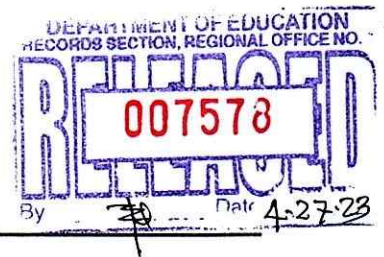




Republic of the Philippines
Department of Education
REGION I



REGIONAL MEMORANDUM
No. 359, s. 2023

APR 27 2023

**CHANGES IN REGIONAL MEMORANDUM NO. 1214, s. 2022:
2023 REGIONAL SCHOOLS PRESS CONFERENCE (RSPC)**

To: Schools Division Superintendents

1. The Department of Education (DepEd) Regional Office I, through the Curriculum and Learning Management Division, announces the following changes in Regional Memorandum No. 1214, s. 2022 entitled **2023 Regional Schools Press Conference (RSPC)**:

- a. The RSPC has been rescheduled from April 28-29, 2023 to June 15-17, 2023;
- b. The Conference will now be conducted through a full face-to-face modality and will be held in Alaminos City, instead of an online modality;
- c. The deadline for the submission/uploading of the list of Division winners and entries for the School Paper Contests has been extended from April 7, 2023 to May 12, 2023, and must be sent to tinyurl.com/RSPCSchoolPaperEntries; and
- d. The complete list of official participants and their coaches must be submitted on May 12, 2023, instead of April 7, 2023.

2. Expenses related to the activity, including but not limited to travel, meals, and snacks of participants, will be charged to their respective funding sources, such as School MOOE, Campus Journalism Funds, Local Funds, or SEF, in compliance with standard accounting and auditing procedures. Participants are strongly recommended to arrive one day prior to the RSPC for the registration.

3. The host SDO will be responsible for arranging the accommodation of the participants, with a separate memorandum to be issued specifying the billeting schools for the participating SDOs.

4. A copy of the revised guidelines for the conduct of the different competitions is enclosed with this Memorandum.

5. To ensure the safety and well-being of all participating learners, it is mandatory for each participant to submit a completed and signed Parental Consent Form. Any failure to submit this form will result in disqualification from the activity.

6. The travel and other incidental expenses of the RTWG during the planning conference/s and the RSPC proper shall be charged to their local funds subject to usual accounting and auditing procedures.

7. All other provisions of RM No. 1214, s. 2022 shall remain in effect.



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8. Should you have any queries or concerns, please contact the CLMD at telephone: (074) 607-8139, loc.120 or email: clmd.region1@deped.gov.ph.
9. Immediate dissemination of this Memorandum is desired.



TOLENTINO G. AQUINO
Director IV 

Encl.: As stated
References: None
To be included in the Perpetual Index
Under the following subject:

ADDENDUM
CAMPUS JOURNALISM
FREE PRESS

CLMD/jps/jdd/RM_2023RSPC
April 24, 2023

Enclosure 1 to RM _____, s. 2022

REVISED GUIDELINES FOR THE SELECTION OF WINNERS IN THE DIFFERENT INDIVIDUAL WRITING CONTESTS

The Individual Writing Contests are designed to showcase the competencies of campus journalists and promote fair and ethical use of media as tenets of responsible journalism.

Only learners from schools with school paper (print, digital / electronic publication), either in English or in Filipino for the school year 2022 -2023 can participate.

Only the **FIRST PLACE** winners are allowed to compete in their respective contest categories.

The following guidelines will be strictly implemented:

A. General:

1. Should there be questions and assistance needed, the participants can only raise their concerns to the assigned proctor and/or examiner.
2. School paper advisers, teachers, principals, parents, or guardians in the contest are prohibited from going or staying in the contest venue
3. The top five winners per medium shall be recognized and their points will be included in the computation of the overall scores (combined scores of Individual and Team Contests).
4. Any violation of the stipulated guidelines will be a ground for disqualification of the participant.
5. The decision of the Board of Judges in all aspects of the contest is final and irrevocable.

