



Republic of the Philippines
Department of Education
CARAGA REGION

March 9, 2026

REGIONAL MEMORANDUM

No. **0227**, s. 2026

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

**REGIONAL ENHANCEMENT ACTIVITIES FOR THE 2026 NATIONAL SCHOOLS
PRESS CONFERENCE (NSPC) QUALIFIERS**

1. The Department of Education Caraga Region, through the Curriculum and Learning Management Division (CLMD), shall conduct a Regional Enhancement Writeshop for the 2026 National Schools Press Conference (NSPC) Qualifiers from March 4 to April 9, 2026.

2. Below is the schedule of the different activities:

Schedule of Activities for the 2026 NSPC Qualifiers

Activity	Schedule	Platform/Venue
Phase 1: Virtual Desk – Sharpening the Pen (Online cliniquing with experts, asynchronous cliniquing sessions for group events)	March 4–13, 2026	Google Meet / MS Teams
Phase 2: Mentorship in Motion – Caraga’s Masterclass 1 (Extended online masterclass, guided practice, momentum building with Caraga Regional Academy Mentors)	March 14–17, 2026	Individual Events-Online Group Events (RB and TV only) - Onsite
Phase 3: Division Enhancement Writeshop (Individual and group events)	March 18–22, 2026	By SDO
Phase 4: Pressroom Immersion – Experts Face-to-Face (Onsite Regional Enhancement writeshop in all events)	March 23-27, 2026	NEAP, Caraga
Phase 5: Mentorship in Motion – Caraga’s Masterclass 2 (Extended online masterclass, guided practice, momentum building)	March 28–April 1, 2026	Online Group Events (RB and TV only) - Onsite



Address: J.P. Rosales Avenue, Butuan City
Trunkline No: (085) 225-1151
Telefax No: (085) 342-5959
Email: caraga@deped.gov.ph
Website: caraga.deped.gov.ph



2026-03-03288



Phase 6 and Final Phase: Editorial Salvo – Ready for NSPC (Deepening sessions, simulations, mock NSPC, confidence sharpening)	April 6–9, 2026	online
---	-----------------	--------

3. These activities primarily aim to enhance and sharpen the journalistic skills of qualified learners in preparation for their participation in the 2026 NSPC.

4. Participants to these activities include the first-place winners of the individual contests in the 2026 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, regional mentors and Program Management Team.

5. The Schools Division Offices (SDOs) shall conduct intensive cliniquing of their school papers. The deadline for submission of polished school papers for the 2026 NSPC is March 25, 2026, at 5:00 PM.

6. Each participant shall prepare and submit an individual output portfolio specific to their contest category, with a minimum of four outputs per day starting March 5, 2026. For group contests, a consolidated portfolio of group outputs must be submitted with at least one output per day. Regional mentors shall check submissions daily at 5:00 PM. The Caraga 2026 NSPC Portfolio will capture the progression from training desks to the national stage

7. NSPC qualifiers are required to submit polished portfolios (March 4–April 9, 2026) that include drafts, mentor feedback, onsite outputs, and reflections.

8. Below are the documents to be submitted by SDO.

Document	Details
School Paper	a. One (1) copy of the school publication (English or Filipino) in PDF/digital format, compiled by division, with a summary by medium and level, uploaded via [link]. <i>Note: In line with the “No School Paper, No Student Contestant” policy, only learners from schools with official publications are eligible to compete.</i>
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 2026 NSPC.



Address: J.P. Rosales Avenue, Butuan City
Trunkline No: (085) 225-1151
Telefax No: (085) 342-5959
Email: caraga@deped.gov.ph
Website: caraga.deped.gov.ph



2026-03-03288



All documents shall be compiled per division and uploaded through the link on or before March 23, 2026.

9. The Phase 4: Pressroom Immersion – Experts Face-to-Face or the onsite Regional Enhancement Writeshop shall be conducted as a live-out activity. Participants are expected to arrange their accommodation, meals, and transportation. The Regional Office, however, will provide the venue, materials, and resource persons to ensure the smooth conduct of the activity and the attainment of its objectives

10. In line with this, the RB and TV teams shall convene onsite in Phases 2 and 5. Participants shall arrange their own food, lodging, and travel requirements. Schools Division Offices (SDOs) are strongly encouraged to extend necessary assistance to their participants so that full participation and optimum learning may be achieved.

