



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

May 26, 2026

**REGIONAL MEMORANDUM**

No. **662** s.2026

**CONDUCT OF THE NSPC POST-ACTIVITY EVALUATION CONFERENCE**

To: Schools Division Superintendents  
All Others Concerned

1. In order to gather valuable inputs about the implementation of the National Schools Press Conference (NSPC) 2026 which will be useful in improving or enhancing its conduct in the future, this Office, in partnership with the DepEd Central Office and the Division of Ormoc City, will hold the **NSPC Post-Activity Evaluation Conference** on July 7-9, 2026 in Ormoc City.
2. The meeting shall include the following agenda:
  - a. Presentation and discussion of the NSPC evaluation results;
  - b. Acknowledgment and recognition of hosts and partners;
  - c. Crafting of action plan for the next NSPC; and
  - d. Evaluation of the region's performance in the NSPC and other major campus journalism activities.
3. The three-day meeting shall be hosted by the Division of Ormoc City but shall be spearheaded by the NSPC National Technical Working Group (NTWG) following the details in the attached activity matrix.
4. The first meal is breakfast on July 7, 2026 while the last meal is lunch on July 9, 2026.
5. A summary of the identified participants shown below is provided for quick reference and guidance.

<b>PARTICIPANTS</b>	<b>NO. OF PAX</b>
NSPC NTWG (DepEd Central Office)	20
Regional Program Management Team (RPMT)	15
Host Division Program Management Team (DPMT)	43
Division Campus Journalism Supervisors (One slot per SDO except the SDO of Ormoc City)	12
NSPC Partners and Guests	10
	100

6. Each committee chair from the host division is requested to present a brief but comprehensive NSPC accomplishment report not exceeding 10 minutes during

the sharing of experiences, highlighting what went well, what did not turn out as planned, and what needs to be done as a way forward.

7. Since the activity already falls within the Instructional Block, teachers who are members of the PMT are not allowed to join the activity.

8. Expenses for the participants' meals and lodging; rental of venues, transportation vehicles, and/or equipment; and purchase of supplies and materials shall be charged against the Development and Promotion of Campus Journalism (DPCJ) Program Support Funds which was downloaded to the Division of Ormoc City under **SUB-ARO No. OSEC-8-26-01250** dated March 30, 2026. Travel expenses of the participants, on the other hand, shall be charged against their respective local funds (2026 DPCJ PSF, Campus Journalism Funds, MOOE, or SEF), subject to the current applicable accounting rules and regulations.

9. For guidance and reference for procurement, the activity design and matrix of activity are attached to the enclosures.