B. Specific:

1. News Writing, Feature Writing, Editorial Writing and Science and Technology Writing and Column Writing
 - a. Fact sheets or other sources of information shall be given to the contestants as bases in writing the article.
2. Sports Writing:
 - a. The RTWG shall orient and provide instructions to the contestants before the contest proper.
 - b. A pre-game conference shall be conducted for the introduction of the players, coaches, and tournament officials.
 - c. An actual game shall be covered by the contestants.
 - d. A post-game conference shall be held to interview officials and athletes after the game.
 - e. The contestants shall proceed to the designated contest room for the writing of the sports article.

3. Copyreading and Headline Writing

- a. The contestants shall bring their own pencil for the contest.
- b. The contestants shall follow directions given in the contest piece.
- c. The contestants shall provide a headline for the article.

4. Editorial Cartooning:

- a. The contestants shall bring their own pencil no. 2 while the RTWG shall provide the oslo papers for the contest.
- b. The cartoon must be anchored on the given topic or issue.
- c. The cartoon should be, at all times, compliant with the professional and ethical standards of media.

5. Photojournalism

d. Preparation:

- 1) Contestants should be at the contest venue thirty (30) minutes before the orientation on the guidelines and rubrics.
- 2) The contestants are allowed to use any Digital Camera (point and shoot only) with a maximum of **24.3** megapixels with fixed lenses. Contestants who will use any DSLR and other high-end cameras will **not be permitted to join the contest**.
- 3) The contestants shall submit empty memory card and camera (internal memory) to be checked by the examiner/s a day before the opening program.
- 4) The contestant should bring his/her own camera cable for uploading and saving of pictures.
- 5) Cellular phones, extra digital cameras, extra storage card or any additional materials/equipment **are not allowed** in the contest area.
- 6) Contestants shall bring their own black ink ballpen while the RTWG will provide scratch papers where contestants can write down notes during the shooting.

e. Provision for Memory Card:

- 1) The contestants shall load the empty storage card in front of the examiner on the contest day.

f. Photo Shoot, Uploading and Captioning

- 1) The loading and unloading of the storage card will be done in front of the examiner.
- 2) Control shot shall be the first shot
- 3) Contestants are given one (1) hour to take pictures.
- 4) Contestants are allowed to take **unlimited shots** but will submit **only five (5) possible photos** with caption for the given theme and the control shot.
- 5) Write the file name of each photo in the caption sheet.
- 6) Caption sheets will be provided by the RTWG.

- 7) Contestants will be given 30 minutes to write captions for each of the five photos.
- 8) **Throughout the duration of the competition, the advisers, trainers, and parents are NOT allowed in the venue.**

GUIDELINES FOR RADIO SCRIPT WRITING & BROADCASTING CONTEST

A. General Guidelines

1. Each SDO shall organize a team of five (5) members for English and Filipino in elementary level and secondary level who shall not be competing in any of the individual writing categories.
2. To facilitate proper identification, the participants shall wear white shirt with their valid school ID/RSPC IDs.
3. An orientation shall be conducted for all the contestants. The directors will draw lots to determine the order of presentation.
4. The awards for this category are the following:

Individual Awards	Group Awards
1. Best Anchor	1. Best in Technical Application
2. Best News Presenter	2. Best Infomercial
	3. Best Script

5. In getting the overall results for best radio production, accumulated points from the individual and group awards shall be considered.
6. The decision of the Board of Judges is final and irrevocable.
7. Any violation of the stipulated guidelines will be grounds for disqualification of the team.

B. Scriptwriting

1. Each team may use up to three (3) official laptops that are cleared of stored documents, and an inkjet printer in preparing and printing of the script. All laptops should be submitted to the contest committee for inspection on _____, 8:00AM-10:00AM. Each team is required to bring their own extension wires and other equipment for rehearsal.
2. The team will be given two (2) hours to prepare a script for a 5-minute radio broadcast. It includes one (1) infomercial and four (4) news articles.

The infomercial may depict health, environment, politics, and social issues. It shall have a maximum length of (1) minute and shall use the language that the group is competing in.

The news articles may be based on press releases, raw data, or any other source given by the examiner/s.

Another 30 minutes will be allotted for the printing of the output. After two and a half (2 ½) hours, each team

should submit four (4) copies of the script. Three (3) copies will be submitted to the judges and one (1) copy will be submitted to the examiner/s. The team may print extra copies for their own use.

