



Department of Education  
Division of Marinduque  
**RECORDS SECTION  
RELEASED**

Republic of the Philippines  
**Department of Education**  
MIMAROPA Region  
**SCHOOLS DIVISION OF MARINDUQUE**

Name: 17,271  
Signature: [Signature]  
Date: JUL 05 2023

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

To: Asst. Schools Division Superintendent  
Chief Education Supervisors, SGOD / OIC- CID  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

FROM:   
**LYNN G. MENDOZA, EdD**  
Assistant Schools Division Superintendent  
OIC-Office of the Schools Division Superintendent *LN*

SUBJECT: **PRE- NSPC CLINIQUING AND PARTICIPATION TO THE NATIONAL  
SCHOOLS PRESS CONFERENCE (NSPC)**

DATE: July 5, 2023

1. Please find attached Regional Memorandum No. CLMD- 2023 – 097 titled: **Pre-NSPC Cliniquing and Participation to the National Schools Press Conference (NSPC)** dated July 3, 2023 which is self-explanatory. Special attention is given to the second page of this Memorandum where safety measures and other things to prepare and must be brought to NSPC are stipulated.
2. Relative to this, the NSPC -Qualifiers from this Division are expected to attend this online cliniquing, together with their respective adviser on a location where internet connectivity is good to ensure the maximum training needed.
3. For immediate dissemination.

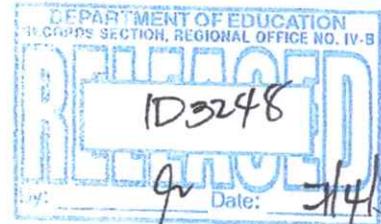
*“DepED Marinduque: Heart of the Philippines.  
Lead to Excel. Excel to Lead.”*



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Republic of the Philippines  
**Department of Education**  
MIMAROPA REGION



Office of the Regional Director

**MEMORANDUM**  
CLMD-2023-099

**TO :** ASSISTANT REGIONAL DIRECTOR  
SCHOOLS DIVISION SUPERINTENDENTS  
CHIEFS, REGIONAL FUNCTIONAL DIVISIONS  
ALL OTHERS CONCERNED

**FROM :** *Nicolas* NICOLAS T. CAPULONG, PhD, CESO III  
Director IV  
Regional Director

**SUBJECT :** PRE-NSPC CLINIQING AND PARTICIPATION TO THE  
NATIONAL SCHOOLS PRESS CONFERENCE (NSPC)

**DATE :** July 3, 2023

In line with Regional Memorandum No. 93, s. 2023 titled **Official List of Participants to the 2023 National Schools Press Conference**, this Office through the Curriculum and Learning Management Division announces the conduct of an online Pre-NSPC Cliniquing to all NSPC qualifiers on June 4-7, 2023. Please refer to Enclosure No. 1 of the schedule for each individual and group category.

Each division is requested to compose a team who will conduct enhancement exercises and activities after a week of pre-NSPC cliniquing of the contestants.

Only the One Hundred sixty-five (165) delegates shall be registered and accommodated in the billeting area. They are also the ones who will receive the kit and Certificate of Participation and Appearance.

Non-contestants, parents, and other school officials who are not part of the Official Delegation are required to seek their accommodation and contact the host region/division for assistance. They can contact Tangub Division/Ms. Marissa D. Cayetuna at mobile no. 0906-1685-395. See attached for the List of Hotels provided by the host region.



The following safety measures shall be observed by all identified participants of the 2023 NSPC, to wit:

- All campus journalists participating in the 2023 NSPC should be traveling with the coach to ensure that no one gets left behind. In group categories, the coach shall adopt the buddy system.
- Division Supervisor in charge in a certain billeting quarter shall ensure that there is an accessible medical kit throughout the 2023 NSPC. Campus journalists/coaches shall be made aware of how to access the medics whenever necessary.
- All responsible personnel in the conduct of the 2023 NSPC shall be guided by the principles of emergency and evacuation protocols as per Disaster Risk Reduction and Management Manual. This shall be part of the pre-departure briefing with all the participants.
- All coaches shall continue to promote the consumption of healthy foods and beverages (DepEd Order No. 13, s. 2017) during the entire trip to and from the NSPC venue and even during the duration of the 2023 NSPC.
- All participants, coaches, SPAs, and working committees shall bring their water tumblers, umbrellas, towels, off lotion, and face masks.
- Concerned coaches shall be aware of the participating learner's medical condition and approach immediately the medics if there is an occurring ailment. They shall secure the emergency contact details of every learner joining the 2023 NSPC. In the same way, concerned coaches shall give their contact details to the parents/guardians of campus journalists.