10. Immediate dissemination of and compliance with this Memorandum are expected.

**SALUSTIANO T. JIMENEZ, JD, EdD, CESO III**  
Regional Director

Enclosure: A – Activity Matrix  
B – Activity Proposal/Design

Reference: None

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

CAMPUS JOURNALISM  
CONTESTS  
NSPC  
POST-ACTIVITY EVALUATION



CLMD-DME

Enclosure A to Regional Memorandum No. **662** s. 2026

**ACTIVITY MATRIX**

<b>TIME</b>	<b>ACTIVITY</b>	<b>PERSONS INVOLVED</b>
<b>DAY 1, JULY 7, 2026</b>		
6:00-8:00 AM	<ul style="list-style-type: none"> <li>Arrival at the DZR Airport</li> <li>Travel to Ormoc City</li> </ul>	<ul style="list-style-type: none"> <li>NSPC NTWG</li> <li>Regional PMT</li> </ul>
11:00-12:00 NN	<ul style="list-style-type: none"> <li>Arrival and Registration at the Meeting Venue</li> </ul>	<ul style="list-style-type: none"> <li>NSPC NTWG</li> <li>Regional PMT Host Division PMT</li> </ul>
12:00-1:00 PM	<ul style="list-style-type: none"> <li>Lunch Break</li> </ul>	<ul style="list-style-type: none"> <li>All Participants</li> </ul>
1:00-1:30 PM	<ul style="list-style-type: none"> <li>Preliminaries</li> </ul>	
1:30-2:30 PM	<ul style="list-style-type: none"> <li>Session 1: Presentation and Discussion of the NSPC 2026 Online Evaluation Results and Feedback,</li> </ul>	<ul style="list-style-type: none"> <li>Regional PMT</li> </ul>
2:30-5:00 PM	<ul style="list-style-type: none"> <li>Sharing of Experiences / Accomplishments</li> </ul>	<ul style="list-style-type: none"> <li>Host Division NSPC Committee Chairmen</li> </ul>
5:00-6:00 PM	<ul style="list-style-type: none"> <li>Dinner</li> </ul>	<ul style="list-style-type: none"> <li>All Participants</li> </ul>
<b>DAY 2, JULY 8, 2026</b>		
6:00-8:00 AM	<ul style="list-style-type: none"> <li>Breakfast</li> </ul>	<ul style="list-style-type: none"> <li>All Participants</li> </ul>
8:00-8:30 AM	<ul style="list-style-type: none"> <li>Preliminaries</li> </ul>	<ul style="list-style-type: none"> <li>All Participants</li> </ul>
8:30-10:30 AM	<ul style="list-style-type: none"> <li>Continuation of Sharing of Experiences / Accomplishments</li> </ul>	<ul style="list-style-type: none"> <li>Host Division NSPC Committee Chairmen</li> <li>Division Campus Journalism Supervisors</li> </ul>
10:30 - 12:00 NN	<ul style="list-style-type: none"> <li>Acknowledgment of NSPC Partners</li> <li>Courtesy Call to the LGU of Ormoc City</li> </ul>	<ul style="list-style-type: none"> <li>LGU of Ormoc City</li> <li>NSPC NTWG</li> <li>NSPC RPMT</li> <li>Host Division PMT</li> </ul>
12:00-1:00 PM	<ul style="list-style-type: none"> <li>Lunch Break</li> </ul>	<ul style="list-style-type: none"> <li>All Participants</li> </ul>
1:00-5:00 PM	<ul style="list-style-type: none"> <li>Crafting of Action Plan for the Next NSPC</li> <li>Presentation of Action Plan</li> </ul>	<ul style="list-style-type: none"> <li>NSPC NTWG</li> </ul>
5:00-6:00 PM	<ul style="list-style-type: none"> <li>Dinner</li> </ul>	<ul style="list-style-type: none"> <li>All Participants</li> </ul>
<b>TIME</b>	<b>ACTIVITY</b>	<b>PERSONS INVOLVED</b>
<b>DAY 3, JULY 9, 2026</b>		
6:00-8:00 AM	<ul style="list-style-type: none"> <li>Breakfast</li> </ul>	<ul style="list-style-type: none"> <li>All Participants</li> </ul>
8:00-8:30 AM	<ul style="list-style-type: none"> <li>Preliminaries</li> </ul>	<ul style="list-style-type: none"> <li>All Participants</li> </ul>
8:30-11:00 AM	<ul style="list-style-type: none"> <li>Review and Evaluation of the Region's Performance in the NSPC and Other Major Campus Journalism Activities</li> </ul>	<ul style="list-style-type: none"> <li>Regional PMT</li> <li>Host Division PMT</li> <li>Campus Journalism Supervisors</li> </ul>
11:00-11:30 AM	<ul style="list-style-type: none"> <li>Closing Program</li> </ul>	<ul style="list-style-type: none"> <li>All Participants</li> </ul>
11:30-12:30 PM	<ul style="list-style-type: none"> <li>Lunch Break</li> </ul>	<ul style="list-style-type: none"> <li>All Participants</li> </ul>
12:30-3:30 PM	<ul style="list-style-type: none"> <li>Travel to Tacloban City</li> </ul>	<ul style="list-style-type: none"> <li>NSPC NTWG</li> <li>Regional PMT</li> </ul>

Enclosure B to Regional Memorandum No. 662 s. 2026

**ACTIVITY PROPOSAL / DESIGN**

**ACTIVITY TITLE:** NSPC 2026 POST-ACTIVITY EVALUATION CONFERENCE

**ACTIVITY DATES:** July 7-9, 2026

**ESTIMATED NUMBER OF PAX:** 100 pax

**VENUE:** To be determined

**BUDGET ALLOCATION:** Php 2,000.00 per pax per day (July 7-9, 2026)  
 Php 250.00 per pax for breakfast on July 7, 2026  
 Php 250.00 per pax for lunch on July 11, 2026  
 Php 20,000.00 for supplies, rental, and miscellaneous

**TOTAL ESTIMATED AMOUNT:** 450,000.00

**DETAILS FOR BOARD AND LODGING**

MEALS	June 9	June 10	June 11
Breakfast	20 pax only	✓	✓
Morning Snack		✓	✓
Lunch	✓	✓	✓
Afternoon Snack	✓	✓	
Dinner	✓	✓	

**ROOM ACCOMMODATIONS**

Airconditioned and with hot and cold shower  
 Room sharing of up to 3 participants in **separate beds**  
 Provision of toiletries, blanket, towel, and pillows  
 24 hours availability of drinking water in water dispensers or bottled water

**FOOD PREFERENCE**

Provision for halal or non-pork eaters in the food service  
 No cream dory and powdered juice  
 Fresh, organic fruit juices like buko and calamansi juices are preferred over soda, artificial flavored drink, and iced tea

**PLENARY HALL**

A plenary hall which can accommodate at least 100 pax  
 Accessible restrooms for male and female  
 Must have an elevator if venue is located on the 3<sup>rd</sup> floor and above  
 Dedicated AV system for PowerPoint presentation  
 At least 4 wireless microphones in the hall  
 Stable and unlimited access to internet Wi-Fi  
 Has clean and hygienic restrooms  
 Has free-flowing 3-in-1 coffee, chocolate, and water