



Republic of the Philippines  
**Department of Education**  
Region XII  
Schools Division Office of Tacurong City

January 6, 2025

**DIVISION MEMORANDUM**

CID No. *002* s. 2025

**2025 DIVISION SCHOOLS PRESS CONFERENCE (DSPC)**

**To:** Cluster Heads  
Elementary and Secondary School Administrators  
SKSU Laboratory HS  
Public and Private Schools  
This Division

1. Under RA 7079, otherwise known as the Campus Journalism Act of 1991, released through DepEd Order No. 94, s. 1992, which stipulates the holding of the annual Schools Press Conference, this office through the Curriculum Implementation Division announces the conduct of the 2024 Division Schools Press Conference (DSPC) on January 23-26, 2025 to be held at NDTC- High School, Tacurong City.

2. The Conference aims to:

1. demonstrate understanding of journalism through skillful execution in various platforms (i.e., print, broadcast, online);
2. recognize the role of journalism in advocating for social consciousness and environmental awareness;
3. promote fair and ethical use of media as tenets of responsible journalism;
4. foster camaraderie and enrich learning experiences through healthy and friendly competitions; and
5. provide learners opportunities to use the skills learned in campus journalism for their future careers.

3. **All schools shall strictly follow the “NO SCHOOL PAPER, NO STUDENT CONTESTANT POLICY”.** No contestant shall be allowed to compete unless certified by the school heads that the school is publishing a school paper.

4. Recognizing and respecting Intellectual Property Rights, this Office adheres to the rule concerning plagiarism. This Department reiterates its stand to disqualify school papers found to have copied and published texts, graphics, and other materials without duly acknowledging their sources. **The disqualification covers all sections of the school paper whether they are published in print or**



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Republic of the Philippines  
**Department of Education**  
Region XII  
Schools Division Office of Tacurong City

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**electronic copy.** The School Paper adviser in charge of campus journalism shall be responsible for this aspect.

5. The school papers in a PDF format **shall be submitted on January 17, 2025, until 5:00 pm in a given link** and the certificate of circulation duly signed by the principal should be submitted on January 20, 2025, during the early registration.
6. The top five winners in all events per contest, category, and medium shall be recognized. The points of individual and group contests garnered shall be included in the computation of the overall scores following the guidelines.
7. Learners at the elementary and secondary (junior and senior high school) levels can participate in the contest. Double event **is strictly prohibited.**
8. For TV Script Writing and Broadcasting contestants, an orientation will be conducted on January 23, 2025, at 11:00 AM. Private schools and big schools in the public may have two entries for Radio Broadcasting (elementary and secondary) and TV Broadcasting (secondary only).
9. The DSPC activities shall include the following:
  - 1. Individual Contests (English and Filipino, Elementary and Secondary)**
    - a. News Writing
    - b. Feature Writing
    - c. Editorial Writing
    - d. Sports Writing
    - e. Copy Reading and Headline Writing
    - f. Science and Technology Writing
    - g. Photojournalism
    - h. Editorial Cartooning
    - i. Column Writing
  - 2. Group Contests**
    - a. Radio Scriptwriting and Broadcasting (English and Filipino, Elem. and Sec.)
    - b. Collaborative Desktop Publishing (English and Filipino, Elem. and Sec.)
    - c. Online Publishing ( English and Filipino, Secondary Only)
    - d. TV Scriptwriting and Broadcasting (English and Filipino, Secondary Only)
10. The following shall compose 2025 RSPC qualifiers:
  - a. **Top five (5)** division winners of the different individual writing contests such as News Writing, Editorial Writing, Feature Writing, Sports Writing, Copyreading and Headline Writing, Editorial



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Republic of the Philippines  
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Cartooning, Photojournalism, and Science & Technology Writing, and column writing in English and Filipino of both elementary and secondary levels (Junior and Senior High Schools);

- b. **The first-place division winners** in Radio Script Writing and Broadcasting contest, Collaborative Desktop Publishing (for elementary and secondary), Online Publishing Contest, TV Script Writing and Broadcasting Contest (for secondary only);
- c. SPJ school (Independent Entries) for TV Script Writing and Broadcasting (secondary) and Radio Broadcasting (elementary) in the division offering the program;
- d. Outstanding School Paper Advisers and Campus Journalists.

