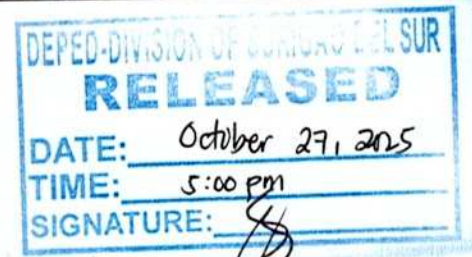




Republic of the Philippines
Department of Education
Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

DIVISION MEMORANDUMNo. **469**, s. 2025

To: Public Schools District Supervisors
District Journalism Coordinators
School Heads of Public and Private Schools
School Paper Advisers
All Others Concerned



**ADDENDUM AND CORRIGENDUM TO DM 417 s. 2025 re: DIVISION ACADEMIC
AND SKILLS DEVELOPMENT (DASD) ACTIVITIES- DIVISION SCHOOLS' PRESS
CONFERENCE 2025**

1. The field is hereby informed that the conduct of Division Schools Press Conference 2025 (individual category) shall be on November 10-12, 2025, in Tina Central ES, San Miguel, Surigao del Sur and for Group and School Paper Category shall be November 26-28, 2025 at Bayabas Central ES, Bayabas, Surigao del Sur.
2. Top 3 winners per municipality in individual category shall participate in the division competition.
3. For individual events, there will be three (3) rounds of writing activity. This is to ensure that only the most deserving and truly competent campus journalists are selected and are recognized, thus upholding the integrity and quality of the press conference.
4. These are the specific guidelines for the three rounds of selections.

Round 1: First Level Assessment

- a. All registered campus journalists shall participate in Round 1.
- b. Contestants will be provided with the official prompt and given the prescribed time allotment.
- c. Entries must be submitted within the set time frame; late submissions shall not be entertained.
- d. All outputs shall be encoded with contestant codes to ensure anonymity.
- e. Judges will evaluate the entries using the official rubrics for each event.
- f. The results of Round 1 will be tabulated and recorded but **no elimination will occur**—all contestants may still proceed to Round 2.

Round 2: Second Level Assessment

- a. All participants, regardless of their Round 1 performance, shall join Round 2.
- b. Contestants will be given a new prompt/task with the same contest conditions and time allotment.
- c. Submissions will again be coded and evaluated by the judges based on the rubrics.
- d. Scores from Round 2 will be combined with Round 1 results to measure each contestant's overall performance.

Round 3: Third Level Assessment

- a. All participants, regardless of their Round 1 and 2 performances, shall join Round 3.
- b. Contestants will be given a new prompt/task with the same contest conditions and time allotment.
- c. Submissions will again be coded and evaluated by the judges based on the rubrics.
- d. Scores from Round 3 will be combined with Round 1 and Round 2 results to measure each contestant's overall performance.

Selection of Winners

- a. **Consistency across all rounds** will be the basis for determining winners.
 - b. Final scores = **Round 1 score + Round 2 score + Round 3 score**
 - c. Contestants who consistently rank high in all rounds will have better chances of winning.
 - d. Winners will be ranked according to their cumulative scores.
 - e. In case of a tie, the contestant with the highest score in any of the rounds shall be given the advantage.
5. The **top five (5) contestants** in each event will be declared as winners.
 6. The **top three (3) winners** per event in the individual category are qualified to participate in the Regional Schools Press Conference.
 7. All participants in the individual categories wear their respective school uniforms in the 1st round, municipal T-shirts on the 2nd round and white T-shirts in the 3rd round during the contest proper while the group categories except for TV broadcasting wear white T-shirts. TV broadcasting participants should wear their appropriate attire.
 8. The Division School Paper Association Officers in both elementary and secondary shall be spearheading Mr. and Ms. DSPC 2025. The guidelines will be as follows:

- a. Each municipality shall have two (2) contestants: one male and one female representative.
 - b. In the absence of a candidate, the municipality shall still contribute the required pot money as support for the activity.
 - c. A pot money of Three Thousand Pesos (3,000.00) shall be collected per municipality. The amount shall be divided equally between the two contestants (1,500.00 each).
 - d. The collected funds shall serve as financial support for the conduct of the Division Schools Press Conference, specifically for the additional honoraria, accommodation and travel expenses of the judges and resource speakers during enhancement training and other operational and incidental expenses.
 - e. The sharing for proceeds shall be as follows:

10,000 below-100 % DSPAA	
10,001- 50,000	-30% candidate and 70% DSPAA
50,001- 100,000	-40% candidate and 60% DSPAA
100,001 and up	-50% candidate and 50% DSPAA
 - f. Although the event is a fund-raising activity, it has added feature of recognizing exemplary performance of contestants.
The following special awards shall be given during the event:
 -  Best in Production Number (white pants/municipal shirt)
 -  Best in Advocacy Presentation
 -  Best in Uniform
 -  Best in Casual Wear
 - g. Advocacy should be a one- minute video only. It will be pre-judged. Only the top three best videos shall be presented during the presentation, although all the videos submitted by the candidates will be played during gaps (coronation rites).
 - h. All contestants must be officially endorsed by their respective municipalities and must be a participant in one of the events in the DSPC 2025 or a member of the school editorial board.
 - i. Attire and props for each segment shall be the responsibility of the participants or their delegations.
 - j. The decision of the board of judges is final and irrevocable.
 - k. The Last Canvassing will be on November 11, 2025, at 10:00 am and coronation rites or pageant will be on November 11, 2025, at 6:00 onwards.
9. There will be a bench cheering competition as part of the acknowledgement of participants. A maximum of 1 minute will be given to each municipality.
10. The schedule of the DSPC competition, contest venues, billeting quarters, technical working groups, and working committees are attached. (See enclosures 1-4).

