



Republic of the Philippines  
Department of Education  
REGION IX, ZAMBOANGA PENINSULA  
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

January 19, 2024

**DIVISION MEMORANDUM**

No. 39, s. 2024

**2024 DIVISION SCHOOLS PRESS CONFERENCE**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors, CID and SGOD  
Public Schools District Supervisors/PICD  
Public Elementary and Secondary School Heads  
Public/Private School Paper Advisers  
All Others Concerned

1. In line with Regional Memorandum No. 001, s. 2024 and pursuant to Republic Act (RA) No. 7079, also known as the **Campus Journalism Act of 1991** released through DepEd Order No. 94, s. 1992, which stipulates the holding of the annual national elementary, secondary, or tertiary Schools Press Conference, the Department of Education (DepEd) Dapitan City Division, through the Curriculum Implementation Division (CID) announces the conduct of the **2024 Division Schools Press Conference (DSPC)** with the theme: **“Charting Truth: Journalism as a Catalyst for Positive Change in the Media Landscape of 2024.”**
2. The DSPC will be conducted on February 27-28, 2024 in Dapitan City Central School (DCCS), Sta. Cruz, Dapitan City.
3. The conference aims to:
  - a. Demonstrate understanding of journalism through skillful executive in various platforms (i.e., print, broadcast, online);
  - b. Recognize the role of journalism in advocating for social consciousness and environmental awareness;
  - c. Promote fair and ethical use of media as tenets of responsible journalism;
  - d. Foster camaraderie and enrich learning experiences through healthy and friendly competitions; and
  - e. Provide learners opportunities to use the skills learned in campus journalism for their future careers.
4. For the impartial and unbiased selection of contestants to participate in the DSPC, the District Schools Press (DisSPC) must be conducted. A comprehensive DisSPC (English & Filipino) report including the process and list of winners and judges must be submitted after the conduct through this email address: [ruby.paguntalan@deped.gov.ph](mailto:ruby.paguntalan@deped.gov.ph).



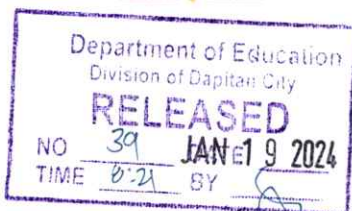
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5. The participants/qualifiers eligible for the DSPC are the following:

**Table 1.** DSPC Participants/Qualifiers

<b>Individual Categories</b>	Top three (3) district winners per medium, per level
<b>Group Categories</b>	One (1) team per medium (Composed of seven (7) members each team except for online publishing with five (5) members)
<b>School Paper Category</b>	Top ten (10) district winners per section, per medium, per level

6. All districts should ensure that the schools participating in the DSPC have school paper publication in at least **12-page PDF or digital format** which shall have the following sections: news, editorial, feature, science and technology and sports. No campus journalist shall be accepted for the competition without the **COMPLETE** sections of the paper. The school publication shall be from the School Year 2023 – 2024. Previous publications in print and PDF shall **NOT** be eligible as tickets to the competitions.
7. All stand-alone Senior High Schools shall compete separately across categories. Integrated schools may join in two levels for both elementary and secondary. Combi-schools or schools with Junior and Senior High Schools shall compose one (1) team only.
8. The DSPC activities shall include the following:
- Individual Contest (English and Filipino, elementary and secondary)**
    - News Writing
    - Feature Writing
    - Editorial Writing
    - Sports Writing
    - Copyreading and Headline Writing
    - Science and Technology Writing
    - Photojournalism
    - Editorial Cartooning
    - Column Writing
  - Group Contest**
    - Radio Script Writing and Broadcasting (English and Filipino, elementary and secondary)
    - Collaborative Desktop Publishing (English and Filipino, secondary only)
    - Online Publishing (English and Filipino, secondary only)
    - TV Script Writing and Broadcasting (English and Filipino, elementary and secondary)



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**c. School Paper Contest (English and Filipino, elementary and secondary, in Portable Document Format)**

- i. News Section
- ii. Feature Section
- iii. Editorial Section
- iv. Science and Technology Section
- v. Sports Section
- vi. Layout and Page Design

**d. Awarding of Outstanding School Paper Advisers (SPAs) and Campus Journalists (CJs)**

9. Recognizing and respecting Intellectual Property Rights, the Department adheres to the rules concerning plagiarism. DepEd reiterates its stand to disqualify school papers found to have copied and published texts, graphics, and other materials without duly acknowledging their sources. The disqualification covers all sections of the school paper.
10. Any form of plagiarism in publication competitions as proven by the board of judges shall be grounds for disqualification.
11. The decision of the Board of Judges is **FINAL** and **IRREVOCABLE**.
12. Below is the list of enclosures on the guidelines of individual, group and school paper contests:

**Table 2.** Summary of Contest Guidelines

Enclosure Number	Content
<b>Guidelines for the Individual Contests</b>	
3	General Guidelines for the Selection of Winners in the Different Individual Writing Contests
3a	Score Sheet for News Writing
3b	Score Sheet for Feature Writing
3c	Score Sheet for Editorial Writing
3d	Score Sheet for Sports Writing
3e	Score Sheet for Copyreading and Headline Writing
3f	Score Sheet for Science and Technology Writing
3g	Score Sheet for Photojournalism
3h	Score Sheet for Editorial Cartooning
3i	Score Sheet for Column Writing



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Enclosure Number	Content
<b>Guidelines for the Group Contests</b>	
4	Radio Script Writing and Broadcasting
4a	Score Sheet for Radio Script Writing and Broadcasting
5	Collaborative Desktop Publishing
5a	Score Sheet for Collaborative Desktop Publishing
6	Online Publishing
6a	Score Sheet for Online Publishing
7	TV Script Writing and Broadcasting
7a	Score Sheet for TV Script Writing and Broadcasting
<b>Guidelines for the School Paper Contests (in Portable Digital Format)</b>	
8	General Guidelines for School Paper Contests (in PDF)  Guidelines for the Selection of the Best Sections and Layout and Page Design Categories for the School Paper Contest
8a	Score Sheet for the News Section
8b	Score Sheet for the Feature Section
8c	Score Sheet for the Editorial Section
8d	Score Sheet for the Science and Technology Section
8e	Score Sheet for the Sports Section
8f	Score Sheet for the Layout and Page Design Category
9	How to Compute for the Overall Scores