11. All participants are expected to be at the venue on January 23, 2025, at exactly 7:30 AM for the opening program and checking of laptops for the group contests, Attention: **Joey Lozano ITO I.**

12. A registration fee of Two Hundred Pesos Only shall be charged to each participant including the school paper advisers to defray expenses on certificates, medals, trophies, and honoraria. The food of the board and judges and technical working group shall be charged to the Special Education Fund (SEF), while the food of the participants and other related expenses are chargeable against the school's Maintenance and/or other Operating Expenses/local/school/ Journalism Fund and other available funds subject to the usual accounting and auditing rules and regulations.

13. A membership fee shall be collected from the participants in both public and private schools; sixty pesos (Php 60.00) for the elementary and secondary school pupils/ journalists and ninety pesos (Php 90.00) for the school paper advisers. You may download DepEd Order No. 19 s. 2008 citing the allowable amount to be collected for the publication and DepEd Order No. 48 s. 2009 for the membership fee in any organization. A report of membership collection shall be provided by the Charge for transparency purposes.

14. Relative to this, teachers, school, and SDO personnel, who shall render services on January 25-26, 2025, in the conduct of 2025 DSPC shall be entitled to service credits or Compensatory Time Off (CTO) whichever is applicable.

15. Schools that will be joining the Division Schools Press Conference are reminded to maximize the preparation of learners utilizing the instructional time to avoid disruption of classes under the provisions stipulated in DepEd Order (DO) 9, s.2005, Instituting Measures to Increase Engaged Time on Task and Ensuring



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Compliance Therewith and DO 22, s.2023, Implementing Guidelines on the School Calendar and Activities for the School Year 2023-2024.

16. Any infraction of the established rules will result in disqualification.
17. For immediate and wide dissemination.

  
**GILDO G. MOSQUEDA CESO VI**  
Schools Division Superintendent

Enclosure: As stated

Reference: D.O.48, s. 2009, RA 7079 known as Campus Journalism Act of 1991/RM CLMD-2024-04s. 2024

Allotment: None

To be indicated in the *PERPETUAL INDEX* under the subjects:

CONTESTS

PUBLICATIONS

SCHOOL PAPER

MACU/CID/2025 Division Schools Press Conference (DSPC)/January 23-25, 2025



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*Enclosure to Division Memo CID 002, s 2025*

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

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

Only learners from schools with the school paper, either in English or in Filipino for the school year 2024-2025 and who won in each category are allowed to compete in the various individual contests of the RSPC.

The following will be strictly implemented:

A. General

1. The individual events to be competed are News Writing, Editorial Writing, Feature Writing, Sports Writing, Editorial Cartooning, Photojournalism, Copy Reading & Headline Writing, Science and Technology Writing, and Column Writing.
2. Should there be questions and assistance needed, the participants can only raise their concerns to the assigned proctor.
3. The top five (5) winners per medium shall be recognized and their points will be included in the computation of the overall scores (combined scores of Individual and Group Contests).
4. All School Paper Advisers shall serve as facilitators in the conduct of the individual writing contests and shall attend a series of meetings and conferences before the actual conduct of RSPC.
5. Any violation of the stipulated guidelines will be grounds for the participant's disqualification.
6. The decision of the board of judges in all aspects of the contest is final and irrevocable.



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B. Specific

**Sports Writing:**

- a. The TWG shall orient and give final instructions to the contestants before the contest proper.
- b. A pre-game conference shall be conducted for the introduction of the players, coaches, and tournament officials. Consequently, a post-conference shall be held for further interviews and data gathering.
- c. Contestants shall be made to watch a game where they gather appropriate data and/or interview officials and athletes before and after the game.
- d. The actual sports writing contest shall be done right after the coverage of the game.

