



Republic of the Philippines  
Department of Education  
Region III  
**SCHOOLS DIVISION OF PAMPANGA**

December 2, 2024

DIVISION MEMORANDUM  
No. 901, s. 2024

**DIVISIONAL SCHOOLS PRESS CONFERENCE (ELEMENTARY AND  
SECONDARY)**

To: Assistant Schools Division Superintendents  
Chief Education Program Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Public & Private Elementary and Secondary School Heads  
School Papers Advisers & Teacher-coaches of Public & Private Elementary  
and Secondary Schools  
All Others Concerned

1. Pursuant to Republic Act No. 7079 otherwise known as the "Campus Journalism Act of 1991, released through DepEd order No. 94, s. 1992, which stipulates the holding of the national elementary and secondary, or tertiary Schools Press Conference, this Office, through the Curriculum Implementation Division (CID) announces the conduct of the Divisional Elementary and Secondary Schools Press Conference (DESPC/DSSPC), on January 23-24, 2025 (Elementary) and January 30-31, 2025 (venue to be announced later).
2. Primarily, the press conference 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 and environmental awareness; ;
  - c. promote fair and ethical use of social media as tenets of responsible journalism;
  - d. foster camaraderie and enrich learning experiences through healthy and friendly competitions;
  - e. provide learners opportunities to use the skills learned in campus journalism for their future careers; and
  - f. select the division's delegates to the Regional Schools Press Conference (RSPC).
3. This year's theme is "*Empowering Voices: Nurturing Responsible Campus Journalism in Support of the Matatag Curriculum.*"
4. For the impartial and unbiased selection of contestants to participate in the National Schools Press Conference (NSPC), RSPC, and DSPC, the District, Sectoral, and Cluster Press Conferences must be conducted.
  - a. In face-to-face conduct of the press conference, a waiver or permit signed



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- by the parents must be secured. All participants must observe social distancing and abide by the division's health protocols;
- b. A comprehensive DSPC/CSPC report including the process, protocols observed, and list of winners and judges must be submitted one (1) week after the conduct through this e-mail address: [june.cunanan001@deped.gov.ph](mailto:june.cunanan001@deped.gov.ph);
5. The conference activities shall include the following:
- a. Individual Contests (English & Filipino)
- 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 Script Writing and Broadcasting Contest (English & Filipino)
  - ii. Collaborative Desktop Publishing (CDP) Contest (English & Filipino)
  - iii. Online Publishing (English & Filipino, Secondary only)
  - iv. TV Scriptwriting and Broadcasting (English & Filipino, Secondary only)
- c. School Paper Contests
- i. News Section
  - ii. Feature Section
  - iii. Editorial Section
  - iv. Science and Technology Section
  - v. Sports Section
  - vi. Layout and Page Design
6. Eligible DESPC and DSSPC participants include the following:

**Table 1: DESPC/DSSPC Participants**

Individual Categories	Please refer to the Slots Distribution Matrix for district and cluster entries
Group Categories	Top three (3) Sectoral winners per medium (Elementary) Top three (3) Cluster level winners per medium)
School Paper Category	Top five (five) District level winners (Elementary) per medium Top five (5) Cluster level winners (secondary) per medium





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**Table 1a: Slots Distribution for Individual Contests**

- a. Only the winners belonging to the Slot Distribution Matrix below shall qualify to the Division Level. The next in rank shall serve as alternate when any of the qualifiers cannot join the DESPC/DSSPC.

**1) Elementary Level**

<i>No. of Participating Schools</i>	<i>Slots/ Qualified Entries</i>
1-9	1
10-14	2
15 -19	3
20- above	4

**2) Secondary Level**

<i>Cluster</i>	<i>Slots/ Qualified Entries</i>
1	5
2	7
3	8
4	7
5	7
6	9
7	5
8	6
9	7
10	6

7. Recognizing and Respecting Intellectual and Property Rights, the Department adheres to the rule concerning plagiarism. This Office reiterates its stand to disqualify school papers found to have copied and published texts, graphics, and other materials without duly acknowledging their sources. Any form of plagiarism in all competitions as proven by the board of judges shall be ground for disqualification. The disqualification covers all sections of the school paper.
8. The decision of the Board of Judges is **FINAL** and **IRREVOCABLE**.
9. A contestant can join in only one (1) contest category in one (1) medium, either English or Filipino. The teacher-coach may register all his/her contestants on the first day of the contest.
10. The top ten (10) contestants per category in the individual contests and the Top five (5) in the group contests for both elementary and secondary level will be declared winners and shall be awarded certificates of merit and recognition.



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Additionally, only the Top 10 winners in the School Paper contests shall be recognized.

11. However, only the Top 3 winners per contest category in the individual contests will join the Regional Schools Press Conference (RSPC). The 4<sup>th</sup> and 5<sup>th</sup> placers shall serve as alternates when any of the top 3 winners cannot join the RSPC. Meanwhile, the Top 1 winner in the group contests shall advance to the regional level. For the school paper contests, only the Top five (5) winners will proceed to the regional level competition.
12. The contestants for the group contests (Radio and TV Script Writing Collaborative Desktop Publishing, and Online Publishing should not be contestants in any of the individual writing contests. In these contests, each sector should submit four (4) entries, two (2) for English and two (2) for Filipino. To be able to create a competitive team, a sector may opt to recruit pupils from other schools within the districts/sector or get from the pool of best participants. The same scheme shall likewise be observed in choosing the division's representatives for the RSPC.
13. Each district/cluster is expected to submit the required documents using the format provided in the following enclosures:

**Table 2: Important documents for submission:**

Enclosure No.	Document Name	Submitted to	Deadline and Important Reminders
1	District/Cluster winners/entries for the School Paper Contests in PDF duly endorsed by the District Supervisors/ District/Cluster Journalism Coordinator	Division Office thru the EPS In-Charge: <a href="mailto:june.cunanan001@deped.gov.ph">june.cunanan001@deped.gov.ph</a> or through Office 365 sharepoint	To be submitted on or before February 4, 2025, 12 midnight
1 & 2	Complete Official List of Member-Delegates in soft copy to the SDO	Division Office thru the EPS In-Charge: <a href="mailto:june.cunanan001@deped.gov.ph">june.cunanan001@deped.gov.ph</a> or through Office 365 sharepoint	To be submitted on or before January 17, 2025, 5:00 PM

14. Learners at the elementary and secondary levels (both junior and senior high schools) are eligible to join the contests.



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15. The following rules shall be observed in the submission of DESPC and DSSPC results:

- a. The list of District/Sectoral winners duly signed by the Chairman and the Principal of the host school should be submitted to the Division Office immediately after the cluster press conference.
- b. The submission of the digital format of the school paper publication for the Group Contests shall be on or before **February 4, 2025, 5:00 P.M.** at the Division Office or through the Office 365 SharePoint which will be shared by the EPS-I In-charge of Campus Journalism.
- c. If there shall be any last-minute changes in the list of contestants, the district or cluster journalism coordinator shall submit justification/certification duly signed by the by the Cluster Chair (Principal) or the Public Schools District Supervisor in-charge upon arrival at the contest venue to the respective chair of the DTWG.
- d. The entries for the Group (School Paper) Contests in portable document format (PDF) must be received by the SDO to be submitted on the Office 365 SharePoint links which shall be sent by the EPS in-charge on or before the set deadline. The judging will be on **February 5-7, 2025**. No extension of the due date/time will be allowed. *Note: Use DepEd email in accomplishing links.*

16. All the DAESPA and DASSPA Officers, both in the Elementary and Secondary Levels, are requested to serve as a technical working committee during the conduct of the Divisional Schools Press Conference.

17. A separate memorandum shall be released containing detailed matrix and the complete list of the DTWG and the various committees who shall assist in the conduct of the activity.

18. Listed below are the schedules of the district, sectoral, and cluster press conferences.

**Table 4: Tentative Schedules of DESPC/CSSPC**

District	Schedule of District Press Con	Venue	Schedule of Sectoral Level (for Radio Broad & Desktop Publishing)
Arayat East	Camba ES	January 10, 2025	Porac ES January 17, 2025
Arayat West	Arayat Central School	January 9, 2025	



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Bacolor North	Cabalantian ES- Sta. Lucia Magalang	January 10, 2025	
Bacolor South	Bacolor Integrated School	January 10, 2025	
Magalang North	San Miguei ES	January 10, 2025	
Magalang South	Magalang ES	January 8, 2025	
Porac East	Porac ES	December 6, 2024	
Porac West	Pulung Santol ES	December 13, 2024	
Candaba East	Talang ES	January 8-9, 2025	
Candaba North	TBA	TBA	
Candaba West	Candaba ES	January 10, 2025	
Mexico North	Sto. Rosario ES	December 12-13, 2024	
Mexico South	Mexico ES	December 9-10, 2024	
Mexico West	Anao ES	January 10, 2024	
San Luis	San Luis ES	January 9-10, 2024	Vcnuc-TBA January 15, 2025
Sta. Ana	Sta. Ana ES	January 7-8, 2024	
Apalit	Jose Escaler Mem School	December 17-18, 2024	
Macabebe East	Macabebe ES	December 16, 2024	
Macabebe West	Sta. Maria ES	December 9, 2024	
Masantol North	Sta. Lucia ES	December 10, 2024	
Masantol South	Bebe Anac ES	January 9, 2024	
Minalin	Minalin ES	January 9-10, 2024	TBA
San Simon	San Simon ES	January 8, 2025	
Sto. Tomas	San Matias ES	January 10, 2025	
Floridablanca East	Floridablanca ES	January 9, 2025	
Floridablanca West	San Jose ES	January 10, 2025	
Guagua East	Guagua ES	December 12, 2024	
Guagua West	San Antonio IS	January 8, 2024	
Lubao East	Lubao ES	December 16, 2025	
Lubao North	Sta. Monica ES	December 13, 2024	
Lubao West	Sta. Cruz ES	December 13, 2024	
Sasmuan	Sasmuan ES	January 17, 2024	
Sta. Rita	DILADILA ES	December 13, 2024	





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Cluster	Schedule of District Press Con	Venue
1	TBA	January 14, 2025
2	Sto. Tomas HS	January 7-8, 2025
3	Sta. Cruz NHS	December 13, 2024
4	Nicanor David Vergara HS	January 16-17, 2025
5	San Juan NHS, San Luis	January 10, 2025
6	Apalit NHS	January 17, 2024
7	TBA	January 23, 2025
8	Guagua National Colleges Inc.	January 8-10, 2024
9	EXACT Colleges of Asia	January 10, 2024
10	TBA	TBA

19. A registration fee of P 200.00 (Individual Contests) and P 600.00/team (Group Contests) shall be collected from each participant/team, and P100.00 for teacher-coaches/SPAs to defray the miscellaneous expenses such as training materials, sound system, etc. Teacher-coaches shall pay only once regardless of the number of entries. All expenses incidental to the press conference are chargeable against school paper funds or local school funds subject to the usual accounting and auditing rules. All public and private secondary schools that would qualify for the Division Level are encouraged to participate in this activity.

