



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

07 January 2026

SCHOOLS DIVISION MEMORANDUM

No. 08, s. 2026

**DIVISION SCHOOLS PRESS CONFERENCE (DSPC) FINAL ROUND
FOR INDIVIDUAL AND GROUP CATEGORIES**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
All Public and Private Elementary and Secondary Schoolheads
All Others Concerned

1. This Office announces the Division Schools Press Conference (DSPC) Final Round for Individual and Group Categories on January 28-29, 2026, at Muñoz National High School Annex.
2. This conference aims to select the Division delegates for the 2026 Regional Schools Press Conference (RSPC).
3. There will be a registration fee of P200.00 per campus journalist to be paid through the Schools Division Cashier, Ms. Emalyn R. Maglanoc, on or before January 12, 2026.
4. Relative to this, there will be a meeting on January 12, 2026, 3:00 p.m. at MNHS Annex Conference Room to be attended by the technical working group and facilitators.
5. A separate issuance will be furnished reflecting the List of Facilitators per category and the guidelines for the School Paper Contest.
6. School heads shall ensure learning continuity by having relieving teachers to handle the classes of School Paper Advisers and coaches who will attend the DSPC.
7. Enclosed with this issuance are the following:
 - a. Contest Guidelines for Individual and Group Categories,
 - b. Matrix of the Activity,
 - c. Program Management Team,
 - d. Technical Working Group, and
 - e. Program.



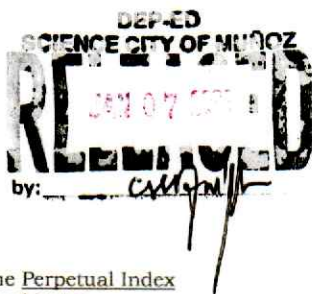
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8. Traveling and meal expenses of all campus journalists, coaches, and School Paper Advisers (SPAs) shall be charged against the school Maintenance and Other Operating Expenses (MOOE) and/ or from other school local funds subject to usual accounting and auditing rules and regulations.
9. This issuance serves as the Authority to Travel of all the participants, Technical Working Group, facilitators, and Program Management Team.
10. For queries, please communicate with Dr. Aileen G. Mactal- Education Program Supervisor in English and/ or Dr. Mary Queen P. Orpilla, Education Program Supervisor in Filipino.
11. Immediate and wide dissemination of this Memorandum is earnestly desired.



JOHANNA N. GERVACIO PhD, CESO V
Schools Division Superintendent

Encl: as stated
Reference: none

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

DSPC Final Round
Campus Journalism

CID/AGM/DSPC Final Round
055/January 7, 2026



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Enclosure No. 1 to Schools Division Memorandum No. 08, s. 2026

INDIVIDUAL AND GROUP CATEGORIES

Individual Categories

- a. News Writing
- b. Feature Writing
- c. Editorial Writing
- d. Sports Writing
- e. Copyreading and Headline Writing
- f. Photojournalism
- g. Editorial Cartooning
- h. Column Writing
- i. Science and Technology Writing

Group Categories

- a. Radio Script Writing and Broadcasting (English and Filipino, elementary and secondary)
- b. Collaborative Desktop Publishing (English and Filipino, elementary and secondary)
- c. Online Publishing (English and Filipino, secondary only)
- d. TV Script Writing and Broadcasting (English and Filipino, secondary only)

GENERAL CONTEST GUIDELINES

- 1. The top 10 Campus Journalists (CJs) who qualified during the Division Schools Press Conference (DSPC) Elimination Round shall be the participants in the DSPC Final Round. NO PROXY IS ALLOWED.
- 2. Campus Journalists for News Writing, Feature Writing, Sports Writing, Science and Technology Writing, Copyreading/ Copyediting and Headline Writing, Editorial Writing, Column Writing, and Photojournalism shall bring their own pen; pencil (Mongol No. 2) for Editorial Cartooning.
- 3. CJs will be provided with yellow paper for the individual categories and Oslo paper for the editorial cartooning.