11. All teaching and non-teaching personnel participating in the activity shall be given 2 days service credits and/or compensatory time-off (CTO) for the services rendered on November 8 and 9, 2025 in reference to DepEd Order no. 53 s. 2023 Updated Guidelines on Grant of Vacation Service Credits to Teachers and CSC-DBM Joint Circular No. 2 s. 2015, Policies and Guidelines on Overtime Services and Overtime Pay for Government Employees, respectively.

12. A final pre-work conference relating to the conduct of the DSPC shall be conducted on November 5, 2025 through this <https://meet.google.com/aor-apaf-iwt>. The participants are as follows;

Time	Participants
9:00- 11:00 am	Technical Working Group, DSPAA Officers, PSDSs/School Heads of Host Municipality
1:00-4:00 pm	District Journalism Coordinators and PSDSs/DICs

13. All other provisions of DM no. 417 s. 2025 shall still be in effect.

14. For information, guidance, and compliance of all concerned.

LORENZO O. MACASOCOL, PhD, CESO V
Schools Division Superintendent

Encl.: As enclosed
Reference: RA 7079, DO no. 94 s. 1992
To be indicated in the Perpetual Index
under the following subjects:

PROGRAM CURRICULUM CELEBRATIONS & FESTIVALS SCHOOLS

CID/iga
10/27/2025

Enclosure No. 1**ADDENDUM AND CORRIGENDUM TO DM. 417 s. 2025 re: CONDUCT OF
DIVISION SCHOOLS' PRESS CONFERENCE (DSPC) 2025****BILLETING QUARTERS**

DISTRICTS TO BE ACCOMMODATED	BILLETING QUARTERS	Distance from Contest Venue	School Head	Contact No
Libas Gua ES (8 rooms)	Lingig	8 km	Maridel V. Casaba	09485647076
Magroyong ES (8 rooms)	Hinatuan	5 km	Danilo T. Alcanta	09095904655
SMNCHS (25 rooms)	Tagbina & Barobo	5 km	Ronald Jacinto	09121045080
Patong ES (8 rooms)	Marihatag	3.5 km	Dohly V. Bucarile	09182660431
Mahayag ES (10 rooms)	Cagwait	5 km	Emma B. Malong	09301219503
Sagbayan NHS (20 rooms)	Tago and Cortes	7 km	Archie Pagaura	09464669560
PMOMES (8 rooms)	Lanuza	7 km	Rosalyn A. Banguis	09505996900
Carromata ES (13 rooms)	Madrid	9 km	Susan R. Villaflor	09213738461
Baras ES (7 rooms)	Carmen	4 km	Catherine O. Moralde	09389610066
San Miguel NHS (26 rooms)	Cantilan, Carrascal & Bayabas	0 km	Pysche I. Gonzaga	09291735884
Siagao IS (8 rooms)	San Agustin	10 km	Bernard B. Garcia	09213430165
San Roque NHS (10 rooms)	Liangá	9 km	Levi O. Cuenca	09468055558

Enclosure No. 2**DIVISIONS SCHOOL PRESS CONFERENCE 2025****MATRIX OF ACTIVITIES**

Time & Date	Activities	Venue
November 9, 2025		
8:00-12:00 am	Arrival of Participants	Tina CES
9:00- 10:00 am	Meeting of the 2025 DSPC Proctors, Examiners and TWG	
November 9, 2025	Individual Contest Proper- Round 1	Tina CES
12:00- 6:00 pm		
November 10, 2025		
6:00- 7:00 am	Mass	
7:00- 8:00 am	Opening Parade	
8:00- 12:00 am	Opening Program	San Miguel Municipal Gym
12:00-1:00 pm	Lunch Break /Fellowship Lunch for PSDSs/DICs	
November 10, 2025	Individual Contest Proper	Tina CES
Round 2-1:00- 5:00 pm	News Writing	
	Feature Writing	
November 11, 2025	Editorial Writing	
Round 3 8:00- 5:00 pm	Column Writing	
	Editorial Cartooning	
	Science and Technology Writing	
	Copy Reading and Headline Writing	
	Sports Writing	
	Photojournalism	
November 12, 2025	Awarding and Recognition	San Miguel Municipal Gym
	Awarding of Individual Events	

Enclosure No. 3**DIVISIONS SCHOOL PRESS CONFERENCE 2025
CONTEST VENUE AND SCHEDULE****INDIVIDUAL EVENTS****November 9 and 10, 2025**