3. Once the script writing has commenced, the contestants will no longer be allowed to leave the contest rooms. For personal necessities, the proctor shall accompany them to the rest rooms.
4. 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 respective roles (i.e., anchor, news presenter, etc.).
5. Scripts should be:
 - encoded using Arial font size 12
 - with directorial instructions in capital letters
 - double-spaced with normal margin (1inch on all sides)
 - printed in A4-sized bond paper (8.27x11.69 inches)

c. Broadcast Simulation

1. A broadcast room for the presentation shall be identified in the contest venue. Only the contestants, judges, and the examiner/s shall be allowed inside.
2. The organizers/host SDO 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/adaptor will be provided for the laptops and other sources of sound effects.
3. Except for the volume meter, contestants/technical director shall not be allowed to change, adjust, and manipulate the main control board during their presentation.
4. Mobile phones and reference materials shall not be allowed in the contest area.
5. In case of power failure, the affected team shall be allowed to broadcast again.
6. Loudspeakers may be set up outside the broadcast room.
7. Each team shall be given nine (9) minutes: three (3) minutes for preparation, five (5) minutes for the actual broadcast, and one (1) minute for exit. Provided running time shall be applied.
8. The organizers shall provide a clock or a timer that can

be seen by the contestants and the judges. There will be an official time keeper.

9. A yellow flaglet shall be raised to signal the team that they have one (1) minute left for preparation. A green flaglet shall then be raised to signal the team to start. A yellow flaglet shall be raised again to warn the team that they only have one (1) minute remaining followed by a red flaglet to indicate that their time is up.

10. The team who complied with the 5-minute production shall be given a perfect score (5 points). In case of overtime or undertime, the following scheme of deductions shall be followed:

Undertime/Overtime

1 second – 20 seconds – 1 point

21 seconds – 40 seconds – 2 points

41 seconds – 60 seconds – 3

points 61 seconds and above - 4
point

GUIDELINES FOR THE COLLABORATIVE DESKTOP PUBLISHING CONTEST

1. Each SDO shall organize a team of five members for English and Filipino both in elementary level and secondary level who shall not be competing in any of the individual writing categories.
2. Contestants shall wear white shirt 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 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. For the actual sports event, 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 interview and data gathering.
7. The team will be given one (1) hour for data gathering and five (5) hours for writing, layout, and editing.
8. 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 (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
 - A4 size bond paper
9. Laptops to be submitted to the RTWG shall be labeled with the following format:

Category – Medium-Level_SDO
Name, School, Division

e.g.,
Collaborative Desktop Publishing – English – Secondary
Angelina Villanueva, Bukidnon National High School,
Bukidnon

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

- 10. Official laptops, previously cleared of stored documents, shall be submitted to the RTWG on _____ (up to 5PM only) to check for any other applications and pre-written documents or references therein. Failure to submit the laptops on/before the set deadline shall mean disqualification of the competing team.**
11. The host SDO will provide six (6) scanners for the editorial cartoon (three for elementary and three for secondary (English/Filipino) as backup for the contestants.
12. Mobile phones and other electronic gadgets shall not be allowed except for digital cameras/DSLRs and laptops with disabled internet connection.
- 13. Each team will be required to convert their output into PDF, print in A4 size bond paper, and submit it to the examiner/s. The collaborative desktop publishing team shall submit both hard and soft copies of their entries. They should ensure that no identifying marks about their school or division can be found on their output as it would be a **ground for disqualification.****
14. 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.
15. The top five (5) teams shall be recognized and their points will be included in the determination of the overall scores.
16. The decision of the board of judges is final and irrevocable.

GUIDELINES FOR THE ONLINE PUBLISHING CONTEST

1. Each SDO shall organize a team of five (5) members for English and five (5) members for Filipino in Secondary level who shall not be competing in any of the individual writing categories.
2. Contestants may wear their school uniform or plain white t-shirt with their 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 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/videos of the mini press conference and sports event.
6. For the actual sports event, 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 interview and data gathering.
7. The team will be given three (3) hours for writing, laying out, and editing of articles online after the creation of an online publication using the official platform to be provided by the organizer. Coverage/Data gathering through mini press conference, pre-game, actual game and post conference shall be excluded from the 3-hour time allotment.
8. Specific instructions on the number of articles to be produced will be given during the orientation.
9. Each team will be required to bring only the following:
 - one scanner -flatbed scanner/3-1 printer (mobile/phone scanner is NOT allowed)
 - maximum of two digital cameras -Digital Camera (point and shoot only) with a maximum of 24.3 megapixels with fixed lenses. Contestants who will use any DSLR and other high-end cameras will not be permitted to join the contest (*Standard process in the Photojournalism Event shall be observed in checking the cameras and SD cards*).
 - maximum of 4 laptops installed with Photoshop for image enhancement
 - maximum of 2 pocket WiFi's (preferably with two different networks) or 1 wireless router
 - extension cord
10. Laptops to be submitted to the RTWG shall be labeled with the following format:
 - Category – Medium-Level
 - Name, School, Division