11. The Program Management Team and Regional Mentors/ facilitators shall oversee all activities during both online and onsite sessions. Meals and snacks will be provided during onsite implementation.

12. All expenses related to participation of the activities shall be charged against the School's MOOE, local funds, campus journalism funds, or other approved sources, subject to standard accounting and auditing regulations. Private school participants shall shoulder their own expenses.

13. Personnel attending activities on weekends and holidays are entitled to Compensatory Time Off (CTO) or leave credits, whichever is applicable.

14. Attached is the Matrix of Activities, Templates and other documents for reference.

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

16. 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:

COMPETENCY TEACHERS WORKSHOPS

CLMD/gsa
2/03/2026



Address: J.P. Rosales Avenue, Butuan City
Trunkline No: (085) 225-1151
Telefax No: (085) 342-5959
Email: caraga@deped.gov.ph
Website: caraga.deped.gov.ph



2026-03-03288



Enclosure No. 1 to Regional Memorandum 0227 s., 2026

Matrix of Activities – Regional Enhancement for 2026 NSPC Qualifiers
March 3-April 9, 2026

Activity No.	Activity / Component	Dates	Modality	Lead / Resource Persons	Participants	Key Outputs / Focus	Venue	Monitoring Indicators
1	Phase 1: Virtual Desk – Sharpening the Pen (Online cliniquing with experts; asynchronous cliniquing sessions for group events)	March 3–20, 2026	Google Meet / MS Teams / Asynchronous	Regional Mentor, Expert Clinicians	NSPC Qualifiers (Individual & Group Events)	Drafts, mentor feedback, refined outputs	Online	Daily submission logs; mentor feedback records
2	Phase 2: Mentorship in Motion – Caraga’s Masterclass 1 (Extended online masterclass, guided practice, momentum building)	March 18–22, 2026	Online	Caraga Regional Academy Mentors	NSPC Qualifiers	Guided practice outputs, extended exercises	Online	Attendance sheets; practice portfolio checks
3	Phase 3: Division Enhancement Writeshop (Individual and group events)	March 18–22, 2026	By SDO	Division Supervisors, School Paper Advisers	Division-level NSPC Qualifiers	Polished division outputs; consolidated portfolios	By SDO	Division accomplishment reports; submission compliance
4	Phase 4: Pressroom Immersion – Experts	March 23–27, 2026	Face-to-Face	Regional Mentors,	NSPC Qualifiers (Individual	Onsite outputs, simulation	NEAP Caraga / DepEd	Attendance monitoring; onsite evaluation

	Face-to-Face (Onsite cliniquing, experiential learning, simulation)			Expert Clinicians	ual & Group Events)	ion exercises, experiential learning	d RO, Butuan City	forms
5	Phase 5: Mentorship in Motion – Caraga’s Masterclass 2 (Extended online masterclass, momentum building)	March 28–April 1, 2026	Online	Caraga Regional Academy Mentors	NSPC Qualifiers	Extended practice outputs ; mentor-guided refinement	Online	Daily submission logs; mentor feedback
6	Phase 6 and Final Phase: Editorial Salvo – Ready for NSPC (Deepening sessions, simulations, mock NSPC, confidence sharpening)	April 6–9, 2026	Onsite	Regional Mentors, Expert Clinicians	NSPC Qualifiers	Final output, mock result	Onsite	Mock result, reflection

Enclosure No. 2 to Regional Memorandum 0227 s., 2026

Recommended Tasks for 2026 NSPC Preparation

1. Deep Research & Repository Discipline

- Require participants to research at least one new topic daily relevant to their contest category (e.g., current events, editorial issues, feature themes, science/tech updates).
- Upload all researched materials into the repository by event, tagged with keywords for easy retrieval.
- Encourage annotated bibliographies — not just saving links, but noting key insights, angles, and vocabulary.

2. Reading for Mastery

- Daily reading sessions should include:
 - Exemplars from past NSPC winning outputs.
 - High-quality journalism (Philippine Daily Inquirer, Manila Bulletin, Rappler, Journalism Books etc.).
 - Contest rubrics and DepEd guidelines.
- Require reflection notes: “What technique did the writer use? How can I apply it?”

