
	<p style="text-align: center;">Republic of the Philippines Department of Education Cordillera Administrative Region SCHOOLS DIVISION OF BENGUET Wangal, La Trinidad, Benguet Telefax: (074) 422-6570; (074)422-7501</p>		<p>Document Code: SDO-BENG- QF-OSDS-SDS-003</p> <p>Revision: 00</p> <p>Effectivity date: 09-03-2018</p>
<p>DIVISION MEMORANDUM <u>297</u>, S. 2019</p>			<p>Name of Office: SDO-CID</p>


October 3, 2019

TO: Public Schools District Supervisors/District Heads
Schools Heads of Public and Private Schools
School Paper Advisers
All Others Concerned

OCT 08 2019

SUBJECT: ADDENDA TO DIVISION MEMORANDUM 279, s. 2019 RE- 2019 DIVISION SCHOOLS PRESS CONFERENCE

1. Relative to the conduct of the **2019 Division Schools Press Conference (DSPC)** slated on October 24-26, 2019 at the Benguet State University-Main Campus, La Trinidad, this office hereby issues these additional details for the guidance of all participating schools, to wit:
 - a. Arrival and registration of participants shall start at 1:00 o'clock P.M. on October 23, 2019 at the La Trinidad Central School. The Solidarity Meeting of all school paper advisers shall be held at exactly 3:00 P.M. at the La Trinidad Central School open gym.
 - b. Hereunder are the assigned billeting quarters of the groups of delegates:
 - 1) **La Trinidad Central School** – Bakun, Bokod, Buguias elementary delegates, Kabayan, Kapangan, Kibungan and Mankayan Elementary delegates and La Trinidad
 - 2) **Buyagan Elementary School**—elementary and secondary delegates from Atok, Itogon I & II, Sablan, Tuba, Tublay
 - 3) **Balili Elementary School**—secondary delegates from Mankayan and Buguias
 - c. Participants are requested to bring their own beddings, sufficient clothing and other personal effects for the whole duration of the conference.
 - d. The Registration Fee of P200.00 per participant, including the annual membership fee of P60 per adviser and P30 per pupil/student which are chargeable to school MOOE/local fund/journalism fund, shall be collected upon registration. Check payment shall be addressed to: **Benguet Public & Private School Teacher's & Employees Association, Inc. (BPPSTEA)**
 - e. The general guidelines on the selection of the best sections of the campus papers, the contest mechanics for collaborative desktop publishing and the criteria for judging the different individual events are found in the enclosures.
 - f. Application for nomination of Outstanding School Paper Advisers and Outstanding Campus Journalists in the elementary and secondary levels is open for submission following the previous RSPC guidelines attached as Enclosure 4. Deadline of submission of documents will be on or before October 25, 2019.
2. Each district/school shall inform the management committee of the total number of their participants as to male, female and total to CPs 09291836213 or 09179622746 on or before October 21, 2019 for reference.
3. Immediate and wide dissemination of this memorandum is desired.


BENILBA M. DAYTACA, EdD, CESO VI
 Assistant Schools Division Superintendent
 OIC-Office of the Schools Division Superintendent

/mbm/ffp

GENERAL GUIDELINES FOR THE SELECTION OF THE BEST SECTIONS AND LAYOUT AND PAGE DESIGN CATEGORY

A. Editorial Section

1. The section should have at least two (2) pages and should include the following: main editorial, editorial cartoon, columns, letters to the editor, and commentaries. Opinion polls or surveys may be included, but are not required.
2. The treatment of the issues must demonstrate fair and balanced presentation of both sides of each issue tackled, clear moral purpose, logical reasoning, and proper citations/attribution of sources.
3. Topics found in the section should tackle various international, national or local issues that may directly or indirectly affect the school or the community the school serves.
4. The decision of the Board of Judges shall be deemed final and irrevocable.

B. News Section

1. The section shall consist of at least three (3) pages.
2. The content and scope of the news stories shall include a balanced coverage of international, national, regional, community and school-based news stories.
3. The content of the section may include straight or spot news, advance/follow up report, news bits, news feature, news analysis, and in-depth news/investigative news.
4. The decision of the Board of Judges shall be deemed final and irrevocable.

C. Feature Section

1. The section should have at least three (3) pages.
2. The feature articles should display unique and creative presentation of topics, logical organization and progression of ideas and facts, writers' facility of the language and proper citations/attribution of sources.
3. The decision of the Board of Judges shall be deemed final and irrevocable.

