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DEPARTMENT OF EDUCATION

REGION I

City of San Fernando, La Union 2500-

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Regional Memorandum

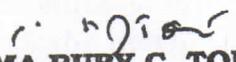
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2016 REGIONAL SCHOOLS PRESS CONFERENCE

- TO: Schools Division Superintendents
Chiefs, CID and SGOD
Heads, Public and Private Elementary & Secondary Schools
1. Pursuant to the provisions of Republic Act No. 7079, also known as Campus Journalism Act of 1991, the Department of Education Regional Office 1 through the Curriculum and Learning Management Division (CLMD) announces the conduct of the 2016 Regional Schools Press Conference with the theme **"Strengthening the Freedom of Information Through Campus Journalism"** on December 12-14, 2016 at Don Mariano Marcos Memorial State University, Agoo, La Union. The Opening Program shall be at day 0 (December 11, 2016) @ 2:00 o'clock in the afternoon. The host division is La Union.
 2. The conference aims to:
 - a. demonstrate understanding of the importance of journalism by expressing it through different journalistic endeavor and approaches;
 - b. sustain advocacy on social consciousness and environmental awareness;
 - c. provide a venue for an enriching learning experience for pupils and students interested in journalism as a career or those who intend to use skill sets learned through campus journalism to give them a better edge in their chosen careers;
 - d. promote responsible journalism & fair and ethical use of social media; and
 - e. enhance journalistic competence through healthy and friendly competitions.
 3. Participants to this activity are the Education Program Supervisors In-Charge of Campus Journalism, school paper advisers, coaches and campus journalists from both the elementary and secondary levels of the public and private schools of the Region. Senior high school students are eligible to join the contests.
 4. For this year's Regional Schools Press Conference (RSPC), **NO REGISTRATION FEE** shall be charged from each participant. However, the meals and snacks of the delegates from each Schools Division, transportation to and fro the contest venues, the RSPC T-shirt and the financial assistance of fifty pesos (Php50.00) per head for the billeting schools shall be charged to **Division Maintenance and Other Operating Expenses/local/Special Education Fund or the School Journalism Fund**, subject to the usual accounting and auditing rules and regulations.
 5. Regional MOOE shall be downloaded to the host division to cover the cost of the following: stage decoration, sound system, hall rentals, contest venues, snacks and lunch of guests during the Opening and Closing Program, lei, 3-day meals and snacks of the Regional Technical Working Group, Secretariat, judges and facilitators and shuttle service for Schools Division Offices billeted outside of Agoo, La Union. Other expenditures like trophies, medals, honoraria of resource speakers and judges, conference materials and supplies, board and lodging of the judges during the In-house judging will be managed by the Regional Office.

6. The RSPC financial subsidy (which is expected to be downloaded in December 2016) in the amount of Php 112,000.00 per DepEd Order No. 47, s. 2010 entitled "Guidelines on Financial Subsidy for the Conduct of National Schools Press Conference", paragraph 2.a.2 will be utilized for the training of participants in preparation for the 2017 National Schools Press Conference.
7. Statement of Expenditures and accountability reports (narrative reports, list of participants to the RSPC, calendar of activities on the conduct of campus journalism) shall be submitted to the Regional Office **not later than January 14, 2017**.
8. Everyone is expected to recognize and respect Intellectual Property Rights. As such, school papers found to have copied and published any material, graphics and published texts without duly acknowledging the source will be disqualified. Disqualification covers all sections of the school paper whether they are published in print or electronic copy.
9. Honesty shall be upheld in the conference. The school head and the school paper advisers shall be responsible for any act of dishonesty, violation or negligence in the implementation of rules and guidelines of the conference. Any pupil/student participant who is found dishonest will be disqualified from the contest.
10. The decision of the board of judges shall be final and irrevocable.
11. The Schools Division Superintendents are expected to extend their full support and cooperation to ensure the successful conduct of the RSPC.
12. The implementing guidelines for the conduct of the RSPC, guidelines for the individual and group contests, general guidelines for school paper contests, general guidelines for the selection of the best sections and layout and page design category, billeting schools and venues for the different activities, parade route, format for the list of student contestants/division school paper entries are enclosed to this memorandum. Other matters not covered by this Regional Memorandum will be disseminated upon receipt of the DepEd issuance on National Schools Press Conference.
13. Immediate dissemination of this Memorandum is desired.