13. A campus journalist can participate in only one (1) event, either individual or group category.
14. The top seven (7) winners in all individual categories and top five (5) winners for group category, top 10 for school paper shall be recognized. Only the accumulated point from individual and group contests shall be included in the computation of the overall scores following the guidelines contained in Enclosure No. 9.
15. All participants in the individual categories shall wear their respective school uniforms during the contest, while collaborative desktop publishing, online publishing and radio script writing and broadcasting shall wear white shirts. Meanwhile TV broadcasting participants should wear their appropriate attire.
16. All school paper advisers and TWG members shall be granted with a maximum of two-day service credits and/or Compensatory Time-Off (CTO) in lieu of the workshop days that will fall on weekends for the **completion of their respective school publications** for the 2024 DSPC in accordance with DepEd Order No. 53, s. 2023, Updated Guidelines on Grant of Vacation Service Credits to Teachers, and CSC-DBM Joint Circular No. 2, s. 2015, Policies and Guidelines on Overtime Services and Overtime Pay for Government



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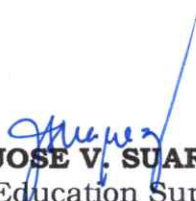


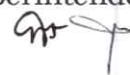
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Employees, respectively. The Division Journalism Coordinators shall submit the Certification of the List of SPAs who have rendered services to the division through the CID Chief.

17. The participants, school paper advisers, coaches, and officials traveling expenses shall be charged against school MOOE and or local funds subject to the usual accounting and auditing rules and regulations.
18. Group competition will be held on the second day. An orientation will be conducted by the assigned facilitators before the contest.
19. Attached are the following: Activity Matrix, Working Committee and the List of facilitators, proctors, and judges for individual and group contests.
20. For the information, guidance, and compliance of all concerned.

FOR THE SCHOOLS DIVISION SUPERINTENDENT:

  
**VICENTE JOSE V. SUAREZ II, EMD**  
Chief Education Supervisor  
Curriculum Implementation Division (CID)  
Officer-in-Charge  
Office of the Schools Division Superintendent



Enclosure:

1. Activity Matrix
2. Working Committees/List of Facilitators, proctors, and judges
3. Guidelines for Individual and Group Contests



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**Activity Matrix**

Day 1: February 27, 2024

TIME	ACTIVITY/TOPIC	IN-CHARGE
08:00 – 8:15 AM	Arrival and Registration	Louida C. Empeynado Rosanne Eguia Ruby V. Paguntalan
08:15 – 09:00 AM	Opening Program	Hannah Marie Briones Jay H. Sagario
09:00 – 10:00 AM	Orientation/Lecture	Facilitators
10:00 – 11:00 AM	Contest Proper	Proctors & Facilitators
11:00 – 12:00 PM	Retrieval & Submission of Outputs	Proctors, Facilitators & Judges
12:00 – 01:00 PM	Lunch Break	
01:00 – 03:00 PM	Evaluation and judging of Individual Contests	Judges of the different categories both elementary and secondary
03:00 – 05:00 PM	Closing Program	Hannah Marie Briones Jay H. Sagario

Day 2: February 28, 2024

TIME	ACTIVITY/TOPIC	IN-CHARGE
08:00 – 8:15 AM	Arrival and Registration	Louida C. Empeynado Rosanne Eguia Ruby V. Paguntalan
09:00 – 10:00 AM	Orientation/Lecture	Facilitators
10:00 – 12:00 NOON ONWARD	Contest Proper Retrieval & Submission of Outputs Evaluation and judging of Group Contests	Proctors & Facilitators Proctors, Facilitators & Judges Judges of the different categories both elementary and secondary
03:00 – 05:00 PM	Closing Program	Hannah Marie Briones Jay H. Sagario



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**Facilitators/ Proctors /Judges**  
**INDIVIDUAL CONTEST**

CATEGORY	IN-CHARGE		
	ENGLISH	ROLE	FILIPINO
News Writing	Louie Jalapadan Helen T. Calaguian Dennis A. Maghanoy	Facilitator Proctor Judge	Aileen P. Bantilan Eldie D. Robaro Divina Gracia C. Ferraren
Feature Writing	Melody A. Cabilin Gilyn E. Gallemmit Florence S. Gallemmit	Facilitator Proctor Judge	July G. Saguin Marilou Cagbabanua Ronald Randolph E. Abao
Editorial Writing	Meth T. Canaya Janet O. Cadano Lyra L. Balladares	Facilitator Proctor Judge	Ruben D. Escudero Riza B. Galanido Cristita E. Quines
Sports Writing	Janice C. Sales Judycel L. Elumba Paterno S. Baguinat III	Facilitator Proctor Judge	Philip D. Caermare Genelyn Dabodabo Junry B. Onganiza
Copy Reading & Headline Writing	Janet T. Saldon Marlyn E. Esmade Johann Andrei A. Ladera	Facilitator Proctor Judge	Annie B Santos Glenda B. Paguia Shiemei B. Cagandahan
Science & Technology Writing	Ally A. Malacat Jocelyn E. Acorin Ana Fiela B. Quimiguing	Facilitator Proctor Judge	Teresita J. Cainta Mercedita B. Obnimaga Chysser B. Oriola
Photojournalism	Ma. Jeanie Quimiguing Joel Q. Ruiz Julro E. Gahisan	Facilitator Proctor Judge	Leonor G. Empeynado Macaria A. Manuta Roderick R Luna

CATEGORY	IN-CHARGE		
	ENGLISH	ROLE	FILIPINO
Editorial Cartooning	Ma. Luisa P. Laput Rizza Galanido Jose C. Overa	Facilitator Proctor Judge	Jun Rey A. Adasa Jezabel Boquida Joel T. Baje
Column Writing	Hazel B. Hampac Marilou B. Monding Diosdado C. Bulagao, Jr	Facilitator Proctor Judge	Jane J. Maghinay Imelda F Tan Cristian . Dalis



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**GROUP CONTEST**

CATEGORY	IN-CHARGE		
	ENGLISH	ROLE	FILIPINO
Radio Script Writing & Broadcasting	Christine Jera E. Quines Dennis A. Maghanoy	Facilitator Judge	Louida C. Empeynado Philip D. Caermare
Collaborative Desktop Publishing	Janet T. Saldon Paterno S. Baguinat III	Facilitator Judge	Arlene Rendon James Rey Ondac
Online Publishing	Julro E. Gahisan Romel O. Eguia	Facilitator Judge	Jean J. Elumba Reino Peter D. Lagasca
TV Script Writing & Broadcasting	Caridad G. Ybañez Sie-cel Ann D. Jalapadan	Facilitator Judge	Nona Love S Saguin Mark Anthony Gito



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REGIONAL OFFICE IX- ZAMBOANGA PENINSULA

Enclosure No.3 to Regional Memo No. \_\_\_\_\_, s. 2024

**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 2022-2024 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. If unresolved, the concern shall be elevated to the NSPC Focal Persons.
2. School paper advisers, teachers, principals, parents, or guardians who will be found in the contest venue will be grounds 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 NTWG 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.





