



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

17 March 2025

DIVISION MEMORANDUM
No. 158, s. 2025

**EDUCATION BOOTCAMP SERIES ON SCHOOL PAPER PRODUCTION
AND MANAGEMENT**

To: Assistant Schools Division Superintendents
Chief- Curriculum Implementation Division (CID)
Chief- School Governance and Operations Division (SGOD)
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. In connection with the Education Bootcamp Series on School Paper Production and Management on March 24-28, 2025 at Quezon National High School, Quezon, Province, the *school paper advisers and editor-in-chief or layout artist* of the following Top Five (5) Best School Papers in the 2025 Regional Schools Press Conference (RSPC) are advised to attend:

| Rank | Category | School Paper | School | Sub-Office |
|-----------------|---------------------------|-----------------------|---|--------------|
| 1 st | Elementary Level Filipino | Ang Kublihan | Papaya Elementary School | Nasugbu West |
| 3 rd | Elementary Level Filipino | Ang Silangang Balayan | Balayan East Central School | Balayan East |
| 1 st | Elementary Level English | Kalle Basa | Balayan East Central School | Balayan East |
| 3 rd | Elementary Level English | The Volcano | San Nicolas Central School | San Nicolas |
| 4 th | Elementary Level English | DM Legacy | Dona Matilde Memorial Elementary School | Lemery |
| 3 rd | Secondary Level Filipino | Ang Dalampasigan | Balayan National High School | Balayan East |

2. Refer to the Regional Memorandum No. 155, s. 2025, Education Bootcamp Series on School Paper Production and Management for the program activities and other details about the regional activity.

3. Immediate and wide dissemination of this memorandum is desired.


MARITES A. IBAÑEZ, CESO V
Schools Division Superintendent

LVL/ EDUCATION BOOTCAMP SERIES ON SCHOOL PAPER PRODUCTION AND MANAGEMENT/ R2- 141642/03/17/2025

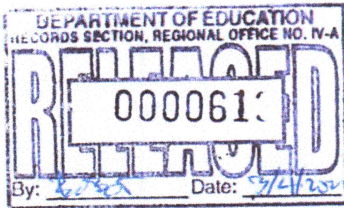


Address: Provincial Sports Complex, Bolbok, 4200 Batangas City

Telephone: (043) 722-1840 / 722-1796

Email Address: deped.batangas@deped.gov.ph

Website: www.depedbatangas.com



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ICT SECTION

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Regional Memorandum
No. 155, s. 2025

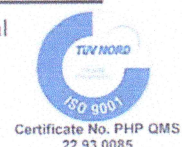
**EDUCATION BOOTCAMP SERIES ON SCHOOL PAPER
PRODUCTION AND MANAGEMENT**

To **Schools Division Superintendents**

1. In the effort for recalibration and advancement of skills of school paper advisers and campus journalists in the Region, this Office through the Curriculum and Learning Management Division (CLMD) will hold the **Education Bootcamp Series on School Paper Production and Management** on March 24-28, 2024 at Quezon National High School, Quezon Province.
2. This five-day bootcamp series will engage the participants in various enhancement activities on campus journalism production and management. Specifically, the activity aims to:
 - a. equip campus journalists and school paper advisers (SPA) with practical knowledge and hands-on experience in editorial planning, content development, layout design, and financial management to ensure a well-structured and high-quality school publication;
 - b. develop strategies for effective team collaboration, workflow management, and decision-making in school paper production, fostering a dynamic and organized publication team; and
 - c. guide participants in refining and aligning their school publications with the standards and criteria set for the National Schools Press Conference (NSPC), increasing their chances of success in national-level competitions.
3. Participants in this activity are the official school paper advisers and either the editor-in-chief or lay-out artist of the Top Five (5) Best Schools Papers per level and category in the previously concluded 2025 Regional Schools Press Conference (RSPC). They are advised to bring their own beddings.
4. In adherence to DepEd Order No. 9, s. 2005 (Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance Therewith) and DepEd Order No. 34, s. 2022 (School Calendar and Activities), all teaching and non-




Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph



teaching personnel are directed to strictly observe time-on-task in all learning activities. School heads of participating SPA must implement monitoring mechanisms to guarantee that classes start and end on time, non-instructional activities are scheduled appropriately, and academic tasks are prioritized over extraneous functions.

