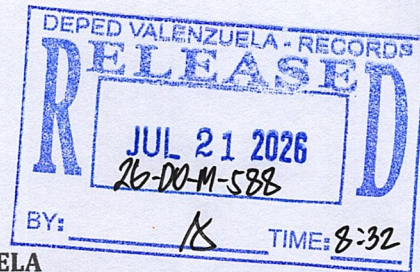


Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF CITY OF VALENZUELA

**Office of the Schools Division
Superintendent****DIVISION MEMORANDUM**No. 0590 s. 2026**CONDUCT OF THE DIVISION SCHOOLS PRESS CONFERENCE (DSPC) AND
JOURNALISM INSTITUTE FOR SCHOOL PAPER
AND ASSISTANT SCHOOL PAPER ADVISERS (SP/ASPAs)**

To: OIC – Assistant Schools Division Superintendent
Chief Education Supervisors - CID and SGOD
Education Program Supervisors and Public Schools District Supervisors
Public and Private Elementary and Secondary School Heads
All Others Concerned

1. For the information and guidance of all concerned, and in reference to Division Coordination Meeting of Journalism Principal Consultants and School Paper Advisers in November, the Schools Division of Valenzuela announces the Conduct of the Division Schools Press Conference (DSPC) on September 4-5, 2026, at Caruhatan West Elementary School.

2. The conference aims to:

- a. highlight the importance of Journalism in the development of the learners' 21st-century skills, preparing them for the complexities of the modern world;
- b. contribute to the promotion of literacy by creating and disseminating content that enhances reading, writing, and critical thinking skills;
- c. enhance journalistic competence through healthy and friendly competitions;
- d. prepare participants for the higher levels of competition, including the Regional and National Schools Press Conference;
- e. promote responsible and ethical journalism among learners.

3. The conference activities shall include the following:

a. Individual Contests (English and Filipino - Elementary and Secondary)

- i. News Writing
- ii. Editorial Writing
- iii. Feature Writing
- iv. Copy Editing and Headline Writing
- v. Sports Writing
- vi. Editorial Writing
- vii. Photojournalism
- viii. Science and Health Writing
- ix. Column Writing

x. Mobile Journalism (exhibition only – JHS)

b. Group Contests (English and Filipino)

- i. Radio Script Writing and Broadcasting Contest (Elementary and Secondary)
- ii. Collaborative and Desktop Publishing (CDP- Elementary and Secondary) Contest
- iii. TV Script Writing and Broadcasting (for Secondary only)
- iv. Online Publishing (for secondary only)

c. School Paper Contest

- i. News Section
- ii. Feature Section
- iii. Editorial
- iv. Science and Technology
- v. Layout and Page Design

4. This Office reiterates its stand to disqualify school papers found to have copied and published materials without duly acknowledging their sources. This stand on disqualification covers all competition sections of the school paper. Any form of plagiarism in all competitions as proven by the board of judges shall be grounds for disqualification.

5. It is emphasized that the conference and contests' guidelines and mechanics for the DSPC- Group Category, shall follow and apply the same as provided in the 2026 RSPC, while the complete schedule of activities and matrices, building and room assignments, and committee assignments will be released in the next issuance. Hence, it is emphasized that the school paper advisers and assistant school paper advisers should closely monitor future issuances for timely information and dissemination to all concerned campus journalists.

6. For the smooth conduct of the registration of participants, all participating public and private schools are required to pre-register through a Google Drive link to be facilitated by the Registration Committee members per unit/district. The links will be posted via the Group Chat of VAFESPA. **NO changing** of names of campus journalists in any category and medium, **2 days before and even during the activity is strictly prohibited.**

7. It is further emphasized that the online registration should be supported by two original copies of the completed Registration/Entry Form (see Enclosure No. 1) signed by the principal of each school and should be submitted one day after the online registration is made.

