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

DIVISION MEMORANDUM
No. 547 **s. 2026**

27 OCT 2026

2026-2027 DIVISION SCHOOLS PRESS CONFERENCE FOR ENGLISH AND FILIPINO (ELEMENTARY AND SECONDARY LEVELS)

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

1. Pursuant to Republic Act (RA) No. 7079, also known as the Campus Journalism Act of 1991, this Office announces the conduct of the **2026-2027 Division Schools Press Conference (DSPC) for Filipino and English (Elementary and Secondary Level)** with the theme **"Beyond the Prompt: Nurturing Original Thought and Ethical Writing among Young Journalists in the AI Era."** This year's DSPC will be conducted at Capiz National High School on the following dates:

a. November 7, 2026 – Individual Contests (Secondary Level)
b. November 8, 2026 – Individual Contests (Elementary Level)
c. November 14, 2026- Group Categories (Elementary and Secondary Levels)

2. The 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. Foster camaraderie and enrich learning experiences through healthy and friendly competitions; and
d. Provide learners opportunities to use the skills learned on campus journalism for their future careers.

3. Learners at the elementary and secondary levels (both junior and senior high schools) both public and private schools are eligible to join the contests.

4. There are nine (9) official individual categories to be joined in namely: **News, Sports, Editorial, Feature, Editorial Cartooning, Copyreading and Headline Writing, Photojournalism, Science, and Column Writing, Mobile Journalism (MoJo)**; and five (5) official group contest categories namely: **Radio**

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Scriptwriting and Broadcasting (English and Filipino, Elementary and Secondary), Collaborative Desktop Publishing (English and Filipino, Elementary and Secondary), Online Publishing (English and Filipino, Secondary only), TV Scriptwriting and Broadcasting (English and Filipino, Secondary only), School Paper Contests (English and Filipino, Elementary and Secondary), , English and Filipino, Secondary only.

5. A search for the Outstanding School Paper Adviser (Elementary and Secondary), and Outstanding Campus Journalist (Elementary and Secondary) will also be held.

6. The group contests (Radio and TV Scriptwriting and Broadcasting, Collaborative Desktop Publishing, and Online Publishing) will be held on a separate date and venue so the resource persons, facilitators, and judges can attend. Each school or district may send one team in English or Filipino, with seven members. Online Publishing teams have five members. The MoJo team size will be announced later.

7. Contestants should bring their laptops, printers, and extension cords, and a storage box for safety keeping. **There will be a checking of all laptops to be used in these categories on November 6, 2026, 8 AM, at Capiz National High School.** Every laptop must be cleared of all files to ensure fairness during the competition proper.

8. Entries for the **school paper contest** must submit their online copy in Portable Document Format (PDF) of their school paper on or before November 7, 2026**, 11:59 PM** directly to the Google Drive link to be provided by the Capiz Division School Paper Advisers Association.

9. Contestants in photojournalism are allowed to use **point-and-shoot, compact cameras, or DSLR cameras with a prime lens or zoom lens up to 100 mm ONLY.**

10. For the elementary level, there will be a maximum of five (3) contestants for each category from each district. For the secondary and integrated schools, there will be one contestant for each category from each school. Participants are advised to bring packed lunch and snacks.

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11. **A membership fee of One Hundred Pesos Only (Php. 100.00)** shall be collected from each participating campus journalist and **Two Hundred Pesos Only (Php. 200.00)** from each school paper adviser/coach which shall be paid directly to the treasurer of the Division School Paper Advisers and Campus Journalists on the day of the contest.

12. Only **one (1) official event** in the individual or group category is allowed. In the case of Mobile Journalism for the secondary, participants may come from group contests to assure their chances of reaching the next level but must not be joining any individual contests, as these will be held simultaneously.

13. The **top ten/fifteen (10/15) winners** shall be declared in all official individual contests and will earn a slot for the upcoming Regional Schools Press Conference (RSPC). However, only the **top five (5) winners** shall be recognized for the group contest categories, while ONLY the **top two (2)** can join the Regional Schools Press Conference (RSPC).

14. To ensure a smooth flow of the conduct of this year's DSPC, all the identified facilitators and members of the Technical Working Group (TWG), including the officers of the Capiz Division School Papers Association, shall convene on **November 4, 2026**, in Multi-purpose Hall – Capiz Division Office.

15. The Contest Matrix and Guidelines are found in Enclosures No. 1 and 2 respectively as well as the updated guidelines for all contest categories, including the Mobile Journalism.

16. Teacher participants and facilitators are entitled to service credits in accordance with DepEd Order No. 53, s. 2003 titled: Updated Guidelines on the grants of Vacation Service Credits to Teachers. On the other hand, Non-Teaching personnel including the manager 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.

17. The criteria for judging the categories mentioned above is based on **DepEd Memorandum No. 39, Series of 2025**.

18. Campus journalists must secure a waiver or permit signed by the parents.

19. Expenses relative to the conduct of the DSPC shall be charged against the Division MOOE Fund. Membership fee, per diem, and transportation expenses of participants are chargeable against the school MOOE, School Paper Fund, and other available funds subject to the usual accounting and auditing rules and regulations.