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4. Parents, coaches, and school heads are not allowed in the contest rooms once the contests are about to start.
5. Registration shall be done by the coaches or School Paper Advisers (SPAs) at the MNHS Gymnasium on or before the opening program starts. They must submit a photocopy of their proof of payment (Official Receipt) to the registration officers who are members of the technical working group.
6. CJs must wear white T-shirt and pants with their IDs.
7. Each CJ is REQUIRED TO HAVE PRINTED COPIES OF THEIR SCHOOL PUBLICATION WITH THEM (at least 8 pages and colored).
8. The **“No School Paper, No Participation”** shall be strictly enforced.
9. Cellphones or any gadgets are NOT ALLOWED during the contest.
10. For News Writing, Feature Writing, Editorial Writing, Science and Technology Writing, and Column Writing, fact sheets or other sources of information will be provided to contestants as a basis for writing their articles.
11. For Sports Writing, the contestants will watch a recorded game or an actual game, and/ or they will be provided with fact sheets as their basis for writing their articles.
12. Contestants are allowed to use point-and shoot or DSLR camera with a prime lens or zoom lens 18-55mm. Cameras’ storage device must be empty. Facilitators will check the cameras before the contest starts.

Contestants must bring their own camera cable for uploading and saving pictures. Cellular phones, extra digital cameras, or any other additional materials/ equipment ARE NOT ALLOWED in the contest area.

Contestants must take photos in the designated contest area ONLY.

Coaches, and/ or School Paper Advisers who move close to their CJs during the shooting will cause them DISQUALIFICATION.

Contestants must bring their own black ballpen while the TWG will provide scratch papers where contestants can write down notes during the shooting.

Photo Shoot, Uploading, and Captioning

The loading and unloading of the storage card will be done in front of the facilitator/s.



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Control shot is considered the first shot.

Contestants are given one hour to take pictures. They are allowed to take unlimited shots but will submit the control shot and the FIVE PHOTOS with captions related to the given theme.

Entries that have been edited and/ or manipulated, which include but are not limited to retouching, cropping, stitching, changing the colors and hues, and adjusting brightness, contrast, and saturation will not be accepted.

The submitted photos of each contestant will be saved in one folder (file naming convention of the folder: CODE NUMBER_DSPC Final Round. Contestants must write the file name of each photo in the caption sheet. Caption sheets will be provided by the TWG. Contestants will be given 30 minutes to provide a caption for each of the five photos.

13. For group categories, campus journalists must bring their own laptops, speakers and microphones/ lapels, extension wires, and WiFi modem.
14. Other instructions not included in this issuance will be given by the judges/ evaluators during the contest.
15. The decision of the board of judges is FINAL and IRREVOCABLE.

RADIO SCRIPT WRITING AND BROADCASTING

1. Each team shall have 7 members for English and Filipino in elementary level and secondary level who shall not be competing in any of the individual writing categories.
2. An orientation shall be conducted for all the contestants. Any representative from each group will draw lots to determine the order of presentation.
3. The awards for this category are the following:

Individual Awards	Group Awards
1. Best Anchor	1. Best in Technical Application
2. Best News Presenter	2. Best Infomercial
	3. Best Script

4. Mobile phones, reference materials, and other extra sheets of paper shall not be allowed in the contest area.
5. All teams shall test the compatibility of their laptops/ devices with the available device/s in the designated simulation area.
6. Each team may use up to four (4) official laptops that are cleared of stored documents and an inkjet printer in preparing and printing of the script. All laptops shall be submitted to the contest committee a day before the contest (January 28, 2026 until 2:00 p.m. only).



