



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

ADVISORY

TO DIVISION MEMORANDUM NO. 341 s. 2025
(2025 Division Schools Press Conference)
November 17, 2025

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Elementary School Heads
Elementary District/School English Coordinators
All Others Concerned

1. This is to inform the field on these details relative to the conduct of the 2025 Division Schools Press Conference as follows:
 - a. Inclusion in the Group Contests of the **TV Scriptwriting and Broadcasting (English and Filipino, secondary only)**. Please refer to the attached contest guidelines for the said category.
2. There will be a **Meeting for District Campus Journalism Coordinators and DSPC Technical Working Group** on **November 24, 2025 (Monday)** at **8:00 a.m.** at the **Bulwagan ng Karunungan**, SDO Sorsogon Province, Balogo, Sorsogon City. **Each district is expected to send two Campus Journalism Coordinators (one for elementary level and one for secondary level)**. This activity aims to reorient the participants of the contest guidelines based from the agreements during the Planning Conference for RSPC held last November 15, 2025 at Lotus Blu Hotel, Legazpi City. Preparations for the DSPC and discussion of other related concerns will also be tackled.
3. Travel, meals and other incidental expenses of all participants shall be charged to school/local fund subject to usual accounting rules and regulations.
4. Other provisions in DM 341, s. 2025 shall still be in force.
5. For information and immediate dissemination.

JOSE L. DONCILLO, CESO V
Schools Division Superintendent



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon
Email: sorsogon@depd.gov.ph
Website: depedsorsogon.com.ph



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

ANNEX A: GUIDELINES FOR TV SCRIPTWRITING AND BROADCASTING

A. General Guidelines

1. Each division shall organize a team of seven (7) members for English and seven (7) members for Filipino at the secondary level who shall not be competing in any of the individual writing categories.

- scriptwriter/s
- anchor/s
- reporter/s
- producer/director who could also act as floor director
- video/graphics editor
- video journalist/cameraman

Any of the team members can assume two (2) or more positions/tasks, as long as this would not be conflicting or awkward to the outcome of the broadcast (for example an anchor can't be a reporter at the same time. But an anchor can also be a news or infomercial writer.)

2. The list of equipment and tools in the mock broadcast room shall be shared with the division coordinators a week before the contest through an Advisory.

3. A 30-minute technical orientation will be held for the director and video/ graphics editor. Then, each team will be given five (5) minutes to visit the mock broadcast room.

4. In getting the overall results for the best TV broadcast, accumulated points from the individual and group awards shall be considered.

5. Here are the awards to be given:

Individual Awards	Group Awards
1. Best TV Anchor	1. Best in Technical Application
2. Best TV Reporter	2. Best Developmental Communication
3. Best Director	3. Best News Script
	4. Best TV Newscast

6. Any violation of the stipulated guidelines will be grounds for disqualification of the team.

7. The decision of the Board of Judges is final and irrevocable.

PRE-CONTEST

1. Each team will be required to bring only the following:

- maximum of four (4) laptops with at least 10GB free space and a video editing program (with uploading capacity);
- three (3) empty USB Flash Drives (16GB minimum);
- maximum of two (2) video/DSLR cameras /mobile phones (without sim) compatible with the laptop;
- two (2) emptied memory cards
- A4 bond paper;



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

- one (1) printer with ink; and
 - extension cord.
2. Laptops shall be clear of stored documents except for the pre-recorded Opening Billboard (OBB) and Closing Billboard (CBB) and offline editing software.
 3. Flash drives should also be clear of stored documents.
 4. Only the equipment and tools in the mock broadcast room are allowed to be used by the participants during the actual presentation.
 5. Before the start of the contest, the teams will be oriented on the roles of the participants and criteria for judging by the chairman of the board of judges. All participants should attend this orientation.
 6. The directors will draw lots to determine the order of the presentation. Then, contest materials saved in flash drives sealed in envelopes shall be distributed to the directors.

CONTEST PROPER:

A. SCRIPTWRITING AND PRODUCTION

1. The team shall have the following components in their script:
 - a. **Cover page:** This shall contain the group's name (mock TV network name).
 - b. **News:** The RTWG will provide five (5) sets of data (including photos/videos/audio) in folders saved in a flash drive. The team may use all sets of data for their news reports. Each news script should indicate the corresponding video and/or audio component taken from the folders or produced during the actual contest.
 - c. **Infomercial/ Developmental Communication:** The team is required to produce one (1) infomercial or developmental communication plug with a maximum length of 60 seconds.

The RTWG will provide two (2) sets of data (photos/videos/audio) in folders saved in a flash drive.

However, each team is also allowed to take footage/s within the designated area to be used in the infomercial.

The script should contain video and audio components.

