

**ADDITIONAL GUIDELINES AND REVISED MATRIX OF ACTIVITIES IN THE CONDUCT OF
REGIONAL CLUSTER ON SCHOOLS PRESS CONFERENCE ON SEPTEMBER 19, 2013**

September 9, 2013

DIVISION JOURNALISM COORDINATOR

Divisions of Region X

Sir/ Madam:

Sincere warm greetings to you!

The undersigned would like to request, inform and remind you of the following:

INFORM:

1. Detailed Matrix of Activities: *Date: September 19, 2013*

2. Time should be strictly followed.

TIME	DAY 1: September 19, 2013	Persons Involved
7:00-8:00	<p>REGISTRATION: RSPC Contestants/Sch. Paper Adviser/Div. Journ. Coor.</p> <p>Membership Fee of the RSPAA</p> <ul style="list-style-type: none"> Submission of blank or empty storage card (compact flash, SD card, MMC) to the Regional TWG for checking and coding before the actual competition <p>Note: Please provide assistance on this checking and coding of blank storage card. It may be the ICT Coor. or anyone whom you think know the process. Seek forms from the RTWG.</p>	<p>Reg'l & Div. EPS/Journalism Coor. DSPAA Pres. & Treasurer</p> <p>Reg'l EPS/Staff & Div., Two (2) ICT or someone knows the job</p>
8:00-8:30	Orientation	Regional TWG Div. Journ. Coor.
8:35-9:35	<p>ENGLISH CATEGORY: Elem. & Secondary</p> <ul style="list-style-type: none"> ✚ Newswriting ✚ Feature Writing ✚ Editorial Writing ✚ Editorial Cartoon ✚ Copyreading & Headline Writing ✚ Sportswriting 	Regional TWG Div. Journ. Coor.
9:35-10:00	<p>✚ BREAK</p> <p>✚ Checking and submission of laptops for the collaborative contestant by the RTWG for official applications and pre-written documents for references. Only laptop checked by the TWG be allowed in the contest room</p>	Regional TWG Div. Journ. Coor. ICT or someone knows the job
10:00-11:00	<p>FILIPINO CATEGORY: Elem. & Secondary</p> <ul style="list-style-type: none"> ✚ Newswriting ✚ Feature Writing ✚ Editorial Writing ✚ Editorial Cartoon ✚ Copyreading & Headline Writing ✚ Sportswriting 	Regional TWG Div. Journ. Coor.
11:00-12:00	<p>PHOTOJOURNALISM</p> <p>Note: At the holding area, 30 min. before giving the instructions, the deposited and checked storage card will be returned to the contestant by the proctors and be installed into his/her camera.</p>	Regional TWG Div. Journ. Coor. ICT or someone knows the job
11:00-11:30	Start taking pictures based from the given instructions.	
11:30-12:30	Encoding caption and submission of outputs	

12:00-1:00	LUNCH BREAK	
1:00-5:00	COLLABORATIVE PUBLISHING CONTEST	Regional TWG Div. Journ. Coord. ICT or someone knows the job
1:00-2:00 p.m	<ul style="list-style-type: none"> ↓ Mini Lecture with News, Feature , Editorial Writers , cartoonist and layout artist ↓ Video Viewing with Sports Writer ↓ Photojournalist may start taking shots at this hour 	
2:00-5:00 p.m	<ul style="list-style-type: none"> ↓ Writers and cartoonist will start to develop article ↓ Layout artist may start designing the layout ↓ Copyreader starts to do correction/editing/headlining ↓ In general, the team starts simulating the workplace of a publishing company/house 	
5:30- 5:30p.m	<ul style="list-style-type: none"> ↓ Starts submission of the hard and softcopy to the proctors. 	