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7. The team will be given one (1) hour and 30 minutes to write a script for a five-minute radio broadcast. It includes one (1) informercial and four (4) news articles.
8. Another 30 minutes will be allotted for the printing of the output. After two (2) hours, each team should submit four (4) copies of the script. Three (3) copies will be submitted to the judges and one (1) copy will be submitted to the examiner/s. The team may print extra copies for their own use.
9. Once the script writing has commenced, the contestants will no longer be allowed to leave the contest rooms. For personal necessities, the proctor shall accompany them to the restrooms.
10. The script should not bear any information that may identify the school but it should include the names of the members of the team with their respective roles (i.e., anchor, news, presenter, etc.).
11. The board of judges shall provide the uniform name of radio station, program title, and kilo hertz.
12. Except for volume meter, contestants/ technical director shall not be allowed to change, adjust, and manipulate the main control board during their presentation.
13. In case of power failure, the affected team shall be allowed to broadcast again.
14. 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 exit. Provided running time shall be applied.
15. The organizers shall provide a clock or a timer that can be seen by the contestants and the judges. There will be an official timekeeper.
16. A yellow flaglet shall be raised to signal the team that they have one (1) minute left for the preparation. A green flaglet shall then be raised to signal the team to start. A yellow flaglet shall be raised again to signal the team that they only have one (1) minute remaining followed by a red flaglet to indicate that their time is up.
17. The team who complied with the five-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	Deduction
1-3 seconds	1 point
4-20 seconds	2 points
21-40 seconds	3 points
41-60 seconds	4 points
61 seconds and above	5 points
18. The undertime or overtime shall be deducted from the final average score.

COLLABORATIVE DESKTOP PUBLISHING

1. Each team shall have 7 members for English and Filipino in elementary level and secondary level who shall not be competing in any of the individual writing categories.



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2. An orientation shall be conducted for all the contestants. Any representative from each group will draw lots to determine the order of presentation.
3. The team will be given one (1) hour data gathering and four (4) hours for writing, layout, and editing.
4. Each team is allowed to bring only the following:
 - two (2) digital/ DSLR cameras
 - one (1) inkjet printer with scanner
 - one (1) card reader
 - one (10 blank flash drive
 - extension wires
 - maximum of four (4) laptops installed with either PAGEMAKER or IN DESIGN and Photoshop (for the secondary level) and Microsoft Publisher (for the elementary level) for the layout of the group's final output
 - A4 size bond paper
5. Laptops to be submitted to the TWG shall be labeled with the following format:
Category-Medium-Level
Name, School
e.g. Collaborative Desktop Publishing-English-Secondary
Juan Dela Cruz, Kalayaan Integrated School
Label shall be in a bondpaper pasted on/ attached to the laptop bag.
6. Official laptops, previously cleared of stored documents shall be submitted to the TWG on January 27, 2026 (up to 2:00 p.m. only) to check for any other applications and pre-written documents or references therein. Failure to submit the laptops on or before the set deadline shall mean disqualification of the competing team.
7. Mobile phones and other electronic gadgets shall not be allowed except for digital cameras/ DSLRs and laptops with disabled internet connection. Each team will be required to convert their output into **PDF**, print in A4 size bondpaper, and submit to the examiner/s. Hard and soft copies of their entries must be submitted. They should ensure that no identifying marks about their school can be found on their output as it would be a **ground for disqualification**.
8. The output of the contest in an A-4 size four-page full-colored publication. The output will be stored in a flash drive to be provided by the TWG and uploaded to the designated computer for judging.

ONLINE PUBLISHING

1. Each team shall have five (5) members for English and five (5) members for Filipino in Secondary level who shall not be competing in any of the individual categories.



