

DIVISION MEMORANDUM
No. 678, s. 2013

2013 DIVISION SCHOOLS PRESS CONFERENCE (DSPC)

To: **OIC, Assistant Superintendents**
Division Supervisors/Coordinators
District Supervisors/OICs
Elementary and Secondary Schools Heads
Heads, Private Elementary and Secondary Schools

1. Pursuant to the provisions of Section 2 of the Republic Act No. 7079, this Office announces the conduct of **the 2013 Division Schools Press Conference (DSPC)** on November 20-22, 2013 at Carmen National High School, Carmen Cebu, with the theme, "Campus Journalism and Transformational Leadership."
2. This conference aims to:
 - a. serve as a forum of communicating the objectives of promoting transformational leadership through a variety of journalistic approaches;
 - b. enhance the journalistic competence through healthy and friendly competitions; and
 - c. select the Division's representatives to the Regional Schools Press Conference.
3. There shall be individual contests in such categories as newswriting, editorial writing, editorial cartooning, copyreading and headline writing, feature writing, sports writing and photojournalism; and group contest as Radio Broadcasting in both English and Filipino. Each campus writer shall be allowed to participate in not more than two (2) contest categories using only one medium, either English or Filipino.
4. The elementary and secondary participants to this forum are campus writers from public and private schools with campus papers published/issued for circulation early this school year. The secondary participants are the top 15 winners in each category in the four area level competitions. Likewise, they are to bring with them the following:
 - a. copy of the school paper's latest issue;
 - b. parent's permit;
 - c. beddings;
 - d. food and cooking gadgets; and;
 - e. school banner.
5. Billeting and registration starts on November 19, 2013 at 3:00 P.M.
6. Campus writers and their advisers shall be required to wear their school and Presscon IDs and their school/staffers' uniform during the whole duration of the presscon.
7. To ensure the smooth conduct of this conference, a meeting of all the officers of the School Paper Advisers of Cebu Province Association Inc. (SPACEPRO AI), as well as the Elementary and Secondary School Heads of Carmen, Cebu and committee chairs and members, shall be held on Tuesday, November 19, 2013 at 2:00 P.M. at Carmen National High School.
8. A registration fee of **One Hundred Fifty Pesos (Php 150.00)**, inclusive of contest materials, handouts, certificates, meals and snacks for the speakers and facilitators, speakers' honoraria, etc., membership fee **of Thirty Pesos (Php 30.00)** per student/pupil writer **and Sixty Pesos(Php 60.00)** per School Paper Adviser/coach; travel and other incidental expenses incurred by the participants relative to their attendance to this Presscon are chargeable against **local school/SEF/MOOE/PTA/campus journalism funds** or from other available sources, subject to the usual accounting and auditing rules and procedures. Participants shall take charge of their meals.
9. Enclosed is the set of guidelines to be observed during the three-day presscon.
10. This Memorandum serves as Authority to Travel.
11. Immediate and wide dissemination of this Memorandum is directed.

ARDEN D. MONISIT, Ed.D.
Schools Division Superintendent

GUIDELINES FOR THE CONDUCT OF 2013 DSPC

A. General:

1. The participants are required to wear their school and DSPC IDs at all times and especially during the contest proper.
2. The participants can only raise their concerns to the assigned proctor. The proctor shall refer to the Division TWG matters beyond their responsibility and authority.
3. Contestants should not put any identifying mark on the contest paper.

B. Specific:

1. Sports Writing:

- a. The Division TWG shall conduct an orientation and give final instructions before the contest proper.
- b. Contestants shall be made to watch an actual game where they shall gather appropriate data and/or conduct interview before and after the game.
- c. A pre-game conference shall be conducted for the introduction of the players, coaches, and tournament officials. Consequently, a post conference shall be held for further interview and data gathering.

2. Copy reading & Headline Writing:

- a. The contestants shall use the standard copy reading symbols and follow directions given in the contest piece.

3. Editorial Cartooning:

- a. Drawing materials shall be determined by the speaker.
- b. The cartoon must reflect the elements of editorial cartooning which includes: clarity of the message, purpose of the editorial, logical choice of symbols, creativity, style and originality.
- c. The cartoon should be, at all times, compliant on the professional and ethical standards of media.

