



Republic of the Philippines
Department of Education

26 NOV 2014

DepEd MEMORANDUM
No. **135**, s. 2014

2014 NATIONAL TRAINING OF TRAINERS (TOT) FOR CAMPUS JOURNALISM

- To: Bureau Directors
Regional Directors
Schools Division Superintendents
Heads Public and Private Elementary and Secondary Schools
All Others Concerned
1. The Department of Education (DepEd), through the Bureau of Elementary Education (BEE) and the Bureau of Secondary Education (BSE), announces the conduct of the **National Training of Trainers (TOT) for Campus Journalism** from December 8 to 11, 2014 for Luzon at Tagaytay International Convention Center, Tagaytay City and from January 12 to 15, 2015 for Visayas and Mindanao in Davao City.
 2. This is in compliance with the provisions of Republic Act No. 7079, otherwise known as *Campus Journalism Act of 1991*, and in support to the policy directions of the basic education program.
 3. The Training aims to:
 - a. orient the school paper advisers on the current trends and new developments in campus journalism and in digital communications media;
 - b. enhance their journalistic skills and competence;
 - c. introduce online publication as a new field in campus journalism;
 - d. update effective school paper management and editorial techniques; and
 - e. provide a healthy forum in addressing issues and concerns relative to the conduct of the *National Schools Press Conference (NSPC)*.
 4. Each region is given 20 slots for this training: ten for the basic course and ten for the advanced course. In case the region has confirmed to send less than 20 participants, the remaining slots will be given to other regions willing to send more. The participants from each region shall compose the regional training team.
 5. The participants are required to finish the course. Those who will not finish it will be given a Certificate of Appearance only. The set of selection criteria for the National TOT for Campus Journalism is stipulated in Enclosure No. 3. The curriculum vitae and portfolios of the regional trainers should be submitted to the regional supervisors in-charge of Journalism.
 6. Each participant shall pay a registration fee of Five Thousand Pesos (P 5,000.00), charged to the school's Maintaining and Other Operating Expenses (MOOE)/local/regional funds/Special Education Fund (SEF) or the School Campus Journalism Funds, subject to the usual accounting and auditing rules and regulations. The registration fee shall cover the costs of the participants' board and lodging, and supplies/materials.
 7. The first meal to be served is lunch on Day 0, and the last meal is afternoon snack on Day 3.

8. Travel expenses, cost of board and lodging of the members of the National Management Team and resource speakers, and other related expenses incurred in the conduct of the training shall be charged to the OSEC Campus Journalism Funds, subject to the usual accounting and auditing rules and regulations.

9. The participants are required to bring their laptop (Wi-Fi ready or with broadband modem), digital camera and video recorder for the workshop. The Training Matrix is stipulated in Enclosure No. 2.

10. The regional supervisor in-charge of Journalism is requested to fill-out in advance the Confirmation Sheet provided in Enclosure No. 1 and send through email at nspcelementary@gmail.com or nspcbse@gmail.com on or before **November 28, 2014**.

11. For more information and clarifications, all concerned may contact or visit any of the following:

- The Director
Attention: Ms. Lea Delfin-Estuye
Bureau of Elementary Education
Department of Education Central Office (DepEd CO)
2nd Floor, Bonifacio Building
DepEd Complex, Meralco Avenue, Pasig City
Telefax No. (02) 638-4700
Email Address: nspcelementary@gmail.com

- The Director
Attention: Ms. Anna Marie Baligod-San Diego
Bureau of Secondary Education
Department of Education Central Office (DepEd CO)
3rd Floor, Bonifacio Building
DepEd Central Complex, Meralco Avenue, Pasig City
Telefax No.: (02) 632-758; (02) 636-5172
Email Address: nspcbse@gmail.com

12. Immediate dissemination of this Memorandum is desired.


BR. ARMIN A. LUISTRO FSC
Secretary

Encls.:

As stated

Reference:

DepEd Memorandum No.: 120, s. 2012

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

SCHOOL PAPER
TRAINING PROGRAMS

Enclosure No. 1 to DepEd Memorandum No. 135, s. 2014)

(GROUP CONFIRMATION SHEET)

NATIONAL TRAINING OF TRAINERS FOR CAMPUS JOURNALISM

Basic Course

REGION: _____

No. of Males: _____

Females: _____

Name	Position/Designation	Topics	School	Division
1.		School Paper Management.		
2.		Layout and Page Design.		
3.		News Writing & Copy		
4.		Reading &		
5.		Headline Writing		
6.				
7.		School Paper Management.		
8.		Layout and Page Design.		
9.		Photojournalism & Editorial		
10.		Writing		

Advance Course

No. of Males: _____

Females: _____

Topic	Name	Position/Designation	School	Division
Radio/TV Scriptwriting & Production	1.			
	2.			
Science Writing (News, Feature & Editorial)	3.			
	4.			
Online Publication	5.			
	6.			
Sports Writing (News, Feature & Editorial)	7.			
	8.			
Collaborative and Desktop Publishing	9.			
	10.			