3. Writing Rigor

- Four outputs daily variation:
 - One draft strictly following contest rubrics.
 - One creative draft experimenting with style.
 - One polished draft after cliniquing.
 - One “mock contest” timed draft (simulate NSPC conditions).

4. Cliniquing & Critiquing

- Coaches should not only correct grammar but also highlight journalistic values: clarity, fairness, accuracy, creativity.
- Use peer critiquing: qualifiers exchange drafts and give feedback, simulating editorial teamwork.

5. Language & Mechanics Enhancement

- Daily grammar drills focused on common contest errors (subject-verb agreement, parallelism, punctuation).
- Vocabulary enrichment: require 10 new words daily, used in outputs.
- Penmanship practice: simulate actual contest sheets to ensure neatness under time pressure.



Address: J.P. Rosales Avenue, Butuan City
Trunkline No: (085) 225-1151
Telefax No: (085) 342-5959
Email: caraga@deped.gov.ph
Website: caraga.deped.gov.ph



2026-03-03288



6. Simulation & Mock Contests

- Weekly mock contests under NSPC rules (time limits, rubrics, paper submission).
- Immediate cliniquing after simulation to reinforce learning.

7. Reflection & Self-Assessment

- End-of-day journal entries: “What did I learn today? What will I improve tomorrow?”
- Encourage qualifiers to track their progress portfolio (drafts, feedback, revisions).

8. Expert Encounters

- Use online sessions with national-level coaches, past NSPC winners, or journalism professors to expose learners to higher standards.
- Assign “takeaway tasks” after each expert encounter (e.g., rewrite a lead, improve a headline, polish a feature).

Enclosure No. 3 to Regional Memorandum 0227 s., 2026

Roles of Regional Mentors

- Facilitators of Learning
 - Lead daily sessions (writing, reading, research, cliniquing, critiquing).
 - Provide expert feedback aligned with NSPC rubrics.
 - Ensure all drafts, research materials, and polished outputs are uploaded daily by event.
 - Monitor compliance with submission deadlines (5:00 PM daily).
- Quality Assurance
 - Review grammar, mechanics, vocabulary, and penmanship outputs.
 - Track progress through tangible monitoring indicators (rubric scores, feedback integration).
- Contest Readiness Builders
 - Conduct mock contests (Wednesday full simulation)
 - Evaluate performance using NSPC rubrics and readiness assessments.
- Mentorship & Guidance
 - Serve as role models, reinforcing journalistic values: accuracy, fairness, creativity, clarity.

Roles of Coaches (School Paper Advisers / Journalism coaches)

- Daily Support
 - Guide contestants in research, reading, and writing tasks.
 - Conduct cliniquing sessions immediately after writing blocks.
 - Work hand in hand with mentors
- Resource Providers
 - Supply learning resources (contest guides, exemplar works, rubrics).
 - Ensure contestants have access to references relevant to their event.
- Monitoring & Reporting
 - Document feedback sheets, grammar logs, vocabulary lists, and penmanship samples.
 - Submit division accomplishment reports based on cliniquing sessions.
- Motivators
 - Encourage discipline, creativity, and confidence in contestants.
 - Reinforce the principle: *"A good writer is a good reader."*

Roles of Contestants (2026 NSPC Qualifiers)

- Daily Output Producers
 - Write four outputs daily (include the draft and polished outputs submission).
 - Upload drafts and research materials into the repository by 5:00 PM.
- Active Readers & Researchers
 - Read exemplar works, rubrics, and journalism references twice daily.
 - Conduct topic-specific research and annotate findings.
- Learners & Reflectors

- Participate in grammar drills, vocabulary enrichment, and penmanship practice.
 - Maintain daily reflection journals and self-assessments.
- Contest Simulators
 - Engage in weekly mock contests under NSPC rules.
 - Apply mentor feedback to improve contest readiness.
- Portfolio Builders
 - Compile drafts, feedback, polished versions, research notes, and reflections into a complete portfolio by April 5, 2026.

