



Republic of the Philippines
Department of Education
Region X
DIVISION OF EL SALVADOR CITY
Zone 3, Poblacion, El Salvador City



Telefax No: (088) 555-0475 | Email Address: elsalvador.city@deped.gov.ph | Website: depedelsalvadorcity.net

DIVISION MEMORANDUM

No. 334, s. 2018

To: All Public and Private School Heads
Journalism Coordinators
Journalism Coaches
This Division

From: **JESNAR DEMIS S. TORRES, Ph.D., CESE**
OIC, Schools Division Superintendent

Subject: Special Meeting Relative to the Conduct of 2018 Regional Schools Press Conference (RSPC)

Date: October 24, 2018

1. Please be informed of a special meeting for all journalism coaches of the qualifiers to the 2018 Regional Schools Press Conference (RSPC) on October 30, 2018, 1:00P.M. to 5:00P.M. at the Learning Resource Center, El Salvador City Central School, El Salvador City.
2. The following agenda are to be discussed:
 - a. Updates on the guidelines of the conduct of 2018 RSPC on December 4-6, 2018 at Tanguib City
 - b. Conduct of Division Intensive Training for Qualifiers to the 2018 RSPC re: Scheduling and Assigning of Contest Events
 - c. Assigning of Different Committees:
 - c.1 Room Assignment in the Billeting School
 - c.2 Request of Registration Fee and Securing of the Official Receipts
 - c.3 Facilitating on the Membership Fee and OR
 - c.4 Division Banner
 - c.5 Tarpaulin for the Billeting Quarter and the buses
 - c.6 Transportation Booking and Distribution of Bus Assignments
 - c.7 School Publication Collection
 - c.8 Parents Consent, Medical/Dental Certificates Collection
 - c.9 Registration Committee and Daily Attendance Checking
 - c.10 Program for Host School
 - c.11 Cleanliness and Orderliness in the Billeting Quarter
 - c.12 Press Information Officers (Announcements and Updates of Schedule)
 - c.13 Foods and Snacks (To be arranged with the Host Division)
 - c.14 Safety and Security



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- c.15 Documentation
 - c.16 Mass In-charge / Prayer
 - c.17 Vehicles (Facilitation and arrangement with the Host Division/School)
 - d. Other matters:
 - d.1 T-shirts (Uniform for all Participants)
 - d.2 Booth Preparation (if there's any)
 - d.3 Unity Yell (if there's any)
 - d.4 Presentation to Mayor's Night (if there's any)
3. Immediate dissemination of this memorandum is desired.