I hereby confirm the participation of the above listed participants to the National Training of Trainers for Campus Journalism at _____ on _____.

Certified Correct:

Regional Director

**National Training of Trainers for Campus Journalism
Training Matrix**

Basic Course		Day 0	Day 1	Day 2	Day 3
Time					
8:00 – 12:00	Arrival & Settling In	School Paper Management	News Writing	Photojournalism	Live Radio/TV Broadcast Gallery Walk (outputs will be displayed)
12:00 – 1:00	LUNCH				
1:00 – 2:00	Opening Program Overview and Mechanics of the Training	Layout and Page Design	Copy Reading & HW	Editorial Writing	Closing Program
2:00 – 4:00	RA 7079 and its IRR				
4:00 – 6:00	Plagiarism	4 -page publication (4 members per group) Regional plan for the RTOT and training in the division	CRHW and News Write ups/exercises (individual)	Photos with captions Editorial Write ups	Home Sweet Home
Output					
6:00 – 7:00	DINNER				
7:00-8:00		Regional Training Team meeting * Prepare the plan for RTOT and training in the division			
Officers of the Day	Ligaya Ilagan	Robesa Hilario Erlinda Leva	Maritou Vispo Maribel Perez	Nerisa Beltran Cristy Chioco	Lea Estuye Anna Marie San Diego

Advance Course

Time	Day 0	Days 1- 2 (Discussion & Hands on)				Day 3
8:00 – 12:00	Arrival & Settling In	Collaborative & DP & Online Publication				Live Radio/TV Broadcast Gallery Walk (outputs will be displayed)
12:00-1:00	Lunch					
1:00 – 2:00	Opening Program Overview and Mechanics of the Training					
2:00-4:00	RA 7079 and its IRR	Science Writing (News, Feature & Editorial)	Sports Writing (News, Feature & Editorial)	Radio/TV Scriptwriting & Production	Closing Program	
4:00-6:00	Plagiarism	Write ups	Write ups	Radio/TV Scripts & Live Broadcast		Home Sweet Home
Output		Publication	Write ups	Write ups		
6:00-7:00	DINNER					
7:00-8:00	Day 2 - Regional Training Team meeting * Prepare the plan for RTOT and training in the division					
Officers of the Day	Ligaya Ilagan	Lea Estuye Anna Marie San Diego	Eisie Esmer Robesa Hilario	Angel Santos Erlinda Leva	Ligaya Ilagan Elizabeth Carao	Lea Estuye Anna Marie San Diego

Days 0 & 3 - Plenary (Basic and Advance Courses Participants)
 Days 1 & 2 - Breakout Sessions
 First meal - Lunch (Day 0) Last meal - PM snack (Day 3)

(Enclosure No. 3 to DepEd Memorandum No. 135, s. 2014)

Selection Criteria for the National Training of Trainers for Campus Journalism

Composition of the Regional Training Team

This **NTOT** is open to School Paper Advisers, Language Department Heads and Division Language Supervisors who meet the following qualification requirements:

1. between the ages of twenty-five to fifty-five;
2. recognized for his/her exceptional training and teaching skills;
3. no plagiarized work (article or book);
4. willing to attend all sessions promptly and submit exceptional outputs at the end of each session;
5. adept in both English and Filipino both spoken and written forms;
6. able to write good articles in both languages with minimum editing;
7. able to use Microsoft Office, Photoshop, Page maker or In-Design and not a technophobic;
8. able to mentor and train other school paper advisers; and
9. willing to spend time to train and serve other school paper advisers and campus journalists.

Those who will take the **BASIC Courses** for NTOT for Journalism should have the following qualifications:

1. a school paper adviser for a maximum of five years and a minimum of one year;
2. can write and speak well;
3. able to submit outputs on time;
4. have consistently trained winning campus journalists and produced winning school papers annually;
5. can take good pictures with good technical and editorial value;
6. can cite and acknowledge sources;
7. have a good grasp of the Microsoft Office, Photoshop, Page maker or In-Design;
8. willing to learn and share his learning to his/her colleagues; and
9. listen and follow instructions well.

Those in the **ADVANCE Course** should have the following qualifications:

1. have won and/or was nominated as Outstanding School Paper Adviser of the Division/Region;
2. can write and speak in both languages well;
3. have been a school paper adviser for more than seven years;
4. have students and student publications winning in the DSPC, RSPC and NSPC consistently;
5. will not be retiring from service in the next five years;
6. have continuously shared their expertise not only in local but also in the regional and national levels; and
7. have published works in reputable local, regional and national dailies.

Means of Verifications - Trainer's Curriculum Vitae and Portfolio