



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO



DIVISION OF MISAMIS ORIENTAL

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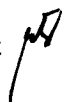
July 9, 2018

DIVISION MEMORANDUM
No. 367 s. 2018

**CORRIGENDUM TO DIVISION MEMORANDUM NO. 321, S. 2018
(Division Schools Press Conference 2018)**

To: Education Program Supervisors
Public Schools District Supervisors
Elementary/Junior/Senior High School Heads
School Paper Advisers

1. Please be informed of the amended information of Division Memorandum No. 321, s. 2018 entitled "Division Schools Press Conference 2018".
2. Amendments of the "Contest Guidelines for TV Broadcasting, Column Writing, Photojournalism, Science and Technology Writing and Online Publishing" are enclosed.
3. Other provisions of this Division Memorandum remain imposed.
4. Immediate dissemination of this Memorandum is desired.


RANDOLPH B. TORTOLA
Schools Division Superintendent 

RBT/CID/egd/mma

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GUIDELINES FOR TV SCRIPT WRITING AND BROADCASTING

A. PRE CONTEST

1. Each competing team shall have seven (7) members for Filipino and English Newscast. Each Team must be composed of the following:
 - a. News Anchor- (Not more than 2)
 - b. Field Reporters- (Not more than 3)
 - c. Script Writer -1
 - d. Director/Executive Producer/Development Communication Writer-1
 - e. Video and Graphics Editor-1
 - f. Video researcher/Floor Director/Production Assistant-1
 - g. Video journalist/Cameraman- 1
 - h. Assistant Video journalist -1

Note: Members may have multiple tasks.

2. Each Team must bring its own set of materials and equipment such as the following:
 - a. Laptop with a script writing/video editing capability
 - b. Two (2) empty flash drives (16G) or External hard drive
 - c. Camera phone, Digital Camera or DSLR which is compatible with the
 - d. laptop for uploading capability
 - e. wired lapel (optional)
 - f. Paper, Printer with ink
 - g. broadband (stick)
 - h. Extension cord
3. The tools and equipment that will be provided by the management team shall be the only tools and equipment allowed to be used by all participants during the actual contest.
4. Prior to the commencement of the newscast competition, an orientation for the participants shall be undertaken to lay down the rules of the competition, the necessary skills that must be exhibited during the competition, the definition of the respective roles of the participants and the criteria for judging for each event and/or category. All participants shall attend the orientation on February 18, 2018 at 8:00 AM.
5. Each Team shall be given a maximum time of five (5) hours as part of the production process. Each team must be guided with the following suggested time allotment for production efficiency:
 - a. News Gathering – 1 Hr. and 15 mins.
 - b. News Writing – 1 Hr.
 - c. Video Editing – 1 Hr.
 - d. NOTE: After video editing, each Team must be prepared to tape as “LIVE” its news cast.
 - e. Tape as “LIVE” Broadcast Presentation – 10 mins.
 - f. Post Production - 1 hr. to 1 hr. and 55 mins. (with deduction)

B. CONTEST PROPER

PRE-PRODUCTION: NEWS GATHERING

1. The judges shall provide a story menu or set of news worthy topics including a development communication theme.
2. Each Team shall use the time given to come up with a story line-up after conducting a story conference, to download videos online and to shoot the spiels/standupper and additional video requirements of the reports.

PRODUCTION PROPER: SCRIPT WRITING, VIDEO EDITING AND BROADCAST PRESENTATION

A. SCRIPT WRITING

1. The format for TV broadcast (audio and video) script writing shall be observed.
2. Each Team shall submit three (3) copies of their script after three (3) hours.
3. The News Script consist of the following:
 - a. **(1) STORY LINE UP-** Appearance of news items systematically arranged according to video relevance/impact, news worthiness, timeliness and importance.
 - b. **(1) HEADLINES-** Brief summary of at least 3 significant news items.
 - c. **(1) ANCHOR'S INTRODUCTION (INTRO)** – Anchor's greeting or opening spiel.
 - d. **ANCHOR'S LEAD INTRO OF REPORTER'S AV PACKAGE/REMOTE AV PACKAGE** –Anchor's brief introduction of reporter's AV package.
 - e. **(2) AV PACKAGE** – Reporter's AV Package with standupper/standupper extro/midspiel.
The AV Package may contain 4-6 paragraphs (1 sentence, 1 paragraph) and at least one (1) sound bite. Each report may have a minimum time of one (1) minute.
 - f. **(1) REMOTE AV PACKAGE** – Reporter's AV package with Live Intro/Extro and an optional banter with anchor. The AV Package may contain 4-6 paragraphs (1 sentence, 1 paragraph) and at least 1 sound bite. Each report must have a minimum time of one (1) minute.
 - g. **(1) VTR SILENT-** Anchor's live delivery of a shortened news report. It should be around thirty (30) seconds.

