



Republic of the Philippines  
Department of Education  
CARAGA REGION



July 24 2025

REGIONAL MEMORANDUM

No. 0741, s. 2025

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

SUBMISSION OF LIST OF DIVISION FACULTY OF MENTORS AND UPDATED  
DIRECTORY OF SCHOOL PAPER ADVISERS AND JOURNALISM COACHES  
BOTH IN ENGLISH AND FILIPINO, ELEMENTARY AND SECONDARY

1. In line with the establishment of Caraga Journalism Mentorship Network, (a pioneering faculty of Journalism Mentors), the Department of Education – Caraga Region, through the Curriculum and Learning Management Division (CLMD), is strengthening campus journalism by establishing the Regional Faculty of Mentors in Journalism.
2. This pioneering initiative is designed to provide technical assistance, capacity-building, and mentorship to School Paper Advisers (SPAs), journalism coaches, and student-journalists across all schools in the region, from elementary to secondary levels, and in both English and Filipino mediums.
3. To realize the objectives of the mentorship network, each Schools Division Office (SDO) is requested to submit the names of their designated Division Faculty of Mentors. These mentors must be selected based on the officially endorsed criteria, which outline experience, instructional expertise, professionalism, and the ability to support ethical, transformative journalism education.
4. The selection shall also include representation from school heads and division personnel with strong backgrounds in campus journalism. Details regarding event assignments and selection criteria are provided in the attached enclosure.
5. In addition to the mentors, each SDO must also provide an updated list of School Paper Advisers and journalism coaches from public and private schools. Each school shall designate one SPA per medium (English and Filipino).
6. If the School Paper Adviser (SPA) is unable to cover all journalism events, a designated campus journalism coach may be assigned to handle one or more individual events. The SPA shall also serve as a coach alongside other coaches. For group contests, each SPA or coach may oversee one or more categories depending on capacity and specialization. In schools with limited personnel, the SPA may serve both language mediums. This assignment structure applies uniformly across grade levels (elementary and secondary) and both English and Filipino mediums.
7. For each school paper publication, the designated School Paper Adviser (SPA) per medium (English and Filipino) shall oversee the overall production. If the SPA is unable to manage all content sections, Section Advisers may be appointed—



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|                |             |      |        |
|----------------|-------------|------|--------|
| Doc. Ref. Code | RO-ASD-F107 | Rev  | 00     |
| Effectivity    | 02.01.23    | Page | 1 of 7 |



preferably selected from among the journalism coaches—to supervise specific areas such as News, Editorial, Feature, Science & Technology, and Sports. Regardless of section assignments, the SPA shall automatically be responsible for Page Design and Layout.

8. All School Paper Advisers and campus journalism coaches included in the submitted directory—covering both English and Filipino mediums at the elementary and secondary levels—are required to register for profiling through the following link: [bit.ly/caragaspajourn](http://bit.ly/caragaspajourn)

9. Division Education Program Supervisors (EPS) in Journalism are requested to complete the required templates—including the updated list of School Paper Advisers (SPAs), campus journalism coaches (JCs), and the recommended Faculty of Mentors—on or before July 30, 2025. All templates may be downloaded through the following link: <https://tinyurl.com/SPAsJCsDocs>

10. All accomplished templates and supporting documents pertaining to the Division Faculty of Mentors shall be uploaded to the designated Google Drive folder using the same link provided.

11. For further inquiries, you may contact Gladys S. Asis, Education Program Supervisor, CLMD, at [gladys.asis@deped.gov.ph](mailto:gladys.asis@deped.gov.ph) or via telephone at (085) 342-5969, local 140.