ALMA RUBY C. TORIO
 Regional Director

Reference:

Incl: As indicated
 To indicated in the Perpetual Index
 Under the following subjects:

CAMPUS JOURNALISM

SCHOOL PAPER ADVISERS

CONTESTS

Implementing Guidelines for the Conduct of the 2016 RSPC

1. The 2016 Regional Schools Press Conference (RSPC) is a three-day activity consisting of lectures and discussions on relevant issues and individual and group writing contests in English and Filipino at the elementary and secondary levels.

The categories are as follows:

Individual

<u>English</u>	<u>Filipino</u>
News Writing	Pagsulat ng Balita
Editorial Writing	Pagsulat ng Pangulong Tudling
Feature Writing	Pagsulat ng Lathalain
Sports Writing	Pagsulat ng Balitang Pampalakasan
Copyreading & Headline Writing	Pagwawasto at Pag-uulo ng Balita
Editorial Cartooning	Editorial Cartooning
Photojournalism	Photojournalism
Science and Technology Writing	Science and Technology Writing

Team Category:

- Radio Broadcast & Scriptwriting Contests (Elementary & Secondary Level)
- Collaborative Desktop Publishing (Elementary & Secondary Level)
- TV Scriptwriting and Broadcasting (Secondary Level only)
- Online Publishing (Secondary Level- Exhibition Only)

Editorial Writing for Secondary Level and News Writing for Elementary Level using the Mother Tongue (Ilokano and Pangasinan) are included as individual contests.

2. All contestants must be duly certified by the Schools Division Superintendent as Division winners in their respective category.
3. To facilitate proper identification, the participants are required to wear their school uniform/PE uniform with valid school ID/DSPC ID especially during the contest proper. Contestants for the group contests are advised to wear white t-shirt and preferred pants with their school ID/DSPC ID.
4. Contestants are not allowed to use cellular/mobile phones and the like nor respond to calls during the contest proper.
5. The annual membership fee (Php60.00) for the school paper advisers and Php30.00 for campus-journalists shall be paid directly to the treasurers of the Regional Association of Secondary School Paper Advisers (RASSPA) and Regional Association of Elementary School Paper Advisers (RAESPA) on December 11, 2016 upon arrival at the billeting quarters. The said regional associations shall assign an officer in each billeting quarter to facilitate the payment of the annual membership fee. The associations are likewise advised to submit accountability report not later than January 14, 2017.
6. Schools that do not publish their school paper/newsletter shall not be allowed to send participants to the individual writing contests.
7. School papers/newsletters and the papers/documents of the Division nominees for the Search for Outstanding School Paper Adviser (one elementary, one secondary) and Outstanding Campus Journalist ((one elementary, one secondary) shall be submitted on **December 1, 2016 until 5:00 p.m.** Entries submitted beyond the deadline will no longer be accepted.
8. Should there be questions and assistance needed during the contest, the participants can only raise their concerns to the assigned proctor/facilitator. The proctor shall refer them to the RTWG for appropriate action or response.
9. For further information and clarifications, all concerned individuals may contact or visit **Saula T. Jomaya**, Education Program Supervisor, OIC Chief, Curriculum and Learning Management Division (CLMD) at 072-6078141.

GUIDELINES FOR THE INDIVIDUAL AND GROUP CONTESTS

A. Photojournalism

- a. Contestants should be at the contest venue thirty (30) minutes before the orientation.
- b. The contestants are allowed to use any Digital camera (point and shoot only) with a maximum of 20 megapixels. DSLR and other high-end digital cameras **shall not be allowed** in order to level the playing field.
- c. All contestants must submit an **EMPTY memory card** to the assigned Regional Technical Working Group on Day 0, December 11, 2016 from 9:00 a.m. to 8:00 p.m. at **Agoo Academy**, Agoo, La Union.
The contestants will load the storage card in front of the proctors/facilitators before the contest proper.
- d. After the announcement of the contest theme/topic, the first shot (control shot) by all the contestants should focus on one subject to be determined by the judge.
- e. Every contestant is given one (1) hour to take pictures. This time allotment does not include the loading and unloading of the storage card in front of the proctor.
- f. During the photo shoot, the advisers, trainers and parents of the contestants are **NOT allowed** in the venue.
- g. The contestants are allowed to take unlimited shots, but **only six (6)** shots (including the control shot) will be submitted as official entries.
- h. The contestants shall layout their five best photos in a one-slide Powerpoint file. A general title and captions per picture shall be encoded by the contestants.
- i. The contestants shall be given a maximum of one (1) hour for layouting.

