



Republic of the Philippines
Department of Education
 REGION I



JAN 05 2024

REGIONAL MEMORANDUM

No. 0012, s.2024

UPDATES ON THE CONDUCT OF THE 2024 REGIONAL SCHOOLS PRESS CONFERENCE (RSPC)

To: Schools Division Superintendents

- In reference to Regional Memorandum No. 1159, s. 2023 re: 2024 Regional Schools Press Conference (RSPC), the Department of Education (DepEd) Regional Office I, through the Curriculum and Learning Management Division issues the following updated guidelines on the conduct of the individual and team contests as well as the schedule of events based on the NSPC Consultative Meeting on November 27 to December 1, 2023 in Cebu City.
- The 2024 RSPC, initially scheduled for February 7-9, 2024, has been rescheduled to April 10-13, 2024. This adjustment ensures participants have completed crucial classroom lessons in campus journalism, as the event serves as a vital form of assessment for their journalistic competencies.
- The following shall be the official RSPC participants:

Individual Categories	Top three (3) division winners per category and per medium
Group Categories	One (1) team per medium (Composed of seven (7) members each team except for online publishing with five (5) members)
School Paper Category	Top five (5) division winners per medium

- The revised timeline of activities is as follows:

Document Name	Submitted to	Deadline and Important Reminders
Division winners/entries for the School Paper Contests in portable document format (PDF) duly endorsed by the SDS	Regional Office	<ul style="list-style-type: none"> Entries should be uploaded to tinyurl.com/2024R1SPEntriesFil for Filipino and tinyurl.com/2024R1SPEntriesEng for English Late entries shall not be accepted. Deadline: March 01, 2024, 4PM
<ul style="list-style-type: none"> Complete Official List of delegates with 	RO, addressed to CLMD and send via email	<ul style="list-style-type: none"> This official list signed by the SDS shall also serve as the official travel order of each SDO to be presented



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Division Travel Order	at clmd.region1@ deped.gov.ph and TOLENTINO G. AQUINO, Director IV, DepEd Regional Office I	to the host SDO upon registration. • If there are last-minute changes in the list of contestants, a justification/ certification duly signed by the SDS/Head of Delegation shall be submitted to the chair of the RTWG upon arrival at the contest venue. Deadline: March 29, 2024, 4PM
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5. The updated guidelines on the conduct of individual and team contests are enclosed with this memorandum.
6. All provisions stipulated in RM No. 1159, s. 2023, that have not been expressly addressed within the confines of this memorandum and have not received subsequent updates are hereby affirmed to remain in force and effect.
7. 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.
8. Immediate dissemination of this Memorandum is desired.

For the Regional Director:

RHODA T. RAZON
Director III

Encl.: As stated
References: RM 1159, s. 2023
To be included in the Perpetual Index
Under the following subject:

PRESS CONFERENCE
CAMPUS JOURNALISM
FREE PRESS

CLMD/jps/jdd/RM_2024RSPC
January 5, 2024



Enclosure to RM No. _____, s. 2024

**UPDATED 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 2023-2024 can participate.

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. If unresolved, the concern shall be elevated to the RSPC Focal Persons.
2. Presence of school paper advisers, teachers, principals, parents, or guardians in the contest venue will be a ground for disqualification of their contestants.
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 Group Contests).
4. Any violation of the stipulated guidelines will be grounds 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, 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 compliant with the professional and ethical standards of media.

5. Photojournalism

a. 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 or DSLR with fixed lens.
- 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 ballpen while the RTWG will provide scratch papers where contestants can write down notes during the shooting.

b. 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 the control shot and the **five (5) photos** with caption related to the given theme. The submitted photos of each contestant shall be saved in one folder (file naming convention of the folder: CODE NUMBER_2024RSPC).
- 5) Contestants shall write the file name of each photo in the caption sheet.
- 6) Caption sheets will be provided by the RTWG.
- 7) Contestants shall be given 30 minutes to provide a caption for each of the five (5) photos.
- 8) The advisers, trainers, and parents are **not allowed** in the contest venue throughout the duration of the competition.

UPDATED GUIDELINES FOR RADIO SCRIPT WRITING & BROADCASTING CONTEST

A. General Guidelines

1. Each division shall organize a team of **seven (7)** 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. Any representative from each group 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. Mobile phones, reference materials, and other extra sheets of paper shall not be allowed in the contest area.
7. All teams shall test the compatibility of their laptop/device with the available device/s in the designated simulation area on Day 0.
8. The decision of the Board of Judges is final and irrevocable.
9. Any violation of the stipulated guidelines will be grounds for disqualification of the team.

B. Scriptwriting

1. Each team may use up to four (4) 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 Day 0 from 8:00AM-5:00PM. Each team is required to bring their own extension wires and other equipment for rehearsal.
2. The team will be given one (1) hour and 30 minutes to write a script for a five-minute radio broadcast. It includes one (1) infomercial and four (4) news articles.

