



Republic of the Philippines  
Department of Education  
Region V – Bicol

SCHOOLS DIVISION OFFICE OF CATANDUANES

**UNNUMBERED MEMORANDUM:**

CID-UM-12/27/2024

TO: Asst. Schools Division Superintendent  
Chiefs Education Supervisors – CID and SGOD  
Education Program Supervisors  
Public Schools District Supervisors/In- Charge of Districts  
Heads, Public and Private Elementary and Secondary Schools  
All Others Concerned

FROM: By Authority of the OIC-Schools Division Superintendent:

  
**ATTY. NORLITO JR. P. AGUNDAY**  
Division Legal Officer  
Officer-In-Charge

SUBJECT: **ADDENDUM AND CORRIGENDUM TO DIVISION MEMORANDUM NO. 645, s. 2024 re : DIVISION SCHOOLS PRESS CONFERENCE (Elementary and Secondary levels)**

DATE: December 27, 2024

1. This is to give additional guidelines and corrections to Division Memorandum No. 645, s. 2024 regarding the upcoming 2025 Division Schools Press Conference to wit :

a. Paragraph No. 6

6. *“ The learners should be accompanied and duly supervised by their school paper advisers/coaches and duly supervised by the school heads. All participants who would like to be billeted shall bring their own bedding. Billeting schools shall be at **Gogon ES and Juan M. Alberto Memorial ES** ”.*

b. Paragraph No. 12

12. *“ Recognizing and respecting Intellectual Property Rights, SDO Catanduanes adheres to the rule concerning plagiarism. This Office 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. Any form of plagiarism and cheating in all other competitions as proven by the board of judges shall also be a ground for disqualification ”.*



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c. Paragraph No. 15

15. *“ Pertinent documents and interview of the applicants for the Search for Outstanding School Paper Advisers and Campus Journalists shall be submitted on or before **January 2, 2025** at the Curriculum Implementation Division to **Gina B. Pantino**, Education Program Supervisor, Division Campus Journalism coordinator. Interview will be held at 2:00 p.m. The Presidents of DASSPA and CAESPA shall also report to CID to facilitate and to compose as one of the members of the panel for interview “.*

2. Division cliniquing for the final suggestions and comments of the top ten school paper winners will be held on January 3, 2024 at Gogon Elementary School before it will be submitted at the 2025 Regional Schools Press Conference committee in charge on **January 6, 2025**. Division bulletin will be issued for the result of the top ten winners.

3. Specific Guidelines for 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 will be allowed to use a point-and-shoot, compact camera or a DSLR camera, with 18-55 mm (standard) lens. A mirrorless camera is not allowed.
- 3) The contestant should bring his/her camera cable to upload and save pictures.
- 4) Cellular phones, extra digital cameras, extra storage cards, or any additional materials/ equipment are not allowed in the contest area.
- 5) Contestants shall bring their black ink ballpens while the RTWG will provide scratch papers where contestants can write down notes during the shooting.

b. Provision for Memory Card

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

c. Photo Shoot, Uploading, and Captioning

- 1) The loading and unloading of the storage card will be done in front of the facilitator.
- 2) The control shot shall be the first shot.
- 3) Contestants are given one (1) hour to take pictures.
- 4) Contestants are allowed to take unlimited shots but will submit only soft copies of the five (5) possible photos for the given theme, together with the control shot.



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- 5) Caption sheets will be provided by the DTWG.
  - 6) Write the file name of each photo in the caption sheet.
  - 7) Contestants will be given 30 minutes to write captions for each of the five (5) photos.
  - 8) Once done, the contestant will submit soft copies of the contest photos and the control shot, and the hard copy of the caption sheet.
  - 9) Throughout the duration of the competition, the advisers, trainers, and parents are NOT allowed in the venue.
4. Attached are additional guidelines for group events as agreed during the meeting with coaches for group events last December 23, 2024 at Gogon ES.
5. For information, guidance and compliance.

