



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF IMUS CITY

30 Oct 2025

DIVISION MEMORANDUM

No. 683, s. 2025

**CONDUCT OF THE 2025 DIVISION SCHOOLS PRESS
CONFERENCE**

To: Assistant Schools Division Superintendent (ASDS)
Curriculum Implementation Division (CID) Chief
School Governance and Operations Division (SGOD) Chief
Education Program Supervisor
Public Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to Republic Act No. 7079, or the Campus Journalism Act of 1991, which promotes the development and maintenance of campus journalism in schools, the Schools Division Office of Imus City, through the Curriculum Implementation Division (CID), will conduct the 2025 Division Schools Press Conference on November 14-15, 2025 at Imus National High School, Imus City, Cavite.
2. The objectives of this competition are to:
 - a. Be equipped with writing and technical skills related to the category participated in.
 - b. Be prepared for the next higher level of competition
3. Participants to this activity are learner contestants and school paper advisers in English and Filipino, both in public and private schools in the Division who are joining for the individual and group contests.
4. The following are Enclosures to this Memorandum:
 - a. *Enclosure 1 - Division Executive Committee and Program Management Team/ Technical Working Group; Opening Program*
 - b. *Enclosure 2 – Timeline of Campus Journalism Activities*
 - c. *Enclosure 3 - Activity and Contest Matrix*
 - d. *Enclosure 3 - Guidelines for the Individual, Group, and School Paper Events*
5. Expenses for food of the program management team/technical working group, top management, materials needed, and speakers' honoraria shall be charged against Special Education Fund (SEF) subject to usual accounting and auditing rules. However, food and travel expenses of participants shall be charged to school MOOE or local/canteen fund, whichever is available.

6. Participants in the individual and group events shall pre-register online through the link <https://tinyurl.com/Reg-DSPC2025> on or before November 5, 2025. Please indicate 'NO ENTRY' for other categories that the school has no contestants.
7. School Heads are requested to ensure the arrangement of schedule of the affected teachers in compliance with the Department's Time-on-Task policy.
8. Participants who will serve on Saturday, November 15, 2025 will be given service credits subject to the guidelines stated in DO No. 13, s. 2024 titled "Revised Guidelines on the Grant of Vacation Service Credits for Teachers".
9. For questions and clarifications, you may contact Mr. Ricardo R. David III, Education Program Supervisor in English/In-Charge of Campus Journalism in English at (046) 419-8450 local 221.
10. Immediate dissemination of this Memorandum is earnestly desired.



Digitally signed by
Mendoza Homer
Napenas
Date: 2025.10.30
17:31:19 +08:00

HOMER N. MENDOZA

Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Encl.: As stated
Reference: As stated
To be indicated in the Perpetual Index
Under the following subjects:
CURRICULUM
CONTEST
cid/rrd

Enclosure 1 to DM. No. 683, s. 2025

2025 DIVISION SCHOOLS PRESS CONFERENCE

DIVISION EXECUTIVE COMMITTEE AND PROGRAM MANAGEMENT TEAM

Management Staff	Members
Executive Manager	Homer N. Mendoza <i>OIC - School Division Superintendent</i>
Assistant Executive Manager	Glenda DS. Catadman <i>OIC- Asst. Schools Division Superintendent</i>
Program Proponent	Marciano V. Valles <i>OIC – CID Chief</i>
Assistant Program Owner	Ricardo R. David III <i>EPS-in-Charge in English and Campus Journalism</i> Marilou P. Bronzi <i>EPS-in-Charge in Filipino and Campus Journalism</i>
Awards / Certificates	Gina U. Reyes Justine I. Pinile Reden Cruzado
Documenters for Magazine Format Report and ACR	Eden P. Reyes Danny Barba Genesis T. Pasilan
Food and Refreshments	Divina A. Narvaez Petronia N. Tarun Marissa DO. Agco
Meal Attendance/ Registration	Wilma J. Chiquillo Kristin Love Layague Leomil B. Ballena
Welfare Officers	Winchell Y. De Vera Dr. Marife Grossman
Accommodation/ Room Assignments/ Decoration/ Sounds	Host School
M & E Coordinator	Medel Carlos Zarzuelo Jr.
Program & Invitation / Tarpaulin	Lerma V. Peña Jerico Hiel Astillero Marites A. Peñaredonda Felanie J. Rodriguez
Room Supervisors/Facilitators/ Proctors	Jocelyn A. Limosinero Rafael R. Santos Selected Teachers from Host School
ICT Facilitators	GEANHS ICT Team INHS ICT Team

