



Republic of the Philippines
Department of Education
CARAGA REGION



REGIONAL MEMORANDUM

No. 0401, s. 2025

To: Schools Division Superintendent
Public and Private Elementary and Secondary School Heads
All Others Concerned

REGIONAL ENHANCEMENT WRITESHOP FOR THE 2025 NATIONAL SCHOOLS
PRESS CONFERENCE (NSPC) QUALIFIERS

1. The Department of Education, through the Curriculum and Learning Management Division (CLMD), shall conduct a Regional Enhancement *Writeshop* for the 2025 National Schools Press Conference (NSPC) on April 22 to May 15, 2025.

2. Below is the schedule of the different activities:

Schedule of Activities for the 2025 NSPC Qualifiers

Activity	Schedule	Platform/Venue
Virtual Cliniquing Session (School Paper)	April 22-25, 2025	Google Meet
Virtual Cliniquing Session 1 (Individual and Group Events)	April 23-25, 2025	Google Meet MS Teams
Regional Enhancement Writeshop (Individual and Group Events)	April 28-May 2, 2025	NEAP Caraga DepEd RO, Butuan City
Virtual Cliniquing Session 2 (Individual and Group Events)	May 5-9, 2025	Google Meet MS Teams
Virtual Cliniquing Session 3 (Individual and Group Events)	May 13-15, 2025	By SDO

3. These activities primarily aim to further enhance and sharpen the journalistic skills of qualified learners in preparation for their participation in the 2025 National Schools Press Conference (NSPC).

4. Participants of this writeshop include the first-place winners of the individual contests in the 2025 RSPC, the first-place winners in the Collaborative Desktop Publishing and Online Publishing contests along with their coaches, and the Best Composite Teams in Radio and TV Broadcasting (both English and Filipino categories) with their respective team and non-team coaches.

5. For the school paper cliniquing, participants include the School Paper Advisers or section advisers of the top five winning entries in each category of the School Paper Contest.

6. The submission deadline for the polished school paper for the 2025 National Schools Press Conference (NSPC) is on April 28, 2025 until 9:00 AM only

7. The division with qualifiers in the 2025 NSPC is expected to submit the required documents on April 28, 2025.

Document	Details
School Paper	One (1) copy of the school publication (either in English or Filipino) in PDF or digital format. Publications should be compiled by division, with a summary by medium and level, and uploaded through this link: https://tinyurl.com/2025NSPCDocs <i>Note:</i> This requirement is in line with the "No School Paper, No Student Contestant" policy. Only learners from schools with official publications (print or online) are eligible to compete in the NSPC individual events.
Forms	All forms must be submitted in PDF format: a. One (1) copy of the Personal Data Sheet with ID pictures of the School Paper Adviser/Team Coach and learner (See attached enclosures). b. One (1) copy of the medical certificate of both learner and School Paper Adviser/Team Coach. c. One (1) copy of the parent's consent for the learner (A4 size). d. Travel Authority for the participation in the Regional Enhancement Writeshop. e. Travel Authority for the participation in the 2025 NSPC. All documents shall be compiled per division and uploaded through the link: https://tinyurl.com/2025NSPCDocs on or before April 28, 2025.
Portfolio of Output	Each participant shall prepare and submit an individual output portfolio specific to their contest category. For group contests, a consolidated portfolio of group outputs must also be submitted. Detailed guidelines for the preparation of the portfolio are provided in the attached enclosure.

8. The Regional Enhancement Writeshop is a live-out activity. Participants are responsible for their own accommodation, meals, and transportation for the duration of the event. The Regional Office will provide the venue, relevant materials, and resource persons.

9. Schools Division Offices (SDOs) are encouraged to extend necessary assistance to their respective participants to ensure their full participation and optimum learning experience during the writeshop.

10. A virtual pre-work conference for the Program Management Team and Facilitators will be conducted on April 23, 2025, at 9:00 AM via Google Meet: <https://meet.google.com/auj-kvia-uvd> .

11. The Program Management Team and Facilitators shall oversee all activities during both the online and onsite sessions. During the onsite implementation, they will be provided with meals and snacks throughout the duration of the program. Meal provision will commence with lunch on April 28, 2025, and conclude with afternoon snacks on May 2, 2025.

12. Education Program Supervisors serving as facilitators shall review the submitted portfolios related to their assigned journalism events and submit a report on the conduct of both online and onsite activities. Additionally, they are required to submit a division accomplishment report based on the cliniquing sessions led by their respective Schools Division Office (SDO) on May 13-15, 2025. All reports must be submitted on **May 16, 2025**, via the following link: <https://tinyurl.com/2025NSPCDocs>

13. All expenses related to participation in the regional writeshop will be covered by the School's Maintenance and Other Operating Expenses (MOOE), local funds, campus journalism funds, or other approved sources, in accordance with standard accounting and auditing regulations. Participants from private schools are responsible for securing their own funding to cover the costs associated with their involvement in this event.

14. Personnel attending the activities on weekends and holidays are eligible for Compensatory Time Off (CTO) or leave credits, whichever is appropriate.

