



Republic of the Philippines  
Department of Education  
REGION VIII  
SCHOOLS DIVISION OF CALBAYOG CITY

**MEMORANDUM**

DM-CID- 165, s. 2023

**TO :** Education Program Supervisors  
Public Schools District Supervisors  
Elem. & Sec. School Principals/School Heads (Public & Private)

**FROM:** **MOISES D. LABIAN JR. PhD, CESO VI**  
OIC-Schools Division Superintendent

For the schools Division Superintendent:

*Sherlita A. Palma*  
**SHERLITA A. PALMA EdD, CESO VI**  
Assistant Schools Division Superintendent  
Office In-Charge



**SUBJECT: ADDENDUM TO DM-96-2023 AND OTHER RELATED MEMORANDA  
STIPULATING THE CONDUCT OF THE DIVISION SCHOOLS  
PRESS CONFERENCE (DSPC) 2023**

**DATE :** May 9, 2023

1. This office, through the Curriculum Implementation Division announces the conduct of Division Schools Press Conference on May 10-11, 2023 hosted by Calbayog 2 & 4. The opening program and the venue of the rest of the competitions will all be in Calbayog East Central School.
2. In this regard, the Contest Specialists/Facilitators, Judges and all other personnel involved in the conduct of said event are listed in the attached **Terms of Reference and Committees and List of Judges** in this memorandum as Enclosures 1&2.
3. This memorandum will also serve as **Travel Authority** of those listed on the said enclosures.
4. Wide and immediate dissemination of and strict compliance with this memorandum are desired.



**TERMS OF REFERENCE AND WORKING COMMITTEES FOR THE 2023 REGIONAL SCHOOLS PRESS CONFERENCE**

**May 10-11, 2023**

Calbayog East Central School

**DSPC STEERING COMMITTEE**

<b>Executive Director</b>	<b>Dr. Moises D. Labian, Jr., CESO VI</b>
<b>Assistant Executive Director</b>	<b>Dr. Sherlita A. Palma, CESO VI</b>
<b>Project Coordinator</b>	<b>Dr. Renato S. Cagomoc</b>
<b>Assistant Project Coordinators</b>	<b>Dr. Erwin L. Purcia and Dr. Lourdes L. Matan</b>

<b>COMMITTEES</b>	<b>CHAIRPERSON</b>	<b>MEMBERS</b>	<b>TASKS</b>
<b>DSPC LEAD TWG</b>	Dr. Renato S. Cagomoc	CIDEPSs and Personnel, DAESPA and DSSPAA Officers	Makes the activity/project design or proposal Makes the budget proposal in coordination with the DAESPA and DSSPAA and the 13 SDOs Acts as coordinator of all contests and events during the DSPC Prepares the matrix of activities Orients all concerned with the updated guidelines, mechanics, procedures, and criteria for contest administration and judging Makes memos as to preparations and actual conduct of the event Does the inventory of and prepares all needed materials and equipment that will be used during the contests

			<p>Prepares the needed contest documents and paraphernalia such as list of official contestants, attendance sheets, answer sheets, envelopes, file boxes, storage area, etc. with the help of the committees</p> <p>Takes care of logistics and provides support services to the DTWG</p> <p>Resolves issues that may crop up during the event</p> <p>Issues official announcements, updates, and instructions about the event</p>
<b>DSPC TEAM OF THE HOST DISTRICTS</b>	PSDSs of the Host Districts	PSDSs, District Campus Journalism Coordinators, School Heads	<p>Coordinates with the DSPC Technical Working Group as to planning and preparations</p> <p>Forms the Host District Working Committees</p> <p>Identifies contest facilitators and other manpower needed during the competition</p>
<b>COMMITTEE ON REGISTRATION/ ATTENDANCE/ DOCUMENTATION</b>	Mrs. Chona Valenzuela and Mrs. Leonida Siago and team	School Heads of C4 and C2	<p>Gets the list of confirmed division participants from the District Journalism Coordinator</p> <p>Gives a copy of the updated list of registered participants per district to the Division Journalism Coordinator and Host District</p> <p>Does the registration process of official participants</p> <p>Collects all the school paper issues for consolidation and verification</p>
<b>COMMITTEE ON ACCOMMODATION, SECURITY, HEALTH AND SANITATION, AND</b>	Mrs. Rosalita Data and Mrs. Leona Yulo	School Heads of C4 and C2	<p>Identifies, assigns, and prepares safe, accessible, and convenient billeting, schools, contest rooms, and activity venues for the DSPC</p>