- a. The district/sectoral, and cluster chairmen are requested to collect the registration fee of both the CJs and SPAs during the DSPC/CSPC to be remitted to the DAESPA/DASSPA treasurers on or before the day of the activity to facilitate better collection procedures and avoid inconveniences and delay of contests.

20. All guidelines set in DO No. 025, s. 2024 shall still apply in the conduct of the district, cluster, and sectoral press conferences except for minor revisions in the group contests like Radio Broadcasting, TV Broadcasting and Collaborative Desktop Publishing. Violation and deviation from such would mean disqualification from joining the annual journalism activity.

21. All Teachers and other DepEd personnel who shall render services on a Saturday shall be entitled to service credit/s as stipulated in DO 53, s. 2003 – *Updated Guidelines on Grant of Vacation Service Credits to Teachers.*



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22. All participants are advised to observe standard health protocols in the conduct of the district, cluster, and division level press conferences.

23. Below is the list of Enclosures on the guidelines for individual, group, and school paper contests and format for list of participants to be submitted.

**Table 2: Summary of Contest Guidelines**

Enclosure No.	Content
<b>Guidelines for Individual Contests</b>	
1	Format for the list of Division Qualifiers per District/Cluster which shall be accomplished by the District/Cluster Coordinators duly signed by the PSDS in-charge and Cluster-Principal Chair.
3	Overall Guidelines for the Selection of Winners in the Different Individual writing Contests
3a	Scoresheet for News Writing
3b	Scoresheet for Feature Writing
3c	Scoresheet for Editorial Writing
3d	Scoresheet for Sports Writing
3e	Scoresheet for Copyreading & Headline Writing
3f	Scoresheet for Science & Technology Writing
3g	Scoresheet for Photojournalism
3h	Scoresheet for Editorial Cartooning
3i	Scoresheet for Column Writing
<b>Guidelines for Group Contests</b>	
4	Radio Scriptwriting and Broadcasting
4a	Scoresheet for Radio Scriptwriting and Broadcasting
5	Collaborative Desktop Publishing
5a	Scoresheet for Collaborative Desktop Publishing
6	Online Publishing
6a	Scoresheet for Online Publishing
7	TV Scriptwriting and Broadcasting
7a	Scoresheet for TV Scriptwriting and Broadcasting
<b>Guidelines for School Paper Contests</b>	
8	General Guidelines for School Paper Contests (in pdf)
	Guidelines for the Selection of the Best Sections and Layout and Page Design Categories for the School Paper Contests
8a	Scoresheet for the News Section
8b	Scoresheet for the Feature Section
8c	Scoresheet for the Editorial Section
8d	Scoresheet for Science and Technology Section
8e	Scoresheet for the Sports Section
8f	Scoresheet for Layout and Page Design Category
9	How to Compute for the Over-all Scores



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24. This Division Memorandum shall serve as the Travel Authority of all the participants.

25. Wide dissemination of this Memorandum to all concerned is earnestly desired.

**ROMEO M. ALIP PhD, CESO V**  
*Schools Division Superintendent*

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Enclosure No. 1 to Division Memo No. \_\_\_\_\_, s. 2024

**FORMAT FOR THE LIST OF STUDENT CONTESTANTS AND DIVISION SCHOOL PAPER ENTRIES**

**A. List of Contestants for the Individual Contests**

Category: \_\_\_\_\_ District/Cluster: \_\_\_\_\_  
Level (Elementary or Secondary): \_\_\_\_\_ Medium: \_\_\_\_\_

No.	Complete Name of Student	Gender	School Paper Adviser	School	District/Cluster	School Paper
1						
2						
3						
Etc.						

**B. List of Radio Broadcasting and Script Writing Contestants**

Level (Elementary or Secondary): \_\_\_\_\_ Medium: \_\_\_\_\_

No.	Complete Name of Student	Gender	Role/Assigned Task (indicate additional roles where possible)	School	Team Coach/es	District/Cluster
1						
2						
3						
4						
5						
Etc.						

**C. List of Collaborative Desktop Publishing Contestants**

Level (Elementary or Secondary): \_\_\_\_\_ Medium: \_\_\_\_\_

No.	Complete Name of Student	Gender	Role/Assigned Task (indicate the contestants who have dual roles)	School	Team Coach/es	District/Cluster
1						
2						
3						
4						
5						
Etc.						





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

No.	Complete Name of Student	Gender	Role/ Assigned Task (indicate the contestants who have dual roles)	School	Team Coach	Division
1						
2						
3						
4						
5						
Etc.						

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

No.	Complete Name of Student	Gender	Role/ Assigned Task (indicate the contestants who have dual roles)	School	Team Coach	Division
1						
2						
3						
4						
5						
Etc.						

Prepared by:

\_\_\_\_\_  
District/ Cluster Coordinator  
*Signature over Printed Name*

Noted by:

\_\_\_\_\_  
PSDS/Cluster Principal In-Charge  
*Signature over Printed Name*



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Enclosure No. 3 to Division Memo No. \_\_\_\_\_, s. 2024

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

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

Only the specified number of winners based on slot matrix distribution are allowed to compete in their respective contest categories.

The following guidelines shall be strictly implemented:

**A. General:**

1. If participants have questions or need assistance, they should raise their concerns to the assigned proctor and/or examiner. If the concern remains unresolved, it shall be escalated to the DESPC/DSSPC Focal Persons.
2. School paper advisers, teachers, principals, parents, or guardians who will be found in the contests' venues will be grounds for disqualification of their contestants.
3. The top ten (10) winners per medium will be recognized and their points will be included in the overall score calculation (combining Individual and Group contests).
4. Any violation of the stipulated guidelines will be grounds for disqualification of the participant.
5. The decision of the evaluators/Board of Judges in all aspects of the contest is final.

