



Republic of the Philippines
Department of Education
Region IV-A CALABARZON
Province of Quezon
CITY SCHOOLS DIVISION OF TAYABAS
Tayabas City



August 22, 2017

DIVISION MEMORANDUM
NO. 240, s. 2017

To: **OIC – Assistant Schools Division Superintendent**
Chief EPSS, CID and SGOD
Education Program Supervisors
Heads, Public and Private Schools
All Others Concerned

**1st DIVISION ORIENTATION AND TRAINING-WRITESHOP
FOR SCHOOL PAPER PRODUCTION**

1. Pursuant to the provision of Campus Journalism Act of 1991 (RA 7079), the City Schools Division of Tayabas will conduct its 1st Division Training- Writeshop for School Paper Production on September 8, 11 and 15, 2017 at Kalumpang Elementary School.
2. This training aims to enhance the journalistic competence of the School Paper Advisers, Journalism Coaches, DACATA Officers, selected Division News Writers and selected Division Personnel.
3. Participants are advised to bring digital camera (point and shoot only) with a maximum of 20 megapixels. Any DSLR and other high-end camera are allowed only for this training and not during the DSPC of Campus Journalists. Participants are also advised to bring their own laptop, extension wires, pocket wifi and printer (per school or per cluster if possible.) especially on Day 2 and 3 of the writeshop.
4. Participants should also bring soft or hard copy of data/ documentation reports of school events and other milestones especially on the first day during the news writing session.
5. Chief SPAs are also requested to bring the List of DSPC Contestants from their school following the templates attached in the DSPC Memo.
6. There will be **NO** registration fee to be collected. Transportation of participants and other expenses relative to the conduct of this activity shall be charged to the school Campus Journalism/ Publication Fund. Food of speaker-trainers/ facilitators, participants and logistics shall be charged to Human Resource Training and Development (HRTD) Fund subject to usual accounting and auditing procedures.
7. Attached are the Training Matrix and List of Participants.
8. Teachers in the list of participants who cannot attend the activity should send a replacement to occupy his/her slot.
9. This activity shall be subject to the no-disruption-of-classes policy stipulated in DepEd Order No. 9, s. 2015 entitled *Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance Therewith*.
10. Immediate dissemination and compliance of this Memorandum are directed.

By: **EDWIN PAUL M. NAVARRO**
OIC- Assistant Schools Division Superintendent

For: **CATHERINE P. TALAVERA, Ph.D.**
Schools Division Superintendent

CID-JOURNALISM/ 1st DIVISION ORIENTATION AND TRAINING-WRITESHOP ON SCHOOL PAPER PRODUCTION
NM-240/8-22-17

We are an emerging division where excellence is a habit and allegiance for quality is a pledge.
Email us at: tayabas.city@deped.gov.ph tel. no.: (042) 797-0591
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ENCLOSURE 1 DM - NO. 240 s. 2017

DIVISION ORIENTATION & TRAINING-WRITESHOP FOR SCHOOL PAPER PRODUCTION

Kalumpang Elementary School

September 8, 11-15, 2017

TRAINING MATRIX

TIME	DAY 1 September 8	DAY 2 September 11	DAY 3 September 15
8:00 – 8:30	Opening Program DACATA Officers	Energizer & Orientation on the Search for Campus Journalism Program DACATA Officers	Energizer & Orientation on the Search for Outstanding Campus Journalist and Outstanding School Paper Adviser DACATA Officers
8:30 – 9:30	RA 7079/ Plagiarism	Feature Page	Special Session on Scriptwriting & Radio Broadcasting
9:30- 9:45	Break Time		
9:45 – 10: 45	News Page	Feature Writeshop	Session on Copyreading & Headline Writing
10:45 – 11:45	News Writeshop	Editorial Cartooning	Practice Test for Copyreading & Headline Writing
11:45 – 12:45	Lunch Break		
12:45– 1:45	Sports Page	Editorial Page	Photojournalism
1:45-2:45	Sports Writeshop	Editorial Writeshop	Photoshoot
2:45 – 3:00	Break Time		
3:00 – 4:00	Science Page	Layouting	Output Presentation
4:00 – 5:00	Science Writeshop	Layouting Writeshop	DSPC Reminders & Closing Program DACATA President

Participants should bring soft or hard copy of data/ documentation reports of school events and other milestones, laptop computer, extension wire, pocket wifi, digital camera if available and printer (by cluster if possible).

Adobe InDesign should be installed in Laptops for Layouting Session.

Chief SPAs are also requested to bring the List of DSPC Contestants from their school following the templates attached in the DSPC Memo.

Participating Division News Writers who are not School Paper Advisers/ Journalism Coaches will concentrate on **NEWS PRODUCTION** for the September Issue of the Division Newsletter.

Prepared and Submitted by:

Noted:

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EPS- English/ Journalism

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