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REGIONAL OFFICE IX- ZAMBOANGA PENINSULA

- 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 NTWG 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 lenses**.
      - 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 NTWG 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\_2024NSPC).
      - 5) Contestants shall write the file name of each photo in the caption sheet.
      - 6) Caption sheets will be provided by the NTWG.
      - 7) Contestants shall be given 30 minutes to provide a caption for each of the five photos.







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



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Enclosure No.3a to Regional Memo No. \_\_\_\_\_, s. 2024

**SCORE SHEET FOR NEWS WRITING**

<b>Form and Style (40%)</b>	<b>Score</b>
Arranges details of the event in decreasing importance	
Shows the news writer's ability to organize information	
Uses a lead that is clear and focused on the most important detail	
Avoids the use of words with controversial elements or double-meaning	
Avoids personal slants	
Has clear and unbiased headline	
Uses short and simple words	
Conforms with the principles of unity and coherence	
Observes the rules of grammar and syntax	
Uses transitions properly	
Observes gender fair language.	
<b>Content (50%)</b>	
Uses appropriate lead type to get the readers' attention	
Presents to the readers the most important detail of the event	
Follows logical presentation of the event and emphasizes the most important or relevant fact (s)	
Follows the correct news writing format/style	
<b>Ethics (10%)</b>	
Showcases original works of students.	
Properly cites information and attributes these facts from the source of information (cut across all events)	
Observes standards of journalism in terms of fairness, relevance, accuracy, and balance	
Has no potentially libelous or obscene content, plagiarism and copyright violations	
<b>TOTAL (100%)</b>	
<b>Comments/Suggestions:</b>	

\_\_\_\_\_  
 Evaluator/Judge  
 (Signature over Printed Name)



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Enclosure No. 3b to Regional Memo No. \_\_\_\_\_, s. 2024

**SCORE SHEET FOR FEATURE WRITING**

<b>Form and Style (30%)</b>	<b>Score</b>
Observes the rules of grammar and syntax	
Conforms with the principles of organization and progression of ideas	
Exhibits creative presentation of facts in the story	
Uses a catchy title for the article	
Sustains interest of the readers	
Utilizes the appropriate feature type to emphasize the impact/relevance of the topic	
Observes gender fair language.	
<b>Content (60%)</b>	
Cites facts like historical references, statistics, relevant names/facts to bolster credibility of statements and/or narratives	
Presents a new angle or information about the topic that are timely and interesting to read	
Stirs the imagination of the reader	
Balances presentation of thoughts and ideas from the obtained data with those of the writers' perceptions	
<b>Ethics (10%)</b>	
Showcases original works of students.	
Properly cites information and attributes these facts from the source of information (cut across all events)	
Observes standards of journalism in terms of fairness, relevance, accuracy, and balance	
Has no potentially libelous or obscene content, plagiarism and copyright violations	
<b>TOTAL (100%)</b>	
<b>Comments/Suggestions:</b>	

\_\_\_\_\_  
 Evaluator/Judge  
 (Signature over Printed Name)



Republic of the Philippines  
**Department of Education**

REGIONAL OFFICE IX- ZAMBOANGA PENINSULA

Enclosure No. 3c to Regional Memo No. \_\_\_\_\_, s. 2024

**SCORE SHEET FOR EDITORIAL WRITING**

<b>Form and Style (40%)</b>	
Uses lead paragraph that contains news peg and the general stand of the writer	
Presents arguments that are based on facts.	
Cites sources of facts to add credibility to the arguments raised	
Uses a strong and thought-provoking title	
Shows logical reasoning	
Observes the rules of grammar and syntax	
Utilizes transitions properly	
Observes gender fair language.	
<b>Content (50%)</b>	
Presents the general stand of the writer in the lead	
Utilizes factual information from interviews, documents review, data analyses and other reliable sources	
Displays evidence of the writers' knowledge and understanding of issues/problems	
Reflects clarity of the message and can influence public opinion	
Arguments presented in the body logically support the writer's stand	
<b>Ethics (10%)</b>	
Showcases original works of students.	
Properly cites information and attributes these facts from the source of information (cut across all events)	
Observes standards of journalism in terms of fairness, relevance, accuracy, and balance	
Has no potentially libelous or obscene content, plagiarism and copyright violations	
<b>Total (100%)</b>	
<b>Comments/Suggestions:</b>	

\_\_\_\_\_  
 Evaluator/Judge  
 (Signature over Printed Name)



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Enclosure No. 3d to Regional Memo No. \_\_\_\_\_, s. 2024

**SCORE SHEET FOR SPORTS WRITING**

<b>Form and Style (40%)</b>	<b>Score</b>
Uses appropriate form and style	
Uses appropriate sports terms and lingo to highlight the significance of the game	
Provides correct descriptions, colorful allusions and figures of speech to describe the players, event/game.	
Combines the proper amount of statistics to create a clear visual narrative of the action	
Has an attractive headline which shows what really transpired in the event	
Observes the rules of grammar and syntax	
Conforms with the principles of unity and coherence	
Observes gender fair language.	
<b>Content (50%)</b>	
Presents a clear picture of the events in the game.	
Utilizes an appropriate sports news reporting style	
Uses interviews, statistics, references and research	
<b>Ethics (10%)</b>	
Showcases original works of students.	
Properly cites information and attributes these facts from the source of information (cut across all events)	
Observes standards of journalism in terms of fairness, relevance, accuracy, and balance	
Has no potentially libelous or obscene content, plagiarism and copyright violations	
<b>Total (100%)</b>	
<b>Comments/Suggestions:</b>	

\_\_\_\_\_  
Evaluator/Judge  
(Signature over Printed Name)



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REGIONAL OFFICE IX- ZAMBOANGA PENINSULA

Enclosure No. 3e to Regional Memo No. \_\_\_\_\_, s. 2024

**SCORE SHEET FOR COPYREADING AND HEADLINE WRITING**

<b>Copyreading (60%)</b>	<b>Score</b>
Uses appropriate copyreading symbols	
Recognizes exact number of errors in the contest piece	
<b>Headline Writing (40%)</b>	
Provides the best headline for the news article	
Observes standards in headline writing	
<b>Total (100%)</b>	
<b>Comments/Suggestions:</b>	

\_\_\_\_\_  
 Evaluator/Judge  
 (Signature over Printed Name)



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Enclosure No. 3f to Regional Memo No. \_\_\_\_\_, s. 2024