<p><b>EMERGENCY RESPONSE</b></p>			<p>Ensures availability of necessary facility including electrical, water, and internet wifi connection in the contest venues to be used</p>
			<p>Prepares the set up or arrangement of the physical environment in the contest and activity venues</p>
			<p>Prepares the stage/backdrop for opening, closing ceremonies if needed</p>
			<p>Arranges chairs and tables prior to the event and returns the same after the event</p>
			<p>Assists in the health and medical concerns of participants and accompanies them to the health service provider if needed</p>
			<p>Coordinates with the host school security force involving the police, barangay tanod, boy and girl scouts, and other volunteers the arrangement for school security and emergency response</p>
		<p><b>COMMITTEE ON CONTEST ADMINISTRATION</b></p>	<p><b>Dr. Renato S. Cagomoc (Chief Contest Manager)</b></p>
<p><b>ASSISTANT CONTEST MANAGERS</b>  <b>Individual Contests</b>            Dr. Lourdes Matan  <b>Group Contests</b>            Dr. Erwin Purcia</p>	<p>Organizes and identifies most members of the committee which shall be composed of the Chief Contest Manager, Assistant Contest Managers, Contest Specialists, Contest Proctors, Contest Facilitators, and Contest Judges</p>		
<p><b>School Paper Contests</b>            Dr. Geraldine Sumbise</p>	<p>Orients the judges, proctors, and facilitators as to their roles and the process that should be aligned with the NSPC practice</p>		

		Assigns proctors, contest judges, and facilitators to a specific contest Checks the readiness of physical facilities and logistics in the contest venues
	<b>CONTEST FACILITATORS/SPECIALISTS IN BOTH ENGLISH AND FILIPINO</b> <b>News/Pagsulat ng Balita</b> Barbara Relampago Leona Yulo <b>Feature/Pagsulat ng Lathalain</b> John Michael Jalayajay Nerefte Eclipse <b>Editorial Writing/Pagsulat ng Editoriyal</b> Sonia Cupla Acela Buen <b>Sports/Isports</b> Blesildo Orquin Bernie Abing Nelson Managaysay <b>Copyreading/Pagwawasto</b> Carmen Lourdes Tan Elisa Cambaya	Administers the contests during the DSPC Prepares the equipment and materials to be used in the assigned contest Delivers the sealed contest topics from the Chief Contest Manager to the Contest Proctors before the start of the contest Delivers the contest materials and paraphernalia such as contest registration sheets, attendance sheets, envelopes, answer sheets with contestant identification stubs, contest report sheets to the Contest Proctor and retrieves the same after the contest Retrieves the sealed and Contest Answer Sheets Envelopes from the Contest Proctors and forwards the same to the Contest Judges Retrieves the sealed Contestant Identification Stubs Envelopes and forwards them immediately to the Committee on Contest Results

		<p>Lisa Canibaya  <b>Sci-Tech</b>  Nova Gaspan  Teresa Macabidang  <b>Photojournalism</b>  Fernando Medrina  Maychie Batulat  Rosalita Data  <b>Editorial Cartooning</b>  Leonida Siago  <b>Column Writing/Pagsulat  ng Kolum</b>  Chona Valenzuela  Marcia Tocayon  <b>Online Publishing</b>  Lindy Lou Ayong  <b>CDP</b>  Samuel Repelente  <b>Radio Broadcasting</b>  Donna Debuton</p>	<p>Gets the sealed results from the Contest Judges and turns them over to the Committee on Contest Results</p>
		<p><b>DAESPA/DSSPAA OFFICERS</b></p>	<p>Prepares the needed contest documents and paraphernalia such as list of official contestants, attendance sheets, answer sheets, envelopes, file boxes, timer, etc.</p> <p>Ensures that official contestants has submitted the required school paper in PDF form</p>
		<p><b>Sports Exhibition  (Bernie Abing)</b></p>	<p>Contacts players who will do the exhibition games in coordination with the Contest Director who determines the contest to be played</p>

