

Enclosure 1

Participants

NAME	POSITION TITLE	SEX	OFFICE
1. ACELA G. BALLENA	MT I	F	SDO Abra - Cristina B. Gonzales MHS
2. ARNEL M. KISOFFEN	HT III	M	SDO Mt. Province - Mt. Prov. Gen. Comprehensive HS
3. CARMELO A. TABERDO	T III	M	SDO Abra -
4. CATHERINE R. CALUYA	SP I	F	SDO Apayao -
5. CEASARIA B. ADAPANG	T III	F	SDO Benguet - Benguet National High School-Main
6. CECILIA G. CABANA	T III	F	SDO Ifugao - Kiangnan Central School
7. CHERILYN G. AMISTAD	T III	F	SDO Benguet - Benguet National High School-Main
8. CLEVELANDA L. BAWALAN	T III	F	SDO Kalinga - Rizal National School of Arts & Trades-Santor Annex
9. DAISY D. AYYANG	T I	F	SDO Benguet - Benguet National High School-Main
10. ELIZABETH B. TUMALIP	MT II	F	SDO Abra - Gaddani NHS
11. EMERITA B. GULAYAN	HT III	F	SDO Ifugao - Rufino I. Chungalao Science HS
12. EVANGECA KRISTEL E. MARTIN	T I	F	SDO Baguio City - BCNHS, Hillside Ext.
13. FREDALYN B. CAPUYAN	T I	F	SDO Baguio City - PINGET NATIONAL HIGH SCHOOL
14. FREDDIE P. BAYANGAN	HT III	M	SDO Ifugao - Banaue NHS Annex
15. FRITZIE L. FINMOROG	T I	F	SDO Baguio City -
16. GLADUARDO B. BUTIC	T III	M	SDO Mt. Province - Sagada National High School
17. GLAIZA ROSE T. AGWILANG	T I	F	SDO Benguet - La Trinidad NHS
18. HENRY JAMES N. ECHALAR	T II	M	SDO Kalinga - Rizal National School of Arts & Trades
19. IMELDA P. BANTAS	T III	F	SDO Baguio City - Baguio City High School - Main
20. JAKE B. BULAYUNGAN	HT I	M	SDO Ifugao - Eastern Potia National High School
21. JANICE R. LACAR	T III	F	SDO Apayao - Luna National High School
22. JANICIAN A. TIMAS	T III	F	SDO Tabuk City - TUGA NATIONAL HIGH SCHOOL
23. JONALENE C. HANGDAAN	T II	F	SDO Ifugao -
24. JOY GRACE A. DIAZ	T III	F	SDO Tabuk City - Agbannawag National High School
25. JULIEFEL A. FAYCAN	T II	F	SDO Mt. Province - Mt. Prov. Gen. Comprehensive HS
26. KAREN B. WANDAGA	MT I	F	SDO Kalinga - Rizal National School of Arts & Trades
27. KENNY M. MONAYAO	T I	M	SDO Ifugao - Lagawe NHS
28. LALAINE H. DUNUAN	T III	F	SDO Ifugao - Gohang NHS

NAME	POSITION TITLE	SEX	OFFICE
29. LENA VIC C. BISQUERA	T II	F	SDO Apayao - Sta.Filomena School of Arts and Trade
30. LEOMAR B. PASCUA	T III	M	SDO Ifugao - Lawig NHS (Main)
31. LORIBEE ANN L. BOCARILE	T III	F	SDO Abra - Dugong National High School
32. LUZVIMINDA G. CAGUIWA	MT II	F	SDO Ifugao - Potia ES
33. MANA C. ESTAKIO	SP I	F	SDO Benguet - La Trinidad NHS
34. MARIA AILEEN L. LAWAGAN	T III	F	SDO Kalinga - Tappo Vocational High School
35. MARJORIE S. SANTOWEN	T III	F	SDO Mt. Province - Mt. Prov. Gen. Comprehensive HS
36. MARLYN G. ANABAN	T III	F	SDO Mt. Province - Balugan NHS
37. MARTIN M. BALDO	T III	M	SDO Benguet - Taloy Sur NHS
38. MARY CION A. SISON	T I	F	SDO Apayao - Apayao Science High Shool
39. MAY ABEGAIL L. MANGATI	T I	F	SDO Apayao - San Francisco National Agricultural and Trade HS
40. MERCY G. RIGONAN	T III	F	SDO Apayao - BAC-DA National High School
41. NOEMI E. CARIÑO	T III	F	SDO Baguio City - Baguio City High School - Main
42. NOEMI T. AKILITH	T I	F	SDO Baguio City - Pines City National High School
43. RENOLYN C. BIGORNIA	T III	F	SDO Abra - Langiden NHS
44. ROBERT G. EJERCITO	T III	M	SDO Baguio City - Pines City National High School
45. RUSSENDYLL L. GUILAY	T III	M	SDO Tabuk City - Tabuk City National High School
46. SHELLA A. BAYANI	T III	F	SDO Apayao - Apayao Science High Shool