20. Immediate dissemination of this Memorandum is desired.

ROEL F. BERMEJO
Schools Division Superintendent

Enclosure: As Stated
Reference: As Stated
To be indicated in the Perpetual Index
under the following subjects

ENGLISH FILIPINO LEARNERS CONFERENCE CONTEST

Enclosure No. 1 to Division Memorandum No. 547, s. 2025

2026-2027 DIVISION SCHOOLS PRESS CONFERENCE FOR FILIPINO AND ENGLISH (ELEMENTARY AND SECONDARY LEVEL)

MATRIX
ENGLISH AND FILIPINO
Day 0 (November 6, 2026) – Pre-group Contests

TIME	Activity	FILIPINO	ENGLISH
8:00-3:00	Checking of laptops for Group Contests	*Secondary:* Elio Pabian Ver Fasoy Rhey James Poticar Rowena Henorga Joshua Jade Rubio Jose Ecaran, Jr. Christian Joseph Suacillo Andria Nicole Arana *Elementary:* Marybeth Conlu Alfred Pondoc	*Secondary:* Threemay Bandiola Hannah Palmes Christian Dellota Peter Gad Doce Esther Marie Gayoso Rey Joseph Adremesin Ailyn Vergara Ana Liza Hambala *Elementary:* Mary Ann Deita Melona Dela Cruz Ma. Rechel A.Divinagracia
	Submission of Portfolio for the OSPA and OCJ	Marybeth Conlu Gemma Obsiana Philip Jayson Falcis Susan Quistadio Lilibeth Meliton	

MATRIX

ENGLISH AND FILIPINO

Day 1 (November 7, 2026) – Individual Contests

- *Simultaneous Morning Activities for Elementary and Secondary*

Time	Individual Contests	Facilitators/Judges for Elementary	
		Filipino	English
8:00 – 9:00	Opening Program		
09:00-11:00	News Writing	Gemma Obsiana (J) Judy Grace B. Encinas	Ma. Sarah Baes (J) Fevelyn Joy Cercado
	Headline and Copy Reading	Rahnelyn Bonilla (J) Petronila Delino	Philip Jayson Falcis (J) Christian Dellota
	Editorial Writing	Leonardo Bayadog (J) Janet Divinagracia	Ermie Joy Joaquin (J) Lou Jane Gregorio
	Feature Writing	Lilibeth Meliton (J) Maricel Delgado	Ailyn Vergara (J) Krischelle Araneta
	Sports Writing	Susan Quistadio (J) Elio Pabian Ver Fasoy	Albino Matiling (J) April Nadine Yulo
	Editorial Cartooning	Mae Andres (J) Ana Mae Undaloc	Camille Vestidas (J) Virgilyn Dacula
	Photojournalism	Norberto Valles(J) Rhey James Poticar (J) Melvin Abada (J)	Cherry May Tumabiene (J) Hannah Gardose (J) Elna Grace Aducal (J)
	Science Writing	Salvacion	

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		Matiling (J) Juliebeth Baralla	April Joy Eslapor (J) Maricel Q. Villanueva
	Column Writing	Charie Delfin (J) Elbert Laña	Ernesto Fulgencio (J) Vic Frofunga
02:00-05:00	Announcement and Awarding of Winners for the Individual Contests (Elementary)		
05:00	Home Sweet Home		
	Overall Facilitators	Mr. Leonardo Bayadog and selected Filipino Teachers	Mr. Francis Russel Varon and selected English Teachers

Simultaneous Morning Activities for Elementary and Secondary
Afternoon Activities

Time	**Topic**	**Facilitators for Secondary**	
		FILIPINO	**ENGLISH**
09:00-11:00 (Simultaneous Contest)	News Writing	Marybeth Conlu Analie L. Luna	Marjun Bartolo Novi Javil
	Copy Reading and Headline Writing	Mary Ann Dieta Maduna A. Llorito	Filomena Bonza Jocelyn Sang-ulan
	Editorial Writing	Donalyn Llaban Ma. Liezl Crisosto	Lourdes Lesyl Melchor Rea Me Farenas
	Feature Writing	Felilyn Verde Karen Reyes	Mary Lyn De Guzman Mary Grace Fabillon

	Sports Writing	Rodelyn G. Llorito Anne Vigo	Ann Jane Fresnillo Manny Dorado
	Editorial Cartooning	Grace De Ado Ambrocia L. Lava	Melnie Verde Ma. Rechel A. Divinagracia
	Photojournalism	Loryna Mae V. Francisco Lady Fatima Fortaleza Rufino Villeza	Rachel Relator Zandie Ponce Peter John Obidos Bea De Tomas
	Science Writing	Aireen Mae Luces Jonna Verde	Melanie Reyes Juddy Ann Denaga
	Column Writing	Jocelyn Reyes Glen Mark Castillon	Maricel Sorongon Riezel Marcelo
02:00-5:00	Announcement and Awarding of Winners for the Individual Contests (Secondary)		
05:00	Home Sweet Home		
	Overall Facilitators	**Mr. Leonardo Bayadog** and selected Filipino Teachers	**Mr. Francis Russel Varon** and selected English Teachers
External Judges: Prof. Jonell Gregorio (ASU-Banga) Cheno Pollan (Pavia National High School) Ernie Diocos (Balasan National High School) Dr. Jude Thaddeus Iledan (DepEd RO 6)			