2. Copyreading and Headline Writing

- a. The contestants shall use the standard copy reading symbols (AP Stylebook) and follow the directions given in the contest piece.
- b. They will also provide a headline for the article that they have edited and include the appropriate printer's directions.
- c. The contestants shall bring their pencils for the article.

**Editorial Cartooning**

- a. The contestants shall be provided with two (2) pencils (Mongol 482 No. 2) and two (2) pieces of Oslo paper with a long folder by the RSPC Committee.
- b. The cartoon must reflect the elements of editorial cartooning.
- c. The cartoon should be, at all times, compliant with the professional and ethical standards of media.
- d. Use of additional drawing materials (enhancers) shall be a ground for disqualification.



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### **Photojournalism**

A Preparation:

1. Contestants should be at the contest venue thirty (30) minutes before the orientation on the guidelines.

2. The contestants are allowed to use a DSLR camera with a maximum of 55mm megapixels. **Contestants are not allowed to use any high-end cameras or cell phones.**

3. The contestant should bring his/her camera cable for uploading pictures. Cellular phones, extra digital cameras, extra storage cards, or any additional materials/equipment are not allowed in the contest area.

4. All contestants shall bring and submit a laptop for checking a day before the contest. These will be duly checked, sealed, and secured in front of the participants.

5. Cellular phones, extra digital cameras, extra storage cards, or any additional materials/equipment are not allowed in the contest area.

6. The contestants shall bring their black ink ballpen while the DTWG will provide scratch papers where contestants can write down notes during the shooting.

6. Contestants shall set the date and time of their camera.

#### b. Provision for Memory Card

1. The contestants shall load the empty storage card in front of the examiner on the contest day

#### c. Photo Shoot, Uploading, and Captioning

1. The loading and unloading of the storage card will be done in front of the examiner.

2. Control shot shall be the first shot.

3. Contestants are given one (1) hour to take pictures, which does not include the loading and unloading of the storage card in front of the examiner on a theme provided during the orientation.

4. The contestants are allowed to take unlimited shots but will submit five (5) possible photos with a caption for the given theme and the control shot.

5. Contestants shall retain in the memory card photos to be submitted only.

6. Contestants shall be given 30 minutes to write captions for each of the five photos.

7. All entries with caption sheets shall be submitted to the examiner after the allotted time.



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8. Memory cards per division will be returned to the participants through their Education Program Supervisors after the closing program.

9. During the actual photo shooting, the advisers, trainers, parents, and **spectators are NOT allowed in the venue.**

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

#### A. General

1. Each school shall have two separate teams composed of seven (7) members for English and seven (7) members for Filipino categories, in both elementary and secondary levels. The members should not be participants in any individual or other group contest.

2. No team member is allowed to wear anything that may identify his school or division.

3. The News Presenter shall write his/her news script.

4. Individual awards include the best anchor and best news presenter, while group awards include best in technical application, best infomercial, and best script.

5. In getting the overall results for best radio production, accumulated points from the individual and group awards shall be considered.

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

7. Any breach or violation of the stipulated guidelines shall be valid grounds for disqualification.

#### B. Specific

##### 1. Script Writing

a. The students will be given two hours to prepare a script for a 5-minute radio broadcast, that includes an infomercial, which may depict health, environment, politics, and social issues, and four (4) news articles, which may be based on press releases, raw data, or any other option given by the DSPC management. The infomercial shall have a maximum length of (1) minute and shall use the language that the group is competing in. Another 30 minutes will be allotted for the printing of the output.

b. Each team may use up to three laptops, cleared of stored documents, and an inkjet printer in preparing and printing the script.



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c. They are required to bring extension wires and other equipment, such as a CD player for rehearsal.

d. Once the script writing has commenced, the contestants will no longer be allowed to leave the contest rooms. For personal necessities, a member of the contest committee shall accompany them to the restrooms.

e. The script should not bear any information that may identify the school or division, but it should include the names of the members of the team with their job assignment/contribution (i.e. anchor, news presenter, etc.).

f. Scripts should be:

- encoded using Arial font size 12 black font color
- with directorial instructions in capital letters
- double-spaced with normal margin (1 inch on all sides)

printed on an A4-sized bond paper (8.27 X 11.69 inches”) Each team should submit four (4) copies of the script. Three (3) will be submitted to the judges and one (1) for the RTWG. The team may print extra copies for their own use.

