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Republic of the Philippines  
DEPARTMENT OF EDUCATION  
CORDILLERA ADMINISTRATIVE REGION

Wangal, La Trinidad, Benguet, 2601

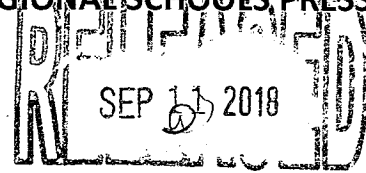
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September 6, 2018



REGIONAL MEMORANDUM  
No. 304-2018, s. 2018

**PLANNING CONFERENCE ON THE CONDUCT OF THE REGIONAL SCHOOLS PRESS  
CONFERENCE (RSPC)**



To: Schools Division Superintendents  
All Divisions

DEPED-CAR

- As per result of the consultative workshop and planning meeting with the CLMD Chiefs and the Regional Supervisors in-charge of Journalism held at Surigao del Norte on August 6-10, 2018, a one day consultative and planning meeting with the Division Supervisors in English and Filipino will be conducted on September 20, 2018 at the Stephen N. Capuyan Hall, 8:00 in the morning.
- This one day consultative meeting aims to: a) provide updates to the participants regarding the conduct of RSPC 2018; b) identify issues and concerns that must be addressed in 2018 RSPC ; c) present the draft copy of the 2019 NSPC Guidelines and Manual of Operations d)set schedule of activities relevant to RSPC
- Participants are advised to bring with them the draft copy of the 2019 NSPC Guidelines and Manual of Operations and report of activities related to journalism conducted in your Division.
- Expected participants to this activity are the following:

Participants	Number
<b>Regional Office</b>	
• Regional Director	1
• Assistant Regional Director	1
• Chief, CLMD	1
• EPS, CLMD (in-charge of English and EsP)	2
• Documenter	1
<b>Division Offices (8)</b>	
• Supervisors in English and Filipino	16
• Regional RESSPAA	10
<b>TOTAL</b>	<b>32</b>

- Attached in Enclosure is the Activity Matrix for your guidance.
- Transportation and other incidental expenses of the participants shall be charged against local funds while meals (breakfast, lunch and dinner) and 2 snacks shall be charged to Regional funds subject to the usual accounting and auditing rules and regulations.
- Immediate dissemination of this memorandum is desired.

*M*  
**MAY B. ECLAR., PhD., CESO V**  
Regional Director.

Contact Numbers (Area Code: 074):

Office of the Regional Director	422-1318	Administrative Division	422-1804	CLMD	422-7096	HRDD	422-9590
Fax	422-4074	Cash Section	423-2215	LRMDS	422-0615	NEAP-R	422-5500
Office of the ARD	422-9590	Payroll Section	424-3993	ESSD	423-2218	PPRD	422-9590
ICT Unit	422-1318	Records Section	423-2213	Finance Division	422-5155	QuAD	422-5187
Public Affairs Unit	422-1318	Supply Section	422-2198	FTAD	424-5187	COA	422-7434
Legal Unit	423-2214	General Services Unit	422-1804				

## PLANNING CONFERENCE ON THE CONDUCT OF THE 2018 REGIONAL SCHOOLS PRESS CONFERENCE (RSPC)

Stephen N. Capuyan Hall  
DepEd-CAR, Wangal  
September 20, 2018

### *Matrix of Activities*

<i>TIME</i>	<i>ACTIVITY FOR JOURNALISM</i>	<i>FACILITATORS</i>
8:00 – 8:30	Registration	
8:30 – 9:00	Opening Program	
9:00 – 10:00	<ul style="list-style-type: none"> <li>• Report on the conduct of 2017 RSPC in Tabuk</li> <li>• Updates on conduct of RSPC 2018</li> </ul>	c/o Tabuk Division  Thelma T. Dalay-on/Patricio T. Dawaton
10:00 – 10:15	<i>Health Break</i>	
10:15 – 12:00	<ul style="list-style-type: none"> <li>• Presentation of Manual of Operations (draft)</li> <li>• Ironing out guidelines of contest categories in RSPC</li> </ul>	Thelma T. Dalay-on/Patricio T. Dawaton
12:00 – 1:00	<i>Lunch Break</i>	
1:00 – 3:00	<ul style="list-style-type: none"> <li>• Division Action Plans on Journalism</li> <li>• Presentation of Action Plans.</li> <li>• Planning for Regional Training of School Paper Advisers</li> </ul>	Thelma T. Dalay-on/Patricio T. Dawaton
3:00 – 3:15	<i>Health Break</i>	
3:15 – 5:00	<ul style="list-style-type: none"> <li>• Planning for the conduct of RSPC 2018</li> </ul>	Thelma T. Dalay-on/Patricio T. Dawaton