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MATRIX
ENGLISH AND FILIPINO

Day 2 (November 8, 2026) – Group Contests

- *Simultaneous Morning Activities for Elementary and Secondary*

Time	Group Contests	Facilitators/Judges for Secondary	
		FILIPINO	**ENGLISH**
09:00-02:00	Radio Broadcasting	**Facilitators:** Melona Dela Cruz Eleonor Aulmo Robbie Rose Lava **Judges:** Liezel Francisco Edelyn Cadeliña Benny Blancaver	**Facilitators:** Michelle Lotilla Rhoda Ubas Maduna A. Llorito **Judges:** Jessiemar Diaz Nanette Guillermo Jonel Sembrano
	TV Broadcasting	**Facilitators:** Christine Bisnar Robert Mentino **Judges:** Marybeth Conlu Alfred Pondoc	**Facilitators:** Marylyn De Guzman Reden Aguadera **Judges:** Nashrudin Roxas Camielle Gallego
	Collaborative Desktop Publishing	**Facilitators:** Grace De Ado Donalyn Llaban Ma. Rechel A. Divinagracia	
	Online Publishing	**Facilitators:** Mary Ann Dieta Alfred Pondoc Marybeth Conlu	
	School Paper	**Facilitators:** Joey Descalzota	

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	Contest	Judy Grace Encinas Cristygen Belvis
External Judges: Cheno Pollan (SDO Iloilo) – Online Publishing Ernie Diocos (SDO Iloilo) - Collaborative Desktop Publishing Dr. Jude Thaddeus Iledan (DepEd RO 6) – School Paper Contest		

MATRIX
ENGLISH AND FILIPINO

- *Simultaneous Morning Activities for Elementary and Secondary*

Time	**Topic**	**Facilitators/Judges for Elementary**	
		FILIPINO	**ENGLISH**
09:00-02:00 (Simultaneous Contest)	Radio Broadcasting	**Facilitators:** Christian Suacillo Andria Nicole Araña Maricel Delgado Elio Pabian Ver Fasoy **Judges:** Rahnelyn Bonilla Melvin Abada Pinky Gabunas	**Facilitators:** Virgilyn Dacula Joyce Delfin Kriza Mae Frondoza Rey Joseph Adremesin **Judges:** Lucille Montorio Michael John Bade Paul Villar
	Collaborative Desktop Publishing	**Facilitators:** Cherry Mae Tumabiene Vhiva Isada Emmylou Ciudadano	
	School Paper Contest	**Facilitators:** Philip Jayson Falcis Leonardo Bayadog Ermie Joy Joaquin	

External Judges:

Cheno Pollan (SDO Iloilo) – Online Publishing
Ernie Diocos (SDO Iloilo) - Collaborative Desktop Publishing
Dr. Jude Thaddeus Iledan – School Paper Contest

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2026-2027 Division Schools Press Conference

TECHNICAL WORKING GROUP

DR. ROEL F. BERMEJO, CESO V –SDS
DR. MARLON P. DESTREZA – OIC, Asst. SDS
DR. EDNA B. AZCARRAGA – OIC Chief, SGOD
DR. MERLIE J. RUBIO – OIC Chief, CID/EPS - Filipino
DR. EDWIN JASON DUEÑAS – EPS – LRMDS/OIC-English

WORKING COMMITTEES

Committee	English	Filipino
Registration/ Program	Francis Russel Varon Rosielene Baldomar Mirasol Mabini Ma. Christina Soriano Emmylou Ciudadano Virgilyn Dacula Betsaida Bonsato Felicitas Altamia Ma. Sarah Baes Susan Quistadio Abadesa Sabordo	
Certificates/ Communication	Ma. Sarah Baes Grace De Ado Jason Flaviano Pearl Alaro Christine Balgos Melrose Geronimo Joshua Jade Rubio Sheena Marie Albason Lorraine Amores Ma. Jemreel Telo Jinky Rose Bayubay Ermie Joy Joaquin Ailyn Vergara Andria Nicole Arana Ana Mae Undaloc	

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Results/ Tabulation	Camille Gallego Evelyn Callar Camille Beluso Marisol Mabini	Gemma Obsiana Lilibeth Meliton Melrose Geronimo Felecitas Altamia Maricel Delgado Loreta Aguilar

Enclosure No. __ to Division Memorandum No. _____, s. 2025

ANNEX A
GENERAL INSTRUCTIONS FOR THE INDIVIDUAL CONTESTS
(ELEMENTARY AND SECONDARY LEVEL)

A. Individual Writing Contest and Editorial Cartooning

1. Each participant shall be given one hour to finish his/her work. Proctors shall retrieve all writing sheets at the end of the period provided.

2. Official writing sheets, or paper for the cartooning, shall be provided by the committee.

3. All participants are required to bring their School ID and/or campus publication ID for proper identification.

4. Copyreaders are required to use pencils.

5. Cartoonists are required to use Mongol 2 pencils and short size bond paper. Other specialized pencils are not allowed.

6. Cellular phones should be kept inside the learners' bags or left to their advisers.

7. All participants shall write their control number on the upper right portion of their official contest paper, which is based on their attendance record and pre-registration form. No other identifiable marks shall be put on any part of the answer sheet apart from the control number. Any marks of name and school will be a ground for disqualification.

B. Photojournalism

1. Contestants must be at the venue 30 minutes before the contest proper for the orientation.

2. Contestants are allowed to use point-and-shoot, compact cameras or DSLR cameras with a prime lens or zoom lens up to 100mm ONLY.

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3. Contestants must submit a camera with emptied internal memory for checking.

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

5. Contestants must bring their own black ballpen and folder for writing the caption.

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

7. The control shot is considered the first shot.

8. Contestants are given one hour to take pictures. The loading and unloading of the memory cards shall be done in front of the contest facilitator.