Participants shall bring maong pants, white shoes, and a long blue balloon to be used during the opening program.

All participants in the individual categories shall wear their respective school uniforms during the contest proper, while the online desktop publishing shall wear their school uniforms or plain white t-shirts with their identification cards. Meanwhile, Collaborative Desktop Publishing and Radio Scriptwriting and Broadcasting shall wear their white shirts and valid school IDs, and TV Broadcasting participants shall wear appropriate attire.

To ensure smooth participation in the 2023 National Schools Press Conference, see Enclosure No. 3 for the 2023 NSPC Committees and their Term of Reference. Attached also is the 2023 NSPC schedule of activities and the venue of the contests.

For more information and/ or clarifications, you may contact Mariflor B. Musa, CLMD Chief, and/ or the Regional Journalism Coordinators, Edna C. Oabel at email ad: [edna.oabel@deped.gov.ph](mailto:edna.oabel@deped.gov.ph) and Rogelio F. Falcutila at email ad: [rogelio.falcutila@deped.gov.ph](mailto:rogelio.falcutila@deped.gov.ph).

For information and appropriate action.

**PRE-NSPC CLINIQUING SCHEDULE**

<b>Category</b>	<b>Time Schedule</b>	<b>Date</b>
News Writing	6:00 PM- 8:00 PM	June 19-July 7, 2023
Editorial Writing	10:00 AM- 12:00 NN	July 4-7, 2023
Feature Writing	10:00 AM-12:00 NN	July 4-7, 2023
Sports Writing	5:00 PM-7:00 PM	July 4-7, 2023
Copy Reading and Headline Writing	3:00 PM-5:00 PM	July 4-7, 2023
Science and Technology Writing	5:00 PM-7:00 PM	July 4-7, 2023
Column Writing	6:00 PM- 8:00 PM	July 4-7, 2023
Photojournalism	7:00 PM- 9:00 PM	July 4-7, 2023
Editorial Cartooning	6:00 PM-8:00PM	
Collaborative Publishing	4:00 PM- 6:00 PM	July 4-7, 2023
Online Publishing	3:00PM-5:00 PM	July 4-7, 2023
Radio Scriptwriting and Broadcasting	10:00 PM- 12:00 NN	July 4-7, 2023
TV Scriptwriting and Broadcasting	1:00 PM-3:00 PM	July 4-7, 2023

**LIST OF HOTELS IN CAGAYAN DE ORO CITY**

<b>No.</b>	<b>FACILITY</b>	<b>ADDRESS</b>	<b>RATE</b>	<b>CONTACT NUMBER</b>
1	Grand City Hotel	Don Apolinar Velez Street, Cagayan de Oro, 9000 Misamis Oriental	1, 035	(088) 857 1900
2	Mallberry Suites Business Hotel	Osmena St, Cagayan de Oro, 9000 Misamis Oriental	2, 719	(088) 854 1999
3	Seda Centrio	Claro M. Recto Avenue, corner Corrales Ave, Cagayan de Oro, 9000 Misamis Oriental	4, 174	(088) 323 8888
4	Benrose Hotel	976 Tiano Brothers St, Cagayan de Oro, 9000 Misamis Oriental	2, 058	0967 028 5191
5	The Pacifico Boutique Hotel	Don Apolinar Velez St, Cagayan de Oro, 9000 Misamis Oriental	1, 278	0917 864 4099
6	Limketkai Luxe Hotel	Limketkai Dr, Cagayan de Oro, 9000 Misamis Oriental	4, 788	(088) 880 0000
7	De Luxe Hotel	Capt. Vicente Roa St, Cagayan de Oro, 9000 Misamis Oriental	1, 299	(088) 857 2144
8	Newdawn Hotel Plus	Don Apolinar Velez St, Cagayan de Oro, 9000 Misamis Oriental	1, 428	(088) 850 1876
9	Bridge Hotel Express (former Casa Crystalla)	Pabayon, T. Chavez St, Cagayan de Oro, 9000 Misamis Oriental	2, 390	0967 962 2765
10	Red Planet Cagayan De Oro	Claro M. Recto Ave, Gusa, Cagayan de Oro, 9000 Misamis Oriental	1, 501	(088) 880 0888
11	Pearlmount Hotel	Limketkai Dr, Cagayan de Oro, 9000 Misamis Oriental	1, 638	(08822) 727477
12	1A Express Hotel	Claro M. Recto Ave, Cagayan de Oro, Misamis Oriental	3, 425	0917 670 1239
13	Primeluxe Hotel	Behind Security Bank, Osmena St, Cagayan de Oro, 9000 Misamis Oriental	1, 803	(088) 864 1186
14	Marianne Suites	Gen A. Luna St, Cagayan de Oro, 9000 Misamis Oriental		(088) 880 2123
15	The VIP Hotel	Don Apolinar Velez St, Cagayan de Oro, 9000 Misamis Oriental	2, 477	(08822) 727360
16	Rich Manor Pension House	Corrales Ave, Cagayan de Oro, Misamis Oriental	864	(088) 880 0986
17	GC Suites	Grand Central Building 4th Floor, Hayes St, Cagayan de Oro, 9000 Misamis Oriental	1, 722	(088) 858 1234
18	G-Galyx Inn Hotel	Capt. Vicente Roa St, Cagayan de Oro, 9000 Misamis Oriental	745	0917 329 4256
19	Our Story Boutique Hotel	Upper Macasandig, South Diversion Rd, Cagayan de Oro, 9000 Misamis Oriental	2, 284	0917 170 6803
20	Emerald Suites	Jose Calo Agudo St, Cagayan de Oro, 9000 Misamis Oriental		(088) 858 4684