REMIND:

1. Division Office must identify the venue for such event with at least four rooms, two (2) contest rooms, one (1) holding room and secretariat room.
2. Orient the RTWG on the rooms allocated to this contest as well as venue for mini conference and video viewing during the collaborative contest. Rooms utilized for the writing contest could be used for photojournalism and collaborative contests,
3. Assign one non-adviser or a non-teaching staff at the holding area as well as those who assist in the photojournalism and collaborative contests.
4. Collaborative contestant must bring 1 printer and extension wire and NO broadband. Then provide them also at least 4 pieces of bondpaper and a stapler.
5. In charge to assist in the photojournalism and collaborative, must bring a laptop installed with Nero/or any software for CD/DVD burning. Blank CD/DVD will be provided by the RTWG which serves as an Official Copy. However, please keep a back-up copy of both the photojournalism and collaborative in case there is technical problem upon opening it with the BOJ.
6. In case, there is conflict of schedule of the contestant, please inform in advance the RTWG for arrangement.
7. All contestants, Div. Journalism Coordinator, and School Paper Adviser MUST register to make all their entries official. Failure to register will mean disqualification of their contestants/entry.
8. If you didn't submit yet your group entry, you can give it to the RTWG.

REQUEST:

1. Please provide room and food accommodation for the two members of the RTWG. They will arrive in the afternoon of September 18 and will probably leave morning of Sept. 20, 2013.
2. Provide the RTWG the ff. materials: Masking Tape, Pentel Pens, 10 Long Size Brown Envelopes, Stapler, 15 pcs. small size ice wrapper (for the memory card), and Bond Paper (few pieces).
3. In the collaborative, it needs LCD and laptop for mini conference/lecture and TV, DVD player or LCD & laptop for video viewing. Mini conference and video viewing is to be conducted simultaneously.
3. Provide at least 3 or 4 laptops/PC for uploading and captioning of photos for the Photojournalism contestants.
3. Witness in the opening of the contest pieces. In the sealing of the write-ups and CD/DVD Official Copy, you have to countersign on it across the envelopes.
4. The 4 brown envelopes will be for the individual writing events: the other 4 envelopes for the hard and softcopy of the collaborative; and the other two for the photojournalism official CD/DVD Copy. All envelopes will be labelled-
DIVISION: _____ LEVEL: _____ CATEGORY: _____

Example: All English entries in the elementary will be in one envelope, anyway each event will be stapled to prevent lapses.

5. There is a tendency that you will be requested by the RTWG group to give 45 min. lecture for the collaborative contest in which the PPT material will be provided by the staff to you upon their arrival.
6. Provide table for the DSPAA Treasurer at the registration area for their collection of membership. DSPAA are advised to issue OR and the collection will be remitted to the RTWG which will also be remitted to the RSPAA Treasurer C/O Fr. Macky.
7. Please give the attached instructions to the proctor/s on photojournalism and collaborative.
8. In general, please help ensure that it will be conducted smoothly and with satisfaction.

Thank you very much of your support. God is counting on you!

Very truly yours,

MALA EPRA B. MAGNAONG

Regional Journalism Coordinator

INSTRUCTIONS ON PHOTOJOURNALISM

To the PROCTORS:

1. **Before** checking, get from the RTWG , official list of Contestants, the checking and coding form and the Deposit Slip.
2. **During** the checking and coding, do the following:
 - a. Validate the contestant by counter checking his/her name at the Official List of Contestants on Photojournalism and check the school ID.
 - b. Check the megapixel of the digital camera (point and shoot only), if is within the guidelines of a **maximum of 16 megapixels**.
 - c. DSLR and other high-end cameras will **not be permitted to join the photo shoot**.
 - d. Remind the contestant of his own camera cable for uploading of pictures which is stated in the Reg'l Memo. No. 101 s., 2103.
 - e. Write the name of the contestant and record the data at the checking and coding form.
 - f. After checking, placed the memory card in an ice wrapper, then write the code no. that could be found opposite to his/her name at the checking and coding form. Use the pentel pen in writing their code no.
 - g. Fill up the deposit slip , sign it and give it to the contestant as his/her receipt.
 - h. Inform the contestant to be at the holding area one hour before the contest for revalidating the identity of the contestant, rechecking of the camera and installing of the memory card deposited. Retrieve also the deposit slip.
3. **Actual Competition:**
 - a. The instructions will be given by the RTWG.
 - b. Inform the contestant, the venue for uploading and captioning of their photos.
 - c. Escort the contestant to the venue for photo shoot. Ensure the contestant's safety. Do not allow anybody to join in the photo shoot esp. the school paper advisers.
 - d. Follow the time schedule for photo shoot.
4. **Post Activity:**
 - a. Ask from the RTWG, Official RW CD/DVD for saving all the files, the control number and the brown envelope.
 - b. Assigned each contestant to a laptop, where he/she could upload his/her selected pictures for the competition.
 - c. Each contestant will be given at least 20 min., if there 4 laptops/PC available, for the uploading and captioning of photos. Time of uploading and captioning will be reduced if there are less than four laptops/PC provided to them.
 - d. Assist the contestant in saving his/her file only.
 - e. In captioning, it is suggested that aside from individual caption per picture, there must be a general caption of all the pictures selected. It is suggested also that simple software for captioning be utilized like the Microsoft or Publisher.
 - f. Each contestant must have his/her own folder and each folder will be named according to his control no. given by the RTWG.
 - g. After saving their individual files, make another folder labelled according to Level and Category, so there is one folder for Eng. Elem.;Fil./Elem.; Eng./ Sec.; Fil./Sec.;

Example: PHOTO:ENG/ ELEM. Then burn it, using the Official RW CD/DVD.

 - h. Place the CD'S in the envelope together with the accomplished checking and coding form.
 - i. It must be sealed with a masking tape and signed by the Div. Jour. Coord. and the RTWG.

INSTRUCTIONS ON COLLABORATIVE:

To the PROCTORS: **GUIDELINES FOR THE COLLABORATIVE PUBLISHING CONTEST**

- A. The competition in collaborative publishing is designed to encourage teamwork among campus journalists and simulate the workplace of an editorial department in a publishing house.
- B. Each division shall organize a team of seven-member *contestants who shall not be competing* in any of the regional individual writing contest. There will be one team for English and another for Filipino, both at the elementary and secondary levels. Contestants shall wear their uniform with identification cards.
- C. All contestants are required to attend the orientation before the actual competition.
- D. Once the contest has started, members of each team shall no longer be allowed to go back to their quarters nor report to their respective advisers.
- E. A mini press conference or lecture will be held to become the basis for the actual writing of the editorial, feature and news articles. Either a video of a sports event will be shown or coverage of an actual sports event shall be attended by the sports writers. Pictures of the mini press conference/lecture shall be taken by the photojournalists and editorial cartoons will be produced while the rest of the team are doing write-ups, lay-outing and editing.
- F. The team will be given two (2) hours for data gathering and writing and another two (2) hours for lay-outing and editing.
- G. Each team will be required to bring a maximum of (4) laptops installed with either PAGEMAKER or IN DESIGN and Photoshop (for the secondary level) and Microsoft Publisher (for the elementary) for the lay-out the group's final output. The laptops will be checked by the RTWG for any other official applications and pre-written documents or references therein.
- H. The editorial cartoon will be either scanned, if the division will provide or the photojournalist will take photo on it.

- I. Mobile phones and other electronic gadgets shall not be allowed except for digital camera and laptops with disabled internet connection.
- J. Each group will be required to convert their output into **pdf** format, print and submit it to the contest committee. The collaborative publishing team shall submit both hard and soft copies of their entries. The RTWG will provide Rewritable CD/DVD for their softcopies. They should ensure that no identifying marks about their school, or division can be found on their output.
- K. The output of the contest is an A4-size four-page publication. The output will be burned in a CD/DVD provided by the RTWG.
- L. The top (7) seven teams shall be recognized and the points they will garner will be included in the determination of the overall scores.
- M. The decision of the members of the Board of Judges shall be deemed final and irrevocable.