## 2. Broadcast Simulation

a. A broadcast room for the presentation shall be identified in the testing center or contest venue. Only the contestants, judges, and members of the contest committee shall be allowed inside. The student broadcasters shall be concealed from the judges all throughout their presentation.

b. The organizers/host division shall commission an independent sound system provider to ensure quality audio output. The technical operator shall only set the sound system before the simulation. A jack/auxiliary cord will be provided for the CD player, laptops, and other sources of sound effects, except mobile phones.

c. Except for the volume meter, contestants/technical directors shall not be allowed to change, adjust and manipulate the main control board during their presentation.

d. Mobile phones and reference books shall not be allowed in the contest area.

e. In case of power failure, the affected team shall be allowed to perform again.

f. Each team shall be given eight (8) minutes: two (2) minutes of which for preparation, five (5) minutes for the actual broadcast, and one (1) minute for the exit. Provided running time shall be applied.

g. The organizers shall provide a wall clock or a timer, which will serve as the official time that can be seen by the contestants and the judges. There will be an official timekeeper.

h. A yellow flaglet shall be raised to signal the team that they have one (1) minute left for preparation. The green flaglet shall then be raised to signal the team to start. The yellow flaglet shall be raised again to warn the team that they only have one (1) minute remaining followed by the red flaglet to indicate that their time is up.

i. The entire production schedule shall be governed by the zero (0) or perfect score for the time scoring requirement.

j. The contestants shall leave the broadcast room right after their presentation.



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k. The team who complied with the 5-minute production shall be given a perfect score (5 points). **In case of undertime/overtime, the following scheme of deductions from the overall results shall be followed Undertime/Overtime**

- 1 -3 seconds -1 point**
- 4-20 seconds -2 points**
- 21-40second -3 points**
- 41- 60 seconds and above-4 points**
- 61 seconds and above – 5 point deduction**

**GUIDELINES FOR THE COLLABORATIVE DESKTOP PUBLISHING CONTEST**

1. Each division shall organize a team of five members/contestants who shall not be competing in any of the regional individual writing contests. There will be one team for English and another for Filipino, both at the elementary and secondary levels.
2. Contestants shall wear their uniform or delegation shirts during the contest. They are required to attend the orientation before the actual competition.
3. A mini press conference will be held to become the basis for the actual writing of the editorial, feature, and news articles. Pictures of the mini press conference shall be taken by the photojournalists and editorial cartoons will be produced while the rest of the team is doing write-ups, lay-outing, and editing. Use of a pen tab is allowed in editorial cartooning provided that the device does not have memory or a processor.
4. Sportswriters and photojournalists must be ready to watch an actual game where they shall gather appropriate data and/or conduct interviews before and after the game.
5. The team will be given four (4) hours for data gathering, writing, lay-outing, and editing.
6. The team is allowed to bring at least two (2) digital/DSLR cameras, one (1) inkjet printer with scanner, one (1) card reader, one (1) blank flash drive, extension wires, stapler, staple wire and a maximum of four (4) laptops installed with either **PAGEMAKER or IN DESIGN**, and **USE of CANVA** (for secondary level) and Microsoft Publisher (for elementary level) for the layout of the group's final output. Official laptops, cleared of stored documents, shall be submitted to the DTWG on January 30, 2025 (3:00-5:00 pm only) to check for any other applications and pre-written documents or references therein. Failure to submit the laptop on or before the set deadline shall mean disqualification of the competing team. Mobile phones and other electronic gadgets shall not be allowed except for digital cameras and laptops with disabled internet connection.
7. Laptops to be submitted to DTWG shall be labeled with the following format:



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Category–Medium–Level–School  
Name, School

Example: Collaborative Desktop Publishing – English – Secondary – Tacurong  
Xhaunn Derek Dellava, Tacurong National High School, Tacurong

8. Each group will be required to convert their output into PDF format, print it, and submit it to the contest committee. The collaborative desktop publishing team shall submit both hard and soft copies of their entries. They should ensure that no identifying marks about their school or division can be found on their output.

