



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

October 29, 2025

DIVISION MEMORANDUM

No. **542**, s. 2025

**DIVISION LEVEL RADIO BROADCASTING AND SCRIPTWRITING CONTEST
FOR PRIVATE ELEMENTARY AND SECONDARY SCHOOLS: HIGHLIGHTING
THE POTENTIALS OF LEARNER-BROADCASTERS**

To: Assistant Schools Division Superintendents
Division Chiefs
DEPS in English and Filipino
Private Elementary and Secondary School Heads
Heads and Administrators of Private Senior High Schools
All Others Concerned

1. In accordance with the mandates of the Campus Journalism Act of 1991, as delineated in Republic Act No. 7079, and elaborated in Division Memorandum No. 375, s.2025, titled "Curricular Culminating Activities aligned with the Campus Journalism Program of SDO Bulacan for School Year 2025-2026," this Office hereby announces the conduct of the Division Level Radio Broadcasting and Scriptwriting Contest for Private Elementary and Secondary Schools to be held on November 14, 2025, at Richwell Colleges, Inc., Plaridel, Bulacan.
2. This co-curricular activity is intended for private school learners, and aims to:
 - 2.1 enhance and develop the radio broadcasting competencies of the campus journalists;
 - 2.2 recognize the critical role that journalism plays in promoting environmental and social awareness; and
 - 2.3 select private school teams for the 2025 Provincial Schools Press Conference.
3. Each private elementary and secondary school including senior high schools, may send one (1) team with seven (7) members, separate English and Filipino, Elementary and Secondary/SHS) together with their teacher-coaches as a delegation team.
4. Recognizing that this activity is required by laws including the Republic Act (RA) No. 7079, also called "The Campus Journalism Act of 1991," and supported by pertinent DepEd Orders and Memoranda, all private elementary and secondary schools, including senior high schools, are encouraged to participate in the activity.
5. This Office expects full and active participation from all private schools in SDO Bulacan to make sure **no learners are left behind** in developing their journalistic skills.
6. All radio broadcasting teams shall be recognized, but only the **Top 2 winners**, separate English and Filipino, elementary and secondary, shall advance to the 2025 Provincial Schools Press Conference (PSPC). Special awards shall be announced through a Division Memorandum.
7. All private school learner-journalists must have a parent/guardian's letter of consent to be submitted to their teacher-coaches and School Paper Advisers (SPA), allowing them to join and participate in the campus journalism activities and intensive training sessions.
8. Similarly, learners participating in the contests should be provided with academic considerations such as sufficient time to complete written works and performance tasks, a special schedule for quarterly examinations, and advance copies of modules to support their learning sessions, following the mandates of the K to 12 classroom-based assessment of learning competencies and outcomes per DepEd Order No.008, s.2015.

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

9. The CID Chief and Division Education Program Supervisors in English and Filipino are tasked with overseeing the activity to guarantee transparency and fairness in the campus journalism contests. Meanwhile, the BULPRISA officers are tasked with coordinating efforts to ensure that all private schools participate in the contests.
10. The BULPRISA officers shall make necessary arrangements with the participating private schools for their voluntary contributions to cover the expenses of all CJ activities, including writing and session supplies, certificates, trophies, food and refreshments, honoraria for the invited mass media judge-practitioners, resource speakers, and technical team, and other contest and simulation expenses.
11. Enclosure No.1 includes the Schedule of Activities, contest guidelines and procedures, materials and requirements to be prepared by the host private school, scoresheets for the Radio-Broadcasting and Scriptwriting Contests aligned with DepEd Memorandum No.039, s.2025, titled "2025 National Schools Press Conference and Festival of Talents," and the Members and Chairs of the Division CJ Technical Working Group as reference guides.
12. To prepare the preliminary requirements for this activity, there will be an online meeting of the BULPRISA Officers, Division TWG chairs and members, and the host private school on November 7, 2025, at 9:00 a.m. via MS Teams. The link will be sent to participants before the meeting starts.
13. This Memorandum serves as travel authority for the persons involved before and during the conduct of the activity.
14. Immediate and wide dissemination of this Memorandum is desired.


CECILIA B. VALDERAMA, PhD, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

References:

Republic Act (RA) No.7079;
DepEd Order Nos.012, s.2025; and 94, s.1992;
DepEd Memorandum No.039, s.2025;
Regional Memorandum No.092, s.2025; and
Division Memorandum No.375, s.2025.