**SCORE SHEET FOR SCIENCE AND TECHNOLOGY WRITING**

<b>Form and Style (40%)</b>	<b>Score</b>
Manifests unity and coherence to the theme/topic given	
Has catchy and appropriate headline that is also clear and free of bias	
Observes the rules of grammar and syntax	
Shows logical presentation of arguments	
Contains leads that are clearly written and focused on the most important detail	
Follows appropriate form and style	
Uses appropriate terms and lingo to report/discuss events	
Observes gender fair language.	
<b>Content (50%)</b>	
Utilizes facts from interviews, documents review, data analyses and other reliable sources	
Presents relevant and timely issues on science and technology	
Uses technical jargons to a minimum	
Presents technical and complicated scientific concepts or ideas in a manner that can be understood by a wide variety of readers	
Cites scientific references, statistics and relevant figures/facts to bolster credibility of statements and/or narratives	
<b>Ethics (10%)</b>	
Showcases original works of students.	
Properly cites information and attributes these facts from the source of information (cut across all events)	
Observes standards of journalism in terms of fairness, relevance, accuracy, and balance	
Has no potentially libelous or obscene content, plagiarism and copyright violations	
<b>Total (100%)</b>	
<b>Comments/Suggestions:</b>	

\_\_\_\_\_  
 Evaluator/Judge  
 (Signature over Printed Name)



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Enclosure No. 3g to Regional Memo No. \_\_\_\_\_, s. 2024

**SCORE SHEET FOR PHOTOJOURNALISM**

<b>Technical Quality (40%)</b>	<b>Score</b>
Exposure value and quality of image (free from digital noise)	
Presents images with acceptable sharpness	
<b>Communicative Quality (40%)</b>	
Shows clear and specific idea(s) or angle connected to the theme or topic	
Uses creative photography techniques to highlight the visual story	
<b>Caption (10%)</b>	
Writes a two-sentence caption providing context to the picture	
<b>Ethics (10%)</b>	
Showcases original works of students.	
Properly cites information and attributes these facts from the source of information (cut across all events)	
Observes standards of journalism in terms of fairness, relevance, accuracy, and balance	
Has no potentially libelous or obscene content, plagiarism and copyright violations	
Follows strict standards of no manipulation and alteration of reality	
<b>Total (100%)</b>	
<b>Comments/Suggestions:</b>	

\_\_\_\_\_  
 Evaluator/Judge  
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**Department of Education**

REGIONAL OFFICE IX- ZAMBOANGA PENINSULA

Enclosure No. 3h to Regional Memo No. \_\_\_\_\_, s. 2024

**SCORE SHEET FOR EDITORIAL CARTOONING**

<b>Form and Style (30%)</b>	<b>Score</b>
Makes use of a minimum number of labels	
Shows logical use of various sizes, dimensions, and proportions of images	
Displays attractive use of shading and other techniques	
Utilizes witty, original, and creative representation of ideas/concepts on the issue given	
<b>Content (60%)</b>	
Presents clear, specific and a recognizable point-of-view or opinion on the given issue or topic	
Raises relevant, timely issues and concerns about the topic	
Is in good taste and free from libelous, indecent, and abstract ideas	
Arouses interest and analytical thinking among its readers	
Constructively criticizes and influences readers' opinion	
<b>Ethics (10%)</b>	
Showcases original works of students.	
Properly cites information and attributes these facts from the source of information (cut across all events)	
Observes standards of journalism in terms of fairness, relevance, accuracy, and balance	
Has no potentially libelous or obscene content, plagiarism and copyright violations	
<b>Total (100%)</b>	
<b>Comments/Suggestions:</b>	

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 Evaluator/Judge  
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REGIONAL OFFICE IX- ZAMBOANGA PENINSULA

Enclosure No.3i to Regional Memo No. \_\_\_\_\_, s. 2024

**SCORE SHEET FOR COLUMN WRITING**

<b>Form and Style (30%)</b>	
Uses lead paragraph to introduce or build up a clear argument in the issue	
The tone, style and approach in analyzing the issue are evident	
Uses a language that is understood by the target audience	
Cites sources of facts to add credibility to the arguments raised	
Uses a strong, appropriate and catchy title	
Shows logical reasoning	
Observes the rules of grammar and syntax	
Utilizes transitions properly	
Observes gender fair language.	
<b>Content (50%)</b>	
Presents and explains a solid and clear stance	
Presents the different angles and examines both reconcilable and irreconcilable differences regarding their stand	
Utilizes factual information from interviews, documents reviews, data analyses and other reliable sources	
Displays evidence of the writers' knowledge and understanding of issues/problems	
Reflects clarity of the message that can influence public opinion	
Presents logical arguments that support the writer's stance.	
Clarifies certain points of fact or argument that may cause confusion or complication.	
<b>Ethics (20%)</b>	
Showcases original works of students.	
Properly cites information and attributes these facts from the source of information (cut across all events)	
Observes standards of journalism in terms of fairness, relevance, accuracy, and balance	
Has no potentially libelous or obscene content, plagiarism and copyright violations	
<b>Total (100%)</b>	
<b>Comments/Suggestions:</b>	

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 Evaluator/Judge  
 (Signature over Printed Name)



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REGIONAL OFFICE IX- ZAMBOANGA PENINSULA

Enclosure No. 4 to Regional Memo No. \_\_\_\_\_, s. 2024

**GUIDELINES FOR RADIO SCRIPT WRITING & BROADCASTING CONTEST**

**A. General Guidelines**

1. Each region 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/NSPC 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:

<b>Individual Awards</b>	<b>Group Awards</b>
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 March 13, 2024, 1:00pm to 5:00pm.
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 the script. All laptops should be submitted to the contest committee for inspection on March 13, 2024, 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.



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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, division, or region, 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 region 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 loudspeakers may be set up outside the broadcast room.
7. The host region shall provide the radio frequency where the broadcast simulation will be tuned in.
8. A separate holding area designated for each role shall be provided.







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REGIONAL OFFICE IX- ZAMBOANGA PENINSULA

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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 -20seconds – 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.