D. Sports Section

1. The section shall consist of at least two (2) pages.
2. The content and scope of the sports articles may include a balanced coverage/scope of international, national, regional, community and school-based sports news stories.
3. The content of the section may include straight or spot news, advance/follow-up report, news bits, news feature/news analysis, in-depth news, features and editorial/column concerning or pertaining to sports.
4. The decision of the Board of Judges shall be deemed final and irrevocable.

E. Science and Technology Section

1. The Science and Technology Section should have at least two (2) pages and may include health, environmental, scientific, technological and innovative stories written in news, feature, or scientific commentary style. This should also include the economic impact of Science and Technology on the lives of the Filipinos.
2. The articles should be well-researched and should observe proper citation of sources, pictures and graphics.
3. The decision of the Board of Judges shall be deemed final and irrevocable.

F. Layout and Page Design Category

1. This category shall conform to the principles of layout and design.
2. The layout and page design category should include any or a combination of the following: balanced coverage/scope of stories about the community and school-based events, including those of international, national and regional significance which document or are grading events based on their importance should be evident in the layout.
3. The layout and page design should include headlines, body text, cuts/captions, balance, harmony, and proportionate to length of articles and the entire page.
4. The decision of the Board of Judges shall be deemed final and irrevocable.

GUIDELINES FOR THE 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 district team shall organize a team of seven members who shall not be competing in any of the individual writing contest. There will be one team for English and another for Filipino, both at the elementary and secondary levels.
- 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 communicate in any form (text, call, chat, etc.) with their respective advisers until the end of the contest.
- E.** A mini press conference will be held to become the basis for the actual writing of the editorial, feature and news articles. The sports writers shall attend coverage of an actual sports event. The photojournalists shall take pictures of the mini press conference and editorial cartoons will be produced while the rest of the team is doing write-ups, layouting 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 further interview and data gathering.
- G.** The team will be given four (4) hours for data gathering, writing, layouting, and editing.
- H.** Each team is allowed to bring at least two (2) digital/DSLR cameras, one (1) printer with scanner, one (1) card reader, one (1) blank flash drive , extension wires and a maximum of four (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 group's final output. Official laptops, previously cleared of stored documents, shall be submitted to the proctors/concerned committee members at least four (4) hours before the contest proper to ensure that there were no pre-written documents or references therein. Failure to submit the lap tops before the competition is a ground for disqualification.
- I.** Mobile phones and other electronic gadgets shall not be allowed except for digital cameras and laptops with disabled internet connection.
- J.** Each team will be required to convert their output into PDF, print 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 narks about their school and district can be found on their output as it would be a ground for disqualification.
- K.** The output of the contest is an A4-size four-page full-colored publication. The output will be stored in a flash drive .
- L.** The top five (5) teams shall be recognized and their points will be included in the determination of the overall scores.
- M.** The decision of the Board of Judges shall be deemed final and irrevocable.

SCORE SHEET FOR COLLABORATIVE DESKTOP PUBLISHING

Content (50%)	Score
<p>CONTENT</p> <ul style="list-style-type: none"> • Exhibits appropriate balance of news, editorial, features, sports, and other appropriate and interesting content • Utilizes facts from interviews, document review, data analysis and other reliable sources • Shows a variety of stories that fit the section where they are placed • Cites historical references, statistics, relevant names/facts to bolster credibility of statements, assertions, arguments and/or narratives • Provides balance of light and serious topics • Shows relevance of articles to students • Showcases original works of students. • Properly cites information and attributes these facts from the source of information • Applies the principles of journalism 	
<p>Technical (30%)</p> <ul style="list-style-type: none"> • Includes articles that are arranged according to importance • Presents headlines that are clear and free of bias • Makes use of pictures that are clear, properly cropped and captioned • Utilizes graphics, illustrations and cartoons that are relevant • Exhibits clear focus and coherent organization • Observes the rules of grammar and syntax • Observes proper journalistic style and format 	
<p>Ethics (10%)</p> <ul style="list-style-type: none"> • Observes standards of journalism in terms of fairness, relevance, accuracy, non-libelous statements and obscene content • Observes intellectual property rights 	
<p>Team (10%)</p> <ul style="list-style-type: none"> • Plans out the content and design of the publication based on the press kit given by the NTWG and can accomplish different tasks within the given time. • Shows ease in the use of variety of computer software and equipment to lay-out and design the publication 	
<p>TOTAL (100%)</p>	
<p>Comments/Suggestions:</p>	