B. Science and Technology Writing

- a. Contestants are expected to be well versed in Science Features, News and Editorial.
- b. This year's competition is focused on Features.

C. Sports Writing

- a. The lecturer and judge shall orient and provide final instructions to the contestants before the contest proper.
- b. Thirty (30) minutes shall be allotted for the pre-game conference along with a short interview and introduction of the players, coaches and tournament officials. Consequently, a post-game conference shall be held for further interview and gathering of data.
- c. Contestants shall watch an actual game where they can gather appropriate data and/or interview officials before and after the game.

D. Editorial Cartooning

- a. Only the paper and pencils with erasers provided by the Regional Office shall be used. (Bring own sharpener).
- b. The cartoon must reflect the elements of editorial cartooning.
- c. The cartoon should be compliant with the professional and ethical standards of media.

E. Radio Broadcast and Script Writing Contests

E.1. General Guidelines

- a. Each division shall have two separate teams composed of seven (7) members for the English and Filipino categories. The members should not be participants in any individual event.
- b. No member of the team is allowed to wear anything that may identify the school or division.
- c. Individual awards include best anchor and best news presenter, while group awards include best in technical application, best infomercial and best script.
- d. In getting the overall results for best radio production, accumulated points from the individual and group awards shall be considered.

E.2. Scriptwriting

- a. The contestants will be given 1½ 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 RTWG. 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 in preparing the script. An inkjet printer which the contestants will bring shall be used in printing the script. The team should ensure that the laptops they will use for the contest should not contain any document that they may use as reference or model during the conduct of the contest. All laptops should be submitted to the contest committee for inspection. Each team is required to bring its own extension wires and other equipment such as CD player for rehearsal.
- c. 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.
- d. 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 assigned task or role (i.e. anchor, news presenter, etc.)
- e. Scripts should be:
 - e.1. Encoded using Arial font size 12
 - e.2. With directorial instructions in capital letters
 - e.3. Double-spaced with normal margin
 - e.4. Printed in a letter-sized bond paper (8.5 x 11)
- f. 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.

E.3. Broadcast Simulation

- a. A broadcast room for the presentation shall be identified in the contest venue. Only the contestants, judges, proctors and the members of the contest committee shall be allowed inside the venue. The student broadcasters shall be concealed from the judges all throughout the presentation.
- b. The 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 source of sound effects.
- c. Except for the volume meter, contestants/technical director shall not be allowed to change, adjust and manipulate the main control board during their presentations.
- 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. Loudspeakers may be set up outside the broadcast room.
- g. The order of presentation will be identified through drawing of lots by the directors before the scriptwriting.
- h. Each team shall be given eight (8) minutes: two (2) minutes for preparation,

five (5) minutes for the actual broadcast and one (1) minute for exit. Provided running time shall be applied.

- i. The organizers shall provide a wall clock or a timer which shows the official time that can be seen by the contestants and the judges. There will be an official time keeper assigned by the organizer.
- j. A green flaglet shall be raised to signal the team to start. The yellow flaglet shall be raised to warn the team that they only have one (1) minute remaining followed by the red flaglet to indicate that the time is up.
- k. The entire production shall be governed by the zero (0) or perfect score for the time scoring requirement.
- l. The contestants shall leave the broadcast room right after their presentation.

F. Group Contest: TV Script Writing and Broadcasting

F.1. Pre-Contest

a. Each team shall have ten (10) members. The team shall decide who shall act as scriptwriters, news writers and infomercial or developmental communication writers, anchors, reporters, producer/director who could also act as floor director, technical or music director, and video director or editor.

Note: Any of the team members can assume one or two roles/tasks as long as this would not affect the outcome of the broadcast (example: an anchor cannot be a reporter at the same time but he/she can also be a news or infomercial writer).