- h. **(1) VTR SOT**- Anchor's live delivery of a shortened news report with a sound bite, which should be around thirty (30) seconds.
- i. **DEVELOPMENT COMMUNICATION**- An original concept based on the theme provided by the judges. Each development communication production must not exceed thirty (30) seconds.
- j. **TEASER** (optional) - A brief rundown of remaining news items aimed at teasing audience/viewers.
- k. **OPENING BILLBOARD (OBB) AND CLOSING BILLBOARD (CBB)**- Each OBB or CBB must contain the group's assumed TV network name and logo. Each Production Team may pre-produce its OBB/Logo and create a graphics layout prior to the contest proper which must not exceed fifteen (15) seconds.

SAMPLE NEWS STORY LINEUP: 6-MINUTER NEWSCAST

ANCHOR	TAKE	SLUG	VTR
		OBB	
		HEADLINES	
STEVE/RIDA		INTRO	
		GAP 1	
STEVE	1	STORY 1	REM DANO
RIDA	2	STORY 2	VTRSIL
STEVE	3	STORY 3	AV LOU
RIDA		TEASER	
		DEVELOPMENT COMMUNICATION	
		GAP 2	
STEVE	4	STORY 4	VTRSOT
RIDA	5	STORY 5	AV JOHN
STEVE/RIDA		EXTRO/BYE BYE	
		OBB	

- 4. Once the scriptwriting contest has started, no participant shall be allowed to leave the contest area. In case of personal necessity, a member of the contest management (proctor) shall accompany the participant outside the contest area.
- 5. The cover page of the main script must contain the group's name (NEWSCAST/PROGRAM TITLE), school and region, and the names of the participants and their respective roles in the production.

B. VIDEO EDITING

- 1. The video editing must commence once the news scripts become available.
- 2. Each Team shall be allowed to pre-produce/pre-select its graphics (gfx) layout (chargens, gfx lower thirds color and theme, bumper, transition, title card, musical score, sound effects and newscast logo)
- 3. Each Team shall be allowed to download videos online from credible news organizations provided that proper acknowledgment, such as "video courtesy" or "file video" shall be indicated.

C. BROADCAST PRESENTATION

1. The order of presentation shall be determined by drawing of lots.
2. If a TV broadcast studio "complete" with equipment (switchers, monitors) is "NOT" available during the Division Schools Press Conference (DSPC), the Regional Schools Press Conference (RSPC) and/or the National Schools Press Conference (NSPC), the following presentation shall be observed:
 - a. Each Team shall be given ten (10) minutes to set up a studio and to execute the production.
 - b. The Proctor shall indicate the number of "takes" the anchor has made during the delivery of Intro Spiels, Lead Intro's and Extro Spiels.
 - c. The Proctor shall strictly monitor the time and shall submit the record to the judges.
 - d. The proctor shall flash the green card to signal the start of the presentation.
 - e. A yellow card shall be flashed by the Proctor to signal that the presenting Team has only one minute left for its broadcast presentation.
 - f. A red card shall be flashed to signal that the time (10 minutes) allotted for each Team has been consumed.
 - g. After the lapse of the allotted time for each broadcast, a Team may continue its presentation. However, a corresponding deduction shall be given. A team that delivers the broadcast under the allotted time shall also be given a corresponding deduction.
 - h. The judge(s) shall observe the broadcast presentation.
 - i. The judge(s) shall include the broadcast presentation in the criteria for judging.
 - j. An event committee member shall be designated to ensure that order and silence in the audience are maintained during each Team's presentation.