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 5 outputs relevant to their specific field (e.g., newswriting, editorial writing) a day starting March 3-April 10, 2026

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 2 output (for RB); 1 output for (TV); 1 output for (online and CDP relevant to their specific field per day Starting March 4, 2026 to April 9, 2026.

2. Organization:

- Arrange scripts and outputs in chronological order based on their creation or broadcast dates and upload the output to the given link.
- 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.

Portfolio Progression Framework

Stage	Task / Component	Outputs	Time of Submission	Repository Requirement	Tangible Monitoring Indicators
1. Desk (Initial Drafts)	Daily writing (4 outputs: 2 individual, 1 group, 1 polished)	Raw drafts	By 5:00 PM daily	Upload drafts by event	Draft submission logs; rubric-based scoring
2. Reading & Research	Reading exemplar works, rubrics, journalism references; researching contest topics	Annotated notes, research summaries	By 4:30 PM daily	Upload annotated bibliographies tagged by event	Number of annotated readings; research notes completeness
3. Critique & Cliniquing	Mentor/coach reading, feedback sessions, peer critiquing	Feedback sheets, corrected drafts	Immediately after cliniquing (10:30 AM & 3:30 PM slots)	Save revised versions with mentor comments	Feedback integration rate; mentor evaluation sheets
4. Polishing & Mechanics	Grammar drills, vocabulary enrichment, penmanship practice	Polished drafts, vocabulary lists, penmanship samples	By end of each writing block	Upload polished versions	Grammar/vocabulary improvement logs; penmanship samples
5. Repository Consolidation	Saving drafts, research, feedback, and polished outputs	Organized portfolio folders	By 5:15 PM daily	Repository updated daily	Repository completeness check; upload timestamp logs
6. Reflection & Synthesis	Daily journals, self-assessment, mentor reflections	Reflection logs	By 6:30 PM daily	Upload reflections weekly	Reflection quality rubric; self-awareness indicators
7. Simulation (Mock NSPC)	Timed writing under contest	Mock contest outputs	Weekly (Wednesday) by 5:00 PM	Upload mock outputs + feedback	Rubric-based scoring sheets; contest readiness scores

	conditions				
8. Final Compilation	Consolidated portfolio (drafts, feedback, polished versions, reflections)	Contest- ready portfolio	By April 5, 2026, 5:00 PM	Upload final portfolio by event	Portfolio completeness checklist; readiness assessment

Enclosure No. 4 to Regional Memorandum 0227 s., 2026

MENTORING SCHEDULE FOR INDIVIDUAL EVENTS

March 4-April 10, 2026

Daily Schedule

Time	Activity / Task	Focus / Outputs	Modality	Lead / Resource Persons	Monitoring Indicators
8:00 – 8:30 AM	Orientation & Contest Briefing	Contest rules, rubrics, mechanics explained	Onsite / Online	Program Management Team	Attendance log
8:30 – 9:30 AM	Output Writing 1 (Timed Draft)	Contest-specific draft under NSPC rules	Individual	Regional Mentors	Draft submission
9:30 – 10:00 AM	Reading Time 1	Reading exemplar works, rubrics, and journalism references relevant to event	Individual	Coaches / Mentors	Annotated notes
10:00 – 10:30 AM	Cliniquing & Critiquing	Mentor/ coach feedback on Output 1	Online / Onsite	Expert Clinicians	Feedback sheets
10:30 – 10:45 AM	Neural Break	Rest, energizer	—	—	Observed participation
10:45 – 11:45 AM	Output Writing 2 (Timed Draft)	Second draft, contest simulation	Individual	Mentors	Draft submission
11:45 – 12:15 PM	Grammar & Mechanics Enhancement	Focused drills on contest errors	Language Experts	Grammar logs	
12:15 – 12:30 PM	Vocabulary & Penmanship	Vocabulary drills, handwriting practice	Individual	Mentors	Vocabulary lists
12:30 – 1:30	Lunch Break	—	—	—	—



Address: J.P. Rosales Avenue, Butuan City
 Trunkline No: (085) 225-1151
 Telefax No: (085) 342-5959
 Email: caraga@deped.gov.ph
 Website: caraga.deped.gov.ph