- b. The team must bring their own materials/equipment such as:
 - b.1. laptop with at least 16GB free space with a video editing program
 - b.2. two empty flash drives
 - b.3. Digital camera or phone camera, which is compatible with the laptop for the downloading of media;
 - b.4. Compatible printer with ink and
 - b.5. Extension cord
- c. An orientation of the participants shall be done to brief them on the roles of participants, and criteria for judging the events or categories. All participants should attend this orientation.

F.2. Contest Proper For Scriptwriting

- The format for TV broadcast script including audio and video shall be followed.
- One hour is provided for the teams for video research and to write the broadcast script, which will include headlines, news stories, report, infomercial, opening billboard (OBB) and closing billboard (CBB). The reporter must shoot his/her video materials during this time.
- Another 30 minutes will be given for the production of the support video, including editing for the OBB/CBB.
- Thirty minutes will be provided for the rehearsals and polishing of the stories and video materials.
- Once the script writing contest has started, no member 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.
- The teams shall have the following in their news broadcast:
 - **Three (3) News Articles:** The contest organizers will provide 5 news articles. The scriptwriters shall choose (3) news articles; national news, foreign news and news feature. Each news script should have video and audio component and must not exceed 45 seconds when read during the contest proper. This means each news script must have 3-5 short paragraphs;

- **One Infomercial/Developmental Communication Plug:** This should be original and in line with the theme of the contest. The script should also contain video and audio component, and the production must not exceed 30 seconds. The video support can be pre-produced.
- **One Field Report:** The report must be delivered live but the video support will be pre-produced. Video shoot must be done within the time allotted for the contestants. The news script must contain video and audio description and the news must not exceed 60 seconds.
- **Headlines:** This will contain a brief lead/summary of the 3 news articles – national, foreign and feature, and the field report.
- **OBB/CBB:** Opening billboard and closing billboard will contain the groups' assumed TV network name. This can be pre-produced or presented live with a maximum running time 10 seconds. The script for the OBB/CBB should be included in the main script which will be submitted to the judges.
- All news materials including the infomercial shall be presented live. Only the support videos, which will be used in the live presentation, can be pre-recorded.
- Each team shall prepare two copies of the main script for the TV news production. This must contain the 3 news scripts-national, foreign and news feature, field reporters' news, infomercial/developmental communication plug, headlines and OBB/CBB. Each news script must have a corresponding description at the header including the name of the writer in the upper middle part of the script (e.g. NEWS 1: NATIONAL by students name.) the main script must be written in the order of presentation in the live contest. One copy shall be submitted to the judges, and the other copy shall be used by the team during the actual broadcast.
- The cover page of the main script shall contain the group's name (Mock TV Network Name), school and division, and the names of the participants and their roles in the production.

TV Broadcast

- The order of presentation shall be determined by drawing of lots.
- The TV broadcast must be delivered in (6) minutes, the presenting team may continue its broadcast. However, a corresponding deduction will be given. A team that delivers the broadcast under time will also be given a corresponding deduction.
- One point shall be deducted by the judges from the total points garnered by the team for the first 30 seconds over/under time and two points for every 30 seconds over/under time thereafter.
- The timekeeper shall give the judges a copy of the record of the broadcast running time of each group. The record should indicate how many seconds/minutes each group went over/under time, they did.
- An event committee member shall be assigned to ensure that order in the audience is maintained during presentations.
- The decision of the Board of Judges is FINAL and IRREVOCABLE.

G. Collaborative Desktop Publishing Contest

- a. The competition is designed to encourage teamwork among campus journalists and simulate the workplace of an editorial department in a publishing house.
- b. Each division shall organize a team of seven member contestants who shall not be competing in any of the individual writing contests. There will be one team for English and another for Filipino, both at the elementary and secondary levels. Contestants shall wear their uniform with identification cards.
- c. All contestants are required to attend the orientation before the actual competition.
- d. Once the contest has started, members of each team shall no longer be allowed to go back to their quarters nor report to their respective advisers.