DSPC 2025 TECHNICAL WORKING GROUP

SCHOOL/OFFICE		NAME	SCHOOL/OFFICE		NAME
1	Malagasang II ES	Wilma J. Chiquillo	52	GEANHS	Ser Mark Deo Esquita
2	Anabu II ES	Eden P. Reyes	53	GEANHS	Mary Ann N. Villareal
3	City of Imus IS	Jeramie G. Buensuceso	54	GEANHS	Joanne V. Cura
4	Malagasang III ES	Marisel E. Guzman	55	GEANHS	Roselyn Santos
5	Pasong Buaya I ES	Genesis T. Pasilan	56	GEANHS	Blessie Samson
6	Pasong Santol ES	Nancy P. Valdez	57	GEANHS	Gary T. Diragen
7	PSES-Golden City	Annabelle G. Bughao	58	GEANHS	Antonia B. Dumalagan
8	Imus Pilot ES	Divina A. Narvaez	59	GDMCIS	Melanie Mae Moreno
9	AA IS	Roel M. Elardo	60	GDMCIS	Carmelita Orit
10	Buhay Na Tubig ES	Jesus V. Bergado	61	GDMCIS	Ma. Erliza Santiaguel
11	BNTES-Maharlika	Nessa-Amie P. Lope	62	GFYSHS	Alfredo Buhain Jr.
12	Palico ES	Angelo A. Unay	63	GFYSHS	Madeleine Ayo
13	Pasong Buaya II ES	Manuel R. Tagbago	64	GPGSHS	Elizabeth Baynosa
14	Pasong Buaya III ES	Andrea V. Bondoy	65	Imus National HS	Dennis Vidar
15	Tanzang Luma I ES	Florie-Ann S. Villanueva	66	Imus National HS	Harris Malang
16	Alapan I ES	Jocelyn A. Limosinero	67	Imus National HS	Cynthia Abeledo
17	Carsadang Bago ES	Marilyn R. Tulay	68	Imus National HS	Acejan Jadie
18	Cayetano Topacio ES	Marlyn C. Alegro	69	Imus National HS	Dennis Jay G. Gumboc
19	E. Villanueva ES	Jocelyn T. Aquino	70	Imus National HS	Cristina I. Ante
20	Gov. DM Camerino IS	Aida C. Bellon	71	Imus National HS	Maria Elena D. Lomeda
21	Tinabunan ES	Rosemarie M. Orcullo	72	Imus National HS	Marilou M. Martin
22	Toclong ES	Jenielyn S. Sadang	73	Imus National HS	Maribel M. Luig
23	Bukandala ES/BL2 ES	Gina U. Reyes	74	Imus National HS	Ma Nita P. Mendoza
24	Anabu I ES	Ma. Fe A. King	75	Imus National HS	Liza E. Barbon
25	Bayan Luma I ES	Marissa DO. Agco	76	Imus National HS	Evelyn A. Catulmo
26	Malagasang I ES	Alona O. Verdad	77	Imus National HS	Jonard S. Saria
27	FTBIS	Elmer Dayrit	78	Imus National HS	Leilanie B. Satsatin
28	Alapan II ES/HSNHS	Kristin Love J. Layague	79	Imus National HS	Arlene dela Pasion
29	GEANHS	Lerma V. Peña	80	Imus National HS	Cynthia A. Vergara
30	GLTNHS	Albert D. Roderos	81	Imus National HS	Marietta P. Maestro
31	GTM NHS	Lailani N. Torres	82	Imus National HS	Julie Ann S. Ricafor
32	Imus National HS	Petronia N. Tarun	83	Imus National HS	Glaiza G. Conson
33	GPGSHS	Rafael R. Santos	84	Imus National HS	Analyn Q. Perez

34	GFYSHS	Roland J. Catapat	85	Imus National HS	Melanie T. Ulit
35	GJCSHS	Ditas V. Flores	86	Imus National HS	Joann C. Gripo
36	GJRRSHS	Leonida D. Baarde	87	Imus National HS	Bernadith N. Lacay
37	CID	Leomil Ballena	88	Imus National HS	Rosie San Diego
38	M & E	Medel Carlos Zarsuelo Jr.	89	Imus National HS	Rosalie V. Mendoza
39	Health Officer	Dr. Marife Grossman	90	Imus National HS	Jhoanna Joy C. Lindo
40	BLUMA I ES	Genel Rodrigo	91	Imus National HS	Michael Vincent Galestre
41	BLUMA I ES	Angeline Camama	92	Imus National HS	Elma D. Zuniga
42	BLUMA 2 ES	Kenneth Nolasco	93	Imus National HS	Maria Rosario Lacopia
43	AAIS	Maria Aiza Cleofe	94	Imus National HS	Katherine D. Young
44	ALAPAN I ES	Remedios Panganiban	95	Imus National HS	Marivel T. Dela Cruz
45	Imus Pilot ES	Philadelphia Peñalba	96	Imus National HS	Lea Ordonez
46	Imus Pilot ES	Osonnie Kaye Marcos	97	Imus National HS	Sarah R. Bonita
47	Imus Pilot ES	Dianalyn Samala	98	Imus National HS	Gina D. Belarma
48	Malagasang 2 ES	Juvy Odoño	99	Imus National HS	Daniel Gaad
49	Pasong Santol ES	Jonathan Padre	100	Imus National HS	Kristine Mae Vitancol
50	Del Pilar ACademy	Rodel Moreno	101	Imus National HS	Joselito Fuentes
51	Benedictine IL	Kim Joshua Daño			

2025 DIVISION SCHOOLS PRESS CONFERENCE OPENING PROGRAM

November 14, 2025

Imus National High School

8:00 AM

- I. National Anthem AVP
- II. PrayerAVP
- III. CALABARZON March AVP
- IV. Imus Hymn AVP
- V. Hymn of SDO Imus City AVP
- VI. Presentation of Participants/PMT **Marilou P. Bronzi**
EPS – Filipino, In-Charge of Campus Journalism
- VII. Welcome Remarks**Petronia N. Tarun**
Principal
- VIII. Inspirational Message**Homer N. Mendoza**
OIC – Schools Division Superintendent
- IX. Journalists’ Creed**Messiah Kal-el A. Fineza**
Champion in Editorial Cartooning, NSPC 2025
- X. Contest Rules**Ricardo R. David III**
EPS – English, In-Charge of Campus Journalism
- XI. Contest Proper

EMCEE.....Madeleine C. Ayo

Enclosure 2 to DM. No. 683, s. 2025

TIMELINE OF CAMPUS JOURNALISM ACTIVITIES

DATE / TIME	ACTIVITY	VENUE
November 7, 2025 1pm	Orientation of PMTs/TWGs for DSPC 2025	Imus National High School
November 13, 2025 8am – 2pm only	• Checking of gadgets / equipment for Radio Broadcasting, Mobile Journalism & Collaborative Publishing • Rehearsal for Radio Station	Imus National High School
November 14, 2025 7am onwards Checking of gadgets is 8am – 2pm only	DSPC Contest Proper: - Collaborative Publishing - Radio Broadcasting - Mobile Journalism • Checking of gadgets for TV Broadcasting, Online Publishing, Photojournalism • Rehearsal for TV Mock Studio	Imus National High School
November 15, 2025 7am onwards	DSPC Contest Proper: - All Individual Categories - TV Broadcasting - Online Publishing	Imus National High School
November 19, 2025/ 1pm	DSPC Awarding Ceremony	TBA
November 20-22, 2025 8am onwards	3-Day Training Workshop for DSPC Winners	TBA
December 1-12, 2025 8am onwards	10-Day Cliniquing of Best 3 Winners in Individual Category and the Composite Team in Group Contests	TBA
December 16-18, 2025 8am onwards	Division Cliniquing of School Paper Entries for RSPC 2026	TBA