8. A registration fee of four thousand three hundred pesos (P4,300.00) per participating elementary school and four thousand five hundred pesos (P4,500.00) per participating secondary school shall be collected to cover expenses for the following:

- Honoraria of resource speakers and judges/evaluators

- Certificates, medals, and trophies
- Meals for guests, resource speakers/judges and technical working group
- SPA and ASPA membership fees
- Contest materials and rental of equipment
- Decoration and other operational expenses before, during, and after the DSPC

9. The registration fee includes the participation of campus journalists in all contest categories. It may be charged to school MOOE, canteen funds, or other local funds, subject to the usual accounting and auditing rules and regulations. The payment of the registration fee will begin on **August 17, 2026**, and will continue **until August 21, 2026**, through Mr. Gilbert S. Ramos, VAFESPA Treasurer. VAFESPA's Original Receipt (OR) will be issued immediately upon payment. All concerned SPAs and ASPAs should register all campus journalist participants through <https://forms.gle/JMFunpPTxb9tARyS8> until August 22, 2026.

10. Meanwhile, participants from private schools may charge their registration fee to any available school funds subject to the usual accounting and auditing rules and regulations.

11. It is further emphasized that each contestant must bring his/her provision for food, including the school paper advisers / assistant school paper advisers, who shall not be heavily involved or with no special assignment during the activity.

12. It is reiterated that learners joining the conference, including higher-level competition in campus journalism, be given the rightful, valid, planned considerations in their academic written requirements and performances.

13. All school paper advisers and assistant school paper advisers who shall serve as proctors and those with special assignments are requested to attend the **Proctors' Briefing and Orientation** on August 29, 2026, from 7:30 a.m. to 12:00 p.m. at the activity's venue. Hence, the committee on contest materials shall prepare a sample of materials to be used for the simulation.

14. During the contest dates, all contestants must arrive 30 minutes before the scheduled time for verification of participation and attendance purposes. CJs joining the individual contests under the guidance of the SPAs and ASPAs, on the one hand, must wear school uniforms (if available) or other appropriate and comfortable clothing, on the other hand, white T-shirts and denim jeans for the group category to ensure the anonymity of their schools.

15. Meanwhile, the checking of equipment for all group categories will be on September 4, 2026, at the CWES Activity Center from **1:00 p.m. to 4:00 p.m. only**, on a first come first served basis. Furthermore, **no safety box, no checking of equipment** policy shall be strictly implemented for all group contests.

16. To ensure a smooth and organized dropped off process while prioritizing safety and efficiency before the opening program starts, all participants including division officials, school heads, and guests should be dropped off only at the **main gate of Caruhatan West Elementary School**. Service vehicles must leave the premises

immediately after participants and guests have alighted to avoid congestion and heavy traffic jam.

17. A supervised entry shall be implemented by the activity staff to the registration or assembly area after being dropped off. Thus, SPAs and ASPAs must ensure that the team members arrive early with proper identification upon arrival for verification.

18. The top ten (10) winners in all events per category and medium shall be recognized during the awarding ceremonies and the points they will garner shall be included in the computation of the over-all scores which shall be a combination of individual and group contest scores. However, it is emphasized that only the top three (3) winners will receive medals while the remaining will receive a certificate corresponding to their placement.

19. Further, the contest guidelines for both the individual and group contests per medium in the 2026 national level contest will be adopted. For reference, please download DepEd Memo No. 025, s. 2024. In addition, this Office emphasizes the adoption of a **“composite team”** in forming the division’s entry for the regional level. Hence, all first-place recipients of special awards shall compose the team

20. For the School Paper Contest, the school entries in Portable Document Format (PDF) must be received not later than **September 3, 2026, 11:59 P.M.** No extension of due date / time shall be allowed. Kindly upload your school paper entries to <https://tinyurl.com/3umcke4d> along with the Certification of original layout and plagiarism-free school papers duly signed by the SPAs and ASPAs and the School Head. The **Top 10 school papers per medium per level**, based on the highest number of winning sections, shall be recognized.

