



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

November 18, 2024

DIVISION MEMORANDUM

No. 535, s. 2024

**DIVISION SEARCH FOR BEST SCHOOL PAPERS IN THE ELEMENTARY
AND SECONDARY LEVELS FOR SCHOOL YEAR 2024-2025
(Public and Private)**

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

1. As part of the Campus Journalism Activities of SDO Bulacan per Division Memorandum No.383, s.2024, this Office announces the Division Search for Best School Papers (English and Filipino) in the Public and Private Elementary and Secondary Schools for School Year 2024-2025.
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 official entries for the 2025 Regional Level Press Conference (RSPC).
3. 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.
4. The different sections/categories to be judged are as follows:

No.	English	Filipino
1.	News Section	Pahinang Balita
2.	Editorial Section	Pahinang Editoryal
3.	Feature Section	Pahinang Lathalain
4.	Science and Technology Section	Pahinang Agham at Teknolohiya
5.	Sports Section	Pahinang Pampalakasan
6.	Layout and Page Design Category	Kategoryang Pag-aanyo at Disenyo ng Pahina
7.	Overall Best School Papers (English and Filipino, Elementary and Secondary)	

5. Top 20 winners per section shall be declared as winners but only the Top 5 Overall Best School Papers in English and Filipino, Elementary and Secondary will be the official entries of the Schools Division of Bulacan in the upcoming 2025 Regional Schools Press Conference (RSPC).



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Enclosure No. 1 to Division Memorandum No. 535 s. 2024

**DIVISION SEARCH FOR BEST SCHOOL PAPERS IN THE ELEMENTARY
AND SECONDARY LEVELS FOR SCHOOL YEAR 2024-2025**

I. Timeline of Activities and Submission of School Paper Entries

Date	Activity	Venue
September 1-December 15, 2024	Preparation of School Paper	School/District
December 16-20, 2024	Phase 1 Initial Critiquing of Entries (ICE)	Division Office
December 16, 2024-January 13, 2025	Revision and Preparation of School Paper Entries based on the Phase 1 (ICE)	School/District
January 14-18, 2025	Phase 2 Final Critiquing Session of Entries	Division Office
January 20-31, 2025	1. Submission of Final Copy of School Entries (PDF format/copy saved in Flashdrive) 2. Three (3) printed copies (A4 Size)	Division Office/TBA
February 4-8, 2025	Division Search for Best School Papers and Preparation of Division Entries for the 2025 RSPC (Evaluation of Final Entries)	Division Office/TBA
February 15, 2025	General Meeting of RSPC Qualifiers	TBA
February 1-20, 2025	Intensive Trainings of RSPC Qualifiers for Best School Papers in the	TBA
February 11, 2025	Submission of Division Entries to the Regional Office	
February 26-27, 2025	2025 Regional School Press Conference	Balanga City Division
April 2025	2025 National Schools Press Conference	TBA

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 are as follows:

No.	English	Filipino
1.	News Section	Pahinang Balita
2.	Editorial Section	Pahinang Editoryal
3.	Feature Section	Pahinang Lathalain
4.	Science and Technology Section	Pahinang Agham at Teknolohiya
5.	Sports Section	Pahinang Pampalakasan
6.	Layout and Page Design Category	Kategoryang Pag-aanyo at Disenyo ng Pahina
7.	Overall Best School Papers (English and Filipino, Elementary and Secondary)	

C. 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



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2. Process: Digital
 3. Color: All pages in full color
 4. Size: 9"x12" (Elementary)
12"x18" (Secondary)
- D. Each section/category will be judged according to the guidelines/criteria set for the section/category.
- E. Top 20 winners per section shall be declared as winners but only the Top 5 Overall Best School Papers in English and Filipino, Elementary and Secondary will be the official entries of the Schools Division of Bulacan in the upcoming 2025 Regional Schools Press Conference (RSPC).
- F. The School Paper shall be submitted in PDF format to be saved in two (2) properly labelled Flashdrives.
- G. 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 (online or printed) to at least two-thirds (2/3) of students' population of the current school year.
- 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. Failure to comply with the set guidelines in evaluating school papers will be a ground for disqualification.
- K. The decision of the Board of Judges in all aspects of the contest shall be deemed final and irrevocable.

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



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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.

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/attributions 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.



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