



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

02 DEC 2025

DIVISION MEMORANDUM
NO. 644 S. 2025

DIVISION JOURNALISM WORKSHOP

To: Assistant Schools Division Superintendent
Chief Education Supervisor (CES)/OIC-CES
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary, Secondary, and Integrated Schools
All Others Concerned

1. The Division of Capiz will conduct a **Division Journalism Workshop** for Filipino and English in the Elementary and Secondary Levels on December 6, 13, & 14, 2025. The venue will be announced later.
2. This activity aims to:
 - a. retool coaches on the current trends of Campus Journalism;
 - b. capacitate participants on how to put up a school paper; and
 - c. enhance participants' ability to write news articles, editorials, features, and other journalistic content.
3. Participants in this training are coaches for schools press conference. The list participants, trainers, and the training matrix are found in enclosures 1 and 2, respectively.
4. Expenses for the materials and food of the trainers and facilitators shall be charged against the Division HRTD Fund. Travel expenses of school participants shall be charged against school MOOE. All expenses relative to the conduct of this activity are subject to usual accounting and auditing rules and regulations.
5. Participants and trainers are entitled to service credits in accordance with DepED Order No. 13, s. 2024 titled: *Revised Guidelines on the Grant of Vacation Service Credits for Teachers*. On the other hand, Non-Teaching personnel including the management staff shall be provided with Compensatory Time Off (CTO) as per Civil Service Commission (CSC) and Department of Budget (DBM) Joint Circular No. 2, s. 2004 on *Non-Monetary Remuneration for Overtime Service Rendered*.



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6. Immediate dissemination of this Memorandum is desired.


ROEL F. BERMEJO

Schools Division Superintendent



Enclosure: As Stated

Reference:

To be indicated in the Perpetual Index under the following subjects

ENGLISH

JOURNALISM

FILIPINO



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Enclosure No. 1 to Division Memorandum No. 644, s. 2025

TRAINING MATRIX

TIME	DAY 1	DAY 2	DAY 3
7:30-8:30	Arrival & Registration		
8:31-9:00	Opening Program/Levelling of Expectations		Broadcasting Jonel Sembrano-English Rahnelyn Bonilla-Filipino
9:01-10:00	Introduction to Campus Journalism Philosophy, Legal Bases, Editorial Policy, Libel and Plagiarism & School Paper Management Dr. Edwin Jason Dueñas	Editorial Writing Ermie Joy Joaquin-English Lilibeth D. Meliton-Filipino	
10:01-11:00	News Writing Marybeth Conlu - English Gemma B. Obsiana-Filipino		Column Writing Philip Jayson Falcis-English Donnalyn Llaban- Filipino
11:01-12:00	Sports Writing Ma. Sarah Baes-English Susan J. Quistadio-Filipino		Lay outing & Electronic Publishing Philip Jayson Falcis-English & Filipino
	WRITESHOP		
12:01-1:00	LUNCH		
1:01-2:00	Copy Reading/Headline Writing Philip Jayson Falcis-English Mary Ann Deita-Filipino	Editorial Cartooning Salvador Bacatano - English Grace De Ado -Filipino	Desktop Publishing Alfred Pondoc-English Philip Jayson Falcis-Filipino
2:01-3:00	Feature Writing Marylyn T. De Guzman-English Joey D. Descalzota-Filipino		



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3:01-4:00	Photojournalism Nashrudin Roxas- English Rachel Relator- Filipino	Science Writing Ailyn D. Vergara- English Leonardo Bayadog-Filipino	
4:01-4:30			<i>Closing Program</i>



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RESOURCE PERSONS AND FACILITATORS

Dr. Merlie J. Rubio-	Education Program Supervisor-Filipin
Dr. Edwin Jason Duenas	Education Program Supervisor-LRMS
Mrs. Ma. Sarah Baes-	Master Teacher 1- Feliciano Consing NHS
Mr. Jonel Sembrano-	Principal 2, Tuburan ES
Mrs. Marybeth Conlub-	Master Teacher 2- Jagnaya ES
Miss Mary Ann Deita-	Master Teacher 2-Jagnaya ES
Mr. Leonardo Bayadog-	Master Teacher 2- Capiz NHS
Miss Grace Deado-	Head Teacher 1, Felecciano Consing NHS
Mr. Philip Jayson Falcis-	Teacher 3, Mayor Ramon Benjamin NHS
Miss Ermie Joy Joaquin-	Teacher 1, Vicente Andaya Sr. NHS
Mrs. Gemma Obsiana	Master Teacher 2- CLANHS
Dr. Susan Quistadio	Master Teacher 2-Vicente Andaya Sr. NHS
Mrs. Lilibeth Meliton	Teacher 3-Felixberto Dicon IS
Marylyn T. De Guzman	Master Teacher 1- Pilar
Salvador Bacatano	Teacher 3-Pilar
Joshua Jade J. Rubio	Teacher 1-Vicente Andaya Sr. NHS
Rahnelyn Bonilla	Master Teacher 2-Capiz NHS
Joey Descalzota	Teacher 1-Felixberto Dicon IS
Alfred Pondoc	Teacher 3- Ivisan
Rachel Relator	Master Teacher 1-Mambusao West
Donalyn Llaban	Dumalag Central School
Nashrudin Roxas	
Jessiemar D. Diaz	
Ailyn D. Vergara	
Marica Nilda A. Eslabon	



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Enclosure No. 2 to Division Memorandum No. 644, s. 2025

LIST OF PARTICIPANTS
ELEMENTARY AND SECONDARY

DISTRICT	ENGLISH	FILIPINO	TOTAL
Cuartero	2	2	4
Dao	2	2	4
Dumalag	2	2	4
Dumarao	2	2	4
Ivisan	2	2	4
Jamindan	2	2	4
Maayon	2	2	4
Mambusao East	2	2	4
Mambusao West	2	2	4
Panay	2	2	4
Panitan	2	2	4
Pilar	2	2	4
Pontevedra	2	2	4
Pres. Roxas	2	2	4
Sapián	2	2	4
Sigma	2	2	4
Tapaz East	2	2	4
Tapaz West	2	2	4
TOTAL			72