2026-03-03288



PM					
1:30 – 2:30 PM	Output Writing 3 (Timed Draft)	Contest-specific draft	Individual	Division Supervisors	Draft submission
2:30 – 3:00 PM	Reading Time 2	Reading contest guides, exemplar outputs	Individual	Coaches / Mentors	Reading notes
3:00 – 3:30 PM	Cliniquing & Critiquing	Mentor / coach feedback on Output 3	Online / Onsite	Expert Clinicians	Feedback sheets
3:30 – 3:45 PM	Neural Break	Rest, energizer	—	—	Observed participation
3:45 – 4:15 PM	Research Time	Research contest topics, upload to repository	Individual	Mentors/ coaches	Repository compliance
4:15 – 4:45 PM	Repository Upload	Upload drafts + research materials	Individual	Regional Mentors	Repository compliance
4:45 – 5:15 PM	Output Writing 4 (Final Draft)	Polished contest draft	Individual	Regional Mentors	Draft submission
5:15 – 6:00 PM	Daily Synthesis	Journals, self-assessment, contest reflection	Individual	Coaches/Mentors	Reflection logs

Schedule is designed to replicate the actual NSPC contest environment. It integrates timeboxing, research, reading, writing, cliniquing, critiquing, grammar, vocabulary, penmanship, repository compliance, and mentors/ experts encounters — all under contest-like conditions.

Key Success Drivers

- Four outputs daily: ensures volume and practice.
- Timed writing blocks (1 hour each) replicate NSPC pressure.
- Research + repository discipline: builds a knowledge base per event.
- Reading time: strengthens writing by modeling excellence.
- Mock contest type in writing outputs: simulate NSPC pressure and rubrics.
- Reflection journals: track growth and self-awareness.
- Grammar, vocabulary, penmanship drills sharpen mechanics.
- Expert encounters raise standards to national level.
- Daily synthesis consolidates learning and builds confidence.



Address: J.P. Rosales Avenue, Butuan City
Trunkline No: (085) 225-1151
Telefax No: (085) 342-5959
Email: caraga@deped.gov.ph
Website: caraga.deped.gov.ph



2026-03-03288



Daily Schedule – Online & Collaborative Desktop Publishing (CDP5)

Period: March 4 – April 10, 2026

Time	Activity / Task	Focus / Outputs	Modality	Lead / Resource Persons	Monitoring Indicators
8:00 – 9:00 AM	Mini Press Conference + Sports Event Coverage (Live or Canned)	Basis for content: news, features, editorial, sports, editorial cartoon, photojournalism	Live / Recorded	Organizer, invited speakers, sports officials	Attendance log, presscon notes, photojournalist shots
9:00 – 10:00 AM	Data Gathering (Pre-game, Actual Game, Post-conference)	Interviews, clarifications, raw notes, photos	Face-to-face / Online	Coaches, players, tournament officials	Interview sheets, coverage logs
10:00 – 2:00 PM	Writing, Layout, Editing (4 hours)	Team collaborates online using official platform to produce one publication output per day	Online collaborative platform (official NSPC tool)	Contestants, team editors, layout artists	Draft submission, layout files, edited articles
2:00 – 3:00 PM	Cliniquing & Critiquing	Mentor feedback on publication output	Online / Face-to-face	Regional mentors, journalism experts	Feedback sheets, mentor comments
3:00 – 4:00 PM	Reading & Skills Enhancement	Contest rubrics, exemplar works, layout/design references, editorial standards	Guided reading / workshop	Coaches, resource persons	Annotated notes, mentor reflections
4:00 – 4:30 PM	Grammar & Vocabulary Enhancement	Focused drills, vocabulary applied in articles	Online / Workshop	Language mentors, coaches	Grammar logs, vocabulary lists
4:30 – 5:00 PM	Repository Upload	Save publication output, research notes, photos	Online repository	Contestants, repository manager	Timestamped repository compliance