Enclosure 3 to DM. No. 683, s. 2025

2025 DIVISION SCHOOLS PRESS CONFERENCE (November 14 - 15, 2025)

ACTIVITY MATRIX

Venue	IMUS NATIONAL HIGH SCHOOL	
Time	DAY 0 (November 13)	Person Concerned
7:00-2:00 PM only	Checking of gadgets / equipment for Radio Broadcasting, Mobile Journalism & Collaborative Publishing	PMT / ICT

Venue	IMUS NATIONAL HIGH SCHOOL	
Time	DAY 1 (November 14)	Person Concerned
7:00-2:00 PM only	- Registration - Releasing of Gadgets for Radio Broadcasting, Mobile Journalism & Collaborative Publishing	PMT / ICT
8:01-9:00 AM	OPENING PROGRAM	All Participants
9:01-2:00 PM only	- Checking of gadgets for TV Broadcasting, Online Publishing, Photojournalism - CONTEST PROPER : Collaborative Desktop Publishing Radio Broadcasting Mobile Journalism	PMT
Officer of the Day		

Venue	IMUS NATIONAL HIGH SCHOOL	
Time	DAY 2 (November 15)	Person Concerned
7:00-8:00 AM	- Registration - Releasing of Gadgets for TV Broadcasting, Online Publishing, Photojournalism	PMT
8:00 AM Onwards	CONTEST PROPER : TV Broadcasting Online Publishing Sports Writing (Individual) Photojournalism (Individual)	PMT
9:01-9:30	BREAK (FOR INDIVIDUAL CONTESTS ONLY)	
9:30 – 10:30 AM	CONTEST PROPER : Individual Contests (Batch 1) Editorial Writing Column Writing Feature Writing Editorial Cartooning	PMT
11:00 – 12:00 NN	Individual Contests (Batch 2) Science Writing Copyreading & Headline Writing News Writing	PMT
Officer of the Day		

NOTE: Awarding Ceremony will be held on November 19, 2025 @ 1pm, GEANHHS

CONTEST MATRIX FOR INDIVIDUAL CATEGORY (DSPC)

(November 14, 2025 @ INHS)

NOTE: All Contest Rooms must have TV/HDMI/Laptop or USB

8:00 AM onwards	PHOTOJOURNALISM				SPORTS WRITING			
	ROOM A	ROOM B	ROOM C	ROOM D	ROOM E	ROOM F	ROOM G	ROOM H
	Elem. English	Elem. Filipino	Sec. English	Sec. Filipino	Elem. English	Elem. Filipino	Sec. English	Sec. Filipino
code	(PH-EE)	(PH-Ef)	(PH-SE)	(PH-Sf)	(SPO-EE)	(SPO-Ef)	(SPO-SE)	(SPO-Sf)
	Proctor: <i>Elmer Dayrit</i>	Proctor: <i>Florie-Ann Villanueva</i>	Proctor: <i>Roel Elardo</i>	Proctor: <i>Jocelyn Aquino</i>	Proctor: <i>Albert Roderos</i>	Proctor: <i>Kristin Love Layague</i>	Proctor: <i>Annabelle Bughao</i>	Proctor: <i>Genesis Pasilan</i>

9:30-10:30	EDITORIAL WRITING				COLUMN WRITING			
	ROOM 1	ROOM 2	ROOM 3	ROOM 4	ROOM 5	ROOM 6	ROOM 7	ROOM 8
	Elem. English	Elem. Filipino	Sec. English	Sec. Filipino	Elem. English	Elem. Filipino	Sec. English	Sec. Filipino
code	(EW-EE)	(EW-Ef)	(EW-SE)	(EW-Sf)	(CW-EE)	(CW-Ef)	(CW-SE)	(CW-Sf)
	Proctor: <i>Marilyn Tulay</i>	Proctor: <i>Jeramie Buensuceso</i>	Proctor: <i>Eden Reyes</i>	Proctor: <i>Rosemarie Orcullo</i>	Proctor: <i>Alona Verdad</i>	Proctor: <i>Nancy Valdez</i>	Proctor: <i>Leonida Baarde</i>	Proctor: <i>Nessa-Amie Lope</i>

9:30-10:30	FEATURE WRITING				EDITORIAL CARTOONING			
	ROOM 9	ROOM 10	ROOM 11	ROOM 12	ROOM 13	ROOM 14	ROOM 15	ROOM 16
	Elem. English	Elem. Filipino	Sec. English	Sec. Filipino	Elem. English	Elem. Filipino	Sec. English	Sec. Filipino
code	(FW-EE)	(FW-Ef)	(FW-SE)	(FW-Sf)	(EC-EE)	(EC-Ef)	(EC-SE)	(EC-Sf)
	Proctor: <i>Andrea Bondoy</i>	Proctor: <i>Marlyn Alegro</i>	Proctor: <i>Ditas Flores</i>	Proctor: <i>Lailani Torres</i>	Proctor: <i>Aida Bellon</i>	Proctor: <i>Marissa Agco</i>	Proctor: <i>Angelo Unay</i>	Proctor: <i>Roland Catapat</i>

11:00-12:00	SCIENCE WRITING				COPYEDITING & HEADLINE WRITING			
	ROOM 1	ROOM 2	ROOM 3	ROOM 4	ROOM 5	ROOM 6	ROOM 7	ROOM 8
	Elem. English	Elem. Filipino	Sec. English	Sec. Filipino	Elem. English	Elem. Filipino	Sec. English	Sec. Filipino
code	(SW-EE)	(SW-Ef)	(SW-SE)	(SW-Sf)	(CRHW-EE)	(CRHW-Ef)	(CRHW-SE)	(CRHW-Sf)
	Proctor: <i>Marilyn Tulay</i>	Proctor: <i>Jeramie Buensuceso</i>	Proctor: <i>Eden Reyes</i>	Proctor: <i>Rosemarie Orcullo</i>	Proctor: <i>Alona Verdad</i>	Proctor: <i>Nancy Valdez</i>	Proctor: <i>Leonida Baarde</i>	Proctor: <i>Nessa-Amie Lope</i>