9. Contestants are allowed to take unlimited shots but will submit the control shot and the five photos with caption related to the given theme.

10. 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.

11. Contestants will be given 30 minutes to provide a caption for each of the five photos.

12. The advisers, trainers, and parents are NOT allowed in the contest venue throughout the duration of the competition.

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ANNEX B
GUIDELINES IN MOBILE JOURNALISM
(FOR EXHIBITION ONLY – SECONDARY)

1. The Mobile Journalism Exhibition aims to empower campus journalists to create, edit, and produce timely and relevant news features with the use of just their smartphones, hence without the expense of traditional high-cost equipment.

2. This exhibition is open to learners at the secondary level. **For the DSPC, a pair of participants shall represent their respective schools.** One pair of participants will represent their school in English, and another pair will do so in Filipino. The participant must not be joining other competitions in the individual contests. Preferably, the pair must come from separate group contests or may be formed from non-competing contestants in individual contests.

3. The participants will be given time to shoot, edit, and produce one video story (portrait) per pair on a topic that will be provided by the Division Management Committee.

4. Each entry must be recorded, edited, and completed with any smartphone running on iOS or Android and using any video-editing application.

5. Each entry must run for 1 to 2 minutes and revolve around the topic that will be provided on the day of the conference, prior to the opening program. The preparation time is 4 hours.

6. All submissions must be original and free from any intellectual property/copyright issues.

7. All participants must attest that they are submitting work produced with only smartphones and mobile applications. The Board of Judges reserves the right to disqualify entries that cannot be verified at their absolute discretion.

8. Only the Top 10 winners shall be recognized in every medium but points will not be counted in the overall ranking of school.

9. The decision of the Board of Judges is final and irrevocable.

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ANNEX C
GUIDELINES FOR THE COLLABORATIVE DESKTOP PUBLISHING CONTEST

(Based on DepEd Memorandum No. 39, Series of 2025)

1. Each school shall organize a team of seven (7) members for English and Filipino both in elementary and secondary levels.

2. Contestants shall wear white shirts with identification cards.

3. All contestants are required to attend the one-hour orientation before the competition.

4. All contestants are not allowed to go back to their quarters nor communicate in all forms (text, call, chat, etc.) with their respective advisers from the start until the end of the contest.

5. A video recorded mini press conference and a sports event shall be held as bases for the content of the publication (i.e., news, features, editorial, editorial cartoon, sports). The photojournalists shall take pictures of the mini press conference and sports event, or as instructed by the facilitator.

6. The team will be given one (1) hour for data gathering and five (5) hours for writing, layout, and editing.

7. Each team is allowed to bring only the following:

- two (2) digital/DSLR cameras;
- one (1) inkjet printer with scanner;
- one (1) card reader;
- one (1) blank flash drive;
- extension wires;
- maximum of four (4) laptops installed with either Pagemaker or InDesign and photoshop (for the secondary level) and Scribus/Microsoft Publisher (for the elementary level) for the layout of the group's final output and
- A4 size bond paper.

8. Official laptops, previously cleared of stored documents, must be submitted to the DTWG before the contest to check for any applications, pre-written documents, or references. Laptops to be submitted to the DTWG shall be labeled with the following format:

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Category - Medium-Level_School Name
(e.g.) Collaborative Desktop Publishing - English - Secondary _ Capiz NHS
Labels shall be in a whole bond paper size pasted on or attached to the laptop bag.

9. Mobile phones and other electronic gadgets shall not be allowed except for digital cameras/DSLRs and laptops with disabled internet connection.

10. Each team will be required to convert their output into PDF, print in A4 size-bond paper, and submit it to the examiner/s. They should ensure that no identifying marks about their school can be found on their output as it would be a ground for disqualification.

11. The output of the contest is an A4-size four-page full-colored publication. The output will be stored in a flash drive provided by the examiner/s and uploaded to the designated computer for judging.

12. Entries must be judged according to the criteria stipulated in DepEd Memorandum No. 39, Series of 2025 for the NSPC Guidelines in Collaborative Desktop Publishing:

Content	-	50%
Technicals	-	40%
Ethics	-	10%
Total	-	100%

13. The following special awards may be given: Best News Page, Best Feature Page, Best Editorial Page, Best Sports Page, and Best Layout.

14. The top five (5) teams shall be recognized, and their points will be included in the determination of the overall scores.

15. The decision of the Board of Judges is final and irrevocable

Enclosure No. __ to Division Memorandum No. _____, s. 2025

ANNEX D

GUIDELINES FOR ONLINE PUBLISHING CONTEST

(Based on DepEd Memorandum No. 39, Series of 2025)

1. Each school shall organize a team of five (5) members for English and Filipino both in elementary and secondary levels who shall not be competing in any of the individual writing categories.

2. Contestants shall wear white shirts with identification cards.

3. All contestants are required to attend the orientation before the competition.

4. All contestants are not allowed to go back to their quarters nor communicate in all forms (text, call, chat, etc.) with their respective advisers from the start until the end of the contest.

5. A video recorded mini press conference and a sports event shall be held as bases for the content of the publication (i.e., news, features, editorial, editorial cartoon, sports). The photojournalists shall take pictures of the mini press conference and sports event.