			Ensures that the specific contest to be played is unknown until it is about to start and brief the concerned players to do the same
			Do all necessary tasks
		<b>CONTEST JUDGES</b>	Evaluates contest entries/performances using a prescribed or agreed score sheet
			Applies deductions of points for confirmed violations of guidelines or failure in time compliance
			Ranks the top five contest results in each contest category
			Identifies winners of special awards in the group contests
			Signs and seals the results in an envelope before it is forwarded to the Committee on Contest Results
<b>COMMITTEE ON CONTEST RESULTS/ AWARDS/CERTIFICATES</b>	Rina Aboganda	<b>CONTEST TABULATORS</b>	Prepares forms/ data base that will be used for the computation of overall rankings of the different divisions
			Receives the sealed contest results containing the ranked but coded contest answer sheets from the Contest Judges and the sealed contestant identification stubs from the assigned Contest Specialists
			Prepares trophies, plaques, medals, and certificates based on the expected winners and awardees

			Prints names of winners and awardees based on the results of the contests
			Checks accuracy of names and other information on the trophies, plaques, and certificates
			Leads the announcement of winners and giving of special recognition
			Leads the distribution of trophies, medals, and certificates of recognition and participation during the ceremony
			Decodes the identity of the winners by matching the coded Contest Answer Sheets and Contestant Identification Stubs
			Records and reviews contest results for accuracy
			Tabulates and computes for the ranking of the divisions
			Turns over the results to the Chief Contest Manager for the announcement of winners
			Coordinates with the Awards Committee about the final results of the contests
<b>COMMITTEE ON PROGRAM AND INVITATION</b>	Maricel Merencillo & Marian Cui	Team	Prepares program for all the major activities (Opening, Welcome, and Awarding Ceremonies) in case they are conducted
			Prepares the slide or video presentation for the program
			Coordinates with the program presenters and performers
			Makes the script of the program
			Prints and distributes copies of the invitation program to DepEd officials and guests



			Prepare leis for the VIPs
			Identifies protocol officers assigned to a guest/VIP
			Takes care of the painting of tarpaulins and other posters or signages for guidance of participants and promotion of the event
			Writes official communication to judges, guests, and other invited officials
			Identifies hosts, ushers, and usherettes