e.g.,
Online Publishing – English – Secondary
Angelina Villanueva, Bukidnon National High School, Bukidnon

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

11. **Official laptops, previously cleared of stored documents, shall be submitted to the RTWG on _____ (up to 5PM only) to check for any other applications and pre-written documents or references therein. Failure to submit the laptops on/before the set deadline shall mean disqualification of the competing team.**
12. Each group shall email their URL to the assigned examiner.
13. The top five (5) teams shall be recognized and the points will be included in the determination of the overall standing. All competing teams shall be given points and ranked accordingly).
14. The decision of the Board of Judges is final and irrevocable.

GUIDELINES FOR TV SCRIPT WRITING AND BROADCASTING

A. General Guidelines

1. Each SDO shall organize a team of five (5) members for English and five (5) members for Filipino in Secondary level who shall not be competing in any of the individual writing categories.
 - a. scriptwriter- (1)
 - b. anchor/s (not more than 2)
 - c. reporter/s (not more than 3)
 - d. producer/director who could also act as floor director
 - e. video/graphics editor (1)
 - f. video researcher/floor director/ prod. assistant – 1
 - g. video journalist/camera man - 1

Any of the team members can assume one or two positions/tasks as long as this would not be conflicting or awkward in relation to the outcome of the broadcast (example: **an anchor can't be a reporter at the same time**. But an anchor can also be a news or infomercial writer).

2. The list of equipment and tools in the mock broadcast room shall be shared with the division coordinators a week before the contest through an advisory by the host division.
3. A 30-minute technical orientation will be held in the morning of _____ for the director and video/ graphics editor. Then, each team will be given 5 minutes to visit the mock broadcast room.
4. In getting the overall results for the best TV broadcast, accumulated points from the individual and group awards shall be considered.
5. The decision of the Board of Judges is final and irrevocable.
6. Any violation of the stipulated guidelines will be grounds for disqualification of the team.

PRE-CONTEST

1. Each team will be required to bring only the following:
 - maximum of 4 laptops with at least 10GB free space and a video editing program (with uploading capacity)
 - 3 empty USB Flash Drives (16GB minimum)
 - maximum of 2 cameras/mobile phones (without sim) compatible with the laptop
 - maximum of 3 wired lapel microphones

- A4 bond paper
- 1 printer with ink
- extension cord

2. Laptops and flash drives to be submitted to the RTWG shall be labeled with the following format:

Category – Medium – Level
Director's Name, School, Division

e.g.,
TV Script Writing and Broadcasting – English – Secondary
Angelina Villanueva, Bukidnon National High School, Bukidnon

Labels for laptops shall be in a whole bond paper attached to the laptop bag. Flash drives shall be sealed in an envelope with a label.

- 3. Checking and sealing of laptops shall be done on _____ (until 5 PM only). Laptops shall be clear of stored documents except for the pre- recorded OBB and CBB and offline editing software.**
- 4. Failure to submit the laptops on/before the set deadline shall mean disqualification of the competing team.**
5. Only the equipment and tools in the mock broadcast room are allowed to be used by the participants during the actual presentation.
6. Before the start of the contest, the teams will be oriented on the roles of the participants and criteria for judging by the chairman of the board of judges. All participants should attend this orientation.
7. The directors will draw lots to determine the order of presentation. Then, contest materials saved in flash drives sealed in envelopes shall be distributed to the directors.