9. The output of the contest is an A4 size four-page full colored publication, stored in a flash drive and uploaded to the designated computer by the proctors for judging.

10. The judges shall be present during the conduct of the mini-press conference.

11. The top (5) five teams shall be recognized and the points they will garner will be included in the determination of the overall scores.

12. The decision of the members of the Board of Judges shall be deemed final and irrevocable.

### **GUIDELINES FOR THE ONLINE PUBLISHING CONTEST**

1. The contest is open to the secondary level only.
2. A team composed of five members shall compete in the Online Publishing Contest.
3. The competition is designed to encourage teamwork among campus journalists and simulate the workplace of an editorial department in an online publishing house.
4. All contestants are required to attend the one (1) hour orientation before the actual competition.
5. Once the contest has started, members of each team shall no longer be allowed to go back to their quarters or report to their respective advisers/coaches until the end of the contest.
6. All competing teams shall make their output based on the mini-press conference and/or other materials including the official platform provided by DTWG.
7. The team will be given four (4) hours for writing, layout, editing, and uploading of output.
8. Each team will be required to bring a maximum of four (4) laptops installed with Photoshop for image enhancement.
9. Each team shall bring two (2) pocket wifis (preferably with two different networks) and an extension cord.
10. The host division will provide six (6) scanners for the competition (three for Filipino and three for English).
11. Each group shall submit its URL to the assigned examiner.



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12. The top (5) five teams shall be recognized, and the points will be included in the determination of the overall standing.
13. The decision of the Board of Judges shall be deemed final and irrevocable.

**GUIDELINES FOR TV SCRIPT WRITING AND BROADCASTING**

1. Each cluster/ school for secondary shall be represented by two Broadcast Teams; one from the winning entry and one winning team from SPJ implementing schools, in coordination with the school paper advisers in Journalism and approved by the school head. Each competing team shall have five (5) members in Filipino and five (5) members in English.
  - A. Newscast.

Each Team must be composed of the following:

    - a. News Anchor- (Not more than 2)
    - b. Field Reporters- (Not more than 3)
    - c. Script Writer –1
    - d. Director/Executive Producer/Development Communication Writer-1
    - e. Video and Graphics Editor-1
    - f. Video researcher/Floor Director/Production Assistant-1
    - g. Video journalist/Cameraman- 1
    - h. Assistant Video journalist -1

Note: Members may have multiple tasks.
  2. Each Team must bring its own set of materials and equipment such as the following:
    - a. Laptop with a script writing/video editing capability
    - b. Two (2) empty flash drives (16G) or External hard drive
    - c. Camera phone, Digital Camera or DSLR which is compatible with the laptop for uploading capability
    - d. wired lapel (optional)
    - e. Paper, Printer with ink
    - f. broadband (stick)
    - g. Extension cord
  3. Each Team shall be given a maximum time of five (5) hours as part of the production process. Each team must be guided with the following suggested time allotment for production efficiency:
    - a. News Gathering – 1 Hr. and 15 mins.
    - b. News Writing – 1 Hr.
    - c. Video Editing – 1 Hr.
    - d. NOTE: After video editing, each Team must be prepared to tape as “LIVE” its newscast.
    - e. Tape as “LIVE” Broadcast Presentation – 10 mins.
    - f. Post Production - 1 hr. to 1 hr. and 55 mins. (with deduction)



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**B. CONTEST PROPER PRE-PRODUCTION: NEWSGATHERING**

1. The judges shall provide a story menu or set of newsworthy topics including a development communication theme.

2. Each Team shall use the time given to come up with a storyline-up after conducting a story conference, to download videos online, and to shoot the spiels/standupper and additional video requirements of the reports.