11:00-12:00	NEWS WRITING			
	ROOM 9	ROOM 10	ROOM 11	ROOM 12
	Elem. English	Elem. Filipino	Sec. English	Sec. Filipino
code	(NW-EE)	(NW-Ef)	(NW-SE)	(NW-Sf)
	Proctor: <i>Andrea Bondoy</i>	Proctor: <i>Marlyn Alegro</i>	Proctor: <i>Ditas Flores</i>	Proctor: <i>Lailani Torres</i>

Enclosure 4 to DM. No. 683, s. 2025

GUIDELINES FOR THE INDIVIDUAL, GROUP, AND SCHOOL PAPER EVENTS

General Guidelines :

1. This year's DSPC will include the following events:

Individual	Group	School Paper	Most Outstanding Campus Journalists and School Paper Advisers
a. News Writing b. Features Writing c. Editorial Writing d. Sports Writing e. Copyreading and Headline Writing f. Photojournalism g. Editorial Cartooning h. Column Writing i. Science and Technology Writing j. Mobile Journalism (<i>now Official Contest for Secondary only</i>)	a. Radio Scriptwriting and Broadcasting (English & Filipino, Elementary & Secondary) b. Collaborative Desktop Publishing (English & Filipino, Elementary & Secondary) c. Online Publishing (English & Filipino, Secondary Only) d. TV Scriptwriting and Broadcasting (English & Filipino, Secondary Only)	a. News Section b. Features Section c. Editorial Section d. Science and Technology Section e. Sports Section f. Lay-out and Page Design	a. Campus Journalist (Elementary and Secondary) b. School Paper Adviser (Elementary and Secondary)

2. For Individual Category, each school is entitled to send one (1) contestant for every medium per individual event.
3. For group categories, the school may send one team consisting of the allowable number of members for each respective event per medium. However, for TV and Radio Broadcasting events, if a school is unable to form a complete team, its participants will be regrouped and combined with others to ensure a full team of seven (7) members for production and presentation. The newly formed team will decide who will serve as their official coach. If, despite this arrangement, multiple schools still cannot form a team, their participants will be required to deliver individual presentations for the purpose of selection.

4. All schools with DSPC winner(s) are required to produce a school paper, regardless of whether it is intended for the school paper contest or not.
5. The **top seven (7)** winners in all individual categories will be recognized during the awarding and closing ceremonies. Meanwhile, the **top three (3) best teams** in the group categories will also be awarded. All awards in individual and group contests (except for school paper) will be included in the computation of scores for the overall school standing following the guidelines stated in this Memorandum.
6. All schools who have entries in school paper contest will be recognized in the Awarding Ceremony. However, only the Overall **Top Five (5) Best School Papers** will represent the Division at the regional level. In line with the recognition and respect for Intellectual Property Rights, the Division strictly adheres to the rules on plagiarism. DepEd Imus City reiterates its policy to disqualify entries and school papers found to have copied and published texts, graphics, or other materials without proper acknowledgment of sources. Any proven act of plagiarism in any competition, as determined by the board of judges, shall be grounds for disqualification.
7. To ensure smooth conduct of the DSPC events, please see *Enclosure 2: Timeline of Campus Journalism Activities*. Compliance and active participation and cooperation of all delegations in all activities set forth is required.

Guidelines for Individual Contests :

The following guidelines will be strictly implemented:

A. General:

1. All participants must always wear school ID.
2. Participants may bring water in bottles, as well as snacks or biscuits. For events extending beyond lunchtime, learners and teams are required to bring packed meals, as food distribution will not be permitted.
3. Should there be questions and assistance needed, the participants can only raise their concerns to the assigned proctor and/or examiner.
4. Except for those on duty as part of the Program Management Team, any School Paper Advisers, teachers, principals, parents, or guardians found within contest venues—including the photoshoot site for photojournalism events—will result in the disqualification of their respective contestants.
5. Communication devices, including but not limited to cellular phones, smart gadgets, and similar devices, are not permitted in contest rooms unless explicitly required for specific events. Please refer to the specific guidelines for provisions on device checking.
6. Any violation of the stipulated guidelines will be grounds for disqualification of the participant.
7. All decisions made by the Board of Judges regarding any aspect of the contest are considered final and cannot be appealed.

B. Specific

1. News Writing, Feature Writing, Editorial Writing, Science and Technology Writing and Column Writing:

- a. Data sheets or other sources of information, such as mini-presscon, videos, audio recordings, photos, will be given to the contestants as basis in writing the articles.
- b. The contestants shall bring their own pen for the contest. They may also bring clipboards and erasers (in liquid and other forms). Other materials not mentioned WILL NOT BE ALLOWED.
- c. Contest papers will be provided in the contest room. Each contestant will be given only one (1) set of official contest papers with official DSPC logo. Learners ARE NOT ALLOWED to write using the back page of the contest paper.
- d. Official scratch papers will be provided at the contest room, which shall be submitted to the proctor before leaving.
- e. No other sheets of paper, folders, envelopes, file holder and other materials will be allowed to be brought inside the contest rooms except for what is explicitly stated in the guidelines.

2. Sports Writing:

- a. The PMT shall orient and provide instructions to the contestants before the contest proper.
- b. Official scratch papers will be provided in the contest room before the actual sports coverage begins. After submitting the final article to the room facilitator(s), it must also be turned over to the proctor before leaving the contest venue.
- 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.
- f. The contestants shall bring their own pen for the contest. They may also bring clipboard and erasers (in liquid and other forms). Other materials not mentioned WILL NOT BE ALLOWED.
- g. Contest papers will be provided at the contest room. Each contestant will be given only one (1) set of official contest papers with official DSPC logo. Learners ARE NOT ALLOWED to write using the back page of the contest paper.
- h. Official scratch papers will be provided at the contest room, which shall be submitted to the proctor before leaving.
- i. No other sheets of paper, folders, envelopes, and other materials will be allowed to be brought inside the contest rooms except for what is explicitly stated in the guidelines.