MENTORING SCHEDULE for RB and TV
Daily Schedule
March 14 to April 11, 2026

Time	Activity / Task		Focus / Outputs	Lead / Resource Persons	Monitoring Indicators
	Radio	TV			
8:00 – 8:30 AM	Opening program & Orientation		Contest rules, rubrics, mechanics explained	Regional Mentors	Attendance log
8:30 – 10:00 AM	Lecture	Parallel Lecture	Contest-specific draft under NSPC rules	Regional Mentors	Annotated notes
10:00 – 12:00 NN	RB Scriptwriting	TV Scriptwriting	First draft, contest simulation	Coaches/ Mentors	Script
12:00 – 12:30 PM	Lunch Break		—	—	—
12:30 – 1:00 PM	Nap Break		Rest, energizer	—	Observed participation
1:00 – 2:30 PM	Cliniquing & Critiquing	TV Pre-production & Rehearsals	Mentor/ coach feedback on Output 1	Expert Clinicians	Feedback sheets
2:30 – 3:30 PM	Revision of Scripts		Second draft, contest simulation	Coaches/ Mentors	Script
3:30 – 3:45 PM	Nap Break		Rest, energizer	—	Observed participation
3:45 – 4:45 PM	Rehearsals & Simulations	Simulations	Contest Simulation	Expert Clinicians	Feedback sheets
4:45 – 5:15 PM	Research/Reading Time		Research contest topics, upload to repository	Mentors/ coaches	Repository compliance
5:15 – 6:00 PM	Repository Upload		Upload drafts + research materials	Regional Mentors	Repository compliance
6:00 – 6:15 PM	Daily Synthesis		Journals, self-assessment, contest reflection	Coaches/ Mentors	Reflection logs

Enclosure No. 5 to Regional Memorandum 0227 s., 2026

Template 1: Feedback Sheet (Mentor Critiques)

Participant Name	Event Category	Draft Title	Date

Strengths Identified:

Areas for Improvement:

Action Steps / Recommendations:

Mentor Signature: _____

Template 2: Annotated Bibliography (Research Evidence)

Participant Name	Event Category	Topic Researched	Date Uploaded

Source Title / Author: _____

Publication / Link: _____

Key Insights / Notes:

Application to Contest Event:

Template 3: Penmanship Sample (Weekly Check)

Participant Name	Event Category	Week No.	Date Submitted

Sample Submitted: ☐ Yes ☐ No

Neatness Rating (1–5): ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Legibility: ☐ Excellent ☐ Good ☐ Fair ☐ Poor

Mentor Comment: _____

Mentor Signature: _____

(Sample output of penmanship)

Template 4: Reflection Journal (Daily Growth)

Participant Name	Event Category	Date

What I Learned Today:

What I Will Improve Tomorrow:

Challenges Faced:

Mentor Comment: _____

Contestant Signature: _____

Mentor Signature: _____

Template 5: Vocabulary List (Daily Enrichment)

Participant Name	Event Category	Date
New Words	Meaning	
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Applied in Drafts? ☐ Yes ☐ No

Example Sentences:

Mentor Check: _____

 How to Use These Templates

- Feedback Sheets: Document mentor critiques after cliniquing sessions.
- Annotated Bibliographies: Track daily research uploads with notes on relevance.
- Penmanship Samples: Weekly checks for neatness and readability.
- Reflection Journals: Daily entries to build self-awareness and track growth.
- Vocabulary Lists: Ensure 10 new words daily are applied in outputs.

Participant Progress File Structure

This integrates all the templates (Feedback Sheets, Annotated Bibliographies, Penmanship Samples, Reflection Journals, Vocabulary Lists) into one organized binder or digital folder system. This ensures every qualifier's journey is documented systematically and transparently.

Participant Progress File Structure

Main Folder: [Participant Name] – [Event Category]

Example: *Juan Dela Cruz – Editorial Writing*

1. *Daily Outputs*

- Subfolder: **Drafts**
 - Raw Drafts (Day 1–Day 30)
 - Polished Drafts
- Subfolder: **Rubric Scores**
 - Daily Rubric Sheets (Content, Organization, Style, Mechanics)

2. *Feedback Sheets*

- Mentor Critiques (per draft)
- Peer Critiquing Notes
- Action Steps Integration Logs

3. *Annotated Bibliographies*

- Daily Research Uploads
- Annotated Bibliography Sheets (sources, notes, application to contest event)
- Repository Compliance Logs

