



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
SCHOOLS DIVISION OF NEGROS ORIENTAL

**Office of the Schools Division  
Superintendent**

MEMORANDUM

MLA-2021-240

TO : **THROUGH THE DISTRICT SUPERVISOR/PRINCIPAL:**

**DR. LORILYN N. NUDALO**, Valencia District  
**MR. KENNETH B. PAEL**, NOHS  
**MR. VAL AMARANTE**, La Libertad District I  
**MR. RONEL LEE ALIJADO**, Ayungon District II  
**MR. TEOFAN GALLOSA**, Siaton District IV

FROM : *ppaulin*  
**SENEN PRISCILLO P. PAULIN, CESO V**  
Schools Division Superintendent  
6/29/2021

SUBJECT : **SEARCH FOR WRITERS/CORRESPONDENTS OF THE REGIONAL  
PUBLICATIONS TEAM**

DATE : June 29, 2021

1. Attached is Regional Memorandum No. 0522 s. 2021 announcing the Search for Writers/Correspondents of the Regional Publications Team.
2. This Office is pleased to nominate you in the said search.
3. Anent this, you are hereby requested to submit two (2) sample articles (1 news article and 1 feature article) on or before **July 2, 2021** to **karla.panesa@deped.gov.ph**.
4. Please follow the format/template indicated in the Regional Memorandum.
5. Both articles must be saved in one PDF file only. File name must follow the format: Name of the Nominee, Name of the Division Office.
6. For further details please refer to the attached Memorandum or contact the Division Information Officer, Mrs. Karla Panesa Antonio.
7. For information, guidance and compliance.

30 JUN 2021

SPP/JMA-MKP-NLR/SGOD/RBP/kpanton



*ky*  
Address: Kagawasan Avenue, Capitol Area, Daro, Dumaguete City  
Telephone Nos.: (035)225-2838 / 225-0667 / 422-7644  
Email Address: negros.oriental@deped.gov.ph



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS

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**Office of the Regional Director**

REGIONAL MEMORANDUM  
No. 0522 , s. 2021

June 28, 2021

**SEARCH FOR WRITERS/CORRESPONDENTS OF THE REGIONAL PUBLICATIONS  
TEAM**

To: Schools Division Superintendents/OICs  
All Division Information Officers  
All Others Concerned

1. To further uphold reformed communication initiatives and activities for the Department of Education Regional Office VII (DepEd RO VII) public affairs, upgrade its communication procedures and strategies, and strengthen public information convergence, this Office, through its Public Affairs Unit (PAU), announces its search for Writers/ Correspondents of the Regional Publications Team.

2. The search covers all of the 19 Schools Division Offices (SDO) in DepEd RO VII. Each SDO, facilitated by its Division Information Officer and approved by its Schools Division Superintendent, selects five (5) nominees for the said search. An elimination round will be conducted by choosing the best four sample articles (2 articles for each writer/nominee) per SDO submitted by the nominees to PAU. The two writers of these articles will then have to join the 'on-the-spot' writing competition/final round organized by PAU on a separate schedule. A selection committee from the regional office will choose the two finalists per SDO who will qualify for the writing competition and will finally choose one (1) writer/correspondent from each schools division office, judging from the best written articles (per SDO) during the final round. There will be a total of 19 writers/correspondents who will finally be chosen to be part of the Regional Publications Team. Certificate/Plaque of Recognition and other prizes will be given to the chosen writers.

3. The selected writers of the Regional Publications Team will closely work with the Public Affairs Unit, especially in the production of the monthly issuance of DepEd Region VII's newsletter and the annual Gasa Magazine of the region. Each newsletter will be based on themes relevant to Basic Education (as scheduled in the activities/celebrations/observances mandated by law) in which a number of writers in the publications team be assigned with a corresponding theme and month to contribute their entries for the said monthly newsletter. Their entries for Gasa Magazine will be collected in November of this year.