TIME	EVENT	VENUE Name of School	ROOM	CONTEST FACILITATORS
12:00-1:00	News Writing-ES-ENG	Tina Central ES	K-Salve	Renelyn P. Billiones
12:00-1:00	News Writing-ES-ENG	Tina Central ES	K-Aporbo	Liezel B. Aporbo
12:00-1:00	News Writing-ES-FIL	Tina Central ES	I-Palmes	Jolina M. Lopio
12:00-1:00	News Writing-ES-FIL	Tina Central ES	I-Mission	Vebian M. Mission
12:00-1:00	News Writing-Sec-ENG	Tina Central ES	II-Montilla	Jehannie M. Lasque
12:00-1:00	News Writing-Sec-ENG	Tina Central ES	II-Ebay	Gena M. Guinsod
12:00-1:00	News Writing-Sec-FIL	Tina Central ES	IV-Casaba	Janice Q. Namoc
12:00-1:00	News Writing-Sec-FIL	Tina Central ES	IV-Sering	Reynalyn L. Sering
12:00-1:00	Editorial Writing-ES-ENG	Tina Central ES	IV-Tudlasan	Merie Grace T. Cadenas
12:00-1:00	Editorial Writing-ES-ENG	Tina Central ES	V-Sitoy	Merlie O. Sitoy
12:00-1:00	Editorial Writing-ES-FIL	Tina Central ES	V-De Castro	Janette L. De Castro
12:00-1:00	Editorial Writing-ES-FIL	Tina Central ES	V-Lurtcha	Rosalyn M. Lurtcha
12:00-1:00	Editorial Writing-Sec-ENG	Tina Central ES	VI-Ebcas	Cecilia P. Talan
12:00-1:00	Editorial Writing-Sec-ENG	Tina Central ES	VI-Ronquillo	Cindy C. Ronquillo
12:00-1:00	Editorial Writing-Sec-FIL	Tina Central ES	E-Classroom	Dianah Jane Ampis
12:00-1:00	Editorial Writing-Sec-FIL	Tina Central ES	Principal's Office	Rowena E. Revilla
1:30-2:30	Column Writing-ES-ENG	Tina Central ES	K-Salve	Meriam E. Togonon
1:30-2:30	Column Writing-ES-ENG	Tina Central ES	K-Aporbo	Ropha S. Ravelo
1:30-2:30	Column Writing-ES-FIL	Tina Central ES	I-Palmes	Claire C. Minglana
1:30-2:30	Column Writing-ES-FIL	Tina Central ES	I-Mission	Rolen D. Betita
1:30-2:30	Column Writing-Sec-ENG	Tina Central ES	II-Montilla	Hilario B. Atrolabio Jr

1:30-2:30	Column Writing-Sec-ENG	Tina Central ES	II-Ebay	Glory Fe M. Eman
1:30-2:30	Column Writing-Sec-FIL	Tina Central ES	IV-Casaba	Aires S. Villones
1:30-2:30	Column Writing-Sec-FIL	Tina Central ES	IV-Sering	Gracel Ann M. Juralbar
1:30-2:30	Feature Writing-ES-ENG	Tina Central ES	IV-Tudlasan	Meriam Q. Arreza
1:30-2:30	Feature Writing-ES-ENG	Tina Central ES	V-Sitoy	Jenieveb P. Dalagan
1:30-2:30	Feature Writing-ES-FIL	Tina Central ES	V-De Castro	Renabeth M. Torrefranca
1:30-2:30	Feature Writing-ES-FIL	Tina Central ES	V-Lurtcha	Stephanie S. Sio
1:30-2:30	Feature Writing-Sec-ENG	Tina Central ES	VI-Ebcas	Melape A. Enderez
1:30-2:30	Feature Writing-Sec-ENG	Tina Central ES	VI-Ronquillo	Josephine P. Bongabong
1:30-2:30	Feature Writing-Sec-FIL	Tina Central ES	E-Classroom	Fritzel B. Baldinar
1:30-2:30	Feature Writing-Sec-FIL	Tina Central ES	Principal's Office	Gloriejoy B. Falcon
3:00-4:00	Science and Technology Writing-ES-ENG	Tina Central ES	K-Salve	Mary Grace Baste
3:00-4:00	Science and Technology Writing-ES-ENG	Tina Central ES	K-Aporbo	Lunesa Enderez
3:00-4:00	Science and Technology Writing-ES-FIL	Tina Central ES	I-Palmes	Keysa Irish Dawn E. Balite
3:00-4:00	Science and Technology Writing-ES-FIL	Tina Central ES	I-Mission	Mela V. Cabradilla
3:00-4:00	Science and Technology Writing-Sec-ENG	Tina Central ES	II-Montilla	Renelyn P. Billiones
3:00-4:00	Science and Technology Writing-Sec-ENG	Tina Central ES	II-Ebay	Liesel B. Aporbo
3:00-4:00	Science and Technology Writing-Sec-FIL	Tina Central ES	IV-Casaba	Jolina M. Lopio
3:00-4:00	Science and Technology Writing-Sec-FIL	Tina Central ES	IV-Sering	Vebian M. Mission
3:00-4:00	Editorial Cartooning-ES-ENG	Tina Central ES	IV-Tudlasan	Jehannie M. Lasque
3:00-4:00	Editorial Cartooning-ES-ENG	Tina Central ES	V-Sitoy	Gena M. Guinsod