**LIST OF HOTELS IN CAGAYAN DE ORO CITY**

21	Natures Pensionne House	Velez-Chavez ST., Cagayan de Oro, 9000 Misamis Oriental	702	
22	N Hotel	Kauswagan Highway	3,575.00	63 945 593 2691
23	Country Village Hotel	Villarin Carmen	1,564.00	0956 776 4501
24	Apple Tree Resort and Hotel	Opo! Mis Or	2,185.00	(088) 859 3800
25	Smart Condo	Upper Balulang (Uptown)	2,140.00	0915 773 1244 09369878728 09369878728
26	Stone Suites	Uptown CDO	2,450.00	(088) 858 5991 0975 587 9430
27	Primavera Residences	Uptown CDO	2,135.00	09177942221

Enclosure No. 3

**2023 NSPC COMMITTEE**

**Executive Committee**

Over-all Chairman

Nicolas T. Capulong, PhD, CESO III  
Director IV, Regional Director

Co-Chairman

Cherrylou D. Repia  
Assistant Regional Director

Members

Mariflor B. Musa, CLMD Chief  
Edna C. Oabel, EPS, Journalism Coordinator  
Rogelio F. Falcutila, EPS, Journalism Coordinator

NO.	COMMITTEE	OFFICIAL IN-CHARGE	DIVISION	POSITION
1	Transportation	Bernard Bonquin (Chair)	Oriental Mindoro	Principal I
		Norman F. Magsino	Calapan City	EPS in Mathemtaics
		Erickson A. De Limos	Calapan City	Librarian II
2	Food	Magdalena Morales (Chair)	Oriental Mindoro	EPS in Filipino
		Ma. Teresa C. delos Reyes	Calapan City	PSDS
		Liberty R. Lacdao	Calapan City	PSDS
		Cristina E. Foja	Calapan City	PSDS
3	Supplies and Materials	Rogelio Falcutila (Chair)	Regional Office - CLMD	EPS in Filipino
		Eduardo D. Ellarma	Occidental Mindoro	EPS in Filipino
		Joey B. Gutierrez	Calapan City	EPS in English
		Marlon L. Francisco	Calapan City	EPS in Filipino
4	Documentation/Updates	Jasmin G. Rayos (Chair)	Calapan City	Teacher III
		Leslie Ann D. Sanchez	Calapan City	Teacher III
		Dana Magno	Palawan	Master Teacher
		Juribert Iligan	Palawan	Master Teacher
5	Parade	Emmanuel Roallos (Chair)	Calapan City	Teacher III
		Riza O. Villanueva	Calapan City	Teacher III
		Juribert Iligan	Palawan	Master Teacher

**OFFICIAL IN-CHARGE - INDIVIDUAL CONTEST**

<b>NO.</b>	<b>CONTEST CATEGORY</b>	<b>OFFICIAL IN-CHARGE</b>	<b>DIVISION</b>	<b>POSITION</b>
1	News Writing	Cristina E. Foja	Calapan City	PSDS
2	Feature Writing	Jelly I. Sore	Marinduque	EPS in English
3	Editorial Writing	Liberty R. Lacdao	Calapan City	PSDS
		Magdalena Morales	Oriental Mindoro	EPS in Filipino
4	Sports Writing	Ma. Teresa C. delos Reyes	Calapan City	PSDS
5	Copyreading and Headline Writing	Glenda Almeniana	Puerto Princesa City	EPS in English
6	Science and Technology Writing	Luis Mationg	Puerto Princesa City	EPS in Filipino
7	Photojournalism	Thervel M. Saez	Oriental Mindoro	EPS in English
8	Editorial Cartooning	Nora Nangit	Palawan	EPS in Filipino
		Avegail Constantino	Palawan	EPS in English
9	Column Writing	Florie M. Regencia	Marinduque	EPS in Filipino