12. Immediate dissemination of this Memorandum is highly desired.

**MARIA INES C. ASUNCION**  
Regional Director

Encls.: As stated

Reference: None

To be indicated in the Perpetual Index  
under the following subjects:

CLMD/gsa  
07/22/2025

DATA      LISTS      TEACHERS



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|----------------|-------------|------|--------|
| Doc. Ref. Code | RO-ASD-F107 | Rev  | 00     |
| Effectivity    | 02.01.23    | Page | 2 of 7 |



Enclosure no. 1 to Regional Memorandum No. 0741 s., 2025

**ALLOCATION OF DIVISION FACULTY OF MENTORS  
PER JOURNALISM EVENT AND MEDIUM  
(Across Individual and Group Contests in English and Filipino,  
Elementary and Secondary Levels)**

**Individual and Group Events**

| Event                                  | Elementary-<br>English | Elementary<br>Filipino | Secondary<br>English | Secondary<br>Filipino | Total |
|----------------------------------------|------------------------|------------------------|----------------------|-----------------------|-------|
| News Writing                           | 2                      | 2                      | 2                    | 2                     | 8     |
| Editorial Writing                      | 2                      | 2                      | 2                    | 2                     | 8     |
| Column Writing                         | 2                      | 2                      | 2                    | 2                     | 8     |
| Feature Writing                        | 2                      | 2                      | 2                    | 2                     | 8     |
| Science and<br>Technology<br>Writing   | 2                      | 2                      | 2                    | 2                     | 8     |
| Sports Writing                         | 2                      | 2                      | 2                    | 2                     | 8     |
| Copy editing and<br>Headline Writing   | 2                      | 2                      | 2                    | 2                     | 8     |
| Photojournalism                        | 2                      | 2                      | 2                    | 2                     | 8     |
| Editorial<br>Cartooning                | 2                      | 2                      | 2                    | 2                     | 8     |
| Collaborative<br>Desktop<br>Publishing | 2                      | 2                      | 2                    | 2                     | 8     |
| Radio<br>Broadcasting                  | 2                      | 2                      | 2                    | 2                     | 8     |
| TV Broadcasting                        |                        |                        | 4                    | 4                     | 8     |
| Online Publishing                      |                        |                        | 4                    | 4                     | 8     |
| Mobile Journalism                      | 2                      | 2                      | 2                    | 2                     | 8     |
|                                        | 28                     | 28                     | 28                   | 28                    | 112   |

**School Papering**

| Event                                | Elementary-<br>English | Elementary<br>Filipino | Secondary<br>English | Secondary<br>Filipino | Total |
|--------------------------------------|------------------------|------------------------|----------------------|-----------------------|-------|
| News Section                         | 4                      | 4                      | 4                    | 4                     | 16    |
| Editorial Section                    | 4                      | 4                      | 4                    | 4                     | 16    |
| Feature Section                      | 4                      | 4                      | 4                    | 4                     | 16    |
| Science and<br>Technology<br>Section | 4                      | 4                      | 4                    | 4                     | 16    |
| Sports Section                       | 4                      | 4                      | 4                    | 4                     | 16    |
| Page Lay-out and<br>make up          | 4                      | 4                      | 4                    | 4                     | 16    |
|                                      | 24                     | 24                     | 24                   | 24                    | 96    |

Enclosure no. 2 to Regional Memorandum No. 0741 s., 2025

**Criteria for Selecting Faculty Members for Journalism Mentorship  
General Qualifications**

| Domain                       | Criteria                                                                                                                                | Means of Verification (MOVs)                                                                                                    |
|------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| Professional Experience      | Minimum of 5 years of continuous involvement in campus journalism, coaching, editing, or contest facilitation across levels             | Updated CV with journalism-related experience<br><br>Record of coaching assignments, awards, or cliniquing roles                |
| Instructional Expertise      | Demonstrated ability to teach, train, and mentor students and advisers through curriculum, training materials, or workshops             | Sample lesson plans, LAC guides, or training slide decks<br><br>Certificate as developer or reviewer in quality assurance teams |
| Recognition & Influence      | Has served as a speaker, evaluator, or resource person in journalism-related events (district, division, regional, or national)         | List of speaking engagements<br><br>Certificates or programs as invited expert                                                  |
| Innovation & Integration     | Integrates digital tools, media platforms, and emerging trends in journalism education and publication                                  | Portfolio showing digital projects, online publications, or platform-based coaching tools                                       |
| Mentorship Legacy            | Proven track record of guiding student-journalists toward contest readiness, ethical practice, and journalistic excellence              | List of student awards and achievements<br><br>Endorsements from school/division officials                                      |
| Positive Leadership Attitude | Demonstrates a collaborative spirit, approachability, and professionalism in team settings and training environments                    | Letter of recommendation from immediate supervisor<br><br>Peer endorsements or feedback during cliniquing/training sessions     |
| Network Engagement           | Active member of journalism associations, networks, or capacity-building groups that connect campus journalism to professional practice | Membership certificates<br><br>Record of student exposure to media institutions or journalist networks                          |