3:00-4:00	Editorial Cartooning-ES-FIL	Tina Central ES	V-De Castro	Janice Q. Namoc
3:00-4:00	Editorial Cartooning-ES-FIL	Tina Central ES	V-Lurtcha	Reynalyn L. Sering
3:00-4:00	Editorial Cartooning-Sec-ENG	Tina Central ES	VI-Ebcas	Merie Grace T. Cadenas
3:00-4:00	Editorial Cartooning-Sec-ENG	Tina Central ES	VI-Ronquillo	Merlie O. Sitoy
3:00-4:00	Editorial Cartooning-Sec-FIL	Tina Central ES	E-Classroom	Janette L. De Castro
3:00-4:00	Editorial Cartooning-Sec-FIL	Tina Central ES	Principal's Office	Rosalyn M. Lurtcha
4:30-5:30	Copy Reading and Headline Writing-ES-ENG	Tina Central ES	K-Salve	Cecilia P. Talan
4:30-5:30	Copy Reading and Headline Writing-ES-ENG	Tina Central ES	K-Aporbo	Cindy C. Ronquillo
4:30-5:30	Copy Reading and Headline Writing-ES-FIL	Tina Central ES	I-Palmes	Dianah Jane Ampis
4:30-5:30	Copy Reading and Headline Writing-ES-FIL	Tina Central ES	I-Mission	Rowena E. Revilla
4:30-5:30	Copy Reading and Headline Writing-SEC-ENG	Tina Central ES	II-Montilla	Meriam E. Togonon
4:30-5:30	Copy Reading and Headline Writing-SEC-ENG	Tina Central ES	II-Ebay	Ropha S. Ravelo
4:30-5:30	Copy Reading and Headline Writing-SEC-FIL	Tina Central ES	IV-Casaba	Claire C. Minglana
4:30-5:30	Copy Reading and Headline Writing-SEC-FIL	Tina Central ES	IV-Sering	Rolen D. Betita
4:30-5:30	Photojournalism-ES-ENG	Tina Central ES	IV-Tudlasan	Hilario B. Atrolabio Jr
4:30-5:30	Photojournalism-ES-ENG	Tina Central ES	V-Sitoy	Glory Fe M. Eman
4:30-5:30	Photojournalism-ES-FIL	Tina Central ES	V-De Castro	Airesh S. Villones
4:30-5:30	Photojournalism-ES-FIL	Tina Central ES	V-Lurtcha	Gracel Ann M. Juralbar
4:30-5:30	Photojournalism-SEC-ENG	Tina Central ES	VI-Ebcas	Meriam Q. Arreza
4:30-5:30	Photojournalism-SEC-ENG	Tina Central ES	VI-Ronquillo	Jenieveb P. Dalagan
4:30-5:30	Photojournalism-SEC-FIL	Tina Central ES	E-Classroom	Renabeth M. Torrefranica

4:30-5:30	Photojournalism-SEC-FIL	Tina Central ES	Principal's Office	Stephanie S. Sio
5:30-6:30	Sports Writing-ES-ENG	Tina Central ES	K-Salve	Melape A. Enderez
5:30-6:30	Sports Writing-ES-ENG	Tina Central ES	K-Aporbo	Josephine P. Bongabong
5:30-6:30	Sports Writing-ES-FIL	Tina Central ES	I-Palmes	Fritzel B. Baldinar
5:30-6:30	Sports Writing-ES-FIL	Tina Central ES	I-Mission	Gloriejoy B. Falcon
5:30-6:30	Sports Writing-SEC-ENG	Tina Central ES	II-Montilla	Mary Grace Baste
5:30-6:30	Sports Writing-SEC-ENG	Tina Central ES	II-Ebay	Lunesa Enderez
5:30-6:30	Sports Writing-SEC-FIL	Tina Central ES	IV-Casaba	Keysa Irish Dawn E. Balite
5:30-6:30	Sports Writing-SEC-FIL	Tina Central ES	IV-Sering	Mela V. Cabradilla

NOVEMBER 11, 2025

TIME	EVENT	VENUE Name of School	ROOM	CONTEST FACILITATORS
8:00-9:00	News Writing-ES-ENG	Tina Central ES	K-Salve	Renelyn P. Billiones
8:00-9:00	News Writing-ES-ENG	Tina Central ES	K-Aporbo	Liezel B. Aporbo
8:00-9:00	News Writing-ES-FIL	Tina Central ES	I-Palmes	Jolina M. Lopio
8:00-9:00	News Writing-ES-FIL	Tina Central ES	I-Mission	Vebian M. Mission
8:00-9:00	News Writing-Sec-ENG	Tina Central ES	II-Montilla	Jehannie M. Lasque
8:00-9:00	News Writing-Sec-ENG	Tina Central ES	II-Ebay	Gena M. Guinsod
8:00-9:00	News Writing-Sec-FIL	Tina Central ES	IV-Casaba	Janice Q. Namoc
8:00-9:00	News Writing-Sec-FIL	Tina Central ES	IV-Sering	Reynalyn L. Sering
8:00-9:00	Editorial Writing-ES-ENG	Tina Central ES	IV-Tudlasan	Merie Grace T. Cadenas
8:00-9:00	Editorial Writing-ES-ENG	Tina Central ES	V-Sitoy	Merlie O. Sitoy
8:00-9:00	Editorial Writing-ES-FIL	Tina Central ES	V-De Castro	Janette L. De Castro
8:00-9:00	Editorial Writing-ES-FIL	Tina Central ES	V-Lurtcha	Rosalyn M. Lurtcha
8:00-9:00	Editorial Writing-Sec-ENG	Tina Central ES	VI-Ebcas	Cecilia P. Talan
8:00-9:00	Editorial Writing-Sec-ENG	Tina Central ES	VI-Ronquillo	Cindy C. Ronquillo
8:00-9:00	Editorial Writing-Sec-FIL	Tina Central ES	E-Classroom	Dianah Jane Ampis