15. Attached is the Matrix of Activities for reference.

16. For more information, please contact Gladys S. Asis, Regional Journalism Coordinator, Curriculum and Learning Management Division (CLMD), through Tel. No. (085) 342-8207 loc. 123.

17. Immediate dissemination of this Memorandum is desired.

MARIA INES C. ASUNCION

Director IV
Regional Director

Encls.: As Stated
Reference: None
To be indicated in the Perpetual Index
under the following subjects:

LEARNERS
TEACHERS
SCHOOLS

CLMD/gsa
31/03/2025

Enclosure No. 1 to Regional Memorandum _____ s., 2025

PROGRAM MANAGEMENT TEAM

Name	Designation	Division
Bernabe L. Linog	Chief ES, CLMD	RO-CLMD
Gladys S. Asis	EPS	RO-CLMD
Maria Consuelo C. Jamera	EPS	RO-CLMD
Alma P. Llanos	ADAS	RO-CLMD
May Anne G. Flores	Job Order	RO-CLMD
Junar P. Lasaca	MT-I	SDO-Bayugan City
Romelio Taghap	MT-II	SDO- Surigao del Norte
Ma. Belinda Tolang	MT-II	SDO- Agusan del Sur
Norberto Cullantes	MT-I	SDO-Agusan del Sur
Cornelio Malaluan	MT-II	SDO Agusan del Sur

LIST OF FACILITATORS

Event	Name	Division
News Writing	Rogelyn Armada EPS	Surigao City
Editorial Writing	Rhoda delos Santos EPS	Bislig City
Column Writing	Rebecca T. Montante EPS	Agusan del Sur
Feature Writing	Ivy I Naparan EPS	Agusan del Sur
Sports Writing	Angelie Alviso Div Focal Person	Butuan City
Copyreading and Headline Writing	Irene Ajoc EPS	Surigao del Sur
Science and Technology Writing	Geraldine Vergas EPS	Bayugan City
Photojournalism	Mancio dela Mente EPS	Bayugan City

Editorial Cartooning	Cecilia Saclolo EPS	Surigao del Sur
TV Scriptwriting and Broadcasting	Prelyn S. Barsaga EPS	Cabadbaran City
Radio Scriptwriting and Broadcasting	Ricky L. Pedralba EPS Dores Claro EPS	Surigao City Cabadbaran City
Collaborative Desktop Publishing	Arlin M. Batausa EPS	Agusan del Sur
Online Publishing	Florence Comandante EPS	Agusan del Norte
School Paper Cliniquing	Rhoda delos Santos EPS Fjay-Ar A. Llorca Div Focal Person	Bislig City

Enclosure No. 2 to Regional Memorandum _____ s., 2025

2X2 PICTURE

STUDENT'S PERSONAL DATA SHEET

Name : _____
(Surname) (First Name) (Middle Name)

Age: _____ Date of Birth: _____

Sex: _____ Place of Birth: _____

Contest Won during the 2024 RSPC: _____

Residence Address: _____

Cellular Phone Number: _____

Grade Level: _____

Name of School: _____

Address of School: _____

Division: _____

Name of Principal/ Administrator: _____

Telephone Number/CP number of school: _____

Name of School Paper: _____

Name of School Paper Adviser/Journalism Coach _____

Signature over printed name

Enclosure No. 3 to Regional Memorandum _____ s., 2025

2X2 PICTURE

SCHOOL PAPER ADVISER'S/ JOURNALISM COACH'S PERSONAL DATA SHEET

Name : _____
(Surname) (First Name) (Middle Name)

Age: _____ Date of Birth: _____

Sex: _____ Place of Birth: _____

Name of Student/s who won in the 2024 RSPC: _____

Contest Won by the student during the 2024 RSPC: _____

Residence Address: _____

Cellular Phone Number: _____

Name of School: _____

Address of School: _____

Division: _____

Name of Principal/ Administrator: _____

Name of School Paper: _____

Telephone Number/CP number of school: _____

Signature over printed name

Enclosure No. 4 to Regional Memorandum _____ s., 2025

2X2 PICTURE

DIVISION JOURNALISM COORDINATOR'S PERSONAL DATA SHEET

Name : _____
(Surname) (First Name) (Middle Name)

Age: _____ Date of Birth: _____

Sex: _____ Place of Birth: _____

Residence Address: _____

Cellular Phone Number: _____

Division: _____

Schools Division Address: _____

No of of Student/s and contest won in the 2025 RSPC: _____

Signature over printed name

Enclosure No. 5 to Regional Memorandum _____ s., 2024

PARENT'S CONSENT

We, _____ [Parent/s or Guardian Name], of _____ (address) hereby grant permission for my child, _____ [Learner's Name], to attend the 2025 National Press Conference (NSPC) to be held in Vigan, Ilocos Sur from May 19 to May 23, 2025.

I understand that this event organized by the Department of Education aims to provide valuable educational experiences and opportunities for learners interested in journalism.