The infomercial may cover health, environment, politics, social, and other relevant issues. It shall have a maximum length of one (1) minute and shall use the medium 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 (2) 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 restrooms.
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. The board of judges shall provide the uniform name of radio station, program title, and kilo hertz.
6. 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 division 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. In case of power failure, the affected team shall be allowed to broadcast again.
5. Sound bites/pre-recorded voice shall be prohibited.
6. At least two (2) loudspeakers may be set up outside the broadcast room.
7. The host SDO shall provide the radio frequency where the broadcast simulation will be tuned in (only if permitted by the NTC).
8. A separate holding area designated for each role shall be provided.
9. 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.
10. The organizers shall provide a clock or a timer that can be seen by the contestants and the judges. There will be an official timekeeper.

11. 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.
12. The team who complied with the five-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 – 3 seconds – 1 point
4 seconds - 20 seconds – 2 points
21 seconds – 40 seconds – 3 points
41 seconds – 60 seconds – 4 points
61 seconds and above - 5 points
13. The undertime or overtime shall be deducted from the final average score.

UPDATED GUIDELINES FOR THE COLLABORATIVE DESKTOP PUBLISHING CONTEST

1. Each SDO shall organize a team of seven (7) 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 four (4) hours for writing, laying out, 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 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
 - 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

Labels shall be in a bond paper pasted on/attached to the laptop bag.
10. **Official laptops, previously cleared of stored documents, shall be submitted to the RTWG on Day 0 (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 shall provide six (6) scanners for the editorial cartoon, three (3) for elementary and three (3) 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, division, or region 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**.

UPDATED GUIDELINES FOR THE ONLINE PUBLISHING CONTEST

1. Each division 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, layout, 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**)
 - two (2) digital/DSLR cameras
 - maximum of 4 laptops installed with Photoshop for image enhancement
 - maximum of two (2) pocket wifis (preferably with two different networks) or one (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

Labels shall be in a bond paper pasted on/attached to the laptop bag.
11. **Official laptops, previously cleared of stored documents, shall be submitted to the RTWG on Day 0 (up to 5PM only) to check for any other applications and pre-written documents or references. 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**.

PRE-CONTEST

1. Each team will be required to bring only the following:
 - maximum of four (4) laptops with at least 10GB free space and a video editing program (with uploading capacity)
 - three (3) empty USB Flash Drives (at least 16GB minimum)
 - maximum of two (2) video/DSLR cameras/mobile phones (without sim and emptied internal storage) compatible with the laptop
 - two (2) emptied memory cards
 - A4-size bond paper
 - one (1) inkjet printer
 - extension cord/s
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

Labels for laptops shall be in a 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 Day 0 (until 5PM only). Laptops shall be clear of stored documents upon submission 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:** Only the five (5) sets of data provided by the RTWG will be used in the 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 team is required to produce one (1) infomercial or developmental communication plug with a maximum length of 60 seconds.

The RTWG will provide two (2) 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:** 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:** For uniformity, the RTWG shall provide station and program names to be used through an office memorandum a month before the actual conduct of the RSPC.
2. Four (4) hours will be allotted for the **pre-production** (story conference and scriptwriting), **actual production** (video shooting/recording, infomercial production), **post-production** (editing) and rehearsal.
 3. The host SDO shall provide a clock or a timer that can be seen by both the contestants and RTWG. 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 submit four (4) copies of the script: three (3) copies for the judges and one (1) copy for the RTWG. The team may print extra copies for their own use.
 6. The cover page of the script shall contain the TV Network and Program names (as provided by the RTWG), order of presentation (to be placed at the upper left of the cover) and the names of the members of the team with their respective roles (i.e., anchor, field reporter, etc.).
 7. The script shall **not bear any information** that may identify the school or division.
 8. All groups shall stop working after the allotted time of four (4) hours. A buzzer shall signal the end of the scriptwriting and production time.

9. A separate holding area designated for each role shall be provided.
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 two (2) laptops are allowed inside the studio: one (1) as a substitute for teleprompter and one (1) for the technical application.
2. News shall be composed of live and edited reports, which were produced during the given production time. Only the OBB/CBB and stingers/audio bed are pre-recorded/pre-produced.

Video and Audio Playback 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, ten (10) minutes shall be allotted for entrance and preparation.
4. Each team shall be given ten (10) minutes of preparation with the assistance of the technical experts (service providers). Three (3) warnings shall be given to each team who fails to start after the allotted time for preparation provided no technical issue arises:
 - First warning – one (1) minute
 - Second warning – one (1) minute and 30 seconds
 - Third/final warning – two (2) minutes

After the third warning and the team fails to start, disqualification will be imposed.

5. Each team shall be given **six (6) minutes** for the actual broadcast.
6. A clock or digital timer will be provided by the host region to guide the contestants and RTWG.

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 (1) minute is left of the broadcast time.

A **red flaglet** shall be raised to signal that the six (6) minutes allotted for the group has been consumed.

7. 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 - 3 seconds - 1 point
4 seconds - 30 seconds - 2 points
31 seconds - 60 seconds - 3 points
61 seconds - 90 seconds - 4 points
91 seconds - 120 seconds - 5 points

8. 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.

9. Three (3) minutes shall be allotted for the exit.

10. The decision of the Board of Judges is **final and irrevocable**.