8:00-9:00	Editorial Writing-Sec-FIL	Tina Central ES	Principal's Office	Rowena E. Revilla
10:00-11:00	Column Writing-ES-ENG	Tina Central ES	K-Salve	Meriam E. Togonon
10:00-11:00	Column Writing-ES-ENG	Tina Central ES	K-Aporbo	Ropha S. Ravelo
10:00-11:00	Column Writing-ES-FIL	Tina Central ES	I-Palmes	Claire C. Minglana
10:00-11:00	Column Writing-ES-FIL	Tina Central ES	I-Mission	Rolen D. Betita
10:00-11:00	Column Writing-Sec-ENG	Tina Central ES	II-Montilla	Hilario B. Atrolabio Jr
10:00-11:00	Column Writing-Sec-ENG	Tina Central ES	II-Ebay	Glory Fe M. Eman
10:00-11:00	Column Writing-Sec-FIL	Tina Central ES	IV-Casaba	Aires S. Villones
10:00-11:00	Column Writing-Sec-FIL	Tina Central ES	IV-Sering	Gracel Ann M. Juralbar
10:00-11:00	Feature Writing-ES-ENG	Tina Central ES	IV-Tudlasan	Meriam Q. Arreza
10:00-11:00	Feature Writing-ES-ENG	Tina Central ES	V-Sitoy	Jenieveb P. Dalagan
10:00-11:00	Feature Writing-ES-FIL	Tina Central ES	V-De Castro	Renabeth M. Torre Franca
10:00-11:00	Feature Writing-ES-FIL	Tina Central ES	V-Lurtcha	Stephanie S. Sio
10:00-11:00	Feature Writing-Sec-ENG	Tina Central ES	VI-Ebcas	Melape A. Enderez
10:00-11:00	Feature Writing-Sec-ENG	Tina Central ES	VI-Ronquillo	Josephine P. Bongabong
10:00-11:00	Feature Writing-Sec-FIL	Tina Central ES	E-Classroom	Fritzel B. Baldinar
10:00-11:00	Feature Writing-Sec-FIL	Tina Central ES	Principal's Office	Gloriejoy B. Falcon
12:00-1:00	Science and Technology Writing-ES-ENG	Tina Central ES	K-Salve	Mary Grace Baste
12:00-1:00	Science and Technology Writing-ES-ENG	Tina Central ES	K-Aporbo	Lunesa Enderez

12:00-1:00	Science and Technology Writing-ES-FIL	Tina Central ES	I-Palmes	Keysa Irish Dawn E. Balite
12:00-1:00	Science and Technology Writing-ES-FIL	Tina Central ES	I-Mission	Mela V. Cabradilla
12:00-1:00	Science and Technology Writing-Sec-ENG	Tina Central ES	II-Montilla	Renelyn P. Billiones
12:00-1:00	Science and Technology Writing-Sec-ENG	Tina Central ES	II-Ebay	Liezel B. Aporbo
12:00-1:00	Science and Technology Writing-Sec-FIL	Tina Central ES	IV-Casaba	Jolina M. Lopio
12:00-1:00	Science and Technology Writing-Sec-FIL	Tina Central ES	IV-Sering	Vebian M. Mission
12:00-1:00	Editorial Cartooning-ES-ENG	Tina Central ES	IV-Tudlasan	Jehannie M. Lasque
12:00-1:00	Editorial Cartooning-ES-ENG	Tina Central ES	V-Sitoy	Gena M. Guinsod
12:00-1:00	Editorial Cartooning-ES-FIL	Tina Central ES	V-De Castro	Janice Q. Namoc
12:00-1:00	Editorial Cartooning-ES-FIL	Tina Central ES	V-Lurtcha	Reynalyn L. Sering
12:00-1:00	Editorial Cartooning-Sec-ENG	Tina Central ES	VI-Ebcas	Merie Grace T. Cadenas
12:00-1:00	Editorial Cartooning-Sec-ENG	Tina Central ES	VI-Ronquillo	Merlie O. Sitoy
12:00-1:00	Editorial Cartooning-Sec-FIL	Tina Central ES	E-Classroom	Janette L. De Castro
12:00-1:00	Editorial Cartooning-Sec-FIL	Tina Central ES	Principal's Office	Rosalyn M. Lurtcha
2:00-3:00	Copy Reading and Headline Writing-ES-ENG	Tina Central ES	K-Salve	Cecilia P. Talan
2:00-3:00	Copy Reading and Headline Writing-ES-ENG	Tina Central ES	K-Aporbo	Cindy C. Ronquillo
2:00-3:00	Copy Reading and Headline Writing-ES-FIL	Tina Central ES	I-Palmes	Dianah Jane Ampis
2:00-3:00	Copy Reading and Headline Writing-ES-FIL	Tina Central ES	I-Mission	Rowena E. Revilla
2:00-3:00	Copy Reading and Headline Writing-SEC-ENG	Tina Central ES	II-Montilla	Meriam E. Togonon