POST PRODUCTION: EDITING OF TAPED AS LIVE NEWSCAST COMBINED WITH REPORTER'S AV, REMOTE AV PACKAGE AND ADDITIONAL VIDEO REQUIREMENTS

FOR VTR SILENT AND VTR SOTS

1. Each Team shall be given two (2) hours to accomplish the video editing and graphics layout of taped as live newscast combined with reporter's AV, remote AV and additional requirements for VTR Silent, VTR Sots and Development Communication output.
2. The Proctor shall strictly monitor the time allotted for post-production.

3. The final output shall be submitted after two hours. Additional minute(s) that each Team has consumed shall have corresponding deductions. However, should any Team fail to submit the final output on the specified time, it shall be automatically disqualified from the competition.

SCORE SHEET FOR COLUMN WRITING

Technical	30%
Uses lead paragraph to introduce or build up a clear argument in the issue	
The tone, style and approach in analyzing the issue are evident	
Uses a language that is understood by the target audience	
Cites sources of facts to add credibility to the arguments raised	
Uses a strong, appropriate and catchy title	
Shows logical reasoning	
Observes the rules of grammar and syntax	
Utilizes transitions properly	
Content	50%
Presents and explains a solid and clear stand	
Presents the different angles and examine both reconcilable and irreconcilable differences regarding their stand	
Utilizes factual information from interviews, documents review, data analyses and other reliable sources	
Displays evidence of the writers' knowledge and understanding of issues/problems	
Reflects clarity of the message and can influence public opinion	
Arguments presented in the body logically support the writer's stand	
Clarifies certain points of fact or argument that may be confusing or complicated	
Ethics	20%
Observes ethical and professional standards for journalism (fairness, relevance, accuracy, originality)	
Cites sources and observes copyright laws	
Total	100%
Comments/Suggestions:	

 Evaluator/Judge
 (Signature over Printed Name)

SCORE SHEET FOR PHOTOJOURNALISM

Technical	40%
Presents images that are sharp, free from smudges and not blurred and cluttered	
Uses appropriate photography composition techniques to highlight images	
Observes balanced layout	
Content	50%
Shows clear and specific idea(s) or angle connected to the given article	
Arouses interest	
Presents relevant and well-written captions	
Provides the best three photos with captions for the news article	
Ethics	10%
Observes ethical and professional standards for journalism (fairness, relevance, accuracy and balance)	
Respectful of subject's rights	
Total	100%
Comments/Suggestions:	

 Evaluator/Judge
 (Signature over Printed Name)

SCORE SHEET FOR SCIENCE AND TECHNOLOGY WRITING

Technical	40 %
Manifests unity and coherence to the theme/topic given	
Has catchy and appropriate headline that is also clear and free of bias	
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	
Follows appropriate form and style	
Uses appropriate terms and lingo to report/discuss events	
Content	50 %
Utilizes facts from interviews, documents review, data analyses and other reliable sources	
Presents relevant and timely issues on science and technology	
Uses technical jargons to a minimum	
Presents technical and complicated scientific concepts or ideas in a manner that can be understood by a wide variety of readers	
Cites scientific references, statistics and relevant figures/facts to bolster credibility of statements and/or narratives	
Ethics	10 %
Observes ethical and professional standards for journalism (fairness, relevance, accuracy and balance)	
Cites sources and observes copyright laws	
Total	100%
Comments/Suggestions:	

 Evaluator/Judge
 (Signature over Printed Name)

GUIDELINES FOR THE ONLINE PUBLISHING CONTEST

1. The teams that competed in the Collaborative Desktop Publishing (Secondary level) will be the same teams that will compete in the Online Publishing Contest.
2. The competition is designed to encourage teamwork among campus journalists and simulate the workplace of an editorial department in an online publishing house.
3. All contestants are required to attend the one (1) hour orientation before the actual competition.
4. 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/coaches until the end of the contest.
5. Using the materials or output from the Collaborative Desktop Publishing Contest and/or the input to be provided by Rappler, the competing teams will create an online publication using the official platform.
6. The team will be given two (2) hours for layouting and editing.
7. Each team will be required to bring a maximum of (4) laptops installed with Photoshop for image enhancement.
8. Each team shall bring two (2) of their own pocket wifis (preferably with two different networks) and extension cord.
9. The host region will provide six (6) scanners for the competition (three for Filipino and three for English).
10. Each group shall submit their URL to the assigned examiner.
11. The top (7) seven teams shall be recognized but the points will not be included in the determination of the overall standing.
12. The decision of the Board of Judges shall be deemed final and irrevocable.