 Evaluator/Judge
 (Signature over Printed Name)

SCORE SHEET FOR THE EDITORIAL SECTION

Technical	40 %
Has catchy and appropriate titles	
Observes the rules of grammar and syntax	
Shows logical presentation of arguments	
Follows the correct format or style of an editorial	
Uses clear and unbiased titles	
Uses short and simple words	
Presents a distinct style of the section	
Content	50 %
Presents the stand of the staff regarding certain issues	
Utilizes facts from interviews, document reviews, data analyses and other reliable sources	
Uses arguments that are supported by facts	
Reflects clear, logical thinking and challenges the readers' critical thinking	
Has an editorial cartoon that can stand on its own and conveys clean, good, humorous, and constructive criticism	
Columns cover a variety of relevant, youth-oriented subject matter	
Includes letters to the editor, columns and exchanges	
Keeps to the minimum the number of articles/columns from the administration, teachers and politicians	
Covers relevant issues in school, region, national and international scene	
Applies the principles of civic journalism	
Prioritizes school-related concerns rather than events that have little or no direct connection with the community's educational program	
Cites facts such as historical references, statistics, relevant figures to bolster credibility of statements and/or narratives	
Includes opinion articles that are timely and interesting to read	
Balances factual details with those of the writers' perceptions	
Ethics	10 %
Observes ethical and professional standards for journalism (fairness, relevance, accuracy and balance)	
Cites sources and observes copyright laws	
Total	100%
Comments/Suggestions:	

 Evaluator/Judge
 (Signature over Printed Name)

SCORE SHEET FOR THE NEWS SECTION

Technical	40 %
Has variety of articles that use catchy and appropriate headlines	
Observes the rules of grammar and syntax	
Includes stories that are arranged in decreasing importance	
Contains leads that are clearly written and focused on the most important detail	
Presents headlines that are clear and free of bias	
Uses short and simple words	
Follows appropriate form and style	
Uses appropriate terms to report events	
Utilizes relevant graphs and tables and sharp, properly cropped and captioned pictures	
Presents a distinct style of the section	
Content	50 %
Utilizes facts from interviews, document reviews, data analyses and other reliable sources	
Covers relevant issues in school, region, national and even in the international level	
Prioritizes school-related issues rather than events that have little or no direct connection with the community's educational or athletic program	
Cites facts such as historical references, statistics, relevant names/facts to bolster credibility of statements and/or narratives	
Ethics	10 %
Observes ethical and professional standards for journalism (fairness, relevance, accuracy and balance)	
Cites sources and observes copyright laws	
Total	100%
Comments/Suggestions:	

 Evaluator/Judge
 (Signature over Printed Name)

SCORE SHEET FOR THE SPORTS SECTION

Technical	40 %
Manifests unity and coherence	
Has variety of articles that use catchy and appropriate headlines	
Observes the rules of grammar and syntax	
Shows logical presentation of arguments in the sports editorial, feature and/or column	
Includes stories that are arranged in decreasing importance	
Contains leads that are clearly written and focused on the most important detail	
Presents headlines that are clear and free of bias	
Uses short and simple words	
Utilizes relevant graphs and tables, sharp, properly-cropped and captioned pictures	
Uses appropriate terms and lingo to report events	
Combines the proper amount of statistics to create a clear visual narrative of the actions	
Presents a distinct style of the section	
Content	50 %
Utilizes facts from interviews, document reviews, data analyses and other reliable sources	
Keeps to the minimum the number of articles/columns from the administration, teachers and politicians	
Covers relevant sports issues in school, region, national and even in the international level	
Includes variety of local, national and international sports articles	
Prioritizes school-related materials rather than events that have little or no direct connection with the community's educational and athletic program	
Cites facts such as historical references, statistics, relevant names/facts to bolster credibility of statements and/or narratives	
Contains articles that are timely and interesting to read	
Ethics	10 %
Observes ethical and professional standards for journalism (fairness, relevance, accuracy and balance)	
Cites sources and observes copyright laws	
Total	100%
Comments/Suggestions:	

 Evaluator/Judge
 (Signature over Printed Name)