**Address:** Doña M. Gaisano St., Sudlon, Lahug, Cebu City  
**Telephone Nos.:** (032) 231-1433; (032) 414-7399  
**Email Address:** region7@deped.gov.ph

4. The nominees shall have the following:

**Qualifications:**

- a. hold a permanent teaching position in any public elementary or secondary school;
- b. be familiar with the operations of their respective schools (must be working in DepEd for not less than three years);
- c. be able to quickly get and research new information and write stories which are interesting to the readers;
- d. be able to have access with different channels of communication;
- e. be fluent and/or have adequate knowledge on the English Language;
- f. have excellent written communication skills;
- g. have knowledge on journalism and media production, especially in print publications.

**Functions:**

- a. closely work and collaborate with the Public Affairs Unit of DepEd Regional Office VII for its monthly newsletter production and coordinate with their respective Division Information Officer for updates;
  - b. produce entries (write news reports or feature articles or editorials) based on the monthly theme assigned of them for the newsletter of the region;
  - c. provide entries (write feature stories on best practices, news stories on events/activities, and editorials, create infographics of their programs and projects) for the annual Gasa Magazine production;
  - d. participate in publications/journalism trainings/seminar-workshops on creative writing organized by the Regional Publications Team of DepEd RO VII; and
  - e. participate in other activities/events involving the Regional Publications Team.
5. Each nominee is requested to submit a sample of his/her written articles on or before **July 2, 2021**. The Division Information Officer will collect the sample articles and send these to: [pau.ro7@deped.gov.ph](mailto:pau.ro7@deped.gov.ph) on or before **July 3, 2021**. A separate regional memorandum for the conduct of the 'on-the-spot' writing competition shall be provided upon the finalization of its schedule. (See Enclosures 1 & 2 for the mechanics.)
6. Immediate dissemination of and compliance with this Memorandum is enjoined.

  
**SALUSTIANO T. JIMENEZ JD, EdD, CESO V**  
Director IV  
Office of the Regional Director

**Mechanics:**

**Elimination Round:**

1. Each nominee shall submit his/her sample written feature and news article (1 feature and 1 news article) on or before July 2, 2021 to his/her respective Division Information Officer. The two articles for each nominee must be saved in one PDF file only.
2. The Division Information Officer shall collect the sample articles and submit them in a zip folder to Public Affairs Unit on or before July 3, 2021.
3. The Regional Selection Committee shall gather and select the best four articles (2 articles per writer: Feature and News article) whose writers shall represent their Schools Division Office to join the 'on-the-spot' writing competition organized by PAU on a separate date.
4. The following articles will be assessed according to the following rubrics:

Feature Article:

Organization	50%
Use of Language	10%
Grammar	10%
Creativity	30%

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100%

News Article:

Organization	60%
Use of Language	20%
Grammar	20%

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100%

5. The following format/template shall be used:

\*Category: Feature Article / News Article

\*Title: (in Bold Face)

\*Name of the Writer/Nominee:

\*Division Office:

\*Contact Number:

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**\*To be submitted by each nominee to DIO- FILE NAME for the sample articles by the nominee: Name of the Nominee, Name of the Division Office (Juan Dela Cruz, Cebu City Division)**

**\*To be submitted by each DIO to PAU- FILE NAME of the zip folder: Name of SDO (Cebu City Division)**

Number of words for feature article:

Minimum - 300

Maximum - 400

Number of words for news article:

Minimum- 100

Maximum- 200

Font size: 11

Font Type: Bookman Old Style

Spacing: 1.5

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**Mechanics:**

**Final Round:**

1. The two finalists per schools division office shall compete in the 'on-the-spot' writing contest on a schedule to be announced later.
2. The writing competition shall take place via MS teams.
3. The writing competition shall be done online using an online word processor (Google Document) and shall be written on a real-time basis.
4. All participants shall be asked to turn on their cameras as they start writing their articles. No coaches or any form of coaching shall be allowed during the competition.
5. All participants shall be asked to write both a feature and a news article about a particular topic or subject to be announced during the said activity. They will be given one common topic/subject to write.
6. All participants are given an hour to write the two articles (40 minutes for the feature article and 20 minutes for the news article).
7. Organizers of the said activity shall monitor each of the participants and shall check the participants' prompt submission of their entries.
8. The following articles will be assessed according to the following rubrics:

Feature Article:

Organization	50%
Use of Language	10%
Grammar	10%
Creativity	30%
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	100%

News Article:

Organization	60%
Use of Language	20%
Grammar	20%
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	100%