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REGIONAL OFFICE IX- ZAMBOANGA PENINSULA

Enclosure No. 4a to Regional Memo No. \_\_\_\_\_, s. 2024

**SCORE SHEET FOR RADIO SCRIPT WRITING AND BROADCASTING**

<b>1. Anchor</b>	<b>Score</b>
<b>Voice Quality 40%</b>	
<ul style="list-style-type: none"> <li>• Is clear and easy to understand even when speaking quickly</li> <li>• Paces his/her voice well to fit the storyline and helps the audience understand the issue</li> <li>• Shows expressions of interest, enthusiasm, and confidence</li> </ul>	
<b>Voice Recognition 30%</b>	
<ul style="list-style-type: none"> <li>• Has clear and well-modulated voice</li> <li>• Presents appropriate pace and volume</li> <li>• Is consistently audible throughout the presentation</li> <li>• Can easily be heard in all parts of the room</li> </ul>	
<b>Enunciation 30%</b>	
<ul style="list-style-type: none"> <li>• Pronounces / articulates words in a distinct manner</li> <li>• Talks in accent that is socially acceptable</li> <li>• Utilizes various voice inflections/changes to enhance meaning of the lines</li> <li>• Stretches a word to a desired length to emphasize or give the appropriate meaning</li> </ul>	
<b>Total 100%</b>	

<b>2. News Presenter</b>	<b>Score</b>
<b>Voice Quality 40%</b>	
<ul style="list-style-type: none"> <li>• Is clear, easy to understand even when speaking quickly</li> <li>• Paces his/her voice well to fit the storyline and help the audience understand the issue</li> <li>• Shows expressions of interest, enthusiasm, and confidence</li> </ul>	
<b>Voice Recognition - 30%</b>	
<ul style="list-style-type: none"> <li>• Has clear and well-modulated voice</li> <li>• Presents appropriate pace and volume</li> <li>• Is consistently audible throughout the presentation</li> <li>• Can easily be heard in all parts of the room</li> </ul>	
<b>Enunciation - 30%</b>	
<ul style="list-style-type: none"> <li>• Pronounces / articulates words in a distinct manner</li> <li>• Talks in accent that is socially acceptable</li> <li>• Utilizes various voice inflections/changes to enhance meaning of the lines</li> <li>• Stretches a word to a desired length to emphasize or give the appropriate meaning</li> </ul>	
<b>Total 100%</b>	

<b>3. Infomercial</b>	<b>Score</b>
<b>Content - 45%</b>	



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REGIONAL OFFICE IX- ZAMBOANGA PENINSULA

<ul style="list-style-type: none"> <li>Shows clear advocacy/idea description</li> <li>Is logically organized</li> <li>Shows smooth and appropriate transitions</li> <li>Exhibits language appropriateness</li> </ul>	
<b>Creativity – 30%</b>	
<ul style="list-style-type: none"> <li>Exhibits uniqueness and originality</li> <li>Implements technologies appropriately</li> </ul>	
<b>Persuasion / Impact – 25%</b>	
<ul style="list-style-type: none"> <li>Engages audience</li> <li>Shows appropriate audience appeal</li> <li>Keeps audience focused all throughout the broadcast</li> </ul>	
<b>Total 100%</b>	

<b>4. Technical Application</b>	<b>Score</b>
<b>Juxtaposition – 40%</b>	
<ul style="list-style-type: none"> <li>Shows a smooth transition from one topic/news event to another</li> <li>Establishes clear relationship between one audio effect to the news or information that follows</li> </ul>	
<b>Fidelity – 30%</b>	
<ul style="list-style-type: none"> <li>Produces good audio quality</li> <li>Produces authentic sound and effects</li> <li>Has less static and no interference</li> </ul>	
<b>Timing and Precision – 30%</b>	
<ul style="list-style-type: none"> <li>Has clear audible time signals</li> </ul>	
<b>Total 100%</b>	

<b>5. Script</b>	<b>Score</b>
<b>Content – 40%</b>	
<ul style="list-style-type: none"> <li>Covers topic with necessary details &amp; examples</li> <li>Is accurate and has no factual errors</li> <li>Is well-organized</li> <li>Uses academically, socially, culturally acceptable, and gender fair language</li> </ul>	
<b>Clarity of Instructions – 40%</b>	
<ul style="list-style-type: none"> <li>Is easy to read and understand</li> <li>Can easily be followed by another person or team</li> <li>Reflects effective planning and organizing</li> </ul>	
<b>Neatness – 20%</b>	
<ul style="list-style-type: none"> <li>All elements are labeled and clearly written</li> <li>Clearly indicates names of team members and their tasks/assignments</li> </ul>	
<b>Total 100%</b>	

<b>RADIO PRODUCTION (Overall)</b>	<b>Score</b>
A. Delivery – 25%	



Republic of the Philippines  
**Department of Education**

REGIONAL OFFICE IX- ZAMBOANGA PENINSULA

1. Anchor (15%) 2. News Presenter (10%)	
B. Technical Application – 25% 1. Timing and Precision	
C. Script – 25%	
D. Infomercial – 20%	
E. Adherence to time allotment – 5%	
<b>Total 100%</b>	
<b>Comments &amp; Suggestions:</b>	

\_\_\_\_\_  
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REGIONAL OFFICE IX- ZAMBOANGA PENINSULA

Enclosure No. 5 to Regional Memo No. \_\_\_\_\_, s. 2024

**GUIDELINES FOR THE COLLABORATIVE DESKTOP PUBLISHING CONTEST**

1. Each region 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, 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 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 NTWG shall be labeled with the following format:

Category – Medium-Level\_Region  
Name, School, Division

e.g.,  
Collaborative Desktop Publishing – English – Secondary – Region VII  
Angelina Fajardo, Mandaue National High School, Mandaue

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 NTWG on March 13, 2024 (up to 5PM only) to check for any other applications and pre-written documents or references therein.**





Republic of the Philippines  
**Department of Education**

REGIONAL OFFICE IX- ZAMBOANGA PENINSULA

**Failure to submit the laptops on/before the set deadline shall mean disqualification of the competing team.**

11. The host division will provide four (4) scanners for the editorial cartoon (two for elementary and two 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.







Republic of the Philippines  
**Department of Education**

REGIONAL OFFICE IX- ZAMBOANGA PENINSULA

Enclosure No. 5a to Regional Memo No. \_\_\_\_\_, s. 2024

**SCORE SHEET FOR COLLABORATIVE DESKTOP PUBLISHING**

Content (50%)	Score
<ul style="list-style-type: none"> <li>● Exhibits appropriate balance of news, editorial, features, sports, and other appropriate and interesting content</li> <li>● Utilizes facts from interviews, document review, data analysis and other reliable sources</li> <li>● Shows a variety of stories that fit the section where they are placed</li> <li>● Cites historical references, statistics, relevant names/facts to bolster credibility of statements, assertions, arguments and/or narratives</li> <li>● Provides balance of light and serious topics</li> <li>● Shows relevance of articles to students</li> <li>● Showcases original works of students.</li> <li>● Properly cites information and attributes these facts from the source of information</li> <li>● Applies the principles of journalism</li> </ul>	
<b>Technical (40%)</b>	
<ul style="list-style-type: none"> <li>● Includes articles that are arranged according to importance</li> <li>● Presents headlines that are clear and free of bias</li> <li>● Makes use of pictures that are clear, properly cropped and captioned</li> <li>● Utilizes graphics, illustrations and cartoons that are relevant</li> <li>● Exhibits clear focus and coherent organization</li> <li>● Observes the rules of grammar and syntax</li> <li>● Observes proper journalistic style and format</li> </ul>	
<b>Ethics (10%)</b>	
<ul style="list-style-type: none"> <li>● Showcases original works of students.</li> <li>● Properly cites information and attributes these facts from the source of information (cut across all events)</li> <li>● Observes standards of journalism in terms of fairness, relevance, accuracy, and balance</li> <li>● Has no potentially libelous or obscene content, plagiarism and copyright violations</li> </ul>	
<b>TOTAL (100%)</b>	
<b>Comments/Suggestions:</b>	