- e. A mini press conference will be held to become the basis for the actual writing of the editorial feature and news articles. Either a video of a sports event will be shown or coverage of an actual sports event shall be attended by the sports writers. Pictures of the mini press conference shall be taken by the photojournalists and editorial cartoons will be produced while the rest of the team are doing write ups, lay outing and editing.
- f. Sports writers and photojournalists must be ready to watch an actual game where they shall gather appropriate data and/or conduct interview before and after the game. 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 the further interview and data gathering.
- g. The team will be given two (2) hours for data gathering and writing and another two (2) hours for lay-outing and editing.
- h. Each team will be required to bring a maximum of (4) laptops installed with either PAGEMAKER or IN DESIGN and Photoshop (for the secondary level) and Microsoft Publisher (for the elementary level) for the layout of the groups' final output.
- i. Mobile phones and other electronic gadgets shall not be allowed except for digital camera and laptops with disabled internet connection.
- j. Each team will be required to convert their output into PDF format, print and submit it to the contest committee. The collaborative and desktop publishing team shall submit both hard and soft copies of their entries. They should ensure that no identifying marks about their school and division can be found in their output.
- k. The output of the contest is an A-4 size four-page publication. The output will be uploaded to the designated computer by the RSPC RTWG for judging.
- l. The top (7) seven teams shall be recognized and their points will be included in the determination of the overall score.
- m. The decision of the Board of Judges shall be deemed final and irrevocable.
- n. Regional and Division Supervisors are authorized to act as proctors during the contests. They shall write the entry numbers when all the entries are submitted and when the time allotted is finished. Contestants will not be told of the numbers assigned to their entries.
- o. Only contestants and proctors are allowed to stay inside the designated contest rooms. In the event that there is a special education pupil contestant, his/her assistant may be allowed to enter the contest room to assist the pupil with exceptionality.
- p. Unauthorized markings on the contest piece may disqualify the entry. It is advised that the contestants strictly follow instructions given by the proctor in the assigned room.

GENERAL GUIDELINES FOR SCHOOL PAPER CONTESTS

(Print and PDF Format)

- A. The School Paper Contests is open to elementary and secondary schools whose papers belong to the top 10 best in the Schools Division.
- B. The top seven (7) winners in each section per medium (English and Filipino) will be recognized. The top seven (7) highest pointers both in English and Filipino shall be declared as the best school papers in the Region and their points shall be added to Group Contest.
- C. Any school paper found to have copied and published texts, images and other materials without duly acknowledging their sources shall be disqualified in the contest.
- D. The decision of the Board of Judges in all aspects of the contest shall be deemed final and irrevocable.
- E. The school paper may be submitted in any of the following formats:

- 1. Paper-based (print) or PDF Format**

Since the school paper and PDF format entries will be evaluated using the same set of entries, each Division is supposed to submit ten (10) entries per category, which are composed of school paper and PDF format regional qualifiers combined. The requirements for the PDF format are the same as those of the paper-based entries. PDF format must be placed in a compact disc (CD).

- 2. Schools that did not collect journalism or subscription fees from students or have insufficient funds for printing are the only institutions allowed to submit their campus publication in PDF format.** Schools that will submit entries in this format should include a certification from the parents' association, duly noted by school principal, that no publication fee or inadequate funds were collected from the students. **This certification should be included in the documents submitted to the Division Office before the division judging of the school papers.**

- 3. The different SECTIONS CATEGORY to be judged for the school paper contest are as follows:**

- a. News Section/Pahinang Balita
- b. Editorial Section/Pahinang Editorial
- c. Feature 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 Disensyong Pahina

- 4. The technical specifications for both elementary and secondary levels are as follows:**

- a. 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
 - Science and Technology Section - at least 3
- b. Process : Offset/Digital
- c. Paper stock : Bookpaper or C2S 60GSM-80 GSM
- d. Color : Front and back cover in full color
Inside pages in black and white
- e. Size : 9" x 12" (elementary)
12" x 18" (high school)

5. Each section will be judged according to the guidelines/criteria set for the section/category.
6. After a thorough evaluation by a set of judges, each Schools Division will submit a maximum of 10 winners per section and for each medium (English and Filipino) to the Regional Office (Attention: Curriculum and Learning Management Division (CLMD)). The school paper and PDF entries should be properly sealed and labeled per section.
7. Sufficient copies of the school paper or PDF formal entries should be included in the package. The number of copies should correspond to the number of Division winnings of each school paper. A list of winning Division entries should also accompany the package which should be duly endorsed by the Schools Division Superintendent on or before **December 1, 2016**.
8. No school is allowed to submit their school paper entry directly to the Regional Office.
9. Failure to comply with the set guidelines in evaluating school papers will be a ground for disqualification.

