



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

January 13, 2026

DIVISION MEMORANDUM
No. 028, s. 2026

**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 Conferences (DESPC/DSSPC), on February 4-5, 2026 (Elementary) at Sta. Rita College, Sta. Rita and February 19-20, 2026 (Secondary) at Sta. Cruz Academy of Lubao Inc.
 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 "*Navigating the Digital Frontier: Responsible Journalism in the Age of Artificial Intelligence (AI).*"
 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;
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 two (2) Cluster level winners per medium)
School Paper Category	All entries from schools with publication shall be evaluated in the division level



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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>
1-10	2
11-15	3
16 -above	4

Table 1b: Slots Distribution for Individual Contests per District

No.	District	No. of Participating Schools	No. of Slots
1	Magalang North	16	4
2	Magalang South	13	3
3	Porac East	16	4
4	Porac West	15	3
5	Arayat East	15	3
6	Arayat West	17	4
7	Bacolor North	10	2
8	Bacolor South	18	4
9	Candaba North	9	2
10	Candaba East	16	4
11	Candaba West	10	2
12	Mexico North	17	4
13	Mexico West	8	2
14	Mexico South	16	4
15	San Luis	20	4
16	Sta Ana	11	3
17	Floridablanca East	17	4
18	Floridablanca West	19	4
19	Guagua East	11	3
20	Guagua West	16	4
21	Lubao East	15	4
22	Lubao West	15	3
23	Lubao North	15	3
24	Sasmuan	11	3
25	Sta. Rita	12	3
26	Apalit	16	4
27	Macabebe East	16	4
28	Macabebe West	15	3



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29	Masantol North	11	3
30	Masantol South	13	3
31	Minalin	12	3
32	San Simon	15	3
33	Sto. Tomas	11	3
TOTAL			108

Table 1c: **Slots Distribution for Individual Contests per Cluster**

Cluster	No. of Participating Schools	No. of Slots
1	15	6
2	21	8
3	27	10
4	20	8
5	21	8
6	27	10
7	15	6
8	20	8
9	24	9
10	14	6
TOTAL		79

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. 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 4th and 5th placers shall serve as alternates when any of the top 3 winners cannot join



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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 six (6) entries, three (3) for English and three (3) for Filipino. To be able to create a competitive team, a sector/cluster may opt to recruit pupils/students from other schools within the districts/sector/cluster 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: june.cunanan001@deped.gov.ph or through Office 365 sharepoint	To be submitted on or before January 26, 2026 (Elementary) and February 6, 2026 (secondary), 12 midnight
1 & 2	Complete Official List of Member-Delegates in soft copy to the SDO	Division Office thru the EPS In-Charge: june.cunanan001@deped.gov.ph or through Office 365 sharepoint	To be submitted on or before (Elementary) and February 6, 2026 (Secondary), 5:00 p.m.

14. Learners at the elementary and secondary levels (both junior and senior high schools) are eligible to join the contests.
15. The following rules shall be observed in the submission of DESPC and DSSPC results:
- 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 before the set division level deadline.



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- b. The submission of the digital format of the school paper publication for the Group Contests shall be on or before **February 26, 2026, 5:00 p.m.** at the Division Office or through 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 through Office 365 SharePoint links which shall be sent by the EPS in charge on or before the deadline. The judging will be on **February 27-31, 2026**. 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 (TWG)(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. 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.
19. All guidelines set in DM No. 39, s. 2025 shall still apply in the conduct of the district, cluster, and sectoral press conferences except for minor revisions in



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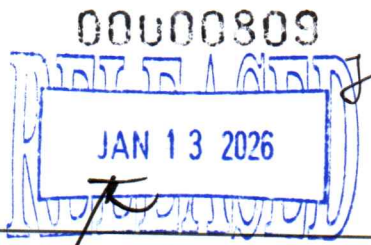
the group contests like Radio Broadcasting, TV Broadcasting and Collaborative Desktop Publishing. Violation and deviation from such would mean disqualification from joining the annual journalism activity.

20. 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*.
21. All participants are advised to observe standard health protocols in the conduct of the district, cluster, and division level press conferences.
22. 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 3: Summary of Contest Guidelines

Enclosure No.	Content
Guidelines for Individual Contests	
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.
2	Overall Guidelines for the Selection of Winners in the Different Individual writing Contests
Guidelines for Group Contests	
3	Radio Scriptwriting and Broadcasting
4	Collaborative Desktop Publishing
5	Online Publishing
6	TV Scriptwriting and Broadcasting
7	General Guidelines for School Paper Contests (in pdf)
8	Guidelines for the Selection of the Best Sections and Layout and Page Design Categories for the School Paper Contests
	How to Compute for the Overall Standing

23. This Division Memorandum shall serve as the Travel Authority of all the participants.
24. Wide dissemination of this Memorandum to all concerned is earnestly desired.