**B. Specific:**

**1. News Writing, Feature Writing, Editorial Writing, Science & technology Writing, and Column Writing.**

- a. Fact sheets or other sources of information will be provided to the contestants as a basis for writing the article.

**2. Sports writing:**

- a. The **possible sports events (3-5) will be announced** through the official group chat/meeting of the SPAs a day before the event.
- b. The DTWG shall orient and provide instructions to the contestants before the contest proper.





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- c. A pre-game conference shall be conducted for the introduction of the players, coaches, and tournament officials.
- d. The contestants will cover an actual game.
- e. A post-game conference will be held to interview officials and athletes.
- f. The contestants shall proceed to the designated contest room for the writing of the sports article.

**3. Copyreading and Headline Writing**

- a. The contestants must bring their pencils for the contest.
- b. The contestants must follow the directions given in the contest piece.
- c. The contestants must provide a headline for the article.

**4. Editorial Cartooning**

- a. Contestants are required to bring their own pencil no. 2 while the DTWG will provide the oslo papers for the contest.
- b. The cartoon must be centered on the given topic or issue.
- c. The cartoon should be compliant with the professional and ethical standards of the media.

**5. Photojournalism**

**a. Preparation**

- 1) Contestants must be at the contest venue thirty (30) minutes before the orientation on the guidelines and rubrics.
- 2) The contestants are allowed to use any digital camera (point and shoot) with a maximum of 24.3 m3gapixels with fixed lenses. They are also allowed to use **DSLR cameras but with limited specs, 18-55m/ f/3.3-3.6 (standard lens)**. Meanwhile, Cellular phones, extra digital cameras, mirrorless, or any other, are not allowed. Contestants who will use high-ends cameras which are not specified in this memorandum will not be permitted to join the contest.
- 3) Contestants must submit empty memory cards and cameras (internal memory) to be checked by the examiner/proctor before the opening program.
- 4) The contestants must bring their own camera cable and card reader for uploading and saving pictures.



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- 5) Cellular phones, extra digital cameras, extra storage cards, or any additional materials/ equipment are not allowed in the contest areas.
- 6) Contestants must bring the black ink ballpens while the DTWG will provide scratch papers where contestants can write down notes during the shooting.

**b. Photo Shoot, Uploading, and Captioning**

- 1) The loading and unloading of the storage card will be done in front of the examiner.
- 2) Control shot is considered the first shot.
- 3) Contestants are given one hour to take pictures.
- 4) Contestants are allowed to take unlimited shots but will submit the control shot and the five photos with caption related to the given theme. Entries that have been edited and/ or manipulated which include but not limited to retouching, cropping, stitching, changing the colors and hues, adjusting brightness, contrast and saturation will not be accepted. The submitted photos of each contestant will be saved in one folder (file naming convention of the folder: CODE NUMBER\_2024DESPC/DSSPC).
- 5) Contestants must write the file name of each photo on the caption sheet.
- 6) Caption sheets will be provided by the NTWG.
- 7) Contestants will be given 30 minutes to provide a caption for each of the five photos.
- 8) The advisers, trainers, and parents are NOT allowed in the contest venue throughout the duration of the competition.





**SCORE SHEET FOR NEWS WRITING**

<b>Form and Style (40%)</b>	<b>Score</b>
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 clear and unbiased headline	
Uses short and simple words	
Conforms with the principles of unity and coherence	
Observes the rules of grammar and syntax	
Uses transitions properly	
Observes gender fair language.	
<b>Content (50%)</b>	
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	
<b>Ethics (10%)</b>	
Showcases original works of students.	
Properly cites information and attributes these facts from the source of information (cut across all events)	
Observes standards of journalism in terms of fairness, relevance, accuracy, and balance	
Has no potentially libelous or obscene content, plagiarism and copyright violations	
<b>TOTAL (100%)</b>	
<b>Comments/Suggestions:</b>	

\_\_\_\_\_  
 Evaluator/Judge  
 (Signature over Printed Name)





**SCORE SHEET FOR EDITORIAL WRITING**

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

\_\_\_\_\_  
 Evaluator/Judge  
 (Signature over Printed Name)

**SCORE SHEET FOR SPORTS WRITING**

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

\_\_\_\_\_  
 Evaluator/Judge  
 (Signature over Printed Name)





**SCORE SHEET FOR SCIENCE AND TECHNOLOGY WRITING**

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

\_\_\_\_\_  
 Evaluator/Judge  
 (Signature over Printed Name)



**SCORE SHEET FOR PHOTOJOURNALISM**

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

\_\_\_\_\_  
 Evaluator/Judge  
 (Signature over Printed Name)

**SCORE SHEET FOR EDITORIAL CARTOONING**

<b>Form and Style (30%)</b>	<b>Score</b>
Makes use of a minimum number of labels	
Shows logical use of various sizes, dimensions, and proportions of images	
Displays attractive use of shading and other techniques	
Utilizes witty, original, and creative representation of ideas/concepts on the issue given	
<b>Content (60%)</b>	
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	
<b>Ethics (10%)</b>	
Showcases original works of students.	
Properly cites information and attributes these facts from the source of information (cut across all events)	
Observes standards of journalism in terms of fairness, relevance, accuracy, and balance	
Has no potentially libelous or obscene content, plagiarism and copyright violations	
<b>Total (100%)</b>	
<b>Comments/Suggestions:</b>	