3. Copyreading and Headline Writing

- a. The contestants shall bring their own pencil for the contest. They may also bring a sharpener, clipboard, ruler and eraser. Pens, markers, scissors, liquid eraser, and other materials not mentioned WILL NOT BE ALLOWED.
- b. Official scratch papers will be provided at the contest room, which shall be submitted to the proctor before leaving. Each contestant will be given only one (1) set of official contest material with official DSPC logo. Learners ARE NOT ALLOWED to write using the back page of the contest paper.
- c. The contestants shall follow directions given in the contest piece.
- d. The contestants shall provide a headline for the article.
- e. No other sheets of paper, folders, envelopes, ruler, file holder and other materials will be allowed to be brought inside the contest rooms except for what is explicitly stated in the guidelines.

4. Editorial Cartooning

- a. The contestants shall bring their own **Mongol no. 2 pencil** for the contest. They may also bring a sharpener, ruler, clipboard and eraser. Pens, markers, scissors, liquid eraser and other materials not mentioned **WILL NOT BE ALLOWED**.
- b. Contest papers will be provided at the contest room. Each contestant will be given only one (1) set of official contest papers with official DSPC logo. Learners **ARE NOT ALLOWED** to draw using the back page of the contest paper.
- c. Official scratch papers will be provided at the contest room, which shall be submitted to the proctor before leaving.
- d. The cartoon must be anchored on the given topic or issue.
- e. The cartoon should be compliant with the professional and ethical standards of media.
- f. No other sheets of paper, folders, envelopes, and other materials will be allowed to be brought inside the contest rooms except for what is explicitly stated in the guidelines.

5. Photojournalism

a. Preparation:

- 1) Contestants should be at the contest venue thirty (30) minutes before the orientation.
- 2) Contestants shall use point-and-shoot digital single-lens reflex (DSLR) cameras equipped with an 18-55mm f/3.5-5.6 lens. Participants using cameras with higher specifications will not be allowed to join the contest. Mirrorless cameras are also strictly prohibited.
- 3) Contestants shall submit a clear/empty memory card and camera (internal memory) to be checked by technical experts on the scheduled date.
- 4) The contestant should bring his/her own camera cable and/or card reader for uploading and saving pictures.
- 5) Cellular phones, smart gadgets and devices, 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 ink ballpen while the PMT will provide official scratch papers where contestants can write down notes during the shooting.

b. Provision for Memory Card:

- 1) The contestants shall load the empty storage card which was initially checked by the technical experts in front of the examiner on the contest day.

c. 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 only four (4) possible photos with captions for the given theme and the control shot.

- 5) Contestants shall write the file name of each photo on the caption sheet.
- 6) Caption sheets will be provided by the PMT.
- 7) Contestants will be given 30 minutes to write the captions for the photos.

6. Mobile Journalism

- a. Each school shall have one (1) representative for English and another for Filipino in Secondary level who shall not be competing in any of the individual or group writing events.
- b. Contestants may wear smart casual attire, provided it does not display any identifying marks or logos of their school. The presence of glam teams is strictly prohibited.
- c. All contestants are required to attend a 20-minute orientation prior to the start of the competition. Official paper will be provided during the session, but contestants must bring their own pen.
- d. 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.
- e. The mobile application that will be used in the event is CapCut (free version, not premium/paid).
- f. Social media applications, electronic mail, and other communication channels MUST be uninstalled in mobile/cellular phones.
- g. A 30-minute mini press conference shall be held as basis for the content of the entries including (videos, photos, audio, etc.) Each participant will be given a chance to ask only 1 (one) question (*no follow-up questions*) to the resource person.
- h. Participants may access the internet via a Wi-Fi modem for research purposes; however, they MUST NOT use any downloaded material as content in any part of their output. The use of mobile data as access to the internet is not allowed.
- i. Contestants will be given three (3) hours for production including writing, shooting, voice recording, and editing of entries. Coverage/Data gathering through interview and mini press conference shall be excluded from the 3-hour time allotment.
- j. The script will not be part of the evaluation process but shall be submitted to the proctor after the time allotment.
- k. Contestants shall be able to produce a 2–3-minute news style video entry in vertical/horizontal video orientation in .mp4 or .mov file format.
- l. Participants shall be given 30 minutes to upload their entries to the official portal. Access link will be given in the contest day after the 3-hour time allotment.
- m. Each contestant is required to bring only the following:
 - 1 Mobile/Cellular Phone (Android/iOS) and charger compatible with the device that will be used in the competition (without SIM/eSIM Card)
 - 1 Auxiliary/Cord for data/file transfer compatible with the device that will be used in the competition
 - 1 power bank compatible with the device
 - 1 Monopod
 - 1 Tripod
 - 1 portable microphone
 - 1 portable light
 - maximum of 2 WiFi routers (or pocket) preferably with different networks

- n. Official mobile/cellular phones, previously cleared of stored documents/files and applications shall be submitted to the PMT during the checking of devices. Failure to submit on/before the deadline shall mean disqualification of the competing participant.
- o. Non-adherence to these guidelines will mean disqualification of the contestant.
- p. The entries will be evaluated using the scoresheet for the event:

