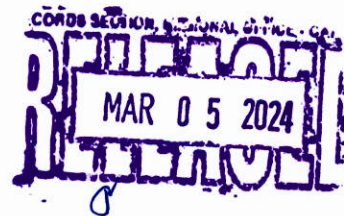




Republic of the Philippines
Department of Education
CARAGA REGION



March 4, 2024

REGIONAL MEMORANDUM

No. 0200, s. 2024

To: SCHOOLS DIVISION SUPERINTENDENTS
This Region

MONITORING ON THE CONDUCT OF 2024 DIVISION SCHOOLS
PRESS CONFERENCE (DSPC)

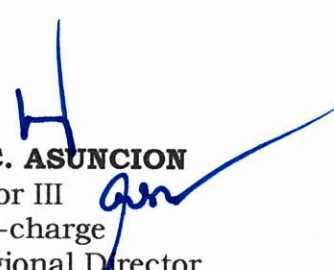
1. The field is hereby informed on the Monitoring on the Conduct of 2024 Division Schools Press Conference (DSPC) in March and April 2024.
2. The annual conduct of division press conferences has long been institutionalized in the system because of RA 7079.
3. The monitoring team from Curriculum and Learning Management Division (CLMD) shall oversee the conduct of the DSPC. The team will conduct regular walkthroughs and observations during the division schools press conference.
4. A comprehensive report summarizing the conduct of the division press conference shall be submitted by the division journalism coordinator two weeks after the conduct of the activity. The said report shall be uploaded to this link at <http://tinyurl.com/ADR-2024-DSPC>.
5. Below is the schedule and the Monitoring Team.

Division	Schedule	Monitoring Team
Agusan del Norte	March 18-20, 2024	Bernabe L. Linog CLMD Chief
Agusan del Sur	February 29- March 3, 2024	
Bayugan City	March 8-10, 2024	Gladys S. Asis EPS, CLMD
Butuan City	March 6-9, 2024	
Cabadbaran City	March 5-7, 2024	Maria Consuelo C. Jamera EPS, CLMD
Dinagat Islands	April 1-3, 2024	
Siargao	March 8-10, 2024	
Surigao del Sur	March 22-24, 2024	
Tandag City	March 1-3, 2024	

6. Compensatory Time-Off (CTO) is to be granted to the monitoring team in lieu of the days of the work that will fall on Saturdays and Sundays in accordance with the CSC and DBM Joint Circular No. 2. s. 2004
7. Attached herewith are the Monitoring Tool for reference, Activity Documentation Report.

8. Travel, board and lodging and other expenses relevant to the monitoring activity shall be charged against local funds subject to usual government accounting rules and regulation.

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

Encl: As stated

Reference: none

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

JOURNALISM

MONITORING

PRESS CONFERENCE

CLM/gsa
1/11/2024

Monitoring Tool
Conduct of 2024 Division Schools Press Conferences (DSPC)

I. Division Information:

Division:	
Activity Monitored:	
Venue of the Activity:	
Address:	
Inclusive Dates:	
Division Supervisor In-charge	
English:	
Filipino:	
Schools Division Superintendent:	
Regional Monitor/s:	

II. Number of Participants (Individual and Group Contests)

Categories	Elementary		Secondary	
	SPA	CJ	SPA	CJ
News Writing				
Editorial Writing				
Feature Writing				
Sports Writing				
Science and Technology Writing				
Copy reading and Headline Writing				
Editorial Cartooning				
Column Writing				
Photojournalism				
Collaborative Desktop Publishing				
Online Publishing				
Radio Script Writing and Broadcasting				
Television Script Writing and Broadcasting				

III. Number of Schools (participated for the School Paper contest)

Total Number of Elementary School: _____	Public:	Private:
Number of Elementary Schools Participated in the School Paper Contest: _____	English Category	
	Public:	Private:
Number of Elementary Schools Participated in the School Paper Contest: _____	Filipino Category	
	Public:	Private:

Total Number of Elementary School: _____	Public:	Private:
Number of Secondary Schools Participated in the School Paper Contest: _____	English Category	
	Public:	Private:
Number of Secondary Schools Participated in the School Paper Contest: _____	Filipino Category	
	Public:	Private:

IV. Press Conference Proper

Component	P	F	S	VS	O	Comments/ Remarks
	1	2	3	4	5	
A. PARTICIPANT						
1.Punctuality						
2.Attentiveness						
3.Honesty and Sincerity						
4.Quality and submission of Outputs						
5.Quality and Relevance of Questions Raised						
B. JUDGES/EVALUATORS						
6. Knowledgeable						
7. Time Management Skill						
8.Clarity of instructions						
9.Clarity of Responses to participants' queries						
C. CONDUCT OF THE CONTEST						
10. Transparency						
11. System and Organization						
12. Adherence to Set Guidelines						
D. TECHNICAL WORKING GROUP, EXAMINERS AND FACILITATORS						
13. Time Management						
14. Adherence to Program Matrix						
15. Clarity of Instructions and Directions						
16. Orientation of Participants and Hosts						
17. Dealings with Participants						
18. Decision making						
19. Adaptability to changes						
20. Collaboration and Teamwork						
E. CONTEST VENUES AND EXAMINATION ROOMS						
21. Room arrangement and set-up						
22. Lighting						
23. Ventilation						
24. Space Allocation						
25. Sound system and acoustics						
26. Mess Halls						

27. Rest Rooms						
28. Medical services						
29. Safety and Security						
F. LODGING/ACCOMMODATION						
30. Lighting and Ventilation						
31. Space allocation						
32. Meals served						
33. Food Servers and Dining Room Attendants						
34. Sleeping Areas/Quarter						
35. Accommodating Hosts						

Legend:

- 1: Poor - Significant deficiencies; immediate action needed.
- 2: Fair - Below expectations; requires improvement.
- 3: Satisfactory - Meets expectations; room for enhancement.
- 4: Very Satisfactory- Above expectations; proficient and effective.
- 5: Outstanding - Exceeds expectations; exceptional performance.

General Comments:

Accomplished:

Signature over Printed Name
Regional Monitor

Enclosure no. 2 to Regional Memorandum No. ____ s., 2024

Division: _____

Division Journalism Coordinators

English: _____ **Contact #/Email Add:** _____
Filipino: _____ **Contact #/Email Add:** _____

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 (English and Filipino, Elementary and Secondary, in word and excel files)
- G. Consolidated List of Schools and Name of Publications- In print or Online (English and Filipino, Elementary and Secondary, in word and excel files)

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 (e.g. newsletter, etc.)