\_\_\_\_\_  
 Evaluator/Judge  
 (Signature over Printed Name)

**SCORE SHEET FOR COLUMN WRITING**

<b>Form and Style (30%)</b>	
Uses lead paragraph to introduce or build up a clear argument in the issue	
The tone, style and approach in analyzing the issue are evident	
Uses a language that is understood by the target audience	
Cites sources of facts to add credibility to the arguments raised	
Uses a strong, appropriate and catchy title	
Shows logical reasoning	
Observes the rules of grammar and syntax	
Utilizes transitions properly	
Observes gender fair language.	
<b>Content (50%)</b>	
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.	
<b>Ethics (20%)</b>	
Showcases original works of students.	
Properly cites information and attributes these facts from the source of information (cut across all events)	
Observes standards of journalism in terms of fairness, relevance, accuracy, and balance	
Has no potentially libelous or obscene content, plagiarism and copyright violations	
<b>Total (100%)</b>	
<b>Comments/Suggestions:</b>	

\_\_\_\_\_  
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Enclosure No. 4 to Division Memo No. \_\_\_\_\_, s. 2024

**GUIDELINES FOR RADIO SCRIPTWRITING AND BROADCASTING CONTEST**

**A. General Guidelines**

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

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

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

**B. Scriptwriting**

1. Each team may use up to four (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 January 22,2025 (elementary) and January 29, 2025 (secondary) from 8:00 AM – 12:00 Noon. Each team must also bring its own extension cords and other equipment for rehearsals.
2. The team will have one hour and 30 minutes to write a script for a five-minute radio broadcast, which will include one infomercial and four news articles.

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

The news articles may be based on press releases, raw data, or any other source provided by the examiner/s. Another 30 minutes will be



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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/evaluators and one (1) copy will be submitted to the examiner. The team may print extra copies for their use.

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

3. Once the script writing has begun, the contestants will no longer be allowed to leave the contest rooms. For personal necessities, the proctor will accompany them to the restrooms.
4. The script should not contain any information that could identify the contestants, their school, division, or region; however, it should include the names of the team members along with their respective roles (e.g., anchor, news presenter, etc.).
5. The board of judges will provide the name of the radio station, program title, and kilohertz frequency, uniform to all groups.
6. Scripts should be:
  - encoded using Arial font size 12
  - with directorial instructions in capital letters
  - double-spaced with normal margin (1inch on all sides)
  - printed in A4-sized bond paper (8.27x 11.69 inches)

### **C. Broadcast Simulations**

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





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1. Each team is given nine minutes: three minutes for preparation, five minutes for the actual broadcast, and one minute for exit. The provided running time shall be applied.
2. The host school shall provide a timer that can be seen by the contestants and the judges. An official timekeeper will be appointed.
3. A yellow flaglet shall be raised to signal the team that they have one (1) minute left for preparation. A green flaglet will then be raised to signal the team to start. A yellow flaglet will be raised again to warn the team that they have only one minute remaining, followed by a red flaglet to indicate that their time is up.
4. The team who complied with the five-minute production receives a perfect score (5 points). In the event of overtime or undertime, the following scheme of deductions will be applied:  
Undertime/ Overtime  
1 second – 3 seconds – 1 point  
4 seconds – 20 seconds – 2 points  
21 seconds – 40 seconds – 3 points  
41 seconds – 60 minutes – 4 points  
61 seconds and above – 5 points
5. The undertime or overtime will be deducted from the final average score.





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

10. The Official laptops, previously cleared of stored documents, must be submitted to the DTWG on January 23, 2025 (Elementary) and January 30, 2025 (Secondary) (up to 5 PM only) to check for any other applications, pre-written documents or references. Failure to submit the laptops on/before the deadline will result in disqualification of the competing team.
11. The host region will provide six scanners for the editorial cartoon, three for elementary and three for secondary (English/Filipino) as backup for the contestants.
12. Mobile phones and other electronic devices are prohibited, except for digital cameras/DSLRs and laptops with disabled internet connection.
13. Each team must convert their output into PDF, print it on A4 size bond paper, and submit it to the examiner/s. The collaborative desktop publishing team should submit both hard and soft copies of their entries.
14. The output of the contest is a four-page full-colored publication in A4 size. The output will be stored in a flash drive provided by the examiner/ s and uploaded to the designated computer for evaluation/judging.
15. Each team must ensure that no identifying marks and information about the contestants (pen name must be used), their school, division, or region are present on their output; otherwise, it would be a ground for disqualification.
16. The top five teams will be recognized, and their scores will contribute in determining the overall scores.
17. The decision of the Board of Judges is final and irrevocable.

**SCORE SHEET FOR COLLABORATIVE DESKTOP PUBLISHING**

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

Evaluator/Judge  
(Signature over Printed Name)







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Vilma T. Arcilla, Malino National High School

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

11. Official laptops, previously cleared of stored documents, must be submitted to the DTWG on January 23, 2025 (Elementary) and January 30, 2025 (Secondary) (up to 5 PM only) to check for any other applications, pre-written documents or references. Failure to submit the laptops on or before the set deadline shall mean disqualification of the competing team.
12. Each group must email their URL or link to the assigned examiner.
13. Each team must ensure that no identifying marks and information about the contestants (pen name must be used), their school, division, or region are present on their output; otherwise, it would be a ground for disqualification.
14. The top five teams will be recognized, and their scores will contribute in determining the overall scores. All competing teams shall be given points and ranked accordingly.
15. The decision of the Board of Judges is final and irrevocable.