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2. All contestants are required to attend the one-hour orientation before the competition.
3. All contestants are not allowed to go back to their quarters nor communicate with their advisers or coaches from the start until the end of the contest.
4. The team will be given three hours for writing, layout, and editing of articles online after the creation of an online publication using the official platform to be provided by the organizer. Coverage/ data gathering shall be excluded from the 3-hour time allotment.
5. Specific instructions on the number of articles to be produced will be given during the orientation.
6. Each team will be required to bring only the following:
 - one scanner-flatbed scanner/3-1 printer) mobile/ phone scanner is NOT allowed
 - two (2) digital/ DSLR cameras
 - maximum of 4 laptops with Photoshop for image enhancement
 - Maximum of 2 pocket WiFis (preferably with two different networks)
 - or 1 wireless router
 - extension cord
7. Laptops to be submitted to the TWG shall be labeled with the following format:
 - Category-Medium-Level
 - Name, School
 - e.g.
 - Online Publishing-English-Secondary
 - Pedro Penduko, Malakas Integrated School

Labels shall be in a bondpaper pasted on/ attached to the laptop bag.

8. Official laptops, previously cleared of stored documents shall be submitted to the TWG on January 28, 2026 (up to 2:00 p.m. only) to check for any other applications and pre-written documents or references therein. Failure to submit the laptops on or before the set deadline shall mean disqualification of the competing team.
9. Each group shall email their URL to the assigned examiner.

TV SCRIPT WRITING AND BORADCASTING

1. Each team shall have seven (7) members for English and seven (7) members for Filipino in Secondary level who shall not be competing in any of the individual categories.
2. The members should have the following roles/tasks, but not limited to:
 - a. script writer/s
 - b. anchor/s
 - c. reporter/s
 - d. producer/ director who could also act as floor director



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- e. video/ graphics editor
 - f. video journalists/ camera man
- Any of the team members can assume two or more positions/ tasks, as long as this would not be conflicting or awkward in relation to the outcome of the broadcast (example: an anchor cannot be a reporter at the same time), but, an anchor can also be a news or infomercial writer.

3. A thirty (30) minute technical orientation will be held before the contest for the directors and video/ graphics editors. Then, each team will be given thirty (30) minutes per medium to visit the mock broadcast room for familiarization.

4. Below are the awards to be given:

Individual Awards	Group Awards
Best TV Anchor	Best in Technical Application
Best TV Reporter	Best in Developmental Communication
Best Director	Best in News Script
	Best TV Newscast

5. Each team is required to bring only the following:
- maximum of 4 laptops with at least 10 GB free space and a video editing program (with uploading capacity)
 - 3 empty USB flash drives (at least 16 GB minimum)
 - maximum of 2 video/DSLR camera/ mobile phones (without sim and emptied internal storage) compatible with the laptop
 - two (2) emptied memory cards
 - A4-size bondpaper
 - one (1) inkjet printer
 - extension cord/s

6. Laptops and flash drives to be submitted to the TWG shall be labeled with the following format:
Category-Medium-Level
Director's Name, School

e.g.

TV Script Writing and Broadcasting- English- Secondary
Maria Juan, Karunungan Integrated School

Labels for laptops shall be in a bondpaper attached to the laptop bag. Flash drives shall be sealed in an envelope with a label.

7. Checking and sealing of laptops shall be done on January 27, 2026 (until 2:00 p.m. only). Laptops shall be clear of stored documents upon



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- submission except for the pre-recorded OBB and CBB and offline editing software.
8. Failure to submit the laptops on or before the set schedule shall mean disqualification of the competing team.
 9. Only the equipment and tools in the mock broadcast room are allowed to be used by the participants during the actual presentation.
 10. Before the start of the contest, the teams will be oriented on the roles of the participants and criteria for judging by the judge. All participants should attend the orientation.
 11. The team shall have the following components in their script:
 - a. Cover Page. This shall contain the group's name (Mock TV network name)
 - b. News. Only the five (5) sets of data provided by the TWG will be used in the news reports. Each news script should indicate the corresponding video and/ or audio component taken from the folders or produced during the actual contest.
 - c. Infomercial. The team is required to produce one (1) infomercial or developmental communication plug with a maximum length of 60 seconds.

The TWG will provide two (2) sets of data (photos/ videos/ audio) in folders saved in a flash drive.