SCORE SHEET FOR THE FEATURES SECTION

Technical	40 %
Manifests unity and coherence to the theme of the section	
Has variety of articles that use catchy and appropriate title	
Observes the rules of grammar and syntax	
Contains leads that are clearly written and focused on the most important detail	
Presents titles that are appealing, appropriate and witty	
Utilizes relevant graphs and tables and sharp, properly cropped and captioned pictures	
Presents a distinct style of the section	
Content	50 %
Utilizes facts from interviews, documents review, data analyses and other reliable sources	
Reflects clear and logical thinking that makes the readers think	
Keeps to the minimum the number of articles/columns from the administration, teachers and politicians	
Covers relevant issues in school, region, national and even in the international level	
Applies the principles of civic journalism	
Cites facts such as historical references, statistics, relevant names/facts to bolster credibility of statements and/or narratives	
Contains articles that are timely and interesting to read	
Stirs the imagination of the reader	
Balances presentation of details with those of the writers' perception	
Ethics	10 %
Observes ethical and professional standards for journalism (fairness, relevance, accuracy and balance)	
Cites sources and observes copyright laws	
Total	100%
Comments/Suggestions:	

 Evaluator/Judge
 (Signature over Printed Name)

SCORE SHEET FOR THE SCIENCE AND TECHNOLOGY SECTION

Technical	40 %
Manifests unity and coherence to the theme of the section	
Has variety of articles that use catchy and appropriate headlines	
Observes the rules of grammar and syntax	
Shows logical presentation of arguments	
Includes stories that are arranged in decreasing importance	
Contains leads that are clearly written and focused on the most important detail	
Presents headlines that are clear and free of bias	
Uses short and simple words	
Utilizes relevant graphs, tables and sharp, properly cropped and captioned pictures	
Follows appropriate form and style	
Uses appropriate terms to report events	
Presents a distinct style of the section	
Content	50 %
Utilizes facts from interviews, document reviews, data analyses and other reliable sources	
Presents relevant and timely issues on science and technology	
Uses technical jargons to a minimum	
Includes stories that deal with environmental, scientific, technological and innovative topics written in news, feature, and scientific commentary style.	
Prioritizes school-related materials rather than events that have little or no direct connection with the school and community	
Cites facts such as scientific references, statistics, relevant figures/facts to bolster credibility of statements and/or narratives	
Ethics	10 %
Observes ethical and professional standards for journalism (fairness, relevance, accuracy and balance)	
Cites sources and observes copyright laws	
Total	100%
Comments/Suggestions:	

 Evaluator/Judge
 (Signature over Printed Name)

SCORE SHEET FOR LAYOUT AND PAGE DESIGN CATEGORY

Technical	60 %
Manifests thematic unity	
Has variety of articles that use catchy and appropriate headlines	
Includes stories that are arranged in decreasing importance	
Utilizes relevant graphs, tables and sharp, properly cropped and captioned pictures	
Presents distinct and stand-out style and format of the paper following the principles of layouting	
Content	30 %
Utilizes headlines that are related to their leads	
Keeps to the minimum the number of articles/columns from the administration, teachers and politicians	
Prioritizes school-related materials rather than events that have little or no direct connection with the community's educational program	
Contains articles that are timely and interesting to read	
Ethics	10 %
Observes ethical and professional standards for journalism (fairness, relevance, accuracy and balance)	
Cites sources and observes copyright laws	
Total	100%
Comments/Suggestions:	

Evaluator/Judge
(Signature over Printed Name)

Search for Outstanding Secondary Campus Journalists (OSCI) of the Philippines

REGIONAL LEVEL

Guidelines set by the NSSPAA

- Each Regional Secondary School Paper Advisers Association and the Regional Secondary Editors Guild in cooperation with the Department of Education regional office shall select one outstanding secondary school campus journalist of the region.
- Each division shall select one outstanding secondary school campus journalist to compete at the regional level based on the criteria provided by the National Secondary School Paper Advisers Association and the National Secondary Editors Guild.
- The panel of judges shall be composed of the following:
 - The Secondary Education Division Chief and Bureau of Secondary Education Director of the DepEd as chair, regional supervisor in-charge of journalism as co-chair, the incumbent and immediate past presidents of the Regional Secondary School Paper Advisers Association and Editors Guild, and the incumbent Regional Outstanding School Paper Adviser and Campus Journalist as members.
- The RSSPAA and RSEG, duly noted by the DepEd Regional Director shall send to the NSSPAA then to the NSPC NTWG, Bureau of Secondary Education, ULTRA, Pasig City, the name and 2" x 2" picture of the regional winner, along with the certified tabulation sheets of all contestants, not later than December 31st of the current school year.