\_\_\_\_\_  
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REGIONAL OFFICE IX- ZAMBOANGA PENINSULA

Enclosure No. 6 to Regional Memo No. \_\_\_\_\_, s. 2024

### GUIDELINES FOR THE ONLINE PUBLISHING CONTEST

1. Each region 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 2 pocket wifis (preferably with two different networks) or 1 wireless router
  - extension cord
10. Laptops to be submitted to the NTWG shall be labeled with the following format:  
Category – Medium-Level\_Region  
Name, School, Division

e.g.,

Online Publishing – English – Secondary – Region X

Angelina Villanueva, Bukidnon National High School, Bukidnon

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





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**Department of Education**

REGIONAL OFFICE IX- ZAMBOANGA PENINSULA

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11. **Official laptops, previously cleared of stored documents, shall be submitted to the NTWG on March 13, 2024 (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.





Republic of the Philippines  
**Department of Education**

REGIONAL OFFICE IX- ZAMBOANGA PENINSULA

Enclosure No. 6a to Regional Memo No. \_\_\_\_\_, s. 2024

**SCORE SHEET FOR ONLINE PUBLISHING**

Content (30%)	Score
<ul style="list-style-type: none"> <li>Applies the principles of journalism.</li> <li>Exhibits appropriate balance of news, editorial, features, sports, and other appropriate and interesting content</li> <li>Utilizes facts from interviews, document review, data analysis and other reliable sources</li> <li>Shows a variety of stories that fit the section where they are placed</li> <li>Includes historical references, statistics, relevant names/facts to bolster credibility of statements, assertions, arguments and/or narratives</li> <li>Provides balance of light and serious topics</li> <li>Shows relevance of articles to students</li> <li>Has clear and unbiased headlines/titles</li> </ul>	
<b>Language and Style (15)</b> <ul style="list-style-type: none"> <li>Observes the rules of grammar and syntax</li> <li>Observes coherence</li> <li>Uses appropriate vocabulary (<i>Observes gender-fair language</i>)</li> </ul>	
<b>Layout (20%)</b> <ul style="list-style-type: none"> <li>Arranges stories in decreasing importance.</li> <li>Highlights originality/uniqueness</li> <li>Uses relevant video or audio, pictures and graphics that are clear, properly edited, captioned, and credited</li> <li>Exhibits clear focus and coherent organization of articles</li> </ul>	
<b>Technical (20%)</b> <ul style="list-style-type: none"> <li>Makes use of multimedia elements such as video, audio, animation, graphics and photos</li> <li>Is readable, mobile-responsive and engaging via social media</li> <li>Contains the paper's masthead, editorial profile, and the following sections: News, Editorial, Features, and Sports</li> <li>Articles include hyperlinks to cited references, data and other content or websites</li> </ul>	
<b>Ethics (15%)</b> <ul style="list-style-type: none"> <li>Showcases original works of students.</li> <li>Properly cites information and attributes these facts from the source of information</li> <li>Observes standards of journalism in terms of fairness, relevance, accuracy, and balance</li> <li>Has no potentially libelous or obscene content, plagiarism and <b>copyright violations</b></li> </ul>	
<b>Total (100%)</b>	
<b>Comments/Suggestions:</b>	

\_\_\_\_\_  
 Evaluator/Judge  
 (Signature over Printed Name)



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Republic of the Philippines

# Department of Education

REGIONAL OFFICE IX- ZAMBOANGA PENINSULA

Enclosure No. 7 to Regional Memo No. \_\_\_\_\_, s. 2024

## GUIDELINES FOR TV SCRIPT WRITING AND BROADCASTING

The competition is designed to encourage teamwork among campus journalists and simulate the workplace of a television news production department.

### A. General Guidelines

1. Each region shall organize a team of seven (7) members for English and seven (7) members for Filipino in Secondary level who shall not be competing in any of the individual writing categories.
2. The members should have the following roles/tasks, 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 of the team members can assume two or more positions/tasks, if 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).

3. The NTWG in coordination with the host region shall provide the list of available equipment and tools in the mock broadcast room with the regional coordinators a week before the contest through an advisory.
4. A thirty (30) minutes technical orientation will be held **day or days** before the opening of the NSPC for the directors and video/graphics editors. Then, each team will be given thirty (30) minutes per medium to visit the mock broadcast room for familiarization.
5. In getting the overall results for the best TV broadcast, accumulated points from the individual and group awards shall be considered.
6. Below are the awards to be given:

Individual Awards	Group Awards
1. Best TV Anchor	1. Best in Technical Application
2. Best TV Reporter	2. Best Developmental Communication
3. Best Director	3. Best News Script
	4. Best TV Newscast

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



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**Department of Education**  
REGIONAL OFFICE IX- ZAMBOANGA PENINSULA

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

**PRE-CONTEST**

- 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 (at least 16GB minimum)
  - maximum of 2 video/DSLR camera/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
- Laptops and flash drives to be submitted to the NTWG shall be labeled with the following format:

Category – Medium – Level – Region  
Director’s Name, School, Division

e.g.,  
TV Script Writing and Broadcasting – English – Secondary – Region VII  
Angelina Fajardo, Mandaue National High School, Mandaue

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.
- Checking and sealing of laptops shall be done on Day 0 (until 5 p.m. only). Laptops shall be clear of stored documents upon submission except for the pre-recorded OBB and CBB and offline editing software.
- Failure to submit the laptops on/before the set deadline shall mean disqualification of the competing team.
- Only the equipment and tools in the mock broadcast room are allowed to be used by the participants during the actual presentation.
- 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.
- 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.







Republic of the Philippines  
**Department of Education**  
REGIONAL OFFICE IX- ZAMBOANGA PENINSULA

**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 NTWG 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 NTWG 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 NTWG shall provide station and program names to be used through an office memorandum a month before the actual conduct of the NSPC.
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 region shall provide a clock or a timer that can be seen by both the contestants and NTWG. 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.