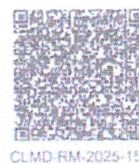
5. The following enclosures presents significant components of this activity:
 - a. Enclosure 1 – List of the Top Five (5) Best School Papers in the R4A CALABARZON 2025 Regional Schools Press Conference
 - b. Enclosure 2 - Indicative Program of Activities
 - c. Enclosure 3 - Regional Technical Working Group
 - d. Enclosure 4 - Terms of Reference
6. Food of the participants in this five-day activity shall be charged against regional fund which will be downloaded to SDO Quezon. Meanwhile, travel, incidental and other expenses of the participants shall be charged against school local fund or MOOE, whichever is available, subject to the usual government accounting and auditing rules and regulations.
7. The amount of two hundred fifty-seven thousand pesos only (Php 257,000.00) shall be downloaded to SDO Quezon to cover the expenses for food, materials and other related expenses.
8. For questions and clarifications, please contact Eugene Ray F. Santos, Education Program Supervisor in-charge of campus journalism via email at eugeneray.santos@deped.gov.ph.
9. Immediate dissemination of this Memorandum is desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

cc: 02/ROC6



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REGION IV-A CALABARZON



CLMD-RM-2025-155

a. Enclosure 1 – Top Five (5) Best School Papers in the R4A CALABARZON 2025 Regional Schools Press Conference

Elementary Level – Filipino Category

| Rank | SDO | School Paper | School |
|--------------|-------------------|-----------------------|---------------------------------|
| First Place | Batangas Province | Ang Kublihan | Papaya Elementary School |
| Second Place | Cavite Province | Ang Bagwis | Gahak-Marulas Elementary School |
| Third Place | Batangas Province | Ang Silangang Balayan | Balayan East Central School |
| Fourth Place | Imus City | Ang Kaimito | Imus Pilot Elementary School |
| Fifth Place | Cavite Province | Ang Wildboar | Pangil Elementary School |

Elementary Level – English Category

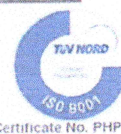
| Rank | SDO | School Paper | School |
|--------------|-------------------|------------------|---|
| First Place | Batangas Province | Kalle Basa | Balayan East Central School |
| Second Place | Imus City | Eastern Meridian | Gov. D.M. Camerino Integrated School |
| Third Place | Batangas Province | The Volcano | San Nicolas Central School |
| Fourth Place | Batangas Province | DM Legacy | Dona Matilde Memorial Elementary School |
| Fifth Place | Santa Rosa City | Aplayan Anchor | Aplaya Elementary School |

Secondary Level – Filipino Category

| Rank | SDO | School Paper | School |
|--------------|-------------------|------------------|--|
| First Place | Cavite Province | Ang Klaryon | Tanza National Comprehensive High School |
| Second Place | Cavite Province | Tinig Lagusan | Francisco P. Tolentino Integrated School |
| Third Place | Batangas Province | Ang Dalampasigan | Balayan National High School |



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|--------------|-----------------|-----------|-----------------------------------|
| Fourth Place | Calamba City | Ruralians | Calamba Bayside Integrated School |
| Fifth Place | Quezon Province | Ang Niyog | Quezon National High School |

Secondary Level – English Category

| Rank | SDO | School Paper | School |
|--------------|-----------------|------------------------|---|
| First Place | Cavite Province | The Clarion | Tanza National Comprehensive High School |
| Second Place | Batangas City | The CALABARZON Scholar | Philippine Science High School-CALABARZON Region Campus |
| Third Place | Batangas City | The Westernian Pioneer | University of Batangas |
| Fourth Place | Cabuyao City | Gold Bell | Cabuyao Integrated National High School |
| Fifth Place | Quezon Province | El Talipeno | Talipan National High School |