However, each team is also allowed to take footage/s within the designated area to be used in the infomercial.
- The script should contain video and audio components.
- d. Field Reporter. A live field report with or without canned video support shall be included in the production.
 - e. Headlines. These will contain a brief lead/ summary of the news articles.
 - f. OBB/CBB. For uniformity, the judge shall provide station and program names to be used.
12. Four (4) hours will be allotted for the pre-production (story conference and scriptwriting), actual production (video shooting/ recording, infomercial production), post-production (editing) and rehearsal.
 13. The TWG shall provide a clock or timer that can be seen by both the contestants and the TWG. There will be an official timekeeper.
 14. Once the scriptwriting has commenced, the contestants will no longer be allowed to leave the contest room. For personal necessities, the proctors shall accompany them to the nearest restrooms.
 15. Each team shall submit four (4) copies of the script: three (3) copies for the judge and one (1) copy for the TWG. The team may print extra copies for their own use.
 16. The cover page of the team shall contain the TV Network and Program names (as provided by the judge), order of presentation (to be placed at the upper left of the cover) and the names of the members of the team with their respective roles.



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17. The script shall not bear any information that may identify their school.
18. All groups shall stop working after the allotted time of 4 hours. A buzzer shall signal the end of the scriptwriting and production time.
19. A separate holding area designated for each role shall be provided.
20. Members shall only be allowed to go out of the room when it is time for their team to perform and for personal necessities accompanied by a proctor.
21. Only two (2) laptops are allowed inside the studio: one (1) as a substitute for the teleprompter and one (1) for the technical application.
22. News shall be composed of live and edited reports, which were produced during the given production time. Only the OBB/ CBB and stingers/ audio bed are prerecorded/ pre-produced.
Video and Audio Playback to be used for the live reports are either taken from the folders or produced on the day of the contest.
23. Other than the actual broadcast time, ten (10) minutes shall be allotted for the entrance and preparation.
24. Each team shall be given ten (10) minutes of preparation with the assistance of the technical experts (service providers). Three warnings shall be given to each team who fails to start after the allotted time for preparation provided no technical issue arises:
First warning- 1 minute
Second warning- 1 minute and 30 seconds
Third/ final warning- 2 minutes

After the third warning and the team fails to start, disqualification will be imposed.
25. Each team shall be given six (6) minutes for the actual broadcast.
26. A clock or timer will be provided to guide the contestants and the TWG.
The timekeeper shall raise the green flaglet to signal the start of the presentation.
A yellow flaglet shall be raised by the timekeeper to warn the presenting team that only one minute is left of the broadcast time.
A red flaglet shall be raised to signal that the six minutes allotted for the group has been consumed.
27. In case of overtime/undertime in the prescribed duration of the broadcast, the following points shall be deducted from the points earned in the criterion adherence to the time allotment (5%).

Overtime/ Undertime	Deduction
1-3 seconds	1 point
4-30 seconds	2 points
31-60 seconds	3 points
61-90 seconds	4 points
91-120 seconds	5 points
28. The timekeeper shall give the judge a copy of the record of the broadcast running time of each group right after the performance. The record should indicate how many seconds/ minutes each group went over/ undertime if



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they did. The timekeeper shall also announce the time started, time finished, incurred undertime/ overtime and the corresponding deductions of the group.

29. Three (3) minutes shall be allotted for the exit.

Enclosure No. 2 to Schools Division Memorandum No. 08, s. 2026

MATRIX OF THE ACTIVITIES

Day 1

January 28, 2026

Individual Categories

Editorial Writing
Feature Writing
News Writing
Photojournalism
Editorial Cartooning

Group Categories

Collaborative Desktop Publishing (English and Filipino, elementary and secondary)

TV Script Writing and Broadcasting (English and Filipino, secondary only)

Day 2

January 29, 2026

Individual Categories

Science and Technology Writing
Column Writing
Copyreading and Headline Writing
Sports Writing



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Group Categories

Radio Script Writing and Broadcasting (English and Filipino, elementary and secondary)