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**SCORE SHEET FOR ONLINE PUBLISHING**

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

Evaluator/Judge  
(Signature over Printed Name)



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Enclosure No. 7 to Division Memo No. \_\_\_\_\_, s. 2024

**GUIDELINES FOR TV SCRIPTWRITING AND BROADCASTING  
(For Secondary Only)**

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

**A. General Guidelines**

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

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

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

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



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

**PRE-CONTEST**

1. Each team must bring only the following:
  - maximum of four laptops with at least 10GB free space and a video editing program (with uploading capacity)
  - three empty USB Flash Drives (at least 16GB minimum)
  - maximum of two video/DSLR camera/mobile phones (without sim and emptied internal storage) compatible with the laptop
  - two emptied memory cards
  - A4-size bond paper
  - one inkjet printer
  - extension cord/ s
2. Laptops and flash drives to be submitted to the NTWG should be labeled in the following format:  
Category - Medium - Level – School/District/Sector/Cluster  
Director's Name, School, Division  
e.g., TV Script Writing and Broadcasting - English - Secondary – Cluster 1  
Wilma T. Arcilla, Malino High School

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

3. Checking and sealing of laptops shall be done on January 23, 2025 (Elementary) and January 30, 2025 (Secondary) (until 5 p.m. only). Laptops must be cleared of stored documents upon submission, except for the pre-recorded OBB and CBB and offline editing software.
4. Failure to submit the laptops on/before the set deadline will result in disqualification of the competing team.
5. Only the equipment and tools in the simulation broadcast room are allowed to be used by the participants during the actual presentation.
6. Before the start of the contest, the teams will be oriented on the roles of the participants and criteria for judging by the chairman of the board of judges. All participants should attend this orientation.
7. The directors will draw lots to determine the order of presentation. Then, contest materials saved in flash drives sealed in envelopes shall be distributed to the directors.



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**CONTEST PROPER**

**A. SCRIPTWRITING AND PRODUCTION**

1. The team should include the following components in their script:
  - a. Cover page: This page should contain the group's name (mock TV network name)
  - b. News: Only the five sets of data provided by the DTWG will be used in the news reports. Each news script should specify the corresponding video and/ or audio component extracted from the folders or created during the actual contest.
  - c. Infomercial/Developmental Communication: The team must create one infomercial or developmental communication plug with a maximum duration of 60 seconds.

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

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

The script should contain video and audio components.

**d. Field Report:**

The production must include a live field report with or without canned video support.

- e. **Headlines:** These will contain a brief but concise lead/ summary of the news articles.
  - f. **OBB/CBB:** The DTWG will provide TV station and program names, uniform to all groups.
2. Four hours will be allotted for the pre-production (story conference and scriptwriting), actual production (video shooting/recording, infomercial production), post-production (editing) and rehearsal.
  3. Once scriptwriting begins, contestants are not allowed to leave the contest venue. For personal needs the proctor will accompany them to the nearest restrooms.
  4. Each team must submit four copies of the script: three for the judges and one for the DTWG. Additional copies for team use may be printed.



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5. The cover page of the script must reflect the TV Network and Program names (as provided by the DTWG), and the names of the team members with their respective roles (i.e., anchor, field reporter, etc.).
6. The script should not contain any information that could identify the contestants, their school, division, or region.
7. All teams must stop working after the allotted four-hour time limit. A buzzer signals the end of the scriptwriting and production time.
8. A designated holding area shall be provided for each role.
9. Team members are only allowed to leave the room when it is their turn to perform or for personal needs under the supervision of a proctor.

**B. TV BROADCAST SKILLS PERFORMANCE**

1. Only two laptops are allowed inside the studio: one for use as a substitute for teleprompter and one for technical application.
2. News segments will consist of live and edited reports created during the allotted time for production. Only the OBB/CBB and stingers/audio bed are pre-recorded/ pre-produced.

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

3. Other than the actual broadcast time, ten minutes will be allotted for entrance and preparation.
4. Each team is given ten minutes of preparation time with the assistance of technical experts (service providers). Three warnings will be issued to any team that fails to begin after the allotted preparation time, unless a technical issue arises:  
First warning - 1 minute  
Second warning - 1 minute and 30 seconds  
Third/final warning - 2 minutes  
After the third warning and the team fails to start, disqualification will be imposed.
5. Each team is given six minutes for the actual broadcast.
6. The host region shall provide a timer that can be seen by the contestants and the judges. An official timekeeper will be appointed.



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

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

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

7. If case of overtime/undertime during the specified broadcast duration, points will be deducted based on the following criteria for adherence to time allotment (5%):  
Undertime/ Overtime
  - 1 second – 3 seconds – 1 point
  - 4 seconds – 30 seconds – 2 points
  - 31 seconds – 60 seconds – 3 points
  - 61 seconds – 90 – 4 points
  - 91 seconds – 120 seconds – 5 points
8. The timekeeper will furnish the judges with a record of each group's broadcast running time immediately after their performance. The record will detail the number of seconds/minutes each group exceeded or fell short of the allotted time.
9. Three minutes will be allotted for the exit.
10. The decision of the Board of Judges is **FINAL** and **IRREVOCABLE**.