21. The List of SPA and ASPA-Proctors, Floor Plan, Program Management Team (PMT), Division Steering Committee and List of Official 2026-2027 SPAs and APAs shall be released through a separate memorandum.

22. The presence of the Schools Division officials, public school heads, participating private school principals and administrators, and principal consultants at the elementary and secondary levels is expected. Your full cooperation and support for the successful conduct of this activity are highly appreciated.

23. Meanwhile, in view of the conducted Division Consultative Meeting on July 9, 2026 at Lingunan National High School, this office also announces the conduct of Journalism Institute for all SPAs and ASPAs regarding school paper management on August 22, 2026, at a venue to be announced in the next issuance.

24. Compensatory Time-Off (CTO) for the non-teaching, and Service Credits, for teaching personnel, will be granted in lieu of the days that will fall on weekends in accordance with DepEd Order No. 13, s. 2024, titled Revised Guidelines on the Grant of Vacation Service Credits to teachers; and CSC-DBM Joint Circular No. 2 s, 2015, titled Policies and Guidelines on Overtime Services and Overtime Pay for Government Employees.

25. The travel and meal expenses of all DSPC participants and Journalism Institute for SPAs and ASPAS may be charged against the school’s MOOE, and local fund, subject to the usual accounting and auditing rules and regulations.

26. Please access the guidelines of the school paper, individual and group contests through <https://bit.ly/4vpdpU9>.

27. Immediate dissemination and compliance of this Memorandum is desired.

NOEL D. BAGANO
Schools Division Superintendent

Encl.: As stated

Reference: NoM- July 1, 2026

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

**TEACHERS
CONFERENCE
CAMPUS JOURNALISM
ACTIVITY
PROGRAM**

WFT/DM- CONDUCT OF THE DIVISION SCHOOLS PRESS CONFERENCE (DSPC) AND JOURNALISM INSTITUTE FOR SCHOOL PAPER AND ASSISTANT SCHOOL PAPER ADVISERS (SP/ASPAs)

_____/July 20, 2026

PROGRAM MATRIX FOR DSPC

Date & Time	Activity	Persons Involved
DAY 1		
September 4, 2026 6:00 AM-8:00 AM	Arrival of Participants and Registration	Individual Contests: Elementary- Secondary- *Participants in all individual categories (Except Sports & Photojournalism) *School Paper Advisers *Room Facilitators *Contest Evaluators *Registration Committee
8:00 AM-9:30 AM	Opening Program	Program Committee
9:30 AM- 10:00 AM	Health Break	
10:00 AM-11:00 AM	Individual contests proper	*Participants/contestants in all individual categories
11:00AM onwards: End of day 1 contests		
11:00AM-12:00PM	Lunch	*Judges/Evaluators (Individual)
12:30PM-4:00PM	Preparation and Checking of Group Contest Equipment Venue: CWES Activity Center	SPA/ASPA equipment checking committee *DTWG *VAFESPA Overall Officers
Day 2		
September 5, 2026 6:30AM-8:00AM	Arrival and Registration of Group Contests Participation Retrieval and opening of equipment	*Group contest participants *Registration Committee *VAFESPA Officers and PMT *EPS
8:30AM-9:45AM	Orientation: all Group categories sports coverage/ Photo shoot/ all group categories/ Mini-Press	*CJ participants *Room Facilitators *VAFESPA and PMT

	Con at (venue to be announced)	*EPS
10:00AM-12:00PM	Sports Writing and Photojournalism	*CJ participants *Room Facilitators
10:00AM-2:00PM 2:00PM onwards	RSWB Online Publishing Collab Desktop Publishing TV SWB Simulation for RSWB and TV SWB	*CJ participants *Room Facilitators
12:00PM-4:00PM	Mobile Journalism	*CJ participants *Room Facilitators
September 12, 2026 7:30 AM onwards	Awarding / Closing Program	