CRITERIA FOR MOBILE JOURNALISM

Criteria	Percentage
A. Use of mobile journalism principles (<i>entirely using mobile device</i>)	40%
1. Shooting	10%
2. Recording	10%
3. Writing	10%
4. Editing	10%
B. Accuracy of Mobile Journalism piece	40%
1. <i>Fact-checking and Sources</i> (Assess the presence and credibility of sources cited within the piece. Verify if the information provided is backed by reliable sources or if the journalist has fact-checked the data before presenting it)	8%
2. <i>Cross-Verification</i> (Look for corroboration of information from multiple sources or perspectives. A reliable piece of mobile journalism often verifies its facts by cross-referencing with other reputable sources.)	8%
3. <i>Contextual Understanding</i> (Evaluate whether the journalist has provided sufficient context around the story. Accuracy isn't just about facts but also about presenting them within a broader context, providing a more comprehensive understanding of the subject matter.)	8%
4. <i>Transparency</i> (Assess the transparency of the reporting process. A good journalist often includes information about their methodology, potential biases, and any limitations in their reporting. This transparency helps the audience gauge the accuracy and reliability of the piece.)	8%
5. <i>Editorial Standards</i> (Consider whether the piece follows established editorial standards. This includes proper grammar, coherent structure, and adherence to ethical guidelines in journalism. A well-crafted piece with attention to detail often signifies accuracy.)	
C. Maintaining broadcast quality output	20%
1. <i>Technical Standards</i> (This includes aspects like resolution, audio quality, and stability of footage. Check for consistent visual clarity, proper framing, adequate lighting, and clear audio. The equipment used and the technical skills of the journalist play a significant role in maintaining these standards.)	5%
2. <i>Production Values</i> (Assess the overall production quality, including editing, transitions, and visual storytelling techniques. A polished output typically involves well-edited sequences, smooth transitions, and effective use of visual elements to enhance the storytelling.)	5%
3. <i>Adherence to Style Guidelines</i> (Consider whether the content aligns with the established style guidelines of the broadcasting platform. Consistency in graphics, fonts, color schemes, and overall visual presentation is crucial for maintaining professional broadcast quality.)	5%
4. <i>Engagement and Audience Experience</i> . (Evaluate how the content engages the audience. A high-quality broadcast output not only meets technical standards but also captivates the audience through compelling storytelling, relevant visuals, and a smooth viewing experience.)	
TOTAL	100%

GUIDELINES FOR RADIO SCRIPTWRITING & BROADCASTING CONTEST :**A. General Guidelines**

1. Each team shall compose 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 and group events.
2. To facilitate proper identification, the participants shall wear plain white shirts with their valid school IDs.
3. An orientation shall be conducted for all the contestants where a uniform radio station name will be provided. The directors will draw lots to determine the order of presentation before the competition starts.
4. Here are the official station names to be used in the contest:

Official Radio Broadcast Station Name:	
RB English	DZIC 824 kHz Imus Connect
RB Filipino	DZIM 621 kHz Tinig Imuseño

5. All teams will be given ten (10) minutes to visit the mock radio station on the day of the checking of devices. Participants are advised to make the visit before proceeding with the checking of their devices.
6. The special awards for this event are the following:

Individual Awards	Group Awards
1. Best Anchor	1. Best Informercial
2. Best News Presented	2. Best Script
3. Best Technical Director	

7. Contestants are not allowed to have mobile phones and other smart gadgets, reference materials, or any extra sheets of paper in the broadcast area except for the script.
8. If a school is unable to form a complete team, its participants will be regrouped and combined with others to ensure a full team of seven (7) members for production and presentation. The newly formed team will decide who will serve as their official coach. If, despite this arrangement, multiple schools still cannot form a team, their participants will be required to deliver individual presentations for the purpose of selection.
9. The decision of the Board of Judges is final and irrevocable.
10. 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 (*tablet PC is allowed as replacement for laptop*) that are cleared of stored documents, one (1) flash drive not more than 32GB memory size, and an inkjet printer in preparing and printing of the script. Virtual DJ will be the official software/program that will be used by all participants. All laptops should be submitted to the contest committee for inspection on the specified date, time and venue. Each team is required to bring their own extension wires.
2. The team will be given two (2) hours to prepare a script for a five-minute radio broadcast. It includes one (1) infomercial and four (4) news reports.

The infomercial may depict health, environment, politics, and social issues which will be determined by the judges on the contest day. It shall have a maximum length of one (1) minute and shall use the language that the group is competing in.

The news articles shall be based on press releases, raw data, or any other source that will be distributed 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 remain with the examiner/s. The team may print extra copies for their own 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, 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 (1inch on all sides)
 - printed in A4-sized bond paper (8.27x11.69 inches)
6. Once the scriptwriting has ended, the members of the group shall proceed to their respective rooms based on their roles and wait for their time to perform. Team members are not allowed to meet in the duration except for the time that they will proceed to the broadcast room.

C. Broadcast Simulation

1. A broadcast room for the presentation will be identified in the contest venue. Only the contestants, and the examiner/s shall be allowed inside. There will be a separate room for the judges.
2. The organizers/host school/cluster shall provide a sound system 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 director are not 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. The use of any sound bites/pre-recorded voice is prohibited.
6. Loudspeakers will be set up outside the broadcast room for the audience.
7. Each team will be given a total of nine (9) minutes: three (3) minutes for preparation, five (5) minutes for the actual broadcast, and one (1) minute for exit. The allotted running time will be strictly observed.
8. The host school shall provide a clock or timer that is clearly visible to both contestants and judges. An official timekeeper will also be assigned to monitor the duration of each performance.
9. A yellow flaglet shall be raised to signal to 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.

10. Time starts as the OBB plays and stops in dead air.
11. The team who complied with the 5-minute production shall be given a perfect score (5 points). In case of overtime or undertime, the following scheme of deductions shall be followed:

Overtime/Undertime	Deduction
1-5 seconds	No Deduction
6-8 seconds	1 point
9-25 seconds	2 points
26-45 seconds	3 points
46-65 seconds	4 points
66 seconds and above	5 points

GUIDELINES FOR THE COLLABORATIVE DESKTOP PUBLISHING CONTEST :

1. Each team shall compose 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 and other group events.
2. Contestants shall wear a plain white shirt with school 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). Each team will be given a chance to ask only 1 (one) question (*no follow-up questions*) to the resource person. The photojournalists shall take pictures of the mini press conference and sports event.
6. The PMT shall prepare four (4) separate bowls/boxes containing the group numbers—one for the Filipino category and another for the English category both elementary and secondary. During the press conference, the resource speaker shall draw and respond to questions from three (3) selected teams per language and level category, for a total of twelve (12) teams. The selected teams shall be allowed to ask a maximum of three questions (1 main, 1 follow-up, and 1 clarificatory).
7. 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.
8. The team will be given four (4) hours for writing, layout, and editing.
9. Each team is allowed to bring only the following:
 - two (2) DSLR cameras (*following the specifications in the Photojournalism event*)
 - one (1) inkjet printer with scanner
 - one (1) card reader
 - one (1) blank flash drive
 - two (2) extension wires
 - maximum of four (4) laptops installed with either Pagemaker or In Design and Adobe Photoshop (for the secondary level) and Microsoft Publisher and Adobe Photoshop (for the elementary level) for the layout of the group's final output. **Tablet PC is allowed as replacement for laptop.*
 - A4 size bond paper