- d. **Field Report:** A live field report with or without canned video support shall be included in the production.
 - e. **Headlines:** These will contain a brief lead/summary of the news articles.
 - f. **OBB/CBB:** The OBB and CBB will contain the group's assumed TV network name. The script for the OBB/CBB should be included in the main script which will be submitted to the judges.
2. Four (4) hours will be allotted for the **pre-production** (story conference and scriptwriting), **actual production** (video shooting/recording, infomercial production), **post-production** (editing), and rehearsal.



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

3. The organizers shall provide a clock or a timer that can be seen by the contestants. There will be an official timekeeper.
4. Once the scriptwriting has commenced, the contestants will no longer be allowed to leave the contest venue. Members shall only be allowed to go out of the room when it is time for their team to perform and for personal necessities accompanied by a proctor.
5. Each team shall prepare four (4) copies of the script: three (3) copies for the judges and one (1) copy for the team.
6. The cover page of the script shall contain the group's name (TV Network name) and the names of the members of the team with their respective roles (i.e., anchor, field reporter, etc.).
7. The script should not bear any information that may identify the school or division.
8. All groups shall stop working after the allotted time of 4 hours. A buzzer shall signal the end of the scriptwriting and production time.
9. A separate holding area designated for each role shall be provided.
10. Members shall only be allowed to go out of the room when it is time for their team to perform and for personal necessities accompanied by a proctor.

B. TV BROADCAST SKILLS PERFORMANCE

1. Only two (2) laptops are allowed inside the studio: one (1) as a substitute for teleprompter and one (1) for the technical application
2. News shall be composed of live and edited reports, which were produced during the given production time. Only the OBB/CBB and stingers/audio bed are pre-recorded/pre-produced.

The DTWG will provide TV station and program names, uniform to all groups. The Tv Stations and program Names are as follows:

TV Broadcasting English:

Network Name: DSPC TV

Program Name: Campus Patrol

TV Broadcasting Filipino

Network Name: DSPC TV

Program Name: Kampus Konek

Video and Audio Playback to be used for the live reports are either taken from the folders or produced on the day of the contest.

3. Other than the actual broadcast time, ten (10) minutes shall be allotted for entrance and preparation.



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

4. Each team shall be given ten (10) minutes of preparation with the assistance of the technical experts (service providers). Three warnings shall be given to each team who fails to start after the allotted time for preparation provided no technical issue arises:

First warning – 1 minute

Second warning – 1 minute and 30 seconds

Third/final warning – 2 minutes

After the third warning and the team fails to start, disqualification will be imposed.

5. Each team shall be given **six (6) minutes** for the actual broadcast.

6. A clock or digital timer will be provided by the host division to guide the contestants and DTWG.

The timekeeper shall raise the **green flaglet** to signal the start of the presentation.

A **yellow flaglet** shall be raised by the timekeeper to warn the presenting team that only one minute is left of the broadcast time.

A **red flaglet** shall be raised to signal that the six minutes allotted for the group has been consumed.

7. In case of overtime/undertime in the prescribed duration of the broadcast, the following points shall be deducted from the points earned in the criterion adherence to time allotment (5%).

1 second - 3 seconds - 1 point

4 seconds – 30 seconds – 2 points

31 seconds - 60 seconds - 3 points

61 seconds - 90 seconds - 4 points

91 seconds - 120 seconds - 5 points

8. The timekeeper shall give the judges a copy of the record of the broadcast running time of each group right after the performance. The record should indicate how many seconds/minutes each group went over/under time if they did. The timekeeper shall also announce the time started, time finished, incurred undertime/overtime and the corresponding deductions of the group.

9. Three (3) minutes shall be allotted for the exit.

10. The decision of the Board of Judges is **FINAL and IRREVOCABLE**.
-



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

**TECHNICAL WORKING GROUP FOR DIVISION SCHOOLS PRESS CONFERENCE
2025**

1. ANNIE B. BAYLON
2. AIREENE MAE V. ELLI
3. SHEALTIEL M. LISTA
4. CATHERINE B. FURIO
5. JULIUS A. RANOCO
6. LEMUEL F. DE RAMON
7. JHAN MARK O. LOGENIO
8. RICKY FURISCAL
9. MARIFE D. CANTORIA
10. MAE QUEEN BALANLAYOS
11. EMIL ORTIZ
12. ALLAN TAROY
13. MICHAEL DOMANAIS
14. SIONY L. ESTADULA
15. KAREN O. MERCADO
16. RYAN DESABAYLA
17. JENELYN V. BAJAMUNDI
18. JOSE CARLO GICARO
19. MARLYN BALASTA
20. ERIC P. GELILIO
21. JENNEVIN C. JEBULAN
22. APRIL PAULINE AREVALO
23. ALFRED DEDASE