4. *Vocabulary Lists*

- Daily Vocabulary Sheets (10 words per day)
- Applied Draft Samples (highlighted usage)
- Mentor Check Logs

5. *Penmanship Samples*

- Weekly Penmanship Sheets
- Neatness Ratings (1–5)
- Mentor Comments

6. *Reflection Journals*

- Daily Reflection Sheets (What I learned, What I will improve, Challenges faced)
- Mentor Comments
- Weekly Synthesis Summaries

7. *Mock Contest Records*

- Weekly Mock Contest Drafts
- Rubric-Based Scores
- Rankings (Division/Regional)
- Mentor Feedback Sheets

8. *Portfolio Compilation*

- Checklist of Completeness:
 - Drafts Submitted ☒
 - Research Uploaded ☒
 - Feedback Integrated ☒
 - Polished Outputs ☒
 - Reflections Uploaded ☒
- Final Portfolio File (due April 10, 2026)

Monitoring Flow

1. Contestant fills in Vocabulary, Reflection, and Research sheets daily.
2. Coaches provide Feedback Sheets, Annotated Bibliographies, and Penmanship ratings.
3. Regional Mentors oversee Rubric Scores, Mock Contest Records, and Portfolio Compilation.
4. Program Management Team checks Repository Compliance and Completeness weekly.

Enclosure No. 7 to Regional Memorandum 0227 s., 2026

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 2026 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 0227 s., 2026

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 2026 RSPC: _____

Contest Won by the student during the 2026 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 0227 s., 2026

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 2026 RSPC: _____

Signature over printed name

Enclosure No. 5 to Regional Memorandum 0227 s., 2026

PARENT'S CONSENT

We, _____ [Parent/s or Guardian Name], of _____ (address) hereby grant permission for my child, _____ [Learner's Name], to attend the 2026 National Press Conference (NSPC) to be held in Ormoc, Leyte on April 13-17, 2026.

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 0227 s., 2026

List of Mentors

Category	Name of School Paper Adviser/ Participant	Division
Newswriting	Chelou Dagcuta	Agusan del Sur
	Mavelle Sanchez	Agusan del Sur
	Miriam Rivas	Agusan del Nrete
Editorial writing	Judy Ann C. Saga	Bayugan City
	Philip S. Sanchez	Surigao del Sur
Column Writing	Tokou T. Ueda	Surigao del Sur
	Phoebe Capangpangan	Lapaz NHS
Feature and Science and Technology writing	Rachin Venice A. Palle	Bayugan City
	Josephine C. Besin	
	Norberto O. Cullantes	Agusan del Sur
Sportwriting	Rowena B. Ruiz	Bayugan City
	Ma.Jenile S. Escopete	Surigao City
Copyreading and Headline Writing	Marivic B. Col	Surigao City
	Ritchelle Altesin	Surigao City
Editorial Cartooning	Jazzie V. Decal	Bayugan City Agusan del Sur
	Jean Luca	
Photojournalism	Barry G. Balusca	Surigao del Norte
	Warren Guerra	Surigao del Norte
	Jonathan Sumalinog	Surigao del Norte
Collaborative Desktop Publishing	Jezabeth M. Rezare	Bislig City
	Sheila Mae Seraspe	Bislig City
	Edgar Gorgonio	Siargao
Online	Genalyn T. Conta	Bayugan City
	Lyndie L. Tandugon	
Radio Broadcasting	Jorge H. Llano	Agusan del Norte
	Jay ar Silva	
TV and Radio Broadcasting	Alfie S. Lito	Surigao City
	Jimmy B. Lunario, Jr.	Agusan del Sur
	Kerwin Membrado	
Program Management Team	Romelio Taghap	Surigao del Norte
	Norberto Cullantes	Agusan del sur
	Ramel B. Labalan	Agusan del Sur
	Junar Lasaca	Bayugan City

Cornelio Malaluan	Agusan del Sur
Anna Rubi Sereno	Bislig City
Ronie C. Guinge	Bislig City
Ruth Muego	Bislig City



Address: J.P. Rosales Avenue, Butuan City
Trunkline No: (085) 225-1151
Telefax No: (085) 342-5959
Email: caraga@deped.gov.ph
Website: caraga.deped.gov.ph