Online Publishing (English and Filipino, secondary only)

Enclosure No. 3 to Schools Division Memorandum No. 08, s. 2026

PROGRAM MANAGEMENT TEAM

Consultants	JOHANNA N. GERVACIO PhD, CESO V Schools Division Superintendent RONILO E. HILARIO CESO VI Assistant Schools Division Superintendent
Chairs	LARRY B. ESPIRITU PhD CID Chief ES BERNARDO A. GARGABITE EdD SGOD Chief ES
Cochairs	AILEEN G. MACTAL PhD EPS-English MARY QUEEN P. ORPILLA PhD EPS-Filipino
Members	ANN CHRISTIAN A. FRANCISCO EdD, Principal I MARIANNE C. CORONEL, MD, Medical Officer III EVANGELINE A. BAUSTISTA CHARMAINE ELJIE R. RAYOS JOEL G. DIZON-EPS II



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Enclosure No. 4 to Schools Division Memorandum No. 08, s. 2026

TECHNICAL WORKING GROUP

Chairs	AILEEN G. MACTAL PhD MARY QUEEN P. ORPILLA PhD
Cochairs	ANN CHRISTIAN A. FRANCISCO EdD MOON LEE G. LEE HAIDEE O. PAJARITO
Members	GILDA S. PANUYAS WENDSY S. CASIO PhD BENNEDICK T. VIOLA SHEILA M. ANGEL

Activity Completion Report	Chair: NELIE BEL V. CUARESMA Cochair: AULENE V. WAMIL
Documentation	Chair: JERNY CARRIDO



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Cochairs: HONEY ROSCEL V. SAPITAN

JOVI MEI VALDEZ

Certificates

Chair: BENNY V. AQUINO

Cochairs: RAQUEL D. SAMELO

ROSALIE D. DILLA

Medals

Chair: AIMEE KATRINA T. DELA CRUZ

Cochairs: ARIEL ORDOÑEZ

Program on Powerpoint

Chair: MARIE JOY F. CUNANAN

Cochair: ANDREW M. PAGALING PhD

Technical Support

Chair: DARWIN S. BALIWAS

Cochairs: CHRISTIAN LEE R. ROQUE

ACE BENSON R. WAMIL

Materials

Chairs: BERNABE D. GAPUZ JR.

Cochairs: CHRISTIAN EDWARD CRUZ

RICARDO O. VELASCO JR.

Food

Chair: MARIBEL L. PERALTA

Cochairs: XERCES N. ALIÑO

JOZA CASTRO

JESSIE V. DUMALE

Stage Decoration

Chair: MARK ANTHONY S. PARAGUISON

Cochairs: JHON D. GALERA PhD

ROLAN D. BUCSIT



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Contest Venue

Chair: MICHAEL A. CASTAÑEDA

Cochairs: BENNEDICK T. VIOLA

REINIER B. PARAGUISON

Enclosure No. 5 to Schools Division Memorandum No. 08, s. 2026

PROGRAM

January 28, 2025

8:00 a.m.

MNHS Annex

Nationalistic Song	AVP
Prayer	AVP
DepEd Quality Policy	AVP
DepEd Muñoz Hymn	DASSPSA and DAESPA Officers
Welcome Remarks	PEDRO D. DE GUZMAN Principal II- MNHS Annex
Statement of Purpose	LARRY B. ESPIRITU PhD CID Chief ES
Inspirational Messages	JOHANNA N. GERVACIO PhD, CESO V Schools Division Superintendent
	RONILO E. HILARIO CESO VI Asst. Schools Division Superintendent
Introduction of the Evaluators/ Judges	AILEEN G. MACTAL PhD EPS-English



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MARY QUEEN P. ORPILLA PhD
EPS-Filipino

Announcement of Contest Venue

ANN CHRISTIAN A. FRANCISCO EdD
Principal I

Contest Proper

ROSALIE D. DILLA & BERNABE D. GAPUZ JR.
Masters of Ceremony



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