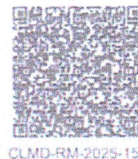
b. Enclosure 2 - Indicative Program of Activities

Education Bootcamp Series on School Paper Production and Management
 March 24-28, 2025 | Quezon National High School

| Date / Time | Day 1 | Day 2 | Day 3 | Day 4 | Day 5 |
|--------------|---------------------------------------|--------------------------------|--|--|-----------------------------|
| 8:00-9:00 | Opening Program | Management of Learning | Management of Learning | Management of Learning | Management of Learning |
| 9:00-10:00 | Session 1 News Section Workshop | Session 3 Editorial Section | Session 5 Science and Technology Section | Session 7 Lay-out and Page Design | Documentary Requirements |
| 10:00 -11:00 | | | | | |
| 11:00-12:00 | | | | | |
| 12:00-1:00 | Lunch | | | | |
| 1:00-2:00 | Session Features Section | Session 4 Column Section | Session 6 Sports Section | Continuation Lay-out and Page Design | Closing Program |
| 2:00-3:00 | | | | | |
| 3:00-4:00 | | | | | |
| 4:00-5:00 | | | | | |
| Facilitator | Eugene Ray F. Santos | Dianne Catherine T. Antonio | Eugene Ray F. Santos | Dianne Catherine T. Antonio | RTWG |
| Notetaker | Redgynn A. Bernales | Lhovie C. Damian | Redgynn A. Bernales | Lhovie C. Damian | |



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CLMD-RM-2025-155

Enclosure 3 - Regional Technical Working Group

Education Bootcamp Series on School Paper Production and Management

March 24-28, 2025 | Quezon National High School

Chairperson : Viernalyn M. Nama, Chief Education Supervisor

Vice Chairperson : Eugene Ray F. Santos, Education Program Supervisor

Members : Dianne Catherine T. Antonio, Education Program Supervisor

Emelia P. Crescini, Education Program Supervisor

Lhovie C. Damian, Teaching Aid Specialist

Redgynn A. Bernales, Administrative Assistant

Nenette Arcelle Joy P. Larinay, Librarian



Address: Gate 2, Karangalan Village, Cainta, Rizal

Telephone No.: 02-8682-2114

Email Address: region4a@depd.gov.ph

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c. Enclosure 4 - Terms of Reference

The CLMD shall be responsible for the entire conduct of the activity from venue to the logistics needed:

The RTWG shall:

- craft the proposal, memorandum, and RBA;
- coordinate with the workshop venue management and prepare the contract for the event;
- coordinate with the Supplies Officer for the supplies needed;
- conduct meetings with the facilitator;
- lead the review and evaluation of the presentation to be used for the activity;
- oversee the conduct of the activity;
- provide workshop templates; and
- lead the team for the conduct of debriefing sessions.
- prepare the completion report;
- request preparation of contract and supplies;
- prepare the room listing;
- coordinate with the moderator regarding the materials needed for the workshop and the documents that needed to be accomplished daily;
- prepare the documents needed for liquidation;
- prepare and print certificates of recognition, participation, and appearance; and
- submit the needed requirements to respective functional divisions after the conduct of the activity.

The Facilitators shall:

- introduce the guests;
- lead the FGD;
- provide instructions and inputs during the workshop;
- facilitate the collection and presentation of outputs;
- give the synthesis;
- ensure maximum participation of the participants; and
- address all concerns of the day (i.e., health, food restrictions, accommodation, etc.)



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The Consultants/Resource Persons shall:

- discuss and provide inputs about the topic;
- clarify areas of improvements in the school paper;
- suggest workshop templates;
- provide instructions and inputs during the workshops;
- ensure maximum participation of the participants;
- address all concerns about the topics; and
- Provide feedback and recommendations for enhancement of outputs of the participants.

The Minute Takers shall:

- document agreements, issues, concerns, and important activities, that happened during the workshop.

The Participants shall:

- Observe punctuality at all times
- Participate actively in the discussion
- Comply and submit the intended outputs in each session