**SCORE SHEET FOR TV SCRIPTWRITING AND BROADCASTING**

<b>1. Script- 30%</b>		Score	
Content – 50%			
<ul style="list-style-type: none"> <li>• Provides effective news/story angling</li> <li>• Covers the given stories/relevant topics with necessary details</li> <li>• Is accurate; no factual, conceptual, and grammatical errors</li> <li>• Is original</li> </ul>			
Style – 35%			
<ul style="list-style-type: none"> <li>• Is written in a clear and concise manner</li> <li>• Uses simple, common language</li> <li>• Uses appropriate voice (i. e., active voice or passive voice)</li> <li>• Uses appropriate word choice</li> <li>• Uses proper script terms and abbreviations</li> </ul>			
Organization – 15%			
<ul style="list-style-type: none"> <li>• Follows adequate logical structure</li> <li>• Provides proper labels to elements/parts</li> <li>• Indicates team members and assignments</li> <li>• Considers coherent thought transitions</li> </ul>			
<b>2. Anchor – 12.5%</b>		Score	
		Anchor 1	Anchor 2
Delivery – 70%			
<ul style="list-style-type: none"> <li>• Uses a clear and well-modulated voice</li> <li>• Speaks with appropriate volume</li> <li>• Observes proper phrasing, pacing and timing</li> <li>• Articulates words well</li> <li>• Utilizes appropriate voice inflections to enhance meaning</li> </ul>			
Personality – 30%			
<ul style="list-style-type: none"> <li>• Observes proper stance/posture</li> <li>• Shows a sense of confidence and authority</li> <li>• Projects a professional and credible personality</li> <li>• Demonstrates controlled facial expressions</li> </ul>			
<b>3. Reporter (12.5)</b>		Score	
		Reporter 1	Reporter 2
Delivery – 70%			
<ul style="list-style-type: none"> <li>• Uses a clear and well-modulated voice</li> <li>• Speaks with appropriate volume</li> <li>• Observes proper phrasing, pacing and timing</li> <li>• Articulates words well</li> <li>• Utilizes appropriate voice inflections to enhance meaning</li> </ul>			
Personality – 30%			
<ul style="list-style-type: none"> <li>• Observes proper stance/posture</li> <li>• Shows a sense of confidence</li> </ul>			

<ul style="list-style-type: none"> <li>• Demonstrates controlled facial expressions</li> <li>• Connects with the subjects when interviewing or with the anchor and viewers when reporting</li> </ul>		
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<b>4. Technical Applications – 25%</b>	Score	
Element appropriation – 50% <ul style="list-style-type: none"> <li>• Observes audio-video lock</li> <li>• Shows effective interplay of audio-visual elements including graphics, text, images, etc.</li> </ul>		
Fidelity – 30% <ul style="list-style-type: none"> <li>• Shows good audio and video quality</li> <li>• Shows less to no distortion or technical distraction in audio and video</li> </ul>		
Timing – 20% <ul style="list-style-type: none"> <li>• Shows a smooth flow of topics/stories</li> <li>• Shows precise timing and synchronization</li> </ul>		

<b>5. Infomercial/DevCom Plug – 15%</b>	Score	
Content – 50% <ul style="list-style-type: none"> <li>• Shows clear advocacy/idea description</li> <li>• Reflects original concept</li> </ul>		
Creativity – 50% <ul style="list-style-type: none"> <li>• Exhibits uniqueness</li> <li>• Applies technical elements appropriately</li> <li>• Is engaging and appealing</li> </ul>		

**OVERALL NEWSCAST**

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

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 Evaluator/Judge  
 (Signature over Printed Name)



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Region III  
**SCHOOLS DIVISION OF PAMPANGA**

Enclosure No. 8 to Division Memo No. \_\_\_\_\_, s. 2024

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

- A. The School Paper Contest is open to Elementary and Secondary schools whose school papers are among the top ten per section per category in the district or cluster.
- B. The top ten (10) highest pointers both in English and Filipino will be declared as the best school papers; however, the points of their ranking shall not be added to determine the best performing school, district or cluster who will be recognized in the awarding ceremony at the last day of conduct of the DESPC/DSSPC.
- C. Any school paper found to have copied and used texts, images, or other materials without duly acknowledging their sources, the following sanctions will be applied:  
**First Offense:** Disqualification from the contest.  
**Second Offense:** A formal notification will be sent to the concerned school. The division will issue a written reprimand to the school paper adviser/ s and the school principal. The concerned school paper adviser will undergo a refresher course on Plagiarism organized by the Division. Accordingly, the School Head shall implement plans and programs on intensifying academic honesty and integrity.  
**Third Offense:** Disqualification from the School Paper Contest for three consecutive years.
- D. The decision of the Board of Judges in all aspects of the contest is final and irrevocable.
- E. For the 2024 DESPC/DSSPC, each District or Cluster must upload the Top three (3) best entries per category (in PDF) to the link to be provided to the district/cluster journalism coordinators. Soft copies in pdf files shall be submitted via sharepoint at the Division Office thru the EPS In-Charge: [june.cunanan001@deped.gov.ph](mailto:june.cunanan001@deped.gov.ph) or through Office 365 sharepoint.
- F. The various SECTIONS/CATEGORIES in the school paper contest both English and Filipino are as follows:
1. News Section / Pahinang Balita
  2. Editorial Section / Pahinang Editoryal
  3. Features Section / Pahinang Lathalain
  4. Sports Section / Pahinang Pampalakasan
  5. Science & Technology Section / Pahinang Agham at Teknolohiya
  6. Layout and Page Design Category / Kategoryang Pag-aanyo at Disenyo ng Pahina