4. Photojournalism

a. Preparation:

- 1) Each contestant should submit any formatted but empty storage card (SD card, XD card, MMC card, etc.) to the Secretariat upon arrival.
- 2) Participants should be in the contest venue 30 minutes before the orientation.
- 3) Any Digital Camera (point and shoot only) with a maximum of 16 megapixels shall be used.
- 4) Any DSLR and other high-end cameras are **not allowed**.
- 5) Cellular phones, extra digital cameras, extra storage card or any additional materials/equipment are not allowed in the contest area.

b. Memory Card Loading:

- 1) The contestants will load the storage card in front of the examiners/proctors.

c. Photo Shoot

- 1) After announcing the contest theme/topic, the first shot (control shot) by all the contestants should be focused on one subject as determined by the examiner/proctor.
- 2) Every contestant is given one (1) hour to take pictures and this will include the loading and unloading of the storage card in front of the examiners/proctors.
- 3) During the actual photo shooting, advisers/trainers/parents of the contestants are not allowed in the venue.
- 4) The contestants are allowed to take ten (10) photos but only four (4) shots (including the control shot) will be submitted as official entries.
- 5) Three (3) best photos and the control shot will be uploaded by the contestant to the laptop/desktop of the assigned Division TWG for judging.
- 6) Captions per picture should be encoded by the contestant upon uploading of the photos to the laptop/desktop.

C. REMINDERS:

1. Any violation of the stipulated guidelines is subject for disqualification.
2. There shall be seven (7) winners in the individual writing contest for each of the seven (7) categories in English and Filipino at the Elementary and Secondary Levels. However, only the first five (5) of the seven (7) winners in each category, shall qualify for the regional level.

**GUIDELINES FOR RADIO – BROADCASTING – SCRIPT WRITING CONTEST GUIDELINES
(FILIPINO AND ENGLISH)**

A. General Guidelines

1. Each group shall field a team of 7 members who are winners in their respective area level competitions.
2. Each team shall simulate a 5 minute radio broadcast. Two minutes shall be allotted for entrance and exit.
3. Each team shall bring the needed materials (laptop, printer, pen, sheets of bondpaper, folders, music for sound effects, CD player, etc.).
4. Infomercial shall have a maximum length of (1) minute and shall use the language that the group is supposed to be competing in.
5. Individual awards include best anchor and best news presenter, while group awards include best in technical application, best Infomercial, best script and best radio production.
6. In getting the over-all results, accumulated points from the individual and group awards shall be considered.
7. **No team member is allowed to wear anything that may identify his school.**
8. The decision of the members of the Board of Judges in all aspects of the contest shall be deemed final and irrevocable.
9. Any breach or violation of the stipulated guidelines shall be valid grounds for disqualification.

B. Scriptwriting

1. Each region shall field in two separate teams composed of seven (7) members in English and in Filipino categories who are not participants in any individual contest.
2. The students will be given 1 ½ hours to prepare a script for a 5-minute radio broadcast, which includes an infomercial which may depict health, environment, politics and social issues and four (4) news articles which may be based on press releases, raw data, or any other option given by the Division TWG. Another 30 minutes will be allotted for the printing of the output.
3. Once the script writing has commenced, the contestants will no longer be allowed to leave the contest rooms. For personal necessities, a member of the contest committee shall accompany them to the restrooms.
4. The script should not bear any information that may identify the school, division or region.
5. Scripts should be:
 - encoded using arial font size 12
 - with directional instructions in capital letters
 - double-spaced with normal margin
 - printed in a letter-sized bond paper (8.5" x 11")
6. Each team may use up to three laptops and an inkjet printer in preparing and printing of the script. The team should ensure that the laptops they intend to use for the contest should not contain any document that they may use as reference or model during the conduct of the contest. All laptops should be submitted to the contest committee for inspection. Each team is required to bring their own extension wires and other equipment such as CD player for rehearsal.
7. Each team should submit four (4) copies of the script; three (3) for the judges and one (1) for the chairperson. The team may print extra copies for their own use.

B. Broadcast Simulation

1. The host school shall assign a broadcast room for the presentation. Only the contestants, judges and the members of the contest committee shall be allowed inside.
2. The technical operator shall only set the sound system before the simulation. A jack/auxiliary cord will be provided for the CD player, laptops and other sources of sound effects except mobile phones.
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. Judges shall orient the technical director of each team for equipment use.
4. Mobile phones and reference books shall not be allowed in the contest area.
5. In case of power failure, the affected team is allowed to perform again.
6. Loudspeakers shall be set up outside the broadcast room.
7. The order of presentation will be identified through drawing of lots by the directors before the script writing.
8. Each team shall be given eight (8) minutes; two (2) minutes for preparation, five (5) minutes for the actual broadcast and one (1) minute for exit. Provided running time shall be applied.
9. The organizers shall provide a wall clock or a timer, which will serve as the official time that can be seen by the contestants and the judges. There will be an official time keeper.
10. A yellow flaglet shall be raised to signal the team that they have one (1) minute left for preparation. The green flaglet shall then be raised to signal the team to start. The yellow flaglet shall be raised again to warn the team that they only have one (1) minute remaining and followed by the red flaglet to indicate that their time is up.
11. The entire production schedule shall be governed by the zero (0) or perfect scoring for the time scoring requirement.
12. The contestants shall leave the broadcast room right after their presentation.