6. The team will be given four (4) hours for writing, layout, and editing articles to create an online publication using the official platform to be provided by the organizer (WordPress). Coverage and the data gathering if there will be a mini-press conference, pre-game, actual game, and post-game conference shall be excluded from the 4-hour time allotment.

7. Specific number of articles to be produced will be given during the orientation.

8. Each them will be required to bring only the following:

- one (1) flatbed scanner/3- 1 printer (mobile/phone scanner is NOT allowed);
- two digital/DSLR cameras (Standard process in the photojournalism event will be observed in checking the cameras and SD cards.);
- maximum of four (4) laptops installed with photoshop for image enhancement;
- maximum of two (2) pocket WiFis (preferably with two different networks) or one (1) wireless router; and
- extension cord.

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9. Official laptops, previously cleared of stored documents, must be submitted to the DTWG before the contest to check for any applications, pre-written documents, or references. Laptops shall be labeled with the following format:

Category - Medium-Level_School Name
(e.g.) Online Publishing - English - Secondary _ Capiz NHS
Labels shall be in a whole bond paper size pasted on or attached to the laptop bag.

10. Each group shall email their URL to the assigned examiner.

11. Entries must be judged according to the criteria stipulated in DepEd Memorandum No. 25, Series of 2024 for the NSPC Guidelines in Online Publishing:

Content	-	30%
Language and Style	-	15%
Layout	-	20%
Technicals	-	20%
Ethics	-	15%
Total	-	100%

12. The following special awards may be given: Best News Page, Best Feature Page, Best Editorial Page, Best Sports Page, and Best Web Design Management/Layout.

13. The top five (5) teams shall be recognized, and their points will be included in the determination of the overall scores.

14. The decision of the Board of Judges is final and irrevocable.

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ANNEX E
GUIDELINES FOR THE RADIO SCRIPTWRITING AND BROADCASTING CONTEST

(Based on DepEd Memorandum No. 39, Series of 2025)

A. General Guidelines

1. Each region must form a team of seven English and Filipino members at the elementary and secondary levels who are not competing in any of the individual and other team categories.

2. Participants must wear a plain white shirt with their valid school ID/NSPC IDs for proper identification.

3. The awards for this category include the following:
Individual Awards - Best Anchor, Best News Presenter, Best Technical Director
Group Awards - Best Infomercial, Best Script, Best Radio Broadcast

4. Contestants are not allowed to have mobile phones, smart gadgets, reference materials, or any extra sheets of paper in the contest area.

5. All teams must ensure that their laptop/device is compatible with the available device/s in the designated simulation area. This shall be done during the mock radio production.

6. Official laptops must be cleared of stored documents before submitting to the DTWG. Failure to clear the stored documents will result in the disqualification of the competing team..

7. Any violation of the stipulated guidelines will be grounds for the disqualification of the team.

8. The decision of the Board of Judges is final and irrevocable.

B. Scriptwriting

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1. Each team may use up to four official laptops and one flash drive (at most 32gb) that have been cleared of stored documents and printer in preparing and printing of the script. All laptops must be submitted to the contest committee for inspection. Each team must also bring their own extension cords and other equipment for rehearsal.

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.

3. The infomercial may cover topics such as health, environment, politics, social issues, and other relevant subjects to be determined by the judges. It should not exceed one minute in length and must be in the same medium the group is competing in.

The news articles shall be based on press releases, raw data, or any other sources handed by the examiner/s. The news articles should be based on the sources/materials provided by the judges.

An additional 30 minutes will be allotted for printing. 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.

4. 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.

5. 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.). Violation of this procedure shall be grounds for disqualification.

6. The board of judges will provide the name of the radio station, program title, and kilohertz frequency, which will be uniform to all groups.

7. Scripts should be:
- encoded using Arial font size 12
- with directorial instructions in capital letters
- double-spaced with normal margin (1 inch on all sides)

- printed in A4-sized bond paper (8.27x11.69 inches)

C. Broadcast Simulation

1. A designated broadcast room will be identified in the contest venue for the presentation. Only the contestants, judges, and the examiner/s are allowed inside.

2. The organizers/host school must 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 a power failure, the affected team will be allowed to broadcast again.

5. The use of sound bites/recording, recorded prior to the contest proper or simulation is prohibited.

6. At least two loudspeakers may be set up outside the broadcast room.

7. The host school shall provide the radio frequency or Podcast/social media link where the broadcast simulation will be tuned in, provided that only AUDIO will be aired.

8. A designated holding area shall be provided for each role. Teams shall not be allowed to meet outside their designated areas for rehearsals. Violation of this procedure shall be grounds for disqualification.

9. Each team is given ten minutes: three minutes for preparation, five minutes for the actual broadcast, and two minutes for exit. The provided running time shall be applied. Preparation time shall be paused if the team experiences a technical problem/glitch. If the technical problem has not been resolved after five minutes, the next group will present.

10. The host region shall provide a timer that can be seen by the contestants and the judges. An official timekeeper will be appointed.

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11. A yellow flaglet will be raised to signal that the team has one 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. If there is a case of overtime/undertime during the specified broadcast duration, points will be deducted based on the following criteria for adherence to time allotment (5%):

Overtime/Undertime
1-15 seconds (1 point)
16-45 seconds (2 point)
46-90 seconds (3 point)
91-120 seconds (4 point)

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ANNEX F

GUIDELINES FOR THE TV SCRIPTWRITING AND BROADCASTING CONTEST

(Based on DepEd Memorandum No. 39, Series of 2025)

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 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. With the unavailability of equipment and tools to be used for a live broadcast, the Division TWG opted for outputs to be submitted as canned video materials only, provided that they adhere to the set guidelines.