- Art materials: pencils, sharpeners, markers, clipboards, rulers, erasers, crayons, color pencil, oil pastels and/or color pens (*other materials not stated will not be allowed*)
 - one (1) set pen tablet (without built-in memory)
10. Laptops to be submitted to the PMT shall be labeled with the following format:
- Event – Medium-Level-
Name, School
- e.g.,
Collaborative Desktop Publishing – English – Secondary –
Mildred Santos, Imus National High School
- *Labels shall be in a whole bond paper size pasted on/attached to the laptop bag.*
11. Official laptops, previously cleared of stored documents, shall be submitted to the PMT on the specified date, time and venue 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.
12. The host school/cluster will provide four (4) scanners for the editorial cartoon (two for elementary and two for secondary (English/Filipino) as backup for the contestants.
13. Mobile phones and other electronic smart gadgets shall not be allowed except for digital cameras/DSLRs and laptops with disabled internet connection.
14. Each team will be required to print A4 size bond paper, and submit it to the examiner/s. Each competing team will be provided with four (4) sheets of official paper for printing the final output.
15. In the event of technical difficulties during printing that result in the paper being damaged or rendered unusable, an additional one (1) extra sheet of official paper will be issued per team. A representative of the team shall surrender the damaged/unusable paper to the proctor to claim the extra sheet.
16. Each team should ensure that no identifying marks about their school can be found on their output as it would be a ground for disqualification.
17. The output of the contest is an A4-size four-page full-colored publication.
18. The decision of the Board of Judges is final and irrevocable.

GUIDELINES FOR THE ONLINE PUBLISHING CONTEST :

1. Each team shall organize 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 and other group events.
2. Contestants must wear a plain white T-shirt with their school 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. All members shall attend a mini press conference and a sports event that shall be held as the basis for the content of the publication (i.e., news, features, editorial, editorial cartoon, sports). The PMT shall prepare two (2) separate bowls containing the names of the

contestants—one for the Filipino category and another for the English category. During the press conference, the resource speaker shall draw and respond to questions from three (3) selected contestants per language category, for a total of six (6) participants. The selected learner shall be allowed to ask a maximum of three questions (1 main, 1 follow-up, and 1 clarificatory).

6. The photojournalists shall take pictures/videos of the mini press conference and sports event.
7. 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.
8. The team will be given four (4) 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.
9. WordPress will be the official platform that will be used for this event. Specific instructions on the number of articles to be produced will be given during the orientation.
10. Each team will be required to bring only the following:
 - one scanner -flatbed scanner/3-1 printer (mobile/phone scanner is NOT allowed)
 - maximum of two (2) digital single-lens reflex (DSLR) cameras following the specifications in the photojournalism event (*Standard process in the Photojournalism Event shall be observed in checking the cameras and SD cards*).
 - maximum of 4 (four) laptops installed with Adobe Photoshop for image enhancement **Tablet PC is allowed as replacement for laptop*.
 - maximum of 3 (three) pocket WiFi devices (preferably with different networks) or 1 wireless router
 - one (1) blank flash drive
 - extension cord
 - one (1) set pen tablet (without built-in memory)
 - Art materials: pencils, sharpeners, markers, rulers, clipboards, erasers, crayons, color pencil, oil pastels and/or color pens (*other materials not stated will not be allowed*)
11. Laptops to be submitted to the PMT shall be labeled with the following format:

Event– Medium-Level
 Name, School

 e.g.,
 Online Publishing – English – Secondary –
 Arnel Villanueva, Gen. Emilio Aguinaldo National High School

**Labels shall be in a whole bond paper pasted on/attached to the laptop bag.*

12. Official laptops, previously cleared of stored documents, shall be submitted to the PMT on the specified date, time and venue 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.
13. Each group shall upload the URL of their output/entry to the official submission portal for the event that will be given by the proctor.
14. The decision of the Board of Judges is final and irrevocable.

TV SCRIPTWRITING AND BROADCASTING

A. General Guidelines

1. Each team shall organize 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 and other group events.
 - a. scriptwriter/s
 - b. anchor/s
 - c. reporter/s
 - d. producer/director who could also act as floor director
 - e. video/graphics editor
 - f. video journalist/camera man

Any of the team members can assume two or more positions/tasks, as long as this would not be conflicting or awkward in relation to the outcome of the broadcast (example: an anchor cannot be a reporter at the same time. But an anchor can also be a news or infomercial writer).

2. A 30-minute technical orientation for the director and video/ graphics editor will be held during the checking of devices. Then, each team will be given ten (10) minutes to visit the mock broadcast room.
3. If a school is unable to form a complete team, its participants will be regrouped and combined with others to ensure a full team of seven (7) members for production and presentation. The newly formed team will decide who will serve as their official coach. If, despite this arrangement, multiple schools still cannot form a team, their participants will be required to deliver individual presentations for the purpose of selection.
4. The following special awards will be given:

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

5. The decision of the Board of Judges is final and irrevocable.
6. 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, Adobe Photoshop and a video editing program (with uploading capacity) **Tablet PC is allowed as replacement for laptop.*
 - Three (3) empty USB Flash Drives (16GB minimum)
 - maximum of two (2) video cameras/DSLR cameras
(following the specifications in the photojournalism event)
 - one (1) mobile phone (without sim) compatible with the laptop
 - maximum of three (3) wired lapel microphones
 - A4 bond paper
 - One (1) printer with ink
 - extension cord(s)

2. Laptops and flash drives to be submitted to the P M T shall be labeled with the following format:

Event- Medium-Level –
Name, School

e.g.,

TV Script Writing and Broadcasting – English – Secondary –
Vilma Aunor, Imus National High School

**Labels shall be in a whole bond paper pasted on/attached to the laptop bag.*

3. Checking and sealing of laptops shall be done on the specified date, time and venue. Laptops shall be clear of stored documents including virtual studios except for the pre-recorded OBB and CBB, character generated graphics, lower thirds, other graphics, sound effects, and music, and offline editing software. Failure to submit the laptops on/before the set deadline shall mean disqualification of the competing team.
4. Only the equipment and tools in the mock broadcast room are allowed to be used by the participants during the actual presentation.
5. 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.
6. 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 program name)
 - b. *News:* The PMT will provide five 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 PMT will provide two 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 Opening Billboard and the Closing Billboard will contain the following TV Program name:

Official TV Broadcast Station Name:	
TVB English	Campus Vision
TVB Filipino	CampusKonek

- g. 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 fifteen (15) minutes will be allotted for the preparation of the script, shooting and editing of the videos, production of the infomercial, and rehearsals.
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. For personal necessities, the proctor shall accompany them to the nearest restrooms.

