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Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

July 10, 2023

REGIONAL MEMORANDUM  
No. **718** s. 2023

**TERMS OF REFERENCE AND IMPORTANT REMINDERS FOR THE  
REGIONAL DELEGATION TO THE 2023 NATIONAL  
SCHOOLS PRESS CONFERENCE (NSPC)**

To: Schools Division Superintendents  
All Others Concerned

1. To provide guidance on the expected tasks to be accomplished by the members of the delegation and to ensure a smooth and safe participation in the event, the regional delegation is advised to take note of the herein attached terms of reference and other important reminders in relation to the conduct of the 2023 NSPC on July 17-21, 2023 in Cagayan De Oro City.
2. The regional delegation is expected to be at the billeting school on the afternoon of July 16, 2023 so that everybody will be able to prepare and attend the Opening Program the following morning.
3. For easier tracking and documentation, all participating divisions shall consolidate and submit, through the Division Campus Journalism Supervisor, their travel order (one per SDO), parents' permit/waiver, and students' medical certificate at <https://bit.ly/3rlRC4n> not later than July 14, 2023.
4. Immediate dissemination of and compliance with this Memorandum are desired.

*E. R. Fetalvero*  
**EVELYN R. FETALVERO, CESO IV**  
Regional Director ✓

Enclosures: As stated  
References: As stated

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

NSPC PARTICIPANTS TERMS OF REFERENCE

CLMD-DME



Enclosure A to Regional Memorandum No. **718** s. 2023**TERMS OF REFERENCE**

REGIONAL DELEGATION MEMBERS	TASKS
Head of the Delegation / Overall Chairperson	<ul style="list-style-type: none"> <li>Leads the delegation in matters that require decision or action at the regional level</li> <li>Directs all members to perform/accomplish tasks</li> <li>Ensures safety of all delegation members during the event</li> </ul>
Assistant Head of the Delegation / Co-chairperson	<ul style="list-style-type: none"> <li>Assists the Head of the Delegation</li> <li>Assumes the role of the Head of Delegation in his/her absence if authorized</li> </ul>
CLMD Chief and Regional Focal Persons	<ul style="list-style-type: none"> <li>Coordinates with the NTWG and the Host Region as to arrangements and updates about the events</li> <li>Updates the regional delegation on new arrangements that are officially relayed by the NTWG or the Host Region</li> <li>Ensures that documentary requirements for travel and contest are submitted and updated</li> <li>Ensures that delegation members from the Divisions observe and accomplish their respective tasks</li> </ul>
Division Campus Journalism Supervisors/ Authorized Representative	<ul style="list-style-type: none"> <li>Ensures that all participants from the Division observe and comply with the requirements and tasks</li> <li>Submits NSPC requirements to the Regional Office</li> <li>Ensures the safety of all Division participants</li> <li>Assists coaches/SPAs and contestants carrying out their tasks</li> <li>Checks attendance of coaches and contestants in all activities and ensures that they are updated as to the schedule and arrangements about their contest</li> <li>Monitors whereabouts of the division participants and ensures they are in their respective quarters or events until they return to their respective homes or families</li> <li>Keeps contact details of all participants' families especially the parents in case of emergency</li> <li>Take note of the conduct of the activities</li> </ul>
SPAs/Coaches	<ul style="list-style-type: none"> <li>Ensures the safety of the contestants</li> <li>Ensures that all requirements for admission to the contest are complied with</li> <li>Ensures that the contestant is able to participate in the contest</li> </ul>



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	<ul style="list-style-type: none"> <li>• Monitors and stays with the contestant at all times (as necessary) especially when travelling outside the billeting school</li> <li>• Helps and guides contestants prepare for the contest mentally and physically</li> <li>• Keeps in touch with the contestants family</li> <li>• Informs the division delegation head for any issue or concern</li> </ul>
Contestants /Campus Journalists	<ul style="list-style-type: none"> <li>• Follows house rules and expected tasks</li> <li>• Prepares for and participates in the contest</li> <li>• Stays with the coach or authorized adults for the entire duration of the activity.</li> </ul>
Association Officers	<ul style="list-style-type: none"> <li>• Attends meetings and activities organized by the national association officers</li> <li>• Assists the regional delegation in carrying out tasks</li> <li>• Ensures that the attendance sheets and logbook are accomplished by all participants</li> <li>• Documents and records important proceedings and activities</li> <li>• Prepares the ACR or ADR at the end of the activity</li> <li>• Helps relay instructions from the delegation head and the NTWG</li> <li>• Facilitates or coordinates with the transport service of contestants as applicable</li> <li>• Assists the Head of the Delegation during the hoisting of the banner</li> </ul>





**IMPORTANT REMINDERS**

As part of the safety measures being observed in the conduct of the NSPC, the following house rules and important reminders should be considered by the members of the regional delegation:

1. Each Division is expected to submit a travel schedule from the point of origin up to the intended destination following a template shared in a common drive. The same template shall also be used in reflecting the return trip of the division participants at the end of the activity. This document shall enable the group to keep track of the participants while they are travelling.
2. Coaches and their student-participants are to observe a "Buddy System" (a company of at least two when traveling outside the billeting school or an unfamiliar area. There should be at least one adult in the group who can ensure their safety.
3. No student or coach shall be allowed to go out on his or her own without permission from the division head and regional delegation heads.
4. A logbook shall be accomplished by the delegates every time they leave the billeting school.
5. The coach and students must stay together when traveling outside the quarters. The coach is to wait outside the contest venue and must be ready to fetch the student when the contest is over.
6. Should there be a need or valid reason for a student to go out after his or her contest is over or if the student will not be joining his or her coach and delegation due to the presence of his or her family, the concerned family must submit in writing that they are taking custody of their child and would release the delegation of any responsibility for such a decision.
7. During the contest, coaches and division heads must ensure that those who are supposed to join their contests are given the priority in terms of meal serving, bath time, and transportation.
8. All participants are reminded to keep the area clean and orderly. Discipline and respect must be always practiced.
9. Coaches and contestants must plan and schedule their preparation so that the contestants are still able to get a good sleep prior to the conduct of the contest.
10. Coaches must be proactive and make necessary preparation as to back up equipment and materials that might be needed in case problems crop up. In addition, they should have a complete grasp of the details of the contest guidelines that they are involved in.
11. All participants are required to attend the opening and closing ceremonies wearing the prescribed uniform or attire.
12. Since the provisions in the billeting school may be limited, priority should be given to the official participants.