**PRODUCTION PROPER: SCRIPT WRITING, VIDEO EDITING AND BROADCAST PRESENTATION**

**A. SCRIPT WRITING**

1. The format for TV broadcast (audio and video) script writing shall be observed.

2. Each Team shall submit three (3) copies of their script after three (3) hours.

3. The News Script consists of the following:

a. (1) STORY LINE-UP - Appearance of news items systematically arranged according to video relevance/impact, newsworthiness, timeliness, and importance.

b. (1) HEADLINES- Brief summary of at least 3 significant news items.

c. (1) ANCHOR'S INTRODUCTION (INTRO) – Anchor's greeting or opening spiel.

d. ANCHOR'S LEAD INTRO OF REPORTER'S AV PACKAGE/REMOTE AV PACKAGE – Anchor's brief introduction of reporter's AV package.

e. (2) AV PACKAGE – Reporter's AV Package with standupper/standupper extro/midspiel. The AV Package may contain 4-6 paragraphs (1 sentence, 1 paragraph) and at least one (1) sound bite. Each report may have a minimum time of one (1) minute.

f. (1) REMOTE AV PACKAGE – Reporter's AV package with Live Intro/Extro and an optional banter with the anchor. The AV Package may contain 4-6 paragraphs (1 sentence, 1 paragraph) and at least 1 sound bite. Each report must have a minimum time of one (1) minute.

g. (1) VTR SILENT- Anchor's live delivery of a shortened news report. It should be around thirty (30) seconds.

h. (1) VTR SOT- Anchor's live delivery of a shortened news report with a sound bite, which should be around thirty (30) seconds.

i. DEVELOPMENT COMMUNICATION- An original concept based on the theme provided by the judges. Each development communication production must not exceed thirty (30) seconds.

j. TEASER (optional) - A brief rundown of remaining news items aimed at teasing the audience/viewers.

k. OPENING BILLBOARD (OBB) AND CLOSING BILLBOARD (CBB) - Each OBB or CBB must contain the group's assumed TV network name and logo. Each Production Team may pre-produce its OBB/Logo and create a graphics layout before the contest proper which must not exceed fifteen (15) seconds.



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**SAMPLE NEWS STORY LINEUP: 6-MINUTER NEWSCAST**

ANCHOR	TAKE	SLUG	VTR
		OBB	
		HEADLINES	
STEVE/RIDA		INTRO	
		GAP 1	
STEVE	1	STORY 1	REM DANO
RIDA	2	STORY 2	VTRSIL
STEVE	3	STORY 3	AV LOU
RIDA		TEASER	
		DEVELOPMENT COMMUNICATION	
		GAP 2	
STEVE	4	STORY 4	VTRSOT
RIDA	5	STORY 5	AV JOHN
STEVE/RIDA		EXTRO/BYE BYE	
		OBB	

4. Once the scriptwriting contest has started, no participant shall be allowed to leave the contest area. In case of personal necessity, a member of the contest management (proctor) shall accompany the participant outside the contest area.

5. The cover page of the main script must contain the group's name (NEWSCAST/PROGRAM TITLE), school and region, and the names of the participants and their respective roles in the production.

**B. VIDEO EDITING**

1. The video editing must commence once the news scripts become available.
2. Each Team shall be allowed to pre-produce/pre-select its graphics (gfx) layout (chargers, gfx lower thirds color and theme, bumper, transition, title card, musical score, sound effects and newscast logo)
3. Each Team shall be allowed to download videos online from credible news organizations provided that proper acknowledgment, such as “video courtesy” or “file video” shall be indicated.

**C. BROADCAST PRESENTATION**

1. The order of presentation shall be determined by drawing of lots.
2. If a TV broadcast studio “complete” with equipment (switchers, monitors) is “NOT” available during the Division Schools Press Conference (DSPC), the Regional Schools Press Conference (RSPC) and/or the National Schools Press Conference (NSPC), the following presentation shall be observed:
  - a. Each Team shall be given ten (10) minutes to set up a studio and to execute the production.
  - b. The Proctor shall indicate the number of “takes” the anchor has made during the delivery of Intro Spiels, Lead Intro and Extro Spiels.
  - c. The Proctor shall strictly monitor the time and shall submit the record to the judges.