I acknowledge that my child will be under the supervision and care of responsible adults throughout the duration of the conference. I have reviewed the itinerary and activities planned for the event and consent to my child's participation in all scheduled activities.

Thank you for providing this opportunity for my child to expand (her/his) knowledge and skills in the field of journalism. Should you require any further information or documentation, please do not hesitate to contact me at the provided contact details.

Sincerely,

[Parent/Guardian Name] [Signature]

[Enclosure: Copy of Parent/Guardian Identification]

Enclosure No. 6 to Regional Memorandum _____ s., 2025

Portfolio of Outputs

A. Individual Contests

1. Compilation of Outputs:

- Participants must compile all their outputs in a long clearbook.
- Each participant should submit a minimum of 20 outputs relevant to their specific field (e.g., newswriting, editorial writing).
- The compilation started after the conduct of RSPC 2025.

2. Organization:

- Arrange the outputs in chronological order.
- Each output should be dated and titled clearly.
- Include a table of contents at the beginning of the portfolio for easy navigation.

3. Content Quality:

- Ensure all outputs are final versions with no grammatical or typographical errors.
- Drafts with comments checked by the School Paper/ Journalism coach shall be included in the compilation.
- Outputs should demonstrate a range of skills and topics within the participant's field.

4. Presentation:

- Use a professional and neat format for all documents.
- Each output should be printed on standard long size bondpaper.

5. Supplementary Materials:

- Include any relevant supporting materials, such as research notes, drafts, and feedback received during training and cliniquing.
- Google drive links of repository materials, newspaper, in fographics and other shall be included
- Attach a reflective summary describing the learning process and improvements made.

6. Submission:

- Portfolios must be submitted by the specified deadline.

B. Group Contests

1. Compilation of Scripts:

- Each group must compile all their scripts in a clearbook.
- Scripts should be organized.
- Each group should submit a minimum of 20 outputs (for RB) and 10 outputs (TV) relevant to their specific field.

2. Organization:

- Arrange scripts in chronological order based on their creation or broadcast dates.

- Include a table of contents at the beginning for easy navigation.
- 3. **Content Quality:**
 - Ensure all scripts are final versions with no grammatical or typographical errors.
 - Drafts with comments checked by the School Paper/ Journalism coach shall be included in the compilation.
 - Scripts should demonstrate creativity, coherence, and adherence to the genre's conventions.
 - Drafts with
- 4. **Presentation:**
 - Use a professional and neat format for all documents.
 - Each script should be printed on standard A4 size paper.
 - Use clear, legible fonts and appropriate formatting.
- 5. **Supplementary Materials:**
 - Include any relevant supporting materials, such as storyboards, research notes, and production feedback.
 - Attach a reflective summary describing the collaborative process and improvements made.
- 6. **Group Contributions:**
 - Clearly indicate the contributions of each group member in the portfolio.
 - Include a brief biography of each member and their specific roles.
- 7. **Submission:**
 - Portfolios must be submitted by the specified deadline.

C. General Guidelines for Both Categories

1. **Originality:**
 - All work included in the portfolio must be original and created by the participants.
 - Plagiarism will result in disqualification.
 - Maintain a high standard in all submitted materials.
 - Ensure that all content is respectful and appropriate.
2. **Evaluation Criteria:**
 - Portfolios will be evaluated based on content quality, organization, presentation, and adherence to guidelines.
 - Feedback will be provided to help participants improve their skills further.

Enclosure No. 7 to Regional Memorandum _____ s., 2025

**REGIONAL ENHANCEMENT WRITESHOP FOR THE 2025 NATIONAL SCHOOLS
PRESS CONFERENCE (NSPC) QUALIFIERS**

**NEAP Caraga, Deped Regional Office, Butuan City
April 28 to May 2, 2025
Activity Matrix**

Time	Day 1	Day 2-4	Day 5
8:00a.m-9:00a.m	Arrival of Participants	MOL	MOL
9:00a.m-10:00a.m.		Lecture / Write shop by Event	Lecture / Write shop by Event
10:00a.m.-10:30a.m.		Break	Break
10:00a.m.-11:00a.m.	OPENING PROGRAM	Lecture / Write shop by Event	Lecture / Write shop by Event
11:00a.m.-12:00p.m.	Start of Cliniquing Processes Writing Exercises	Lecture / Write shop by Event	Lecture / Write shop by Event
12:00p.m.-1:00p.m	Lunchbreak	Lunchbreak	Lunchbreak
1:00 p.m.-2:00p.m.	Lecture / Write shop by Event	Lecture / Write shop by Event	Final Critiquing
2:00a.m.-3:00a.m.	Lecture / Write shop by Event	Lecture / Write shop by Event	Meeting of Caraga Official Delegates
3:00p.m.	Lecture / Write shop by Event		Closing Program
3:00p.m-5:00p.m.			Home Sweet Home
6:00a.m.-7:00 a.m.	Dinner	Dinner	
7:00p.m.-8:00p.m.	Working on Individual	Working on Individual Assignment	

	Assignment		
Facilitators	By event	By event	