4. In getting the overall results for the best TV broadcast, accumulated points from the individual and group awards shall be considered.

5. The awards for this category include the following:
   Individual Awards - Best Anchor, Best Reporter, Best Director
   Group Awards - Best Technical Application (Editing/Scoring), Best Developmental Communication, Best News Script, Best TV Newscast

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6. The decision of the Board of Judges is final and irrevocable.

7. Any violation of the stipulated guidelines will be a ground for disqualification of the team.

PRE-CONTEST

A. Checking and Sealing of Devices and Gadgets

1. Each team must bring ONLY the following:

a. Contest Laptops - A maximum of FOUR contest laptops is allowed. These must NOT contain any file or document, EXCEPT for:

i. installed offline editing software/s free of ongoing/unfinished templates and projects; and

ii. preproduced/prerecorded videos and audios (OBB and/or CBB, TV Network and Program Logos, stingers and audio web, lower thirds with/without animation, graphics, audio and video elements for newscast).

b. Cameras - a maximum of TWO video-shooting devices (i.e., 2 DSLR cameras/1 DSLR camera and 1 mobile camera/2 mobile cameras) compatible with the contest laptops are allowed. Mobile phones must NOT have SIM card (physical/electronic), must be in factory settings, and have NO installed photo and video-editing

c. Storage Device - three empty flash drives (at least 16 GB) and two empty memory cards for camera/s are allowed.

d. One inkjet printer

e. A4-size bond paper

f. Extension cord/s

2. Laptops, flash drives, and other equipment to be submitted to the DTWG should be labeled in the following format:

Category - Medium-Level_School Name

Labels shall be in a whole bond paper size pasted on or attached to the laptop bag.

3. Official laptops must be cleared of stored documents, aside from those listed in 1A, before submitting to the DTWG.

4. Failing to clear the stored documents and to submit the laptops on the set deadline will disqualify the competing team.

CONTEST PROPER

A. CONTEST REORIENTATION

1. Claiming of sealed devices and gadgets shall be done before the contest reorientation. Only the claimed devices and gadgets are allowed to be used during the contest proper.

2. Each team can bring ONLY a tumbler/water canister (optional) and a pen and paper placed inside a clear envelope on the day of the event. No bags are allowed within the working room.

3. All gadgets must be turned off and surrendered to the assigned proctor for each region upon arrival at the contest venue.

B. SCRIPTWRITING AND PRODUCTION

1. Each school is assigned a working room by the proctors.

2. 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 NTWG 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 the news articles.. OBB/CBB: The NTWG will provide TV station and program names, uniform to all groups. The TV Stations and Program Names are follows:

TV Broadcasting English Network Name: DSPC TV Program Name: Campus Patrol

TV Broadcasting Filipino Network Name: DSPC TV Program Name: Kampus Konek

3. 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. Each team is given six minutes for the actual broadcast.

4. Once scriptwriting begins, contestants are not allowed to leave the contest venue. For personal needs, the proctor will accompany them to the nearest restrooms.

5. 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.

6. 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.).

7. The script should not contain any information that could identify the contestants, their school, division, or region.

8. All teams must stop working after the allotted four-hour time limit. A buzzer signals the end of the scriptwriting and production time.

9. A designated holding area shall be provided for each role.

10. 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.

11. During the six-minute broadcast time, an official timekeeper will give the following signals using colored flaglets to the broadcasting team:

12. If there is a case of overtime/undertime during the specified broadcast duration, points will be deducted based on the following criteria for adherence to time allotment (5%):

Overtime/Undertime

1-15 seconds (1 point)
16-45 seconds (2 point)
46-90 seconds (3 point)
91-120 seconds (4 point)

9. 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.

10. Three minutes will be allotted for the exit.

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ANNEX G
GUIDELINES FOR THE OUTSTANDING CAMPUS JOURNALIST OF SCHOOLS CAPIZ DIVISION (ELEMENTARY AND SECONDARY LEVEL)

A. Each Division School Paper Advisers Association and Division Secondary and Elementary Editors Guild in cooperation with the Department of Education – SDO Capiz shall select one outstanding campus journalist each for elementary and secondary to represent in the region.

B. The panel of judges shall be composed of the following: the Division EPS – English and Filipino, Division Journalism Coordinator, and the President of the Division School Paper Advisers Association.

C. The school shall submit the nomination together with the photocopy of all documents duly certified true and correct by the School Principal for verification and evaluation by the Division Search Committee. A school may only send one (1) nominee.

D. The following factors shall be considered in the selection. The candidate who got the highest accumulated points will be declared as the Outstanding Campus Journalist.

E. There will be no panel interview to be conducted in the Division level as only the submitted documents shall be the basis for selection. But, in case of a tie in the initial counting of points, the interview might be conducted as scheduled.

F. The Search for the Outstanding Campus Journalist in SDO-Capiz shall be evaluated on the following criteria (*Reference: DepEd RM 393, s. 2024*).