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Schools Division Office of Tacurong City

- d. The proctor shall flash the green card to signal the start of the presentation.  
e. A yellow card shall be flashed by the Proctor to signal that the presenting Team has only one minute left for its broadcast presentation.  
f. A red card shall be flashed to signal that the time (10 minutes) allotted for each Team has been consumed.  
g. After the lapse of the allotted time for each broadcast, a Team may continue its presentation. However, a corresponding deduction shall be given. A team that delivers the broadcast within the allotted time shall also be given a corresponding deduction.

Undertime/Overtime  
1 -20 seconds -1 point  
21-40 seconds -2 points  
41- 60 second -3 points  
61 seconds and above-4 points

- h. The judge(s) shall observe the broadcast presentation. The judge(s) shall include the broadcast presentation in the criteria for judging.  
i. An event committee member shall be designated to ensure that order and silence in the audience are maintained during each Team's presentation.

**POST-PRODUCTION: EDITING OF TAPED AS LIVE NEWSCAST COMBINED WITH REPORTER'S AV, REMOTE AV PACKAGE, AND ADDITIONAL VIDEO REQUIREMENTS FOR VTR SILENT AND VTR SOTS**

1. Each Team shall be given two (2) hours to accomplish the video editing and graphics layout of taped as live newscast combined with the reporter's AV, remote AV, and additional requirements for VTR Silent, VTR Sots, and Development Communication output.
2. The Proctor shall strictly monitor the time allotted for post-production.
3. The final output shall be submitted after two hours. Additional minute(s) that each team has consumed shall have corresponding deductions. However, should any team fail to submit the final output on the specified time, it shall be automatically disqualified from the competition.

**GUIDELINES FOR SCHOOL PAPER CONTEST**

1. The School Paper contest is open to all elementary and secondary schools whose school papers belong to the top ten (10) per section and category in the Division Schools Press Conference.
2. The top ten (10) winners in each section per medium (English and Filipino) will be declared as the best school papers in the region. Points of the school paper contest shall NOT be included in the computation of the overall result.
3. The school paper must be submitted in PDF format. Since the school paper will be submitted in PDF using the same set of criteria, each division should submit an



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e-document of the school paper placed in a 32G hard drive for each medium (English and Filipino). The entries of each division are supposed to be consolidated upon submission. The drive for each medium shall contain folders for the following categories to be contested:

- a. News Section / Pahinang Balita
  - b. Editorial Section / Pahinang Editoryal
  - c. Features Section / Pahinang Lathalain
  - d. Sports Section / Pahinang Pampalakasan
  - e. Science & Technology Section/Pahinang Agham at Teknolohiya
  - f. Layout and Page Design Category /Kategoryang Pag-aanyo at Disenyo ng Pahina
4. Each division shall submit a 32 G hard drive labeled by category: English-Elementary, English-Secondary, Filipino-Elementary, and Filipino Secondary.
5. The DTWG will do the copy furnished for the judges. Schools that will submit entries should include a certificate of circulation from the school principal that the school paper was widely circulated to the students of the current school year online or printed.
6. Any school paper found to have copied and published texts, images, and other materials without duly acknowledging their sources shall be disqualified from the contest.
7. Each section will be judged/evaluated according to the guidelines/criteria set for the section/category. The technical specifications for both elementary and secondary levels are as follows:
- a. Number of pages - minimum of 12, maximum of 20 News Section - at least 3 pages
  - b. Editorial Section - at least 2 pages
  - c. Features Section - at least 3 pages Sports Section - at least 2 pages
  - d. Science & Technology - at least 2 pages
    - b. Process: Offset/Digital
    - c. Color: All pages in full-color
    - d. Size - 9" x 12" – elementary
    - e. 12" x 18" - Secondary
8. The deadline for submission of division entries for the school paper contest will be on January 17 , 2024, until 5:00 p.m. Only the School Paper Adviser shall be allowed to submit to the Division Journalism Coordinator the publication entries that are endorsed and certified by the School Heads that the publication entries are official publications.
9. There will be an announcement of the top three winners and overall champion in English and Filipino school paper categories, however, the points of the ranking shall not be added to the determination of the best-performing schools.



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