To be indicated in the Perpetual Index under the following subjects:

CAMPUS JOURNALISM

LEARNERS

SCHOOL PAPER ADVISERS

CID/Sangoyo-Division Memo – Division Level for Private Schools
0097/October 29, 2025



Republic of the Philippines
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Region III
SCHOOLS DIVISION OF BULACAN

Enclosure No. 1 to Division Memorandum No. 542 s. 2025

**DIVISION LEVEL RADIO BROADCASTING AND SCRIPTWRITING CONTEST
FOR PRIVATE ELEMENTARY AND SECONDARY SCHOOLS: HIGHLIGHTING
THE POTENTIALS OF LEARNER-BROADCASTERS**

A. MATRIX OF ACTIVITIES

7:00-8:00 a.m.	Arrival and Registration - Contest Room
8:01 a.m. -12:00 p.m.	Briefing and Orientation in the respective Contest Rooms Contest Sessions
12:01-1:00 p.m.	Lunch Break
1:01-4:00 p.m.	<ul style="list-style-type: none">• Simulation Session• Evaluation of Entries
4:00-5:00 p.m.	Awarding Ceremony End of Activity Evaluation Post-Conference Sessions

**B. GUIDELINES IN THE CONDUCT OF THE RADIO BROADCASTING AND
SCRIPTWRITING CONTEST**

- A. General Guidelines
1. Each team shall consist of seven (7) members for the English and Filipino categories.
 2. The team members should wear a white T-shirt and maong pants with a valid school ID.
 3. Individual awards include the best anchor and best news presenter, while group awards include best technical application, best infomercial, and best script.
 4. In getting the overall results for best radio production, accumulated points from the individual and group awards shall be considered.
 5. Any breach or violation of the stipulated guidelines shall be valid grounds for disqualification.
 6. Contestants are not allowed to have mobile phones, reference materials, or any extra sheets of paper in the contest area.
 7. All teams must ensure that their laptop/device is compatible with the available device/s in the designated simulation area.
 8. All radio broadcasting teams shall be recognized, but only the **Top 2 winners**, separate English and Filipino, elementary and secondary, shall advance to the 2025 Provincial Schools Press Conference (PSPC). Special awards shall be announced through a Division Memorandum.
 9. The decision of the Board of Judges shall be deemed final and irrevocable.
- B. Pre-Contest
1. All contestants must be at the contest rooms one hour before the orientation at 8 AM.
 2. All contestants are required to attend the orientation before the actual competition.
 3. During the orientation, the contest proctor will facilitate the signing of the registration and assignment of the team code.
 4. All contestants shall submit laptops cleared of stored documents, including prepared templates or any pre-written files or references



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

therein, to their designated TWG.

5. All laptops shall be cleared of stored documents, including pre-written files or references therein, except music or sound effects files. Laptops with files other than music or sound effects files shall not be allowed during the competition.
6. Each team may use up to four (4) official laptops, cleared of stored documents, and an inkjet printer and A4-size bond paper in preparing and printing the script.
7. Each team is required to bring its own extension wires and other equipment for rehearsal.

C. Contest Proper

1. Scriptwriting

- a. The students will be given (1) hour and 30 minutes to prepare a script for a 5-minute radio broadcast that includes an infomercial, which may depict health, environment, politics, and social issues, and four (4) news articles, which may be based on press releases, raw data, or any other option given by the RTWG. The infomercial shall have a maximum length of one (1) minute and shall use the language that the group is competing in. Another 30 minutes will be allotted for the printing of the output.
- b. Once the script writing has commenced, the contestants will no longer be allowed to leave the contest rooms. For personal necessities, a member of the contest committee shall accompany them to the restrooms.
- c. The script should not bear any information that may identify the school or district, but it should include the names of the members of the team with their job assignment/contribution (i.e., anchor, news presenter, etc).
- d. Scripts should be:
 - encoded using Arial font size 12
 - with directorial instructions in capital letters
 - double-spaced with normal margin (1inch on all sides)
 - printed in A4-sized bond paper (8.27xl 1.69 inches)
- e. Each team should submit four (4) copies of the script. Three (3) will be forwarded to the judges and one (1) for the chairperson. The team may print extra copies for their own use.