ROMEO M. ADIP PhD, CESO V
Schools Division Superintendent



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Enclosure No. 1 to Division Memo No. _____, s. 2026

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. 2 to Division Memo No. _____, s. 2026

**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.



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Enclosure No. 3 to Division Memo No. _____, s. 2026

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 February 3, 2026 (Elementary) and February 19, 2026 (Secondary) from 7:00 AM – 8:00 a.m. 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 proctor/s are allowed inside.
2. The organizers should hire an independent sound system provider to ensure high-quality audio output. The technical operator shall only set the sound system before the simulation. A jack/ auxiliary cord/ adapter will be provided for laptops and other sources of sound effects.
3. Contestants/Technical directors are not allowed to change, adjust, and manipulate the main control board during their presentation, except for the volume meter.
4. In the event of 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 school shall provide the radio frequency where the broadcast simulation will be tuned in.
8. A designated holding area shall be provided for each team.



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9. Each team is given nine minutes: three minutes for preparation, five minutes for the actual broadcast, and one minute for exit. The provided running time shall be applied.
10. The host school shall provide a timer that can be seen by the contestants and the judges. An official timekeeper will be appointed.
11. 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.
12. The team who complied with the five-minute production receives a perfect score (5 points). In the event of overtime or undertime, the following scheme of deductions will be applied:
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
13. The undertime or overtime will be deducted from the final average score.



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Enclosure No. 4 to Division Memo No. _____, s. 2026

GUIDELINES FOR THE COLLABORATIVE DESKTOP PUBLISHING CONTEST

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

Category – Medium – Level-District/Sector/Cluster

Name, School, District/Sector/Cluster

e.g. Collaborative Desktop Publishing – English – Secondary- Magalang North/ Cluster 1

Vilma T. Arcilla, Malino National High School



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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 February 3, 2026 (Elementary) and February 20, 2026 (Secondary) 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. Mobile phones and other electronic devices are prohibited, except for digital cameras/DSLRs and laptops with disabled internet connection.
12. Each team must convert its output into PDF, print it on A4 size bond paper, and submit it to the proctor/s. The collaborative desktop publishing team should submit both hard and soft copies of their entries.
13. 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.
14. 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.
15. The top five teams will be recognized, and their scores will contribute in determining the overall scores.
16. The decision of the Board of Judges is final and irrevocable.



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Enclosure No. 5 to Division Memo No. _____, s. 2026

GUIDELINES FOR THE ONLINE PUBLISHING CONTEST (For Secondary Only)

1. Each school or cluster shall organize a team of five (5) members for English and five (5) for Filipino at the secondary level who shall not be competing in any of the individual writing categories.
2. Contestants must wear white shirts with their identification card.
3. All contestants are required to attend the orientation before the competition.
4. All contestants are prohibited from returning to their quarters or communicating in any form (text, call, chat, etc.) with their respective advisers from the start to the end of the contest.
5. A mini press conference and a sports event will serve as the basis for the content of the publication (i.e., news, features, editorial, editorial cartoon, sports). The photojournalists must take pictures/videos of the mini press conference and sports event.
6. For the actual sports event, a pre-game conference will be conducted for the introduction of the players, coaches, and tournament officials. Subsequently, a post conference will be held for interview and data gathering.
7. The team will have four hours for writing, layouting, and editing of articles online after creating an online publication using the official platform to be provided by the organizer. Coverage and data gathering during the mini press conference, pre-game, actual game, and post conference shall be excluded from the 4-hour time allotment.
8. Specific instructions on the number of articles to be produced will be given during the orientation.
9. Each team will be required to bring only the following:
 - one scanner -flatbed scanner/3-1 printer (mobile/phone scanner is NOT allowed)
 - two digital/DSLR cameras
 - a maximum of four laptops installed with photo editing software for image enhancement
 - maximum of two pocket wifi (preferably with two different networks) or two wireless routers
 - extension cords
10. Laptops to be submitted to the DTWG should be labeled in the following format: Laptops to be submitted to the DTWG shall be labeled with the following format:

Category – Medium – Level-District/Sector/Cluster

Name, School, District/Sector/Cluster

e.g. Online Publishing – English – Secondary- Magalang North/ Cluster

1



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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 February 25, 2026 (Secondary) 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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Enclosure No. 6 to Division Memo No. _____, s. 2026

**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 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
Vilma 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 February 20, 2026. 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 school 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. In 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**.



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Enclosure No. 7 to Division Memo No. ____, s. 2026

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 2026 DESPC/DSSPC, each District or Cluster must upload the 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 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 Editorial
 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)



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Enclosure No.8 to Division Memo No. ____, s. 2026

**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

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.



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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.



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Enclosure No. 9 to Division Memo No. _____, s. 2026

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 participants from the district/cluster will be ranked 1-33/1-10.
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
A	1	1	2	5	2	1	1	2	2	17	1
B	2	3	1	4	3	3	2	3	1	22	2
C	3	4	3	1	4	2	3	1	4	25	3
D	4	5	4	2	1	5	4	4	6	35	4.5
E	5	1	5	3	2	4	5	5	5	35	4.5
F	6	6	6	6	6	6	6	6	3	51	6

3. The same scheme will also be applied to the group category.
4. To determine the top 3 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.