## LIST OF JUDGES FOR DSPC 2023

Schools Division: **CALBAYOG CITY DIVISION**

Name of Judges	Position	School	Contest Category	Level
HAZEL C. PAGHUNASAN	MT-II	CCNHS	Editorial Writing/ Pagsulat ng Editoryal	Elementary
JOSEPHINE GALLARDO	MT-I	BAGACAY IS		
MEDELYN S. MINOZO	MT-II	MALAGA NHS		
ANA BELLA B. BAJET	MT-II	CCSC		Secondary
ERWIN J. AMOTO	EST-III	CCSC		
ANGELYN ORTEGA	EST-III	CARMEN ES		
ROSE ANN MENIEBA	SST-III	CCNHS	News Writing/ Pagsulat ng Balita	Elementary
JENNELYN S. TAYAB	SST-I	MANGUINOO NHS		
ERWIN M. ENRIQUEZ	SST-III	CCNHS		
JENNY ROSE MEKITPEKIT	EST-III	BINALIW ES		Secondary
MA. RINA F. ANTIVO	EST-III	SAN JOAQUIN CES		
MELANIE ENRIQUEZ	MT-III	CCSC		
CLEMENCE ANDRADE	MT-II	TARABUCAN NHS	Feature Writing/ Pagsulat ng Lathalain	Elementary
MARICRIS TOBIAS	SST-III	MACATINGOG IS		
MA. ANGELI HEMPLO	SST-III	MAG-UBAY NHS		
HEIDI SALE	MT-II	CAGNIPA ES		Secondary
KAREN IVY TAN	MT-II	CPCES		
ROSEMARIE E. PAULINO	EST-III	SAN JOAQUIN CES		
REMIROSE DOANN GETIGAN-YU	SST-III	SPNHS	Sports Writing/ Pagsulat ng Balitang Isports	Elementary
MARIA LOURDES DALIGDIG	MT-I	SJNHS		
KEN ELBEN PURALAN	SST-I	ONHS		
MARY MILDRED NORMOR	EST- III	BANTIAN ES		Secondary
GINA PALERMO	MT-I	CPCES		
ARTURO ASOQUE	MT-I	BUGTONG ES		
MA. ANGELI HEMPLO	SST-III	MAG-UBAY NHS	Column Writing/ Pagsulat ng Kolum	Elementary
JOANA MAE COMOTA	SST-I	MIGARA NHS		
LORA PUENTEBLANCA	MT-I	TRINIDAD NHS		
MALY VELARDE	MT-I	CECES		Secondary
YASMIN KAYE PELLEJERA	EST-III	CABACUNGAN ES		
ROSENDO PALAGAR	EST-III	OQUENDO CES		
MARTIN B. YGBUHAY II	SST-III	MALAJOG IS		

MA SHEINA ANGELA CATAMORA	SST-III	TABAWAN IS	Copyreading & Headline Writing/ Pagwawasto at Pag-uulo ng Balita	Elementary
CHINKY BACULANTA	MT-I	CCNHS		Secondary
GEMMA FAUSTINO	MT-I	MATOBATO ES	Elementary	
JESSA LADRERO	EST-III	TRINIDAD CES		Secondary
PAMELA CRIETA	EST-III	DAGUM ES	Editorial Cartooning/ Kartung Editorial	
CRYSTALEN MELANA	SST-I	LONNOY IS		
JESSABEL VARONA	SST-III	MIGARA NHS		
HAZEL SALINO	MT-I	CCNHS		
CYNTHIA DE GUZMAN	EST-III	BAGACAY IS		
BALTAZAR VILLAFLOR	EST-III	PILAR ES		
CRISTINA ALPANOSO	EST-II	MANGUINO-O ES	Elementary	
MELVIN C. ALLID	SST-I	CCNHS		
ARDEL MALANOG	SST-III	MAG-UBAY NHS	Secondary	
CELINE UY	SST-I	ONHS		
EDGAR CASTILLO	EST-III	MAG-UBAY ES	Photojournalism/ Larawang Pampahayagan	
VIOLETA SALDANA	SST-III	GADGARAN IS		
MICHAELOU AMPARADO	EST-III	DAGUM ES		
PATRICK LACANARIA	SST-I	CCNHS	Collaborative and Desktop Publishing	
RAYMARK LAGRIMAS	SST-I	PNAHS		
JESSY EBIT	SST-III	CARAYMAN NHS		
DAISY ALE	MT-I	CPCES		
LORENA LIBOT-LIBOT	EST-III	CPCES	Elementary	
SARAH JANE ARTOZA	EST-III	CCSC		
LIDA MORACA	EST-III	MALAJOG IS	Secondary	
JINKY GENIO	MT-II	CCSC		
MAY TORCULAS	MT-II	CAGSALAO SAO ES		
MELVIN GRAFIL	SST-III	TRINIDAD NHS	Science & Technology Writing/ Pagsulat ng Agham at Teknolohiya	
DEMETRIO BONGUET	MT-I	BAGACAY IS		
CATHERINE CORTEZ	SST-III	CCNHS		
RIZZIELLE MAGHARI	EST-III	CCSC		
LORIETA YRIGAN	EST-III	DAGUM ES		
DO-ANN ONATE	EST-III	BINALIW ES		