



24-15819

Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF PANABO CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

CID - 2024 - 0530

To : Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division (CID)
Chief, Schools Governance and Operations Division (SGOD)
Education Program Supervisor-SPJ Focal
Public Schools District Supervisors

Subject : **SUBMISSION OF DOCUMENTS TO THE REGIONAL ONLINE APPLICATION SYSTEM (OAS) TO SECURE CERTIFICATE OF SPECIAL ORDER TO OFFER SPECIAL PROGRAM IN JOURNALISM (SPJ)**

Date : October 3, 2024

Aiming for the proper implementation of Special Program in Journalism, this Division calls for the submission of documents for **Regional Online Application System (OAS) to Secure Certificate of Special Order to Offer Special Program in Journalism (SPJ)** on or before October 30, 2024.

Schools listed below are hereby instructed to submit the said documents to **Maria Perpetua Angelita G. Suelto**, Division SPJ Focal for review, preparation of indorsement, and subsequent submission to the regional office, to wit:

NO	SCHOOL	PRINCIPAL
1	Panabo City NHS	Manuel M. Espreanza, Principal III
2	Panabo Central ESSC	Ramelyn F. Antalan, Principal IV
3	Rizal ES	Rosemarie S. Patriarca, Principal IV
4	San Vicente ES	Julius I. Suelto, Principal III

The Checklist of Requirements is attached for your reference.

For immediate dissemination and compliance.


JINKY B. FIRMAN PhD, CESO VI
OIC, Schools Division Superintendent

RELEASED

CCT 03 2024

RECORDS SECTION-SDO PANABO CITY
CID-jey/kupags



Schools Division of Panabo City
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providing quality education, MATATAG for all.

CHAMPION
Panabo ONE



Republic of the Philippines
Department of Education
 DAVAO REGION

Office of the Regional Director

EVALUATION SHEET
APPLICATION FOR PUBLIC SCHOOLS IMPLEMENTING
SPECIAL PROGRAM IN JOURNALISM (SPJ)

Date: _____ School Year: _____
 Division: _____ School ID No: _____
 Name of School: _____
 Complete Address of School: _____
 Basic Education Program/Level: _____
 School Principal: _____ Contact Number: _____

CHECKLIST OF REQUIREMENTS

Description of Document/Requirement	Remarks
1. SDO Indorsement indicating the recommended action for the Regional Office	
2. Letter of Intent address to SDS	
3. Feasibility Study duly recommended/endorsed by SDS <i>Contents:</i> <input type="checkbox"/> Purpose and Objectives; <input type="checkbox"/> Narrative/Explanation of the need or demand for implementing SPJ; <input type="checkbox"/> Enrolment; <input type="checkbox"/> Profile of Prospective Learners; <i>(Name, LRN, Grade Level, Experiences and Other Related Trainings Attended)</i> <input type="checkbox"/> Profile of School Head; <i>(Name, Specialization, No. of Years of Experience as SH)</i> <input type="checkbox"/> Profile of Teachers; <i>(Name, Specialization, Subject Taught, Educational Background, Experiences and Other Related Trainings Attended)</i> <input type="checkbox"/> Class Program; <input type="checkbox"/> Grading System; <input type="checkbox"/> List of Awards from Division, Region, and National levels	
4. Admission Materials <input type="checkbox"/> Objective Test <input type="checkbox"/> Interview Questions <input type="checkbox"/> On the Spot Writing Exam <input type="checkbox"/> Others	
5. School Facilities <input type="checkbox"/> Newsroom <input type="checkbox"/> Computer Laboratory <input type="checkbox"/> Speech Laboratory <input type="checkbox"/> Audio Visual Room <input type="checkbox"/> Radio/Television Studio <input type="checkbox"/> SPJ Room	
6. List of available courseware in Journalism	
7. List of available tools and equipment to be utilized in the	



Republic of the Philippines

Department of Education

DAVAO REGION

Letter of the Regional Director

1. Implementation of the program duly signed by the School Property Custodian	
2. List of Instructional References (Print and Non-print materials)	
3. Duly notarized MOA with the Stakeholders	
4. Three-Year SPJ School Implementation Plan	
5. Organisational Structure of the Selection Committee	

SUMMARY OF FINDINGS:

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RECOMMENDATIONS:

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Evaluated by:

Conformed:

Evaluator/ Monitor

School Principal

Date: _____

Date: _____



Address: F. Torres St., Davao City (8000)
Telephone Nos.: (082) 291-1665; (082) 221-6147
Email Address: region11@deped.gov.ph
Website: www.depedrn11.ph