## Responsibilities of Faculty Mentors

Once selected, mentors are expected to:

- Serve as technical guides and resource speakers in division and regional journalism activities
- Lead training, cliniquing and feedback sessions for campus journalists and SPAs
- Co-develop modules, Learning Kits, templates, toolkits and other Journalism Learning Resources aligned with regional journalism goals
- Actively engage in quality assurance and performance review of school paper outputs and learning resources
- Participate in regional mentorship assemblies, webinars, and coaching roundtables
- Promote ethical, responsible, and inclusive journalism practices across school levels
- Facilitate connections with media professionals, competitions, and publication opportunities



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|                |             |      |        |
|----------------|-------------|------|--------|
| Doc. Ref. Code | RO-ASD-F107 | Rev  | 00     |
| Effectivity    | 02.01.23    | Page | 5 of 7 |



Enclosure no. 2 to Regional Memorandum No. 0741 s., 2025

**Recommendation Form: Regional Faculty of Journalism Mentors**

**Caraga Journalism Mentorship Network**

**I. Mentor's Information**

- Full Name: \_\_\_\_\_
- Current Position / Designation: \_\_\_\_\_
- School / Division Office: \_\_\_\_\_
- Level Handled (Elem / Sec): \_\_\_\_\_
- Medium Handled (English / Filipino / Both): \_\_\_\_\_
- Years of Journalism-Related Service: \_\_\_\_\_

**II. Journalism Specialization**

(Please check all that apply)

- ☐ News Writing
- ☐ Feature Writing
- ☐ Editorial Writing
- ☐ Column Writing
- ☐ Science & Technology Writing
- ☐ Sports Writing
- ☐ Copyreading & Headline Writing
- ☐ Photojournalism
- ☐ Editorial Cartooning
- ☐ Collaborative Desktop Publishing
- ☐ Online Publishing
- ☐ Radio Broadcasting
- ☐ TV Broadcasting

**III. Roles Served in Journalism**

(Indicate dates where possible)

- Speaker / Resource Person in Journalism Events:  
\_\_\_\_\_  
\_\_\_\_\_
- Coach / SPA / Evaluator / Judge: \_\_\_\_\_
- Contributor to Journalism Modules / LACs / Syllabi:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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|                |             |      |        |
|----------------|-------------|------|--------|
| Doc. Ref. Code | RO-ASD-F107 | Rev  | 00     |
| Effectivity    | 02.01.23    | Page | 6 of 7 |



• **IV. Professional Networks & Engagement**

- Journalism Associations / Organizations:

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- Media Partnerships / Linkages Facilitated:

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**V. Personal Statement (Optional)**

*In 3–5 sentences, describe your commitment to mentoring in campus journalism and how your experience contributes to the goals of the Caraga Journalism Academy.*

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**VI. Endorsement**

*(To be completed by SDS or designated EPS)*

This is to certify that the above division mentor is recommended for consideration as a Faculty Mentor in Journalism for DepEd Caraga. The recommendation is based on verified expertise, professionalism, and contributions to journalism development.

\_\_\_\_\_  
Schools Division Superintendent



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|                |             |      |        |
|----------------|-------------|------|--------|
| Doc. Ref. Code | RO-ASD-F107 | Rev  | 00     |
| Effectivity    | 02.01.23    | Page | 7 of 7 |