2:00-3:00	Copy Reading and Headline Writing-SEC-ENG	Tina Central ES	II-Ebay	Ropha S. Ravelo
2:00-3:00	Copy Reading and Headline Writing-SEC-FIL	Tina Central ES	IV-Casaba	Claire C. Minglana
2:00-3:00	Copy Reading and Headline Writing-SEC-FIL	Tina Central ES	IV-Sering	Rolen D. Betita
2:00-3:00	Photojournalism-ES-ENG	Tina Central ES	IV-Tudlasan	Hilario B. Atrolabio Jr
2:00-3:00	Photojournalism-ES-ENG	Tina Central ES	V-Sitoy	Glory Fe M. Eman
2:00-3:00	Photojournalism-ES-FIL	Tina Central ES	V-De Castro	Aires S. Villones
2:00-3:00	Photojournalism-ES-FIL	Tina Central ES	V-Lurtcha	Gracel Ann M. Juralbar
2:00-3:00	Photojournalism-SEC-ENG	Tina Central ES	VI-Ebcas	Meriam Q. Arreza
2:00-3:00	Photojournalism-SEC-ENG	Tina Central ES	VI-Ronquillo	Jenieveb P. Dalagan
2:00-3:00	Photojournalism-SEC-FIL	Tina Central ES	E-Classroom	Renabeth M. Torrefranca
2:00-3:00	Photojournalism-SEC-FIL	Tina Central ES	Principal's Office	Stephanie S. Sio
4:00-5:00	Sports Writing-ES-ENG	Tina Central ES	K-Salve	Melape A. Enderez
4:00-5:00	Sports Writing-ES-ENG	Tina Central ES	K-Aporbo	Josephine P. Bongabong
4:00-5:00	Sports Writing-ES-FIL	Tina Central ES	I-Palmes	Fritzel B. Baldinar
4:00-5:00	Sports Writing-ES-FIL	Tina Central ES	I-Mission	Gloriejoy B. Falcon
4:00-5:00	Sports Writing-SEC-ENG	Tina Central ES	II-Montilla	Mary Grace Baste
4:00-5:00	Sports Writing-SEC-ENG	Tina Central ES	II-Ebay	Lunesa Enderez
4:00-5:00	Sports Writing-SEC-FIL	Tina Central ES	IV-Casaba	Keysa Irish Dawn E. Balite
4:00-5:00	Sports Writing-SEC-FIL	Tina Central ES	IV-Sering	Mela V. Cabradilla

Enclosure No. 4**DIVISION SCHOOLS PRESS CONFERENCE 2025****WORKING COMMITTEES****OVER-ALL PROGRAM MANAGEMENT TEAM**

Chair: Lorenzo O. Macasocol, PhD, CESOV
Schools Division Superintendent

Vice Chair: Laila F. Danaque, EdD, CESO VI
Schools Division Superintendent

Members: Fluellen L. Cos, PhD
Chief, Curriculum Implementation Division

Carl Tian Chow C. Correos
Chief, Schools Governance and Operations Divisions

Areas of Concern	Chairperson	Members	Functions
Program Preparation and Direction	Fluellen L. Cos	Irene Grumez Jonathan Ambel	1. Oversee the preparation and ensure the smooth flow of the program. 2. Design the cover and inside pages of the program. 3. Coordinate with the region on the finalization of the program flow. 4. Review the program flow and counter-checks names of the individuals involved 5. Print the programs and invitations 6. Distribute the programs to top management, provincial officials and guests 7. Distribute the programs to stakeholders and other individuals involved in the program. (San Miguel Area)
Technical Production/ICT Team	Marvin G. Minguillan	Dohly V. Bucarile Eleazar Rey Agudo Ephraim Lagare Joselito Agua Reyldene Sabiaga Edward Arimang Donna Mae E. Cubillan Bryan Vic A. Lendero Melapie Enderez Darrem Morado	1. Oversee the overall production and troubleshoot technical glitches 2. Layout tarps for billeting quarters and contest venues. 3. Prepare playlist for the digital preliminaries (slide decks of the program parts) 4. Prepare a teaser video and other promotional materials for the DSPC 2025 5. Post in DSPC FB Page Prepare LED background and stage 6. Coordinate with LED screen and sound system operator.

Media And Publication, Documentation	Jonathan Ambel	An Madayaw Team Jonriel Curada Mark Louie Fernandez Kate Meccah Ella Quintos Darrem Morado	1. Lead the An Madayaw team in planning for the DSPC Coverage 2. Post daily updates on different events and competitions through DepEd Tayo FB Page 3. Write articles about the competition 4. Publish issues of the "An Madayaw" 5. Layout the inside pages of the "An Madayaw" 6. Take photos of the different RSPC 7. Layout the cover page of the "An Madayaw"
Billeting Quarters	Lily-Ann R. Mendero, EdD Norben T. Moldez, EdD	SM 1 & SM 2 School Heads AOs	1. Coordinate with school heads, BLGU, LGU, and line agencies for participants' safety and preparedness of billeting quarters. 2. Inspect billeting quarters for cleanliness, and readiness, and set up emergency protocols and house rules. 3. Ensure signages, tokens, and room labels are in place. 4. Oversee room assignments and participants' lists. 5. Oversee room allocation, maintain records, monitor headcounts, and supervise check-out procedures. 6. Monitor participants' safety, coordinate with the medical team, and manage emergencies. 7. Conduct a simple welcome program/activity for guests/ 8. Provide tokens and snacks provision. 9. Install welcome tarpaulins.
Accommodation For Guest	Lily-Ann R. Mendero, EdD Norben T. Moldez, EdD	Levi O. Cuenca Maridel V. Casaba Marybeth M. Moldez Marife R. Garcia Psyche I. Gonzaga Robert A. Cruz	1. Have a list of invited guests and visitors. 2. Closely coordinate with the guests to ensure food and snacks of the guests are served on time. 3. Prepare the rooms for the guests. 4. Attend to the needs of the guests. 5. Coordinate with BLGU, LGU, and line agencies on keeping the guests safe and protected.