CONTEST PROPER:

A. SCRIPTWRITING AND PRODUCTION

1. The team shall have the following components in their script:
 - a. **Cover page:** This shall contain the group's name (mock TV network name)
 - b. **News:** The RTWG will provide five sets of data (including photos/videos/audio) in folders saved in a flash drive. The team may use all sets of data for their news reports. Each news script should indicate the corresponding video and/or audio component taken from the folders or produced during the actual contest.
 - c. **Infomercial/ Developmental Communication:** The RTWG will provide two sets of data (including photos/videos/audio) in folders saved in a flash drive. The team is required to produce one (1) infomercial or developmental communication plug. This shall be produced during the contest and should be related to the topic which will be given by the judges. The script should contain video and audio components.
 - d. **Field Report:** A live field report with or without canned video support shall be included in the production.
 - e. **Headlines:** These will contain a brief lead/summary of the news articles.
 - f. **OBB/CBB:** The Opening Billboard and the Closing Billboard will contain the group's assumed TV network name. The script for the OBB / CBB should be included in the main script which will be submitted to the judges.
2. Five (5) hours and fifteen (15) minutes will be allotted for the preparation of the script, shooting and editing of the videos, production of the infomercial, and rehearsals.
3. The organizers shall provide a clock or a timer that can be seen by the contestants. There will be an official timekeeper.
4. Once the scriptwriting has commenced, the contestants will no longer be allowed to leave the contest venue. For personal necessities, the proctor shall accompany them to the nearest restrooms.
5. Each team shall prepare four copies of the script: 3 copies for the judges and 1 copy for the team.
6. The cover page of the script shall contain the group's name (TV Network name) and the names of the members of the team with their respective roles (i.e., anchor, field reporter, etc.).
7. The script should not bear any information that may identify the school or division.

8. All groups shall stop working after the allotted time of 5 hours and 15 minutes. A buzzer shall signal the end of the scriptwriting and production time.
9. There shall be specific designated holding rooms for each member of the team according to one's role, where they shall proceed and stay after the time accordingly.
10. Members shall only be allowed to go out of the room when it is time for their team to perform and for personal necessities accompanied by a proctor.

B. TV BROADCAST SKILLS PERFORMANCE

1. Only one laptop is allowed inside the studio.
2. All news reports shall be presented live. Only the OBB and CBB are pre-
 - recorded/pre-produced. Support videos/audios to be used for the live reports are either taken from the folders or produced on the day of the contest.
3. Other than the actual broadcast time, five (5) minutes shall be allotted for entrance and preparation.
4. The TV broadcast must be delivered in six minutes.
5. The timekeeper shall raise the green flaglet to signal the start of the presentation. A yellow flaglet shall be raised by the timekeeper to warn the presenting team that only one minute is left of the broadcast time. A red flaglet shall be raised to signal that the six minutes allotted for the group has been consumed.
6. In case of overtime/undertime in the prescribed duration of the broadcast, the following points shall be deducted from the points earned in the criterion adherence to time allotment (5%).
 - 1 second - 20 seconds - 1point
 - 21 seconds - 40 seconds - 2 points
 - 41 seconds - 60 seconds - 3 points
 - 61 seconds - 80 seconds - 4 points
7. The timekeeper shall give the judges a copy of the record of the broadcast running time of each group right after the performance. The record should indicate how many seconds/minutes each group went over/under time if they did. The timekeeper shall also announce the time started, time finished, incurred undertime/overtime and the corresponding deductions of the group.
8. Two (2) minutes shall be allotted for the exit.
9. The decision of the Board of Judges is **FINAL and IRREVOCABLE.**

PARENT'S/ GUARDIAN'S CONSENT FORM

Name of Learner: _____ Sex: _____
Date of Birth: _____ Contact Number: _____
Parent's/Guardian's Name: _____ Relationship to Learner: _____
Home Address: _____
Title of Activity/Program: **REGIONAL SCHOOLS PRESS CONFERENCE**
Venue: **ALAMINOS CITY** Inclusive Dates **JUNE 15-17, 2023**

As the parent/ guardian of the abovementioned learner, I hereby acknowledge that I have been informed of the details of the above activity/program and voluntarily and freely elect to participate in this activity/program. Furthermore, I understand there are risks related to the conduct of this activity/program and agree that the rules and regulations established for the said activity/program are for the safety and security of the participants, and thus agree to instruct my child or children to obey them.

Having understood all the aforementioned, I hereby consent to allow my child or children to participate, acknowledging all of the foregoing.

Parent/Guardian's Name and Signature

Date