



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF BULACAN

January 2, 2024

DIVISION MEMORANDUM

No. 001, s. 2024

**DIVISION SEARCH FOR BEST SCHOOL PAPERS IN THE ELEMENTARY
AND SECONDARY LEVELS FOR SCHOOL YEAR 2023-2024
(Public and Private)**

To: Assistant Schools Division Superintendents
CID Chief
DEPS in English and Filipino
Public Schools District Supervisors
Elementary and Secondary School Heads
Administrators of Private Elementary and Secondary Schools
All Others Concerned

1. This Office announces the Search for Best School Papers (English and Filipino) in the Elementary and Secondary Levels (Public and Private Schools) for School Year 2023-2024. This activity is included in the Group Contest of the 2024 Division Schools Press Conference (DSPC).
2. This activity aims to:
 - 2.1 enhance the writing skills of the campus journalists by crafting latest news, information, and literary artworks in the school and community;
 - 2.2 produce winnable school papers considering the quality and quantity aspects of preparation; and
 - 2.3 identify the entries for the 2024 Regional Level Press Conference (RSPC).
3. Top 10 winners per section shall be declared in English and Filipino, Elementary and Secondary. These winners will be the official entries of the Schools Division of Bulacan in the upcoming 2024 Regional Schools Press Conference (RSPC).
4. School Heads, Private School Administrators, and Department Heads are strongly encouraged to provide moral and financial support as well as any suitable consideration to their School Paper Advisers (SPAs) in the preparation of school paper. They are to be given local service credits on the preparation, documentation, and reproduction of school paper especially during weekend sessions following the appropriate guidelines and DepEd mandates.
5. All learner-journalists should have parent's/guardian's letter of consent to be submitted to their School Paper Advisers (SPA) allowing them to join and participate in the campus journalism activities particularly in the preparation of school papers entries. Likewise, they should be given pertinent academic considerations during the school paper writing sessions and preparations to cope with their learning episodes.
6. Enclosure No.1 contains the timeline of activities and submission of School Paper entries as well as the General Guidelines for School Paper Contests and the Selection of the Best Sections and Layout and Page Design Category.
7. Expenses to be incurred in this activity shall be taken from the Campus Journalism funds/Local School Board/school canteen/MOOE/local funds subject to the usual accounting and auditing rules and regulations.



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8. All school heads are reminded of DepEd Order No. 9, S. 2005, "Instituting Measure to Increase Engaged Time on Task and Ensuring Compliance Therewith." Classes must not be disrupted and there must be substitutes to those SPAs in the conduct of the activity.
9. This Memorandum serves as travel authority of the participants during the conduct of the Campus Journalism activities and School Paper preparations.
10. Immediate and wide dissemination of this Memorandum is desired.


NORMA P. ESTEBAN, PhD, CESO V
Schools Division Superintendent

CID/SirJAVS-Division Memo – Search for Best School Papers
0001/January 2, 2024



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Enclosure No. 1 to Division Memorandum No. 001s. 2024

**Division Search for Best School Papers (English and Filipino) in
the Elementary and Secondary Schools (Public and Private)**

I. Timeline of Activities and Submission of School Paper Entries

Date	Venue	Activity
January-February 2024	School/District	Preparation of School Paper
March 1 and 4, 2024	Division Office	Phase 1 Initial Critiquing of Entries (ICE)
March 5-7, 2024	School/District	Revision and Preparation of School Paper Entries based on the Phase 1 (ICE)
March 8, 2024	Division Office	Phase 2 Final Critiquing Session of Entries
March 11-12, 2023	Division Office/venue to be announced	1. Submission of Final Copy of School Entries (PDF format/copy saved in Flashdrive) 2. Three (3) printed copies (A4 Size)
March 13-14, 2024	Division Office/venue to be announced	Division Search for Best School Papers and Preparation of Division Entries for the 2024 RSPC (Evaluation of Final Entries)
March 14-15, 2024	Division Office/venue to be announced	Announcement of Winners Submission of Division Entries to the Regional Office

II. General Guidelines for School Paper Contests

- A. The School Paper Contest both English and Filipino is open to all interested public and private Elementary and Secondary Schools in the Schools Division of Bulacan.
- B. The different Sections/Categories to be judged for the School Paper Contest are as follows:
1. News Section/Pahinang Balita
 2. Editorial Section/Pahinang Editoryal
 3. Feature Section/ Pahinang Lathalain
 4. Science & Technology Section/Pahinang Agham at Teknolohiya
 5. Sports Section/Pahinang Pampalakasan
 6. Layout and Page Design Category/Kategoryang Pag-aanyo at Disenyo ng Pahina
- B. The Technical Specifications for both Elementary and Secondary levels are as follows:
1. No. of pages: minimum of 12 and maximum of 20
 - a. News Section- at least 3 pages
 - b. Editorial Section - at least 2 pages
 - c. Feature Section - at least 3 pages
 - d. Science & Technology Section - at least 2 pages
 - e. Sports Section - at least 2 pages
 2. Process: Digital
 3. Color: Front, back cover, and inside pages in full color
 4. Size: 9"x12" (Elementary)
12"x18" (Secondary)
- C. Each section/category will be judged according to the guidelines/criteria set for the section/category.