Quality Assurance Team:

NAME	POSITION	SEX	OFFICE
47. ROSITA B. AGNASI	EPS	F	Regional Office
48. EDGAR M. MADLA-ING	EPS	M	Regional Office
49. RONALD T. MARQUEZ	EPS	M	SDO Abra -
50. MARLENE C. ABAOAG	EPS	F	SDO Abra -
51. JULIET A. RAGOJOS	EPS	F	SDO Apayao -
52. JEANALYN P. PARINAS	EPS	F	SDO Apayao -

53. LOIDA C. MANGANGEY	EPS	F	SDO Baguio City -
54. MARINA D. TABANGCURA	EPS	F	SDO Baguio City -
55. SONIA D. DUPAGAN	EPS	F	SDO Benguet -
56. FRANCIS F. PECKLEY	EPS	M	SDO Benguet -
57. JOVITA NAMINGIT	EPS	F	SDO Ifugao
58. IMELDA T. LICYAG	EPS	F	SDO Ifugao
59. EVELYN C. GANOTICE	EPS	F	SDO Kalinga -
60. JENNER D. LINGAYO	EPS	M	SDO Kalinga -
61. JOURNALISA S. MEMBROT	EPS	F	SDO Kalinga -
62. ROSE N. ANAPEN	EPS II	F	SDO Benguet -
63. ANDRES M. CUYASAN	PDO II	M	SDO Mt. Province -
64. JOCELYN SAMIDAN	EPS	F	SDO Mt. Province -
65. HOWARD P. POKING	EPS	M	SDO Mt. Province -
66. MA. LOURDES B. ANTONIO		F	SDO Tabuk City
67. HELEN B. ORAP	EPS	F	SDO Tabuk City

Technical Guidelines in Preparing Radio Script¹

1. Page layout

- One-inch left margin
- Source of sound column
- Copy blocks

2. Spacing

- Double-spaced

3. Page Numbering

- Put page number at top right corner; maximum of three repetitions
- Put slash or ellipsis after the number
- Write first two or three words of title

Example:

- 222...Sa Kabukiran

4. Line Numbering

- Line numbers are at the left hand side of the page.
- Make sure that the numbers corresponds to the lines.

5. Source of sound

- Can be found at left part of the page
- Indicate type of sound to appear.
- Use ANNCR (for announcer) or NARR (for narrator).
- For multiple voices, type the names of the characters (e.g., TRISTAN, CARL, GWEN)
- Names of characters should be typed in capital letters.

6. Music cues

- “MUSIC” or “MSC” appears on the source of sound column.
- Description of music appears in copy block.
- All instructions for music are in ALL CAPS and underlined.

7. Sound cues

- “SFX” appears on the source of sound column.
- Description appears in copy block.
- All instructions for sound effects are in ALL CAPS and underlined.

Example:

¹ University of the Philippines, Los Baños, Laguna Campus, College of Development Communication, Department of Development Broadcasting and Telecommunication

SFX : ZIPPER OF BAG OPENS

8. Copy block

- Words to be spoken – type in uppercase and lowercase.
- Everything that will not be spoken – ALL CAPS.
- Direction to actors or talents: ALL CAPS, in parenthesis, but not all underlined

Example:

FERNAN : (SHOUTS) (STAMP FEET)

9. Dividing words

- Never divide a word across a page or a word between lines.
- If a paragraph or sentence carries over to the next page, try to break the copy at a comma or natural pause – newscaster can change pages more easily.

Example:

NARRATOR: For instance, the core group of Aroroy received 2.6 Million pesos budget for nutrition. Milagros received an increase budget for 2016 as well
MORE

10. End marks

- Use “-END-“ to signify the end of the script.