5. Each team shall prepare four copies of the script: 3 copies for the judges and 1 (one) copy for each member of the team.
6. The cover page of the script shall contain the specified program 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.
8. All groups shall stop working after the allotted time of 5 hours and 15 minutes. A buzzer shall signal the end of the scriptwriting and production time.
9. There shall be specific designated holding rooms for each member of the team according to one's role, where they shall proceed and stay after the production time accordingly.
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 one laptop of the team 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/audios 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, 10 minutes shall be allotted for entrance and preparation.
4. Each team will be given nineteen (19) minutes: ten (10) minutes for entrance and preparation, six (6) minutes for the TV broadcast, and three (3) minutes for exit. Provided running time shall be applied.
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 minute is left of the broadcast time. A red flaglet shall be raised to signal that the six (6) minutes allotted for the group has been consumed.
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%).

Overtime/Undertime	Deduction
1-20 seconds	1 point
21-40 seconds	2 points
41-60 seconds	3 points
61-80 seconds	4 points
81 seconds above	5 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. The decision of the Board of Judges is final and irrevocable.

GENERAL GUIDELINES FOR SCHOOL PAPER EVENTS :

(in Portable Digital Format)

- A. The School Paper Events is open to Elementary and Secondary schools.
- B. 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 concerned School Head. The School Head shall issue a written reprimand to the school paper adviser/s. The concerned school paper adviser shall undergo a refresher course on Plagiarism organized by the Division. Accordingly, the School Head shall implement plans and programs on intensifying academic honesty and integrity.
- Third Offense:** Disqualification from the School Paper Events for three (3) consecutive years.
- C. The school is not allowed to submit their school paper entry/ies directly to the Regional Office.
- D. For the school papers that will qualify to the regional level, the following shall be submitted through the official submission portals:
1. Certificate of Circulation from the school head noted by the Schools Division Superintendent. Indicated on the certificate is the corresponding link of 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 Division Office prior to submitting to the Regional Office.
 3. Report of the process observed in ensuring plagiarized-free articles
Note: The Division Technical Working Group (RTWG) reserves the right to disqualify entries with incomplete documentary requirements.
- E. The different sections in the school paper contest both English and Filipino are as follows:
1. News Section / Pahinang Balita
 2. Editorial Section / Pahinang Editorial
 3. Features Section / Pahinang Lathalaing
 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
- F. The Technical Specifications for both Elementary and Secondary levels are as follows:
1. No. of pages: 20 pages
 News Section – at least 3
 Sports Section – at least 3
 Feature Section – at least 3
 Editorial Section – at least 3
 Science & Technology Section – at least 3
 2. Process: Digital
 3. Color: All pages in full color
 4. Size: 9”x12” (Elementary)
 12”x18” (Secondary)

- G. Failure to comply with the set guidelines in evaluating school papers will be a ground for disqualification.
- H. All schools who submitted entries will be recognized in the Awarding Ceremony. Awards will be announced per section. The Overall Top Five (5) highest pointers both in English and Filipino in the elementary and secondary levels shall be declared as the best school papers in the division. The latter shall be the entries at the regional level. The points of their ranking shall not be added to determine the best performing schools who shall be recognized in the awarding ceremony.
- I. The decision of the Board of Judges in all aspects of the contest shall be deemed final and irrevocable.

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 fair and balanced presentation of both sides of the 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. Feature 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 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.

To determine the overall best performing schools in the secondary and elementary level in individual and group events, the following equivalent points of the ranks/placements will be added accordingly. Please see sample computation.

Equivalent Points of Rank/Placement

Rank/Placement	Point(s)
1 st	15
2 nd	14
3 rd	13
4 th	12
5 th	11
6 th	10
7 th	9
8 th	8
9 th	7
10 th	6
11 th	5
12 th	4
13 th	3
14 th	2
15 th	1

Sample Computation (*Summation of points earned in all events, categories and levels*)

Division	News Writing	Editorial Writing	Features Writing	Column Writing	S&T Writing	Sports Writing	Photojournalism	CHW	Editorial Cartooning	Radio Broadcasting	Collaborative Desktop Publishing	TV Broadcasting	Online Publishing	TOTAL	Rank
A	60	22	60	21	32	32	32	21	42	1	10	22	21	376	2.5
B	32	60	32	6	21	21	21	26	12	21	34	21	6	376	2.5
C	21	32	21	33	6	26	6	43	10	6	30	21	33	752	1
D	6	21	45	13	45	43	21	20	34	33	20	6	2	309	6
E	33	6	23	26	55	20	6	1	30	45	12	33	23	313	5
F	18	33	44	38	33	44	33	2	22	23	5	5	22	322	4

Search for the SDO Imus City Most Outstanding Campus Journalists and School Paper Advisers

SDO Imus City's Most Outstanding Campus Journalist (MOCJ) and Most Outstanding School Paper Advisers (MOSPA) stand as the most prestigious award and successful achievement given to the campus journalists and school paper advisers (elementary and secondary levels) in the Division who serve as embodiment of the culture of excellence and commitment to quality campus journalism. SDO Imus City will adopt and utilize the following guidelines and scoring system set by the National Secondary School Publication Advisers Association, Inc. (NSSPAA, Inc.) and Philippine Association of Elementary Campus Paper Advisers (PAECPA).