A. ACADEMIC PERFORMANCE - 20%
(for the past two years up to 2nd Quarter of the current school year)

Rank		
With Highest Honors or its equivalent	-	20%
With High Honors or its equivalent	-	15%
With Honors or its equivalent	-	10%

B. ACHIEVEMENT IN JOURNALISM - 45%

(winnings to the NSPC/RSPC/DSPC/and other Journalism-related activities sponsored by the school)

Achievement in Journalism Contests — are those awards received by the nominee from Schools Press Conferences sanctioned by the Department of Education for the past four School Years (SY 2023-2024 up to present). In group contest, the student is judged according to his/her competence in the role in the contest.

The candidate shall earn the corresponding points for every year of winning:

1. Individual Contests *(highest possible score – 54x3=162)*

Rank	Points per level		
	National	Regional	Division
1st	25	18	11
2nd	24	17	10
3rd	23	16	9
4th	22	15	8
5th	21	14	7
6th	20	13	6
7th	19	12	5

2. Group Contests *(highest possible score – 28x3=84)*

Rank	Points per level		
	National	Regional	Division
1st	15	8	5
2nd	14	7	4
3rd	13	6	3
4th	12	5	2
5th	11	4	1
6th	10	3	
7th	9	2	

3. Special Awards in Group Contests *(highest possible score – 22x3=66)*

Rank	Points per level		
	National	Regional	Division
1st	13	6	3
2nd	12	5	2
3rd	11	4	1
4th	10	3	
5th	9	2	
6th	8	1	
7th	7		

C. LEADERSHIP - 10%

(highest possible score – 67x3=201)

Position of the Nominee in the School Publication

Editor-in-Chief	15
Associate Editor	12
Section Editor	10
Writer/Contributor/Others	8

Editors' Guild Leadership

Position	National	Regional	Division
President	20	17	15
Vice President	15	12	8
Sec., Treas. and other positions	10	8	5

Note: A contestant shall earn points for every position held at every level for the last three years with proof of accomplishment.

D. COMMUNITY AND EXTENSION SERVICES RELATED TO JOURNALISM- 10%

(highest possible score – 24x3=72)

Services	National	Regional	Division
Committee Chairperson	10	8	6
Facilitator	8	6	4
Trainings Attended	6	4	2

E. PUBLISHED WORKS - 5%

	National	Regional	Division
Articles Written in National and local Dailies, Editors Guild Newsletters, Palaro News Letter and Documentaries	5	3	1

F. PANEL INTERVIEW - 10%

National	Regional	Division
5	3	1

SUMMARY:

1. Academic Performance	- 20%
2. Achievement in Campus Journalism	- 45%
3. Leadership	- 10%
4. Community and Extension Services	- 10%
5. Published Works	- 5%
6. Interview	- 10%
TOTAL	-100%

HOW TO COMPUTE:

$$\frac{(\text{Score} \times 50 + 50) \times \%}{\text{HP}}$$

Legend:
Score – accumulated points in a particular criterion
HP – highest possible score
% – criterion weight

G. Only the top three (3) winners shall be declared in the Division level and only the First Placer shall represent in the Regional Schools Press Conference.

G. The judges' decision is final and irrevocable.

SUMMARY OF THE MOVS TO BE SUBMITTED:

A. ACADEMIC STANDING IN ALL LEARNING AREAS
(From two previous school years up to the latest grading period)
- SF 9 - Report Card
- Certificate of Recognition / Certification from the school principal
- A General Average duly signed by the school principal for the inclusive school years

B. ACHIEVEMENTS IN JOURNALISM
- Certificate/s of Recognition
- Copy of the official results (division, regional, and national levels) where the

name of the applicant is indicated
- DepEd Memorandum

C. LEADERSHIP, INNOVATION, ADVOCACIES
- Certification from the School Principal, Association President / Adviser
- Copy of the school paper
- Copy of the Project Proposal / Concept Paper and Accomplishment Report for innovations and advocacies
- Certificate of Accomplishment signed by the School Principal, Schools
- Division Superintendent, and Regional Director

D. COMMUNITY AND EXTENSION SERVICES RELATED TO CAMPUS JOURNALISM
- Copy of the Project Proposal / Concept Paper and Accomplishment Report
- for innovations and advocacies
- Certificate of Recognition / Accomplishment from the School Principal, Schools Division Superintendent, Regional Director, and DepEd Central
- Office Personnel

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E. PUBLISHED WORKS
- Copy of the publication
- Certificate of Acknowledgement / Recognition from the editor

F. JOURNALISM-RELATED TRAININGS
- Certificate of Participation DepEd Memo / Advisory
- Photos

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ANNEX H
GUIDELINES FOR THE OUTSTANDING SCHOOL PAPER ADVISER OF SCHOOLS CAPIZ DIVISION (ELEMENTARY AND SECONDARY LEVEL)

A. The contenders must be a practicing School Paper Adviser (SPA). A recent copy of the school paper must be attached.

B. The Division panel of judges shall be composed of the following: the Division EPS – English and Filipino, Division Journalism Coordinator, and the President of the Division School Paper Advisers Association.

C. The school shall submit the nomination together with the photocopy of all documents duly certified true and correct by the School Principal for verification and evaluation by the Division Search Committee. A school may only send one (1) nominee.

D. The following factors shall be considered in the selection. The candidate who got the highest accumulated points will be declared as the Outstanding School Paper Adviser.

E. There will be no panel interview to be conducted in the Division level as only the submitted documents shall be the basis for selection.

