



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*.



**Address:** Banica, Roxas City  
**Contact Number:** (036) 6518 456/0968-869-5867  
**Email Address:** [capiz@deped.gov.ph](mailto:capiz@deped.gov.ph)  
**Website:** <http://depedcapiz.ph>



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





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



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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 Conlu-	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, Feleciano 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**

<b>DISTRICT</b>	<b>ENGLISH</b>	<b>FILIPINO</b>	<b>TOTAL</b>
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
Sapian	2	2	4
Sigma	2	2	4
Tapaz East	2	2	4
Tapaz West	2	2	4
<b>TOTAL</b>			<b>72</b>