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REGIONAL OFFICE IX- ZAMBOANGA PENINSULA

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5. Each team shall submit four (4) copies of the script: three (3) copies for the judges and one (1) copy for the NTWG. 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 NTWG), 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, division, or region.
8. All groups shall stop working after the allotted time of 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 warnings shall be given to each team who fails to start after the allotted time for preparation provided no technical issue arises:

First warning – 1 minute

Second warning – 1 minute and 30 seconds

Third/final warning – 2 minutes

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



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 REGIONAL OFFICE IX- ZAMBOANGA PENINSULA

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 NTWG.  
 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.
  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**.
- Enclosure No. 7a to Regional Memo No. \_\_\_\_\_, s. 2024

**SCORE SHEET FOR TV SCRIPT WRITING AND BROADCASTING**

<b>1. Script- 30%</b>	<b>Score</b>
Content – 50%	
<ul style="list-style-type: none"> <li>● Provides effective news/story angling</li> <li>● Covers the given stories/relevant topics with necessary details</li> <li>● Is accurate; no factual, conceptual, and grammatical errors</li> <li>● Is original</li> </ul>	
Style – 35%	



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<ul style="list-style-type: none"> <li>• Is written in a clear and concise manner</li> <li>• Uses simple, common language</li> <li>• Uses appropriate voice (i. e., active voice or passive voice)</li> <li>• Uses appropriate word voice</li> <li>• Uses proper script terms and abbreviations</li> </ul>	
Organization – 15%	
<ul style="list-style-type: none"> <li>• Follows adequate logical structure</li> <li>• Provides proper labels to elements/parts</li> <li>• Indicates team members and assignments</li> <li>• Considers coherent thought transitions</li> </ul>	

<b>2. Anchor – 12.5%</b>	<b>Score</b>
Delivery – 70%	
<ul style="list-style-type: none"> <li>• Uses a clear and well-modulated voice</li> <li>• Speaks with appropriate volume</li> <li>• Observes proper phrasing, pacing and timing</li> <li>• Articulates words well</li> <li>• Utilizes appropriate voice inflections to enhance meaning</li> </ul>	
Personality – 30%	
<ul style="list-style-type: none"> <li>• Observes proper stance/posture</li> <li>• Shows a sense of confidence and authority</li> <li>• Projects a professional and credible personality</li> <li>• Demonstrates controlled facial expressions</li> </ul>	

<b>3. Reporter (12.5)</b>	<b>Score</b>
Delivery – 70%	
<ul style="list-style-type: none"> <li>• Uses a clear and well-modulated voice</li> <li>• Speaks with appropriate volume</li> <li>• Observes proper phrasing, pacing and timing</li> <li>• Articulates words well</li> <li>• Utilizes appropriate voice inflections to enhance meaning</li> </ul>	
Personality – 30%	
<ul style="list-style-type: none"> <li>• Observes proper stance/posture</li> <li>• Shows a sense of confidence</li> <li>• Demonstrates controlled facial expressions</li> <li>• Connects with the subjects when interviewing or with the anchor and viewers when reporting</li> </ul>	

<b>4. Technical Applications – 25%</b>	<b>Score</b>
Element appropriation – 50%	
<ul style="list-style-type: none"> <li>• Observes audio-video lock</li> <li>• Shows effective interplay of audio-visual elements including graphics, text, images, etc.</li> </ul>	







Republic of the Philippines  
**Department of Education**

REGIONAL OFFICE IX- ZAMBOANGA PENINSULA

Fidelity – 30%	
<ul style="list-style-type: none"> <li>Shows good audio and video quality</li> <li>Shows less to no distortion or technical distraction in audio and video</li> </ul>	
Timing – 20%	
<ul style="list-style-type: none"> <li>Shows a smooth flow of topics/stories</li> <li>Shows precise timing and synchronization</li> </ul>	

<b>5. Infomercial/DevCom Plug – 15%</b>	Score
Content – 50%	
<ul style="list-style-type: none"> <li>Shows clear advocacy/idea description</li> <li>Reflects original concept</li> </ul>	
Creativity – 50%	
<ul style="list-style-type: none"> <li>Exhibits uniqueness</li> <li>Applies technical elements appropriately</li> <li>Is engaging and appealing</li> </ul>	

**OVERALL NEWSCAST**

Criteria	Score
Script – 30%	
Broadcast Presentation – 25%	
<ul style="list-style-type: none"> <li>Anchor – 12.5%</li> <li>Reporter – 12.5%</li> </ul>	
Technical Application – 25%	
Infomercial/DevCom Plug – 15%	
Adherence to Time Allotment – 5%	
<b>TOTAL – 100%</b>	

\_\_\_\_\_  
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**Department of Education**

REGIONAL OFFICE IX- ZAMBOANGA PENINSULA

Enclosure No. 8 to Regional Memo No. \_\_\_\_\_, s. 2024

**GENERAL GUIDELINES FOR SCHOOL PAPER CONTESTS  
(in Portable Digital Format)**

- A. The School Paper Contest is open to Elementary and Secondary schools whose school papers belong to the top ten per section per category in the region.
- B. The top five highest pointers both in English and Filipino shall be declared as the best school papers; however, the points of their ranking shall not be added to determine the best performing regions who shall be recognized in the awarding ceremony at the last day of conduct of the NSPC.
- 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 Regional Director, who shall inform the concerned Schools Division Superintendent (SDS). The SDS shall issue a written reprimand to the school paper adviser/s and the school principal. The concerned school paper adviser shall undergo a refresher course on Plagiarism organized by the Division. Accordingly, the School Head shall implement plans and programs on intensifying academic honesty and integrity.

**Third Offense:** Disqualification from the School Paper Contest for three (3) consecutive years.

- D. The decision of the Board of Judges in all aspects of the contest shall be deemed final and irrevocable.
- E. For 2024 RSPC, each Division Office shall submit 10 best entries per category in PDF through email at [region9.clmd@deped.gov.ph](mailto:region9.clmd@deped.gov.ph). **ONLY the Division Office shall submit the school paper entries in both the English and Filipino, elementary and secondary levels.**

The following, properly foldered and labeled (e.g., Name of School Pub-News-Eng-Elem), are to be submitted:

1. Certificate of Circulation signed by the Schools Division Superintendent
2. Certificate of Endorsement signed by the Schools Division Superintendent, certifying all the required documents were submitted to, checked, and reviewed by the Regional Office prior to submitting to the Central Office.
3. Report of the process observed in ensuring plagiarized-free articles
4. Results of the evaluation of school paper per category and medium duly signed by the judges during the Division Schools Press Conference (DSPC)



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**Department of Education**

REGIONAL OFFICE IX- ZAMBOANGA PENINSULA

**The Regional Technical Working Group (RTWG) reserves the right to disqualify entries with no Certificate of Endorsement from the Schools Division Superintendent**

- F. 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 Section / Pahinang Lathalain
  4. Sports Section / Pahinang Pampalakasan
  5. Science & Technology Section / Pahinang Agham at Teknolohiya
  6. Layout and Page Design Category / Kategoryang Pag-aanyo at Disenyo ng Pahina
- G. The Technical Specifications for both Elementary and Secondary levels are as follows:
1. No. of pages: minimum of 12 and maximum of 20  
News Section– at least 3  
Sports Section – at least 2  
Feature Section – at least 3  
Editorial Section – at least 2  
Science & Technology Section – at least 2
  2. Process: Digital
  3. Color: All pages in full color
  4. Size: 9"x12" (Elementary)  
12"x18" (Secondary)
- H. Failure to comply with the set guidelines in evaluating school papers will be a ground for disqualification.