CHECKLIST FOR THE SEARCH FOR OUTSTANDING SCHOOL PAPER ADVISER

REQUIREMENT:

LENGTH OF SERVICE AND PERFORMANCE RATING
1. Must be a practicing school paper adviser for at least five (5) consecutive years immediately prior to the search.
2. Must have an average performance rating of not lower than Very Satisfactory (VS) for the past five (5) school years.

CRITERIA:
ACHIEVEMENT IN JOURNALISM CONTESTS FOR THE PAST FIVE YEARS

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(NOTE: The candidate shall earn the corresponding points of all his/her winnings at all levels for the last 5 years, in all instances.)

A. WINNINGS - **40%**

1. Individual Contests

Rank	National	Regional	Division
1	13	6	3
2	12	5	2
3	11	4	1
4	10	3	0
5	9	2	0
6	8	1	0
7	7	1	0

2. Group Contests

Rank	National	Regional	Division
1	13	6	3
2	12	5	2
3	11	4	1
4	10	3	0
5	9	2	0
6	8	1	0
7	7	.5	0

2.1 Special Awards in Group Contests

Rank	National	Regional	Division
1	8	4	3
2	7	3	2
3	6	2	1
4	5	1	0
5	4	.75	0
6	3	.5	0
7	2	.25	0

3. School Publication Contest
*points per section and overall school paper

Rank	National	Regional	Division
1	13	7	5
2	12	6	4
3	11	5	3
4	10	4	2
5	9	3	1
6	8	2	0.75
7	7	1	0.50

2. LEADERSHIP RELATED TO JOURNALISM - 15%

Position	National	Regional	Division
President	25	20	15
Vice President	20	15	10
Sec., Treas.; other positions	18	12	8

3. EXTENSION SERVICES RELATED TO CAMPUS JOURNALISM - 10%

Organizer/Facilitator	National	Regional	Division
	10	7	5

Innovations and Advocacies Related to Campus Journalism

Implementation	National	Regional	Division	District	School
	30	25	20	15	10

4. SPEAKERSHIP: Resource Speaker, Judge - **10%**

National	Regional	Division
10	7	5

5. PUBLISHED BOOKS, MODULES, WORKBOOKS, LAS related to Journalism - **15%**

National	Regional	Division
10	7	5

6. ARTICLES PUBLISHED IN NEWSPAPERS/MAGAZINES/JOURNALS

National	Regional	Division
5	3	1

7. PANEL INTERVIEW - **10%**

F. Only the top three (3) winners shall be declared in the Division level and only the First Placer shall represent in the Regional Schools Press Conference.

G. The judges' decision is final and irrevocable.

SUMMARY OF THE MOVS TO BE SUBMITTED:

A. ACHIEVEMENT IN JOURNALISM FOR THE PAST FIVE YEARS
- Certificate/s of Recognition
- Copy of the official results (division, regional, and national levels) where the name of the applicant is indicated

B. LEADERSHIP RELATED TO JOURNALISM
- Certificate of Recognition from the Schools Division Superintendent, Regional Director, and NSPC Focal Person
- Accomplishment Report

C. EXTENSION SERVICES RELATED TO CAMPUS JOURNALISM
- Copy of the Project Proposal/Concept Paper and Accomplishment Report for innovations and advocacies
- Certificate of Accomplishment from the School Principal, Schools Division Superintendent, and Regional Director

D. SPEAKERSHIP/ RESOURCE PERSON/ JUDGE
- Certificate/s of Recognition
- Accomplishment Report
- Travel Authority
- Letter of Invitation to the RD, SDS, SH

E. PUBLISHED WORKS/LAS/MODULES RELATED TO CAMPUS JOURNALISM
- Copy of the publication Certificate of Acknowledgement / Recognition from Schools Division Superintendent, Regional Director, National Focal Person
- Copy of the publication Certificate of Acknowledgement / Recognition from the editor

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ANNEX I

GENERAL GUIDELINES FOR SCHOOL PAPER CONTESTS

(in Portable Digital Format)

A. The School Paper Contest is open to elementary and secondary schools who wish to join in the school paper contest in the division.

B. The top five (5) highest pointers both in English and Filipino shall be declared as the best school papers in the SDO-Capiz and their points will be added to determine the best-performing school for the group contests.

C. For any school paper found to have copied and published texts, images, and other materials without duly acknowledging their sources, the following sanctions shall be applied:

First Offense: Disqualification from the contest

Second Offense: A formal notification shall be sent to the School Principal and the concerned school paper adviser shall undergo a refresher course on plagiarism. Accordingly, the school head shall implement plans and programs on academic honesty and integrity.

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

E. The different SECTIONS/CATEGORIES in the school paper contest, both English and Filipino, are as follows:

1. News Section/Pahinang Balita
2. Editorial Section/Pahinang Editoryal
3. Features Sectjon/Pahinang Lathalain
4. Sports Section/Pahinang Pampalakasan
5. Science & Technology Section/Pahinang Agham at Teknolohiya
6. Layout & Page Design Category/Kategoryang Pag-aanyo at Disenyo ng Pahina

F. The technical specifications for both Elementary and Secondary levels are as follows:

1. No. of pages: minimum of 8 and maximum of 20
   News Section- at least three (3)
   Sports Section - at least two (2)
   Feature Section - at least three (3)
   Editorial Section - at least two (2)
   Science and Technology Section - at least two (2)
2. Process: Digital
3. Colored
4. Size: 9"x12" for elementary; 12"x18" for secondary

G. Failure to comply with the set guidelines in evaluating school papers will be a ground for disqualification.