Meals And Snacks Preparation	Ronald P. Jacinto	Madelyn B. Belarmino Annabele Lina Sanchita Baylon Arlyn Crispo Candie Asis Lochel Sugatan Joraly Lubrico Maria Luz Quico Razel Vertira Bedina Corilla Edna Tasa Carolina Bagood Gersan Mordeno Jerrel Egnora Sharon Rose Diola	6. Provide token if necessary. 1. Make a list of TWGs, judges, and working committees to be served. 2. Coordinate with food caterers on the schedule of food delivery. 3. Oversee food safety and hygiene protocols. 4. Distribute snacks based on the list provided. 5. Ensure that all listed are provided with meals and snacks
Hall Preparation	Psyche I. Gonzaga Marife R. Garcia	Rex Nicolas Ebay Rosly Abis Cecille Pencerga Greige Espancho Merlie Escamillan Reynold Perez Misael Ongayo Maricel Besas Remygrace Frias Carmand Curada Noeme Paduhinog Jessica Perez	1. Coordinate with the event committee to determine layout, seating, stage setup, and decorations. 2. Conduct walkthroughs and oversee the arrangement of tables, chairs, stage, and necessary equipment. 3. Arrange and monitor the setup of microphones, projectors, and screens. 4. Ensure the venue is clean, well-lit, and properly ventilated before and during the event. 6. Collaborate with the program committee to make adjustments as needed during the event.
Decoration	Levi O. Cuenca	Recliff Balbutin Johnvie Arligue Loid Aguhob Dominic Pontillo Edward Sugabo Rowena Bagnol Recel Galanto Lorena Ravelo Richelle Arpilleda Joemar Parco	1. Work with the event committee to align decoration with the event's theme and style. 2. Develop a plan for stage backdrops, entrances, and key areas, and list necessary materials. 3. Coordinate the acquisition of supplies and supervise the setup of decorations. 4. Ensure decorations are secure and meet safety standards. 5. Oversee and adjust decorations during the event to maintain visual appeal.
Contest Venue	Gelma Tecson	Marife R. Garcia Marybeth M. Moldez Danilo T. Alcantara Ronald Jacinto Psyche I. Gonzaga Robert A. Cruz Emerlita J. Curambao	1. Inspect the contest venue/room before the event. 2. Provide signages and label contest rooms for easy identification.

			3. Ensure only contestants enter the contest venue by checking IDs. 4. Restrict coaches/SPAs from bringing food to contestants inside the rooms. 5. Delegate a team to manage the distribution of food and snacks to contestants.
Sound System/Lights and LED	Archie S. Pagaura	Rosly Abis Jayson Paronda Rex Nicolas Ebay Robert A. Cruz Reyldene Sabiaga Joselito R. Agua	1. Determine audio equipment requirements and coordinate with the event committee. 2. Arrange for sound system providers or manage in-house audio equipment. 3. Supervise equipment setup and conduct sound checks to ensure audio quality. 4. Manage audio levels, troubleshoot issues, and operate sound equipment during the event. 5. Coordinate with emcees and hosts for smooth audio transitions and presentations.
Attendance Registration Secretariat	Bebelyn L. Caspe	Sheene T. Elpedang Sherryl A. Ponce Liezal Intas Fe C. Aporbo Reizel Polotan Rose Trugillo Kier Quimpan Marilou Cordova Je Ann Bautista Loewela Tabugol Annie Mae Gonzales Genelvie Cubero Eva Castillo	1. Print attendance sheets for the activity 2. Ensure that all expected participants and other guests have signed the attendance sheets 3. Prepares and provides a certificate of appearance and participation to participants and guests
Ushers	Agnes Montenegro	Joy Desire Moldez Ruainie Pontijon Reyjo Fernandez Darlyn P. Palmes Shella I. Aguilar Flora Mae M. Sabado Krislea Aradanas Lochel Sugatan Stephanie Silagan Mylene Caño Joseph Terse Jayson Montenegro Terry Alcantara Elesio Donasco	1. Orient guests/delegates with their sitting arrangements 2. Usher VIP guests with their seats 3. Offer a lay to guests. 4. Provide directions to DSPC contestants 5. Usher the delegates and guests to their respective billeting quarters
Stakeholders' Protocol Officers	Jonriel Curada	Emma B. Malong Cherry Guinsatao Susan R. Villafior	1. Identify stakeholders, send invitations, and conduct follow-

		Rosalyn B. Solonia Rosie Guinsod	ups for attendance confirmation. 2. Ensure accuracy and completeness of invitation letters, sending them out in advance. 3. Maintain an updated list of confirmed attendees and share updates with the event committee and host. 4. Assist stakeholders upon arrival, guiding them to designated areas and ensuring a warm welcome. 4. Work with the program committee to facilitate stakeholders' participation in key event activities.
Preparation And Distribution of Plaques, Medals, Certificate of Recognition	Levi O. Cuenca	DSPAA Officers Aldrin De Jesus Reyldene Sabiaga Greige Espancho Andrew Lumanta Roslea Eman Iresh Vecino Abiguel Ocliazo Eddie Boy Intas Rose Trugillo Kier Quimpan Princess Palma Divine Azarcon Genelvie Cubero	1. Ensure certificates include the event logo, date, recipient's name, and signatures. 2. Compile and verify a comprehensive list of all recipients, ensuring accuracy. 3. Print certificates and review them for errors before the event. 4. Organize the presentation and distribution of certificates during the ceremony. 5. Prepare materials or scripts to assist the emcee in presenting certificates.
Preparation of Slide Deck for Awards/Winner	Maridel V. Casaba	DSPAA Officers Robert A. Cruz Dohly V. Bucarile Eleazar Agudo Ephraim Lagare Joselito Agua Reyldene Sabiaga Edward Arimang Donna Mae E. Cubillan Bryan Vic A. Lendero Melapie Enderez Darrem Morado Mark Louie Fernandez Jonriel Curada Kate Meccah Ella Quintos	1. Collaborate with the event committee to create a visually appealing and theme-aligned template. 2. Compile accurate lists of award categories, winners, and recognitions. 3. Design slides with proper formatting, visuals, and accurate details. 4. Organize slide sequence to match the ceremony flow and conduct run-throughs with the technical team. 5. Oversee and adjust the PowerPoint presentation during the awards ceremony, ensuring smooth operation.