**GUIDELINES FOR THE SELECTION OF THE BEST SECTIONS AND LAYOUT AND PAGE DESIGN CATEGORIES FOR THE SCHOOL PAPER CONTEST**

**A. Editorial Section**

1. The section should have at least two 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 the 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 is final and irrevocable.







Republic of the Philippines  
**Department of Education**  
REGIONAL OFFICE IX- ZAMBOANGA PENINSULA

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**B. News Section**

1. The section shall consist of at least three pages.
2. The content and scope of the news stories shall cover 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 is final and irrevocable.

**C. Feature Section**

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

**D. Sports Section**

1. The section shall consist of at least two pages.
2. The content and scope of the sports articles shall include coverage 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 is final and irrevocable.

**E. Science and Technology Section**

1. The Science and Technology Section should have at least two pages.
2. The content 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.
3. The articles should be well-researched and should observe proper citation of sources, pictures, and graphics.
4. The decision of the Board of Judges is final and irrevocable.

**F. Layout and Page Design Category**

1. This category shall conform to the principles of layout and design.
2. The content (texts and images) should consider a range of stories about the community and the school, including those of international, national, and local significance.
3. The decision of the Board of Judges is final and irrevocable.





Republic of the Philippines  
**Department of Education**

REGIONAL OFFICE IX- ZAMBOANGA PENINSULA

Enclosure No. 8a to Regional Memo No. \_\_s, 2024

**SCORE SHEET FOR THE NEWS SECTION**

<b>Form and Style (40%)</b>	<b>Score</b>
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	
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	
<b>Content (60%)</b>	
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 program	
Cites facts such as historical references, statistics, relevant names/facts to bolster credibility of statements and/or narratives	
Observes standards of journalism (fairness, relevance, accuracy and balance)	
Cites sources and observes copyright laws	
<b>Total (100%)</b>	
<b>Comments/Suggestions:</b>	

\_\_\_\_\_  
 Evaluator/Judge  
 (Signature over Printed Name)





Republic of the Philippines  
**Department of Education**

REGIONAL OFFICE IX- ZAMBOANGA PENINSULA

Enclosure No. 8b to Regional Memo No. \_\_\_\_\_, s. 2024

**SCORE SHEET FOR THE FEATURES SECTION**

<b>Form and Style (40%)</b>	<b>Score</b>
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	
<b>Content (60%)</b>	
Utilizes facts from interviews, documents review, data analyses and other reliable sources	
Reflects clear and creative thinking	
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 interesting to read	
Stirs the imagination of the reader	
Balances presentation of details with those of the writers' perception	
Observes standards of journalism (fairness, relevance, accuracy and balance)	
Cites sources and observes copyright laws	
<b>Total (100%)</b>	
<b>Comments/Suggestions:</b>	

\_\_\_\_\_  
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REGIONAL OFFICE IX- ZAMBOANGA PENINSULA

Enclosure No. 8c to Regional Memo No. \_\_\_\_\_, s. 2024

**SCORE SHEET FOR THE EDITORIAL SECTION**

<b>Form and Style (40%)</b>	<b>Score</b>
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	
<b>Content (60%)</b>	
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	
Observes standards of journalism (fairness, relevance, accuracy and balance)	
Cites sources and observes copyright laws	
<b>Total (100%)</b>	
<b>Comments/Suggestions:</b>	

\_\_\_\_\_  
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**Department of Education**  
REGIONAL OFFICE IX- ZAMBOANGA PENINSULA

Enclosure No. 8d to Regional Memo No. \_\_\_\_\_, s. 2024

**SCORE SHEET FOR THE SCIENCE AND TECHNOLOGY SECTION**

<b>Forms and Style (40%)</b>	
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	
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	
<b>Content (60%)</b>	
Utilizes facts from interviews, document reviews, data analyses and other reliable sources	
Presents relevant and timely issues on science and technology	
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	
Observes standards of journalism (fairness, relevance, accuracy and balance)	
Cites sources and observes copyright laws	
<b>Total (100%)</b>	
<b>Comments/Suggestions:</b>	

\_\_\_\_\_  
Evaluator/Judge  
(Signature over Printed Name)





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**Department of Education**

REGIONAL OFFICE IX- ZAMBOANGA PENINSULA

Enclosure No. 8e to Regional Memo No. \_\_\_\_\_, s. 2024

**SCORE SHEET FOR THE SPORTS SECTION**

<b>Form and Style (40%)</b>	<b>Score</b>
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	
<b>Content (60%)</b>	
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	
Observes standards of journalism (fairness, relevance, accuracy and balance)	
Cites sources and observes copyright laws	
<b>Total (100%)</b>	
<b>Comments/Suggestions:</b>	

\_\_\_\_\_  
 Evaluator/Judge  
 (Signature over Printed Name)



Republic of the Philippines  
**Department of Education**

REGIONAL OFFICE IX- ZAMBOANGA PENINSULA

Enclosure No. 8f to Regional Memo No. \_\_\_\_\_, s. 2024

**SCORE SHEET FOR LAYOUT AND PAGE DESIGN CATEGORY**

<b>Form and Style (70%)</b>	<b>Score</b>
Has overall visual appeal	
Manifests thematic unity in all sections of the school paper	
Utilizes relevant and quality images and graphics	
Displays excellent use of color and font	
<b>Content (30%)</b>	
Considers a range of stories about the community and the school, including those of international, national, and local significance	
Observes standards of journalism (fairness, relevance, accuracy and balance)	
Has no potentially libelous or obscene content, plagiarism, and copyright violations	
<b>Total (100%)</b>	
<b>Comments/Suggestions:</b>	

\_\_\_\_\_  
 Evaluator/Judge  
 (Signature over Printed Name)



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