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- G. The Technical Specifications for both Elementary and Secondary levels are as follows:
1. No. of pages: minimum of 12 and maximum of 20  
News Section- at least 3  
Sports Section - at least 2  
Feature Section - at least 3  
Editorial Section - at least 2
  2. Process: Science & Technology Section - at least 2 Digital  
Color: All pages in full color  
Size: 9"x12" (Elementary)
- H. Failure to adhere to the set guidelines when evaluating school papers will result in disqualification.
- I. A separate schedule shall be set for the Awarding of Outstanding School Paper Advisers (SPAs) and Campus Journalists (CJs)

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

**A. Editorial Section**

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

**B. News Section**

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

**C. Feature Section**



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**Address:** High School Blvd., Brgy. Lourdes, City of San Fernando (P)  
**Telephone No.:** (045) 435-2728; (045) 435-7404  
**Email Address:** [pampanga@deped.gov.ph](mailto:pampanga@deped.gov.ph)  
**Website:** [www.depedpampanga.ph](http://www.depedpampanga.ph)





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1. The section must consist of at least three 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/ attributions of sources.
3. The decision of the Board of Judges is final and irrevocable.

**D. Sports Section**

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

**E. Science and Technology Section**

1. The Science and Technology Section must consist of at least two pages.
2. The content may cover health, environmental, scientific, technological, and innovative stories presented in news, feature, or scientific commentary style. This should also discuss the economic impact of Science and Technology on the lives of 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 must conform to the principles of layout and design.
2. The content (texts and images) should consider a variety of stories about the community and the school, including those of international, national, and local significance.
3. The decision of the Board of Judges is final and irrevocable.

**SCORE SHEET FOR THE NEWS SECTION**

<b>Form and Style (40%)</b>	<b>Score</b>
Has variety of articles that use catchy and appropriate headlines	
Observes the 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 detail	
Presents headlines that are clear and free of bias	
Uses short and simple words	
Uses appropriate terms to report events	
Utilizes relevant graphs and tables and sharp, properly cropped, and captioned pictures	
Presents a distinct style of the section	
<b>Content (60%)</b>	
Utilizes facts from interviews, document reviews, data analyses and other reliable sources	
Covers relevant issues in school, region, national and even in 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, relevant names/facts to bolster credibility of statements and/or narratives	
Observes standards of journalism (fairness, relevance, accuracy and balance)	
Cites sources and observes copyright laws	
<b>Total (100%)</b>	
<b>Comments/Suggestions:</b>	

\_\_\_\_\_  
 Evaluator/Judge  
 (Signature over Printed Name)

**SCORE SHEET FOR THE FEATURES SECTION**

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

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**SCORE SHEET FOR THE EDITORIAL SECTION**

<b>Form and Style (40%)</b>	<b>Score</b>
Has catchy and appropriate titles	
Observes the rules of grammar and syntax	
Shows logical presentation of arguments	
Follows the correct format or style of an editorial	
Uses clear and unbiased titles	
Uses short and simple words	
Presents a distinct style of the section	
<b>Content (60%)</b>	
Presents the stand of the staff regarding certain issues	
Utilizes facts from interviews, document reviews, data analyses and other reliable sources	
Uses arguments that are supported by facts	
Reflects clear, logical thinking and challenges the readers' critical thinking	
Has an editorial cartoon that can stand on its own and conveys clean, good, humorous, and constructive criticism	
Columns cover a variety of relevant, youth-oriented subject matter	
Includes letters to the editor, columns, and exchanges	
Keeps to the minimum the number of articles/columns from the administration, teachers, and politicians	
Covers relevant issues in school, region, 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, relevant figures to bolster 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	
<b>Total (100%)</b>	
<b>Comments/Suggestions:</b>	

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 Evaluator/Judge  
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**SCORE SHEET FOR THE SPORTS SECTION**

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

\_\_\_\_\_  
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**SCORE SHEET FOR LAYOUT AND PAGE DESIGN CATEGORY**

<b>Form and Style (70%)</b>	<b>Score</b>
Has overall visual appeal	
Manifests thematic unity in all sections of the school paper	
Utilizes relevant and quality images and graphics	
Displays excellent use of color and font	
<b>Content (30%)</b>	
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	
<b>Total (100%)</b>	
<b>Comments/Suggestions:</b>	

\_\_\_\_\_  
 Evaluator/Judge  
 (Signature over Printed Name)



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Enclosure No. 9 to Division Memo No. \_\_\_\_\_, s. 2024

**HOW TO COMPUTE FOR THE OVERALL STANDING**

1. To determine the top five winners in the elementary/secondary level in each category, the average of judges' score will be the basis of the ranking. All 17 participants from the regions will be ranked 1-17.
2. The ranks/placement in the individual categories will be added and ranked accordingly. Please refer to the sample computation.

School/ District/ Cluster	NW	FW	EW	CW	STW	SW	PJ	CHW	EC	Total	Rank
<b>A</b>	1	1	2	5	2	1	1	2	2	<b>17</b>	<b>1</b>
<b>B</b>	2	3	1	4	3	3	2	3	1	<b>22</b>	<b>2</b>
<b>C</b>	3	4	3	1	4	2	3	1	4	<b>25</b>	<b>3</b>
<b>D</b>	4	5	4	2	1	5	4	4	6	<b>35</b>	<b>4.5</b>
<b>E</b>	5	1	5	3	2	4	5	5	5	<b>35</b>	<b>4.5</b>
<b>F</b>	6	6	6	6	6	6	6	6	3	<b>51</b>	<b>6</b>

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

Award	Range (Based on Cumulative ranks from 1-7)	
	Elementary (11 events per medium)	Secondary (13 events per medium)
Gold Awards	22-44	26-52
Silver Awards	45-88	53-104
Bronze Awards	89-154	105-182

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