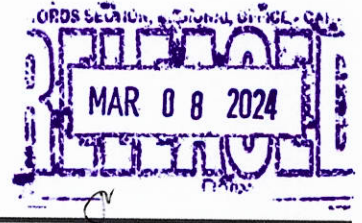




Republic of the Philippines
Department of Education
CARAGA REGION



March 8, 2024

REGIONAL MEMORANDUM

No. 0225, s. 2024

To: SCHOOLS DIVISION SUPERINTENDENTS
Public and Private Elementary and Secondary School Heads
This Region

SUBMISSION OF DIVISION ENTRIES FOR REGIONAL
SCHOOL PAPER CONTEST

1. Pursuant to Republic Act 7079 otherwise known as **Campus Journalism Act of 1991**, promote responsible and ethical journalism among learners and mandates educational institutions to support and facilitate the publication of school papers, the field is hereby informed on the submission of division entries for **Regional School Paper Contest** on or before **April 15, 2024**.
2. The selection of the School Paper Contest (English and Filipino, elementary, and secondary) shall include the following:
 - a. News Section
 - b. Features Section
 - c. Editorial Section
 - d. Science and Technology Section
 - e. Sports Section
 - f. Layout and Page Design
2. Division Journalism Coordinators shall submit a maximum of 10 winners per section, including English and Filipino mediums, for the school paper category. Submissions must be in **PDF Digital format** with the official list of Division. **ONLY the Division Office shall submit the school paper entries.**
3. Entries shall be submitted through a designated link. Ensure that a separate folder is created for each category (Elementary, Secondary, English and Filipino) to streamline the submission process and facilitate efficient organization. Below are the school paper contest submission links:

Agusan del Norte	https://tinyurl.com/SCP-ADN
Agusan del Sur	https://tinyurl.com/SCP-ADS
Bayugan City	https://tinyurl.com/SCP-BAY
Bislig City	https://tinyurl.com/SCP-BIS
Butuan City	https://tinyurl.com/SCP-BXU
Cabadbaran City	https://tinyurl.com/SCP-CBR
Dinagat Islands	https://tinyurl.com/SCP-DIN
Siargao	https://tinyurl.com/SCP-SIA
Surigao City	https://tinyurl.com/SCP-SCT
Surigao del Norte	https://tinyurl.com/SCP-SDN
Surigao del Sur	https://tinyurl.com/SCP-SDS
Tandag City	https://tinyurl.com/SCP-TCT



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5. Prior to the submission of division entries to the region, Schools Division Offices shall conduct a cliniquing session for the school paper to meticulously review and refine the school paper's content, structure, lay-out, design and presentation. This process ensures that all aspects of the publication meet high editorial standards before submission to the regional level.
6. Maintaining plagiarism free content, integrity in the structure and originality of output ensures the credibility in upholding the standards of academic excellence and ethical journalism.
7. An Accomplishment documentary report detailing the cliniquing process must be submitted through the email address at rspc@deped.gov. on April 15, 2024.
8. The template for the list of school paper, activity Documentation report, Scoresheets and General Guidelines for the School Paper Contest are contained in the attached enclosures.
9. Immediate dissemination of and compliance with this Memorandum is desired.

MARIA INES C. ASUNCION
Director III
Officer In-charge
Office of the Regional Director

BY THE AUTHORITY OF THE REGIONAL DIRECTOR:

FE L. ALEGADO
Chief, Finance Division

Encl/s.: As stated
Reference/s: NONE
To be indicated in the Perpetual Index
under the following subjects:

CONTESTS DIGITAL FORMAT SCHOOL PAPER

CLMD/gsa
3/8/2024

LIST OF REGIONAL SCHOOL PAPER ENTRIES

List of Ten Division Entries for School Paper per Section/Category
Division: _____ Section/Category: _____

	School Paper	School Paper Adviser/s	School	Division	School Head
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Screened by:

Noted:

Division Journalism Coordinator/s

Activity Documentation Report

Contents

Part I Background Information

- A. Rationale of the Activity
- B. Objectives of the Activity
- C. Expected Outcome and Results
- D. Summary Profile of Participants
- E. Summary Profile of Resource Speakers/ Evaluators/ Judges
- F. Consolidated list of School Paper Advisers with winning school paper/s (English and Filipino, Elementary and Secondary, in word and excel files)

Division	School	Name of School Paper	Name of School Paper Adviser	Designation	Contact #	Email Add
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Part II Highlights of the Activity

- A. Preliminary Activities
- B. Issues, Actions Taken and Recommendations
- C. Synthesis
- D. Closing Activities

Part III Annexes

- A. Activity Evaluation Result
- B. Photo Documentation
- C. Others

Prepared by:

Division Journalism Coordinator/s

Noted:

CID Chief

Approved:

Schools Division Superintendent

**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 division.
- 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 RSPC.
- 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 Schools Division Superintendent (SDS), who shall inform the concerned School Head. The SH 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. Each Division Office shall submit 10 best entries per category in PDF through email at rspc@deped.gov.ph. **ONLY the Division Office shall submit the school paper entries.**

The following, properly foldered and labeled (e.g., Butuan City Division-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 Division Office prior to submitting to the Regional 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 (RSPC)

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 Editorial
 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.
- I.

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.

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/attribution 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.

SCORE SHEET FOR THE NEWS SECTION

Form and Style (40%)	Score
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	
Content (60%)	
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	
Total (100%)	
Comments/Suggestions:	

 Evaluator/Judge
 (Signature over Printed Name)



SCORE SHEET FOR THE FEATURES SECTION

Form and Style (40%)	Score
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	
Content (60%)	
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	
Total (100%)	
Comments/Suggestions:	

 Evaluator/Judge
 (Signature over Printed Name)



SCORE SHEET FOR THE EDITORIAL SECTION

Form and Style (40%)	Score
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	
Content (60%)	
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	
Total (100%)	
Comments/Suggestions:	

 Evaluator/Judge
 (Signature over Printed Name)



SCORE SHEET FOR THE SCIENCE AND TECHNOLOGY SECTION

Forms and Style (40%)	
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	
Content (60%)	
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	
Total (100%)	
Comments/Suggestions:	

 Evaluator/Judge
 (Signature over Printed Name)



SCORE SHEET FOR THE SPORTS SECTION

Form and Style (40%)	Score
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	
Content (60%)	
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	
Total (100%)	
Comments/Suggestions:	

 Evaluator/Judge
 (Signature over Printed Name)

SCORE SHEET FOR LAYOUT AND PAGE DESIGN CATEGORY

Form and Style (70%)	Score
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	
Content (30%)	
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	
Total (100%)	
Comments/Suggestions:	

 Evaluator/Judge
 (Signature over Printed Name)