▪ **QUALIFICATIONS**

> Must be a student who is actively involved in campus journalism for the last three (3) years

(Note: Incumbent officers of the Regional Editors Guild can also be nominated as long as he/she will file a leave as officer during the duration of the search.)

- 1. The following factors shall be considered in the selection:

A. Academic Standing	15 points
B. Achievement in Journalism	50 points
C. Leadership in Journalism	20 points
D. Community / Extension Services and Other Leadership Positions	10 points
E. Interview	5 points

Academic Standing in All Areas

- Preceding School Year (15 points)

Rank in Class	1	2	3	4 - 10
Points	15	10	5	3

Achievement in Journalism

50 points

> are those awards received by the nominee from a government and private organizations such as DepEd's Press Conferences, SPAM, SciJourm Awards, T.F. Valencia Awards, PNU's Liyab, literary writing contests (i.e. essay, poetry, Carlos Palanca Awards), comics and editorial cartooning, and photography contests (local and international), among others.

> In group contest, the student is judged according to his/her competence in the role in the contest

PARTICIPATION TO THE NSPC: An additional of three (3) points for every year of participation to the NSPC.

Individual Contests (15 points)

A. National						
Rank	st 1	nd 2	rd 3	th 4	th 5	th th 6 -7
Points	15	10	8	6	5	4
B. Regional						
Rank	st 1	nd 2	rd 3	th 4	th th 5 -7	
Points	10	8	6	5	4	
C. Division						
Rank	st 1	nd 2	rd 3	th 4	th th 5 -7	
Points	8	6	5	4	3	

PARTICIPATION TO THE NSPC: An additional of three (3) points for every year of participation to the NSPC.

Group Contests (15 points)

A. National						
Rank	st 1	nd 2	rd 3	th 4	th 5	th th 6 -7
Points	15	10	8	6	5	4
B. Regional						
Rank	st 1	nd 2	rd 3	th 4	th th 5 -7	
Points	10	8	6	5	4	
C. Division						
Rank	st 1	nd 2	rd 3	th 4	th th 5 -7	
Points	8	6	5	4	3	

PARTICIPATION TO THE NSPC: An additional of three (3) points for every year of participation to the NSPC.

Radio Broadcasting Contests (10 points)

A. National

Rank	st 1	nd 2	rd 3	th 4	th 5
Points	10	8	6	5	4
B. Regional					
Rank	st 1	nd 2	rd 3	th 4	th th 5 - 7
Points	8	6	4	3	2
C. Division					
Rank	st 1	nd 2	rd 3	th 4	th th 5 - 7
Points	6	4	3	2	1

PARTICIPATION TO THE NSPC: An additional of three (3) points for every year of participation to the NSPC.

Collaborative Publishing Contests (10 points)

A. National

Rank	st 1	nd 2	rd 3	th 4	th 5
Points	10	8	6	5	4
B. Regional					
Rank	st 1	nd 2	rd 3	th 4	th th 5 - 7
Points	8	6	4	3	2
C. Division					
Rank	st 1	nd 2	rd 3	th 4	th th 5 - 7
Points	6	4	3	2	1

Leadership 20 points

Position	National	Regional	Division
President	20	17	15
Vice President	15	12	8
EIC, Assoc, Section Editors	10	8	5
Sec. Treas and Other Positions	7	5	3

School Paper 20 points

Position	Score
Editor In Chief	20
Associate Editor	17
Section Editor	10
Writer / Contributor / Others	7

**Note: A contestant shall earn points for every position held at every level. An additional two (2) points for every position held every school year. Officership of the nominee can be from a recognized DepEd and Non-DepEd Journalism and Media Organizations such as NSEG, RSEG, DSEG, among others.*

Community and Extension related to journalism 10 points

Services	National	Regional	Division
Committee chairperson	10	8	6
Facilitator	8	6	4
Trainings Attended, Articles Written in Nat'l and Reg'l Dailies, Editors Guild Newsletter of SPA's Newsletter	6	4	2
Committee Membership	4	3	2

**NOTE: Journalism-related extension services and contributions of the nominee can be gleaned from a recognized DepEd and Non-DepEd Journalism and Media Organizations such as such as NSEG, RSEG, DSEG, among others.*

Panel Interview 5 points

Note:

> Non- appearance of the nominee/cantestant in the panel interview is o ground for disqualification in the search. A nominee shall get a minimum of total 80 points to be declared as OSSCI.

> Each region will not award OSSCI title if nobody among the candidates got 80-100 total points.