CID/gbp  
12/27/2024



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Enclosure No. 1 to Unnumbered Memorandum dated December 27, 2024

**Collaborative Desktop Publishing (Elementary & Secondary)**

1. Each school shall organize a team of 7 members with each member performing one specific role: (1) news writer, (1) editorial writer, (1) feature writer, (1) sports writer, (1) photojournalist, (1) cartoonist/graphic artist, and (1) layout artist.
2. Aside from determining the overall winning team, the judges shall also determine the following:
  - a. Best News Page
  - b. Best Features Page
  - c. Best Editorial Page
  - d. Best Sports Page
  - e. Best Cartoon/Graphics
  - f. Best Photos
  - g. Best Layout
3. Contestants in these best winning pages shall compose the team that will represent the Division of Catanduanes in the Regional Schools Press Conference.
4. In case of late outputs, points shall be deducted from the team's overall score, and scores in each section using the following deduction scheme:
  - 1 second to 10 minutes - 3 points
  - 10:01 minutes to 20 minutes - 5 points
  - 20:01 minutes to 30 minutes - 10 points
  - 30:01 minutes and above - 20 points

**Online Publishing (Secondary)**

1. Each school shall organize a team of 5 members with each member having one specific role: (1) news writer, (1) editorial writer, (1) feature writer, (1) sports writer, and (1) cartoonist/graphic artist.
2. The role of photojournalist may be assigned to any of the members depending on the strategy of the team.
3. Aside from determining the overall winning team, the judges shall also determine the following:
  - a. Best News Page
  - b. Best Features Page
  - c. Best Editorial Page
  - d. Best Sports Page
  - e. Best Cartoon/Graphics
4. Contestants in these best winning pages shall compose the team that will represent the Division of Catanduanes in the Regional Schools Press Conference.
5. In case of late outputs, points shall be deducted from the team's overall score, and scores in each section using the following deduction scheme:
  - 1 second to 10 minutes - 3 points
  - 10:01 minutes to 20 minutes - 5 points



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20:01 minutes to 30 minutes - 10 points

30:01 minutes and above - 20 points

**Radio Broadcasting and Scriptwriting (Elementary & Secondary)**

1. Each school shall organize a team of 7 members with each member having one specific role: (2) news anchors, (2) news presenters, (2) infomercial presenters, (1) technical director
2. Aside from determining the overall winning team, the judges shall also determine the following:
  - a. Best News Anchors
  - b. Best News Presenters (2)
  - c. Best Infomercial Presenters (2)
  - d. Best Technical Editor (1)These winning contestants shall compose the team that will represent the Division of Catanduanes in the Regional Schools Press Conference.
- e. In case of overtime or undertime, the following deduction scheme shall be followed:
  - 1 second to 20 seconds = 1 point
  - 21 seconds to 40 seconds = 2 points
  - 41 seconds to 60 seconds = 3 points
  - 61 seconds and above = 4 points

**TV Broadcasting and Scriptwriting (Secondary)**

1. Each school shall organize a team of 7 members with each member having one specific role: (1) scriptwriter, (2) news anchors, (2) reporters, (1) video journalist/cameraman, (1) video/graphics editor
2. Aside from determining the overall winning team, the judges shall also determine the following:
  - a. Best News Anchors (2)
  - b. Best News Reporters (2)
  - c. Best Video Journalist/Cameraman (1)
  - d. Best Video/Graphics Editor (1)
  - e. Best OBS Operator (1)
3. These winning contestants shall compose the team that will represent the Division of Catanduanes in the Regional Schools Press Conference
4. In case of overtime or undertime, the following deduction scheme shall be followed:
  - 1 second to 20 seconds = 1 point
  - 21 seconds to 40 seconds = 2 points
  - 41 seconds to 60 seconds = 3 points
  - 61 seconds and above = 4 points