (highest possible score – 22x3 = 66)**

Rank	Points per level		
	National	Regional	Division
1 st	13	6	3
2 nd	12	5	2
3 rd	11	4	1
4 th	10	3	
5 th	9	2	
6 th	8	1	
7 th	7		

C. LEADERSHIP (highest possible score – 67x3 = 201) 10 %

Position of the Nominee in the School Publication

Editor-in-Chief	15
Associate Editor	12
Section Editor	10
Writer/Contributor/Others	8

Editors' Guild Leadership

Position	National	Regional	Division
President	20	17	15
Vice President	15	12	8
Sec., Treas. and other positions	10	8	5

*Note: A contestant shall earn points for every position held at every level for the last three years with proofs of accomplishment.

**D. COMMUNITY AND EXTENSION SERVICES RELATED TO JOURNALISM.....10 %
(highest possible score – 24x3=72)**

Services	National	Regional	Division
Committee Chairperson	10	8	6
Facilitator	8	6	4
Trainings Attended	6	4	2

E. PUBLISHED WORKS (highest possible score – 9x3 = 27).....5 %

	National	Regional	Division
Articles Written in National and local Dailies, Editors			



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Guild Newsletters, Palaro News Letter and DepEd website, GSP/BSP and Documentaries	5	3	1
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F. PANEL INTERVIEW with the SELECTION COMMITTEE----- 10 %
 ----- **TOTAL - 100 %**

SUMMARY

1. Academic Performance - (20 %)
2. Achievements in Campus Journalism (45 %)
3. Leadership -(10 %)
4. Community & Extension Services -(10 %)
5. Published Works (5%)
6. Interview - (10 %)

TOTAL 100%

6. Non-appearance of the candidates in the panel interview is a ground for disqualification in the search.
7. The Regional Awardees will be recognized during the awarding ceremonies of the Outstanding School Paper Advisers and Campus Journalists during the National Schools Press Conference.
8. The decision of the Board of Judges is final and irrevocable.

HOW TO COMPUTE

$$\left(\text{Score} \times \frac{50}{\text{HP}} + 50 \right) \times \%$$

Legend:

- Score - the accumulated points in a particular criterion
 HP - the highest possible score
 % - the criterion weight



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Enclosure No. 29 to Regional Memorandum No. ____ s. 2025

Search for the Outstanding School Paper Advisers (OSPA) of the Philippines

Guidelines

1. Each division shall select an outstanding school paper adviser for elementary and secondary levels.
2. Previous winners are not eligible to participate.
3. Photocopied documents of the candidate(s) shall be duly certified true and correct by the Division Supervisor in charge of journalism and endorsed by the Schools Division Superintendent.
4. A recent copy of the school paper of the candidate must be attached.
5. The panel of judges shall be:

For the Regional selection - CLMD Chief, Regional DepEd in-charge of journalism and Association President

LENGTH OF SERVICE and PERFORMANCE RATING

1. Must be a practicing school paper adviser for at least three (3) years immediately prior to the search. However, documents to included in the selection shall cover the last five (5) years.
2. Must have a performance rating of not lower than Very Satisfactory (VS) for the past three (3) school years.

ACHIEVEMENTS IN JOURNALISM CONTESTS FOR THE PAST FIVE YEARS

NOTE: The candidate shall earn the corresponding points of all his/her winnings at all levels for the last 5 years, in all instances.

A. Winnings (DepEd Schools Press Conferences) — 40%

1. Individual Contests (points) (

Rank	National	Regional	Division
1	13	6	3
2	12	5	2
3	11	4	1
4	10	3	0
5	9	2	0
6	8	1	0
7	7	1	0



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2. Group Contests

Rank	National	Regional	Division
1	13	6	3
2	12	5	2
3	11	4	1
4	10	3	0
5	9	2	0
6	8	1	0
7	7	.5	0

3. Special Awards in Group Contests

Rank	National	Regional	Division
1	8	4	3
2	7	3	2
3	6	2	1
4	5	1	0
5	4	.75	0
6	3	.5	0
7	2	.25	0

4. School Paper Contest (add division level starts at 5 and include the over-all ranking)
 *points per section and overall best school paper

Rank	National	Regional	Division
1	13	7	5
2	12	6	4
3	11	5	3
4	10	4	2
5	9	3	1
6	8	2	0.75
7	7	1	0.50

B. LEADERSHIP RELATED TO JOURNALISM — 15%



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Position	National	Regional	Division
President	25	20	15
Vice President	20	15	10
Sec., Treas.; other positions	18	12	6

C. EXTENSION SERVICE: Organizer/Facilitator (Related to CJ) — 10%

National	Regional	Division
10	7	5

D. SPEAKERSHIP: Resource Speaker, Judge (Related to CJ) — 10%

National	Regional	Division
10	7	5

E. PUBLISHED BOOKS, MODULES, WORKBOOKS — 15%

National	Regional	Division
10	7	5

ARTICLES PUBLISHED IN NEWSPAPERS/MAGAZINES/JOURNALS/ONLINE
 (RELATED TO JOURNALISM)

National	Regional	Division
5	3	1

F. PANEL INTERVIEW — 10%

G. OVERALL CRITERIA

Criteria	Percentage
Winnings	40%
Leadership	15%
Extension Service	10%
Speakership	10%
Authorship	15%
Interview	10%
TOTAL	100%

HOW TO COMPUTE

$$\left(\text{Score} \times \frac{50}{\text{HP}} + 50 \right) \times \%$$

Legend:

Score - the accumulated points in a particular criterion

HP - the highest possible score

% - the criterion weight



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