**OFFICIAL IN-CHARGE - GROUP CONTEST**

<b>NO.</b>	<b>CONTEST CATEGORY</b>	<b>OFFICIAL IN-CHARGE</b>	<b>DIVISION</b>	<b>POSITION</b>
1	Radio Scriptwriting and Broacasting	Eduardo D. Ellarma	Occidental Mindoro	EPS in Filipino
		Marlon L. Francisco	Calapan City	EPS in Filipino
2	TV Broadcasting	Joey B. Gutierrez	Calapan City	EPS in English
		Erickson A. de Limos	Calapan City	Librarian II
3	Collaborative Desktop Publishing	Adelardo I. Malaluan	Occidental Mindoro	EPS in English
		Liberty R. Lacdao	Calapan City	PSDS
4	Online Publishing	Norman F. Magsino	Calapan City	EPS in Mathemtaics
		Joey B. Gutierrez	Calapan City	EPS in English

### TERMS OF REFERENCE

1	Transportation	Coordinates with the transportation officer of the host region as to schedule of trips, itinerary, contest venues, etc.; Coordinates with the Division EPSs as to the schedule of contests of campus journalists to ensure provision of transportation/service
2	Food	Coordinates with the head of catering service as to food preferences of participants, meal distribution schedule, meals for contestants, etc.
3	Supplies and Materials	Manages and leads the distribution of supplies, materials, uniforms, etc. to be used by the members of the delegation in the entire duration of NSPC; Prepares the list of supplies to be distributed and recipients of these supplies
4	Documentation/Updates	Prepares the daily photo and narrative reports of the NSPC and submits them to the Regional EPS in English and provides each division a copy
5	Parade	Manages, organizes and leads the conduct of the parade; Prepares the cheers and yells to be used during the delegation presentation
6	Contest In-charge	Orients school paper advisers as to schedule of contests; Ensures that all campus journalists are in the contests venue based on schedule; Provides updates to SPAs as to contests' venues and schedules

## 2023 NSPC Schedule of Activities

Date	Time	Event	Venue	
July 17	2:00-2:45	Opening Program and award luncheon Exhibition	Alumni Center Ballroom Princeton University College	
	3:00-5:00	New Writing Institute Writing, Editor & Writing and award luncheon Second day	Marriott Marquis, Princeton Corporate Conference Center Room 15200 (15th)	
		New Writing Institute Writing, Editor & Writing and award luncheon Exhibition	Princeton University College	
	4:30-5:45	New Writing Institute Writing, Editor & Writing and award luncheon Exhibition Writing Institute and award luncheon Exhibition Writing	Marriott Marquis, Princeton Corporate Conference Center Room 15200 (15th)	
		Awarding of best student papers	Princeton University at event location	
		7:00 am network	Publication of program Proceedings of the Program	Princeton University Corporate Conference Center Room 15200 (15th)
			7:00 am network	Roundtable on the role and Revolving Writing
	7:00 am network		Editorial process: The steps of publication	Princeton University at event location
	7:00 am network	Editorial Process	Princeton University at event location	
	7:00-12:00	Publication of program Proceedings of the Program	Princeton University Corporate Conference Center	

1. The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that proper record-keeping is essential for the smooth operation of any business and for the protection of its interests.

2. The second part of the document outlines the various methods and procedures that should be followed to ensure the accuracy and reliability of the records. It includes detailed instructions on how to collect, classify, and store the data, as well as how to verify its correctness.

3. The third part of the document provides a comprehensive overview of the different types of records that should be maintained, including financial statements, contracts, and correspondence. It also discusses the legal requirements and regulations that govern the retention and disposal of these records.

4. The fourth part of the document offers practical advice and tips for implementing an effective record-keeping system. It covers topics such as the selection of appropriate record-keeping software, the training of staff, and the establishment of clear policies and procedures.

5. The fifth part of the document concludes by highlighting the benefits of a well-maintained record-keeping system, such as improved efficiency, better decision-making, and enhanced compliance with legal obligations.