2. Broadcast Simulation

- a. A broadcast room for the presentation shall be identified in the testing center or contest venue. Only the contestants, judges, and members of the contest committee shall be allowed inside. The student broadcasters shall be concealed from the judges throughout their presentation.
- b. The organizers/host school shall commission an independent sound system provider to ensure quality audio output. The technical operator shall only set the sound system before the simulation. A jack/auxiliary cord will be provided for the laptops and other sound-effect sources.
- c. Except for the volume meter, contestants/technical directors shall not be allowed to change, adjust, and manipulate the main control board during their presentation.
- d. Mobile phones and reference books shall not be allowed in the contest area.
- e. In case of power failure, the affected team shall be allowed to perform again.



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

- f. Loudspeakers may be set up outside the broadcast room.
- g. The order of presentation will be identified through the drawing of lots by the directors before the script writing.
- h. Each team shall be given nine (9) minutes: three (3) minutes for preparation, five (5) minutes for the actual broadcast, and one (1) minute for the exit. Provided running time shall be applied.
- i. The organizers shall provide a wall clock or a timer, which will serve as the official time that the contestants and the judges can see. There will be an official timekeeper. **(Consider having a digital timer visible to both the judges and contestants.)**
 - a. A yellow flag shall then be raised to signal the team that they have one (1) minute left for preparation. The green flag shall then be raised to signal the team to start. The yellow flag shall be raised again to warn the team that they only have one (1) minute remaining, and followed by the red flag to indicate that their time is up.
 - b. The team that complied with the 5-minute production shall be given a perfect score (5 points). In case of overtime or undertime, the following scheme of deductions shall be followed:

Undertime / Overtime
1-3 seconds - 1 point
4-20 seconds - 2 points
21-40sec.-60sec.-3pts.
41-60sec.&above-4pts.
61 sec. & above 5pts.
- j. The contestants shall leave the broadcast room right after their presentation.



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

C. MATERIALS/REQUIREMENTS TO BE PREPARED BY THE HOST SCHOOL:

1. Contest Rooms- must have label (may combine English and Filipino Groups)
2. One (1) Evaluation Room- for the Board of Judge-Practitioners and Division Technical Team
3. 4 Rooms with Portable Sound System for Radio Broadcasting and Script Writing Contest Simulation Sessions (Elementary and Secondary, English and Filipino)
4. Common Area for delegates
5. Map of contest rooms to serve as a guide
6. Public address sound system for the giving of announcements and awarding of certificates
7. List of teachers and their respective assignments in the PSPC.

D. WORK COMMITTEES

1. Registration and Contest Committee (from the host school)
2. Finance Committee (from the host school and BULPRISA)
3. Accommodation Committee (from the school host)
4. Food and Refreshment
5. Evaluation Committee (from the SDO)
6. Program and Certificates/Trophies
7. IT and Technical Committee per Simulation Rooms
8. Security and Sanitation Committee
9. First Aid and Medical Team
10. Documentation and ACR Committee
11. Other Committees to be assigned by the School/DTWG

Other Requirements:

- * Certificates of Appearance (to be prepared by the host school)

E. DIVISION TECHNICAL WORK GROUP/FACILITATORS

No.	Name	School/District
1.	Cecilia S. Custodio, PhD	CID Chief – SDO Bulacan
2.	Jay Arr V. Sangoyo, PhD	DEPS, English – SDO Bulacan
3.	Anastacia N. Victorino, EdD	DEPS, Filipino – SDO Bulacan
4.	BULPRISA Officers	SDO Bulacan
5.	Anita C. Sabino	Sta. Monica NHS
6.	Alfredo A. Correa	Loma De Gatos ES, Marilao North
7.	Mharikith E. Fababier	Bunsuran NHS
8.	Daniel John M. Camia	Prenza ES, Marilao North
9.	Glen Moore B. Adriano	Saog ES, Marilao South
10.	Emma C. Guitaba	FFHNAS
11.	Candelaria V. Cruz	M. Del Rosario MES, Pulilan
12.	Marilyn M. Juan	Parada NHS
13.	Eladio N. Tuppal	Caingin ES, San Rafael East
14.	Ma. Luisa G. Reyes	Alexis G. Santos NHS
15.	Norberto U. Velasco, Jr.	Loma De Gato ES, Marilao North
16.	Mariane Desiree S. Capala	Loma De Gato ES, Marilao North