Safety And Security	Norben T. Moldez	PNP 36IB & 75 th IB BPAT Mario Allan Salera Jave R. Bacaro Terry Alcantara Frederick Lagui	1. Ensure the safety of all participants. 2. Address safety and security concerns promptly. 3. Enforce proper use of entrances and exits. 4. Implement effective crowd management strategies.
Banner Pole Per Division	Alfonso D. Alimboyong	Rex Nicolas Ebay Rosly Abis SMNCHS GSP	1. Communicate with representatives from each participating municipality about the locations for their banner poles. 2. Prepare the materials required for setting up banner poles, including banners, poles, and mounting tools 3. Supervise the installation of banner poles in designated locations within each municipality during the opening program 5. Ensure that each banner is securely mounted and properly displayed, maintaining visibility and adherence to safety standards.
Leis/Token For Guests/Judges	Danilo T. Alcantara	Rosie Guinsod Flora Mae Sabado Julius Roxas Jave Bacaro Cherry Guisatao Mereloth Alcantara Jayson Montenegro Maris Murillo	1. Collaborate with the event committee on lei/token design, materials, and colors aligned with the event's theme and cultural significance. 2. Source fresh flowers and decorations for leis within budget constraints. 3. Assemble a team to craft leis prepare tokens ensuring quality and enough for all VIPs and special guests. 4. Maintain leis in a cool place for freshness and ensure they are accessible at the registration area upon guest arrival. 5. Coordinate with protocol officers to ensure each VIP receives a lei and a token upon arrival.
Bench Cheering Judges/Judging Sheets	Levi O. Cuenca	Sherryl A. Ponce Sheene T. Elpedang Ana Maureen Cuarteron Gilbert Arguelles Maridel Cenita	1. Collaborate with the event committee to create clear guidelines, criteria, and rules for the bench cheering competition. 2. Ensure that competition rules and criteria are communicated effectively to participating

			schools, coaches, and cheer teams for clarity and fairness. 3. Work with judges to align scoring criteria and facilitate a smooth judging process during the competition. 4. Arrange a spacious and safe area for the competition, ensuring necessary facilities like a sound system and seating for participants and spectators. 4. Oversee the arrival and registration of teams, manage the competition flow, address participant concerns, and monitor adherence to guidelines and rules throughout the event.
Keynote Speaker Program, Token and Certificate	Irene Grumez	DSPAA Officers Focal Persons	1. Coordinate with the event coordinator to select a keynote speaker who aligns with the event's theme and audience. 2. Draft and send a detailed invitation to the keynote speaker, outlining the event specifics and expectations. 3. Follow up to confirm the speaker's acceptance and discuss any specific requirements. 4. Arrange accommodation and other logistical needs for the speaker's comfort. 5. Prepare a token and certificate of appreciation to present to the keynote speaker after the event.
Intermission Numbers	Fluellen L. Cos	Ronald P. Jacinto Joanne S. Espinosa Alfonso D. Alimboyong Psyche I. Gonzaga	1. Choose performances (dance, music, etc.) that align with the event's theme and objectives. 2. Confirm participation and discuss details with performers, including students and guest artists. 3. Organize rehearsal times for performers, ensuring adequate preparation and feedback. 4. Work with technical staff for sound checks and equipment setup during rehearsals. 6. Oversee stage setup, props, and technical needs for the intermission, ensuring smooth execution of performances.

Checking Of Laptops			1. Prepare and maintain a list of laptops assigned to each municipality for tracking purposes. 2. Ensure a systematic process for the receipt and return of laptops, verifying the identity of contestants and the condition of each device. 3. Document the entire process, noting any discrepancies or damages, and address these issues promptly. 4. Review each contestant's laptop to ensure all contents meet competition guidelines, including required software and files. 5. Implement and monitor security protocols for laptop storage and access, ensuring safekeeping before, during, and after the event.
Event Administrators	Lily-Ann R. Mendero Norben T. Moldez	PSDSs DICs	1. Collect sealed envelopes with contest materials from the test material in charge. 2. Manage the registration process for contestants, ensuring accurate records and necessary information is provided. 3. Coordinate the contest schedule, ensuring timely starts and finishes while minimizing delays. 4. Act as the main point of contact for contestants and judges, providing guidance and support throughout the contest. 5. Oversee the collection of judging sheets and feedback from judges to ensure transparency and fairness in evaluations.
Room Examiners	Levi O. Cuenca Maridel V. Casaba	SM 1& 2 Teachers Journalism Coordinators	1. Ensure examination rooms are properly arranged, with seating and necessary materials distributed before the contests begin. 2. Confirm that all required resources, such as paper and writing materials, are available in the rooms.

			3. Receive and verify the correctness of test materials from contest administrators. 4. Monitor the examination process to ensure adherence to contest rules and maintain a fair environment. 5. Address any issues that arise during the contests, including participant questions or technical difficulties, and report them as needed.
Activity Evaluation	Ramil Tersona Dohly V. Bucarile	Dave Salve Frederick Lagui Lovely Pearl Raman	1. Evaluates the activity 2. Provides a link for the evaluation form 3. Provides analysis of the program evaluation for the improvement of program management