



Republic of the Philippines
Department of Education
Region II – Cagayan Valley

**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	



Address: Regional Government Center, Carig Sur, Tuguegarao City, 3500

Telephone Nos.: (078) 304-3855; (078) 396-9728

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<p>3. Selection of Teachers</p>	<ul style="list-style-type: none"> € 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 	
<p>4. List of Prospective Learners</p>	<ul style="list-style-type: none"> € 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. 	
<p>5. Conformance to K to 12 BEP Curriculum</p>	<ul style="list-style-type: none"> € Submitted Class Program 	



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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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