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- D. Top 10 winners per section shall be declared in English and Filipino. These will be the official entries of DepEd Bulacan to the 2024 Regional Schools Press Conference (RSPC).
- E. The School Paper shall be submitted in PDF format to be saved in three (2) properly labelled Flashdrives.
- F. Schools are tasked to submit Certificate of Circulation signed by the School Head duly noted by the Schools Division Superintendent that the school paper was widely circulated to at least two-thirds (2/3) of students' population of the current school year.
- G. Schools that will not collect journalism or subscription fees from pupils/students or have insufficient funds for printing are the only institutions allowed to submit their campus publication in PDF format (to be saved in two (2) properly labelled Flashdrives. Schools that will submit entries in this format should include a certification from the parents' association duly noted by school principal, that no publication fee or insufficient funds were collected from the students.
- H. The Division Technical Working Group (DTWG) reserves the right to disqualify entries with violation to the stated guidelines.
- I. Any school paper found to have copied and published texts, images and other materials without duly acknowledging their sources shall be disqualified in the contest. A written explanation shall be submitted by the School Head and the School Paper Adviser/s stating the reason/s of the aforementioned concern.
- J. The decision of the Board of Judges in all aspects of the contest shall be deemed final and irrevocable.
- K. Failure to comply with the set guidelines in evaluating school papers will be a ground for disqualification.

III. General Guidelines for the Selection of Best Sections and Layout and Page Design Category

A. News Section

- 1. The section shall consist of at least three (3) pages.
- 2. The content and scope of the news stories shall include a balanced coverage of international, national, regional, community and school-based news stories.
- 3. The content of the section may include straight or spot news, advance/follow up report, news bits, news feature, news analysis, and in-depth news/investigative news.
- 4. The decision of the Board of Judges shall be deemed final and irrevocable.

B. Editorial Section

- 1. The section should have at least two (2) pages and should include the following: main editorial, editorial cartoon, columns, letters to the editor, and commentaries. Opinion polls or surveys may be included, but are not required.
- 2. The treatment of the issues must demonstrate fair and balanced presentation of both sides of each issue tackled, clear moral purpose, logical reasoning, and proper citations/attributions of sources.
- 3. Topics found in the section should tackle various international, national or local issues that may directly or indirectly affect the school or the community the school serves.
- 4. The decision of the Board of Judges shall be deemed final and irrevocable.



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C. Feature Section

1. The section should have at least three (3) pages.
2. The feature articles should display unique and creative presentation of topics, logical organization and progression of ideas and facts, writers' facility of the language and proper citations/attribution of sources.
3. The decision of the Board of Judges shall be deemed final and irrevocable.

D. Science and Technology Section

1. The Science and Technology Section should have at least two (2) pages and may include health, environmental, scientific, technological and innovative stories written in news, feature, or scientific commentary style. This should also include the economic impact of Science and Technology on the lives of the Filipinos.
2. The articles should be well-researched and should observe proper citation of sources, pictures and graphics.
3. The decision of the Board of Judges shall be deemed final and irrevocable.

E. Sports Section

1. The section shall consist of at least two (2) pages.
2. The content and scope of the sports articles may include a balanced coverage/scope of international, national, regional, community and school-based sports news stories.
3. The content of the section may include straight or spot news, advance/follow-up report; news bits; news feature/news analysis; in-depth news, features and editorial/column concerning or pertaining to sports.
4. The decision of the Board of Judges shall be deemed final and irrevocable.

F. Layout and Page Design Category

1. This category shall conform to the principles of layout and design.
2. The layout and page design category should include any or a combination of the following: balanced coverage/scope of stories about the community and school-based events, including those of international, national and regional significance which document or are related to the school or its members' involvement and participation. Proper evaluation or grading events based on their importance should be evident in the layout.
3. The layout and page design should include headlines, body text, cuts/captions, balance, harmony, and proportionate to length of articles and the entire page.
4. The decision of the Board of Judges shall be deemed final and irrevocable.