APPLICATION FOR SCHOOLS OFFERING SPECIAL PROGRAM IN JOURNALISM (SPJ)

Requesting Office/School:_____
Level:_____
Address:_____
Name of Proponent:_____
Position/Designation:_____

Monitoring Tool/Checklist on the Evaluation of Schools Offering Special Program in Journalism (Elementary/Secondary)

Aside from the requirements needed in securing a government permit to operate/recognition, the following items must be considered in processing the application for SPJ permit:

Particulars	Quality Description	Remarks
1. Needs Assessment	€ Justification on the enrolment to offer other Special Program in the school and list of winnings in the field in journalism for the past 5 years € Result of school mapping indicating initial/target lists of students in SPJ	
2. Classroom Size	€ Comprehensive Floor Plan indicating area, dimensions, maximum and actual no. of learners that classroom & non-academic room can accommodate	

3. Selection of Teachers	€ Must at least possesses a bachelor's degree in English/Filipino/Mass Communication. € Have been permanent teachers for the last 3 years. € Have performance rating of Very Satisfactory for the last 3 rating periods. € Not more than 55 years old. € Have been certified by a government physician to be physically fit and mentally fit. € Can communicate proficiently in English and Filipino. € Submitted Position Description Form with 2x2 picture € Willingness to attend specialized training by the sponsoring agency and the Department of Education	
4. List of Prospective Learners	€ Have met the maximum of 35 learners in an SPJ secondary class while in the elementary level, a minimum of 20 learners for small schools and a maximum of 35 learners for the large schools.	
5. Conformance to K to 12 BEP Curriculum	€ Submitted Class Program	

6. School Buildings, Classroom, Ancillary Facilities, Furniture & Fixtures	€ Documents contained the following: € List of laboratory facilities and equipment classified by subject area certified by the school head € Pictures of classrooms showing chairs, desks, tables, cabinets/shelves, black/whiteboards, etc.	
7. Other requirements	€ Letter of Intent by the school principal € Endorsement letter of the SDS recommending approval for the opening of SPJ	

Evaluated by:

_____ Date:_____

Remarks:_____
_____
_____
_____

Monitored by:

_____ Date Visited:_____

_____ Date Visited:_____

_____ Date Visited:_____

Remarks:

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