

Republic of the Philippines  
Department of Education  
National Capital Region

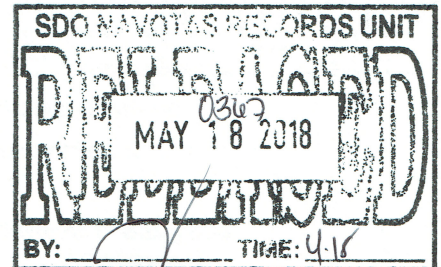
## SCHOOLS DIVISION OFFICE OF NAVOTAS CITY

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Tel. No. 351-57-97, 332-77-64



May 18, 2018

TO: Public Secondary Schools Principal  
Rev. Father Jeronimo Ma. J. Cruz, San Jose Academy  
Dr. Antonio J. Naval, La Naval Academy  
All Others Concerned



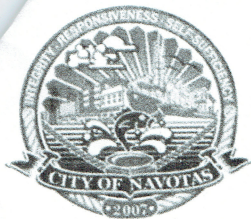
Attached is a Letter from Ms. Maria Irish Aloha D. Cubillan, Public Information Officer of City of Navotas dated May 16, 2018 re: **Rules and Mechanics to the 3<sup>rd</sup> Navoteño Film Festival**, contents of which are self-explanatory, for information.

For wide dissemination.

  
**MELITON P. ZURBANO, CESE**  
OIC-Schools Division Superintendent

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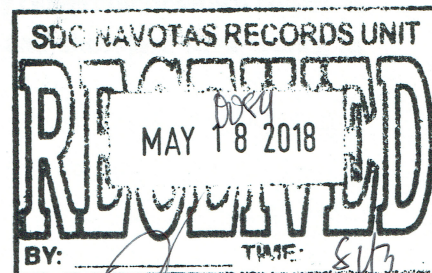
ONE DEPED ONE NAVOTAS



Republic of the Philippines  
Metropolitan Manila  
CITY OF NAVOTAS



PUBLIC INFORMATION OFFICE



May 16, 2018

**Dr. Ma. Cristina A. Robles**  
*Navotas National High School*

**Dr. Cristina C. Midlat**  
*Kaunlaran High School*

**Dr. Zenaída S.D. Singson**  
*San Roque National High School*

**Ms. Wilfreza P. Balagosa**  
*Tangos National High School*

**Ms. Joji R. Fernando**  
*San Rafael Technological and Vocational High School*

**Mr. Olival B. Cruz**  
*Tanza National High School*

**Ms. Florabel F. Santos**  
*Navotas National Science High School*

**Dr. Antonio J. Naval**  
*La Naval Academy*

**Rev. Father Jeronimo Ma. J. Cruz**  
*San Jose Academy*

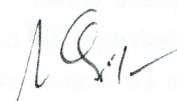
Dear Sir / Madam:

The undersigned respectfully endorses to your good office a copy of the Rules and Mechanics to the 3<sup>rd</sup> Navoteño Film Festival.

For your information and reference.

Thank you.

Very truly yours,

  
**MARIA IRISH ALOHA D. CUBILLAN**  
*Public Information Officer*

cc: Division of City Schools



### **3<sup>rd</sup> NAVOTEÑO FILM FESTIVAL**

**(2018)**

The Navoteño Film Festival is an annual activity of the Navotas City Government which serves as a platform for our future filmmakers to develop and harness their craft and showcase their works, as well as a means to discover young and talented Navoteños.

**THEME:**

Navotas Tourism

**GENRE:**

Short Narrative Fiction

**RULES AND MECHANICS:**

1. The Navoteño Film Festival is open to all junior high schools in the city.
2. Only one entry per school shall be accepted.
3. All members of the Production Team (maximum of 8 members) must be officially enrolled in the school they are representing. A certification from the school principal and individual proof of enrollment must be submitted to the Public Information Office prior to film production.
4. All members of the production team must submit a written parental consent endorsed by the teacher adviser(s) and school principal to the Public Information Office prior to film production.
5. All members of the production team and their respective teacher advisers must have completed the two-day Seminar-Workshop in Digital Filmmaking held on May 10 – 11, 2018. In case(s) of non-compliance, a justifiable reason and proof thereof shall be presented to the Navoteño Film Festival (NFF) Committee for consideration. In case(s) of changes or alteration in the production team, same rules shall apply.
6. The script shall be submitted, in print and digital copy, to the Public Information Office on or before May 21, 2018, 8:00 AM to 6:00 PM, for review and approval. In case(s) of disapproved scripts, concerned production / school group shall be given 48 hours upon recommendation of the NFF Committee to submit a new or revised script. Failure to submit on time shall result to forfeiture of nomination in the special award category (Best in Screenplay).
7. A digital file of the movie poster shall be submitted to the Public Information Office on or before June 06, 2018, 8:00 AM to 6:00 PM. The poster must stand vertically and measure 3 x 6 feet with 72 dpi resolution. Failure to submit on time shall result to forfeiture of nomination in the special award category (Best in Poster).
8. Any readily available gadget, i.e mobile phones, digital cameras or tablet computers, can be used but high definition (HD)-quality of film entries shall be required.
9. Colored or black and white films are accepted but a 16:9 aspect ratio shall be strictly observed.
10. Film length shall be a minimum of eight (8) minutes and a maximum of ten (10) minutes including a 30-second opening and closing credits / billboards.
11. Music used in any entry must be original. Otherwise, in using copyrighted music, participants must obtain a written consent from the artist / music company / producer. Do take note though that only films with original music are accepted in other film festivals.
12. A review and mentoring session shall be held on June 09, 2018 at the Pangisdaan Hall, 4<sup>th</sup> Floor, Navotas City Hall before the final submission of entries. Specific schedule of each participating production / school group shall be decided via draw lots on June 06, 2018.
13. A one-minute film trailer shall be submitted to the Public Information Office on or before June 11, 2018, 8:00 AM to 6:00 PM, which shall be uploaded to the Navoteño Ako Facebook page. Failure to submit on time shall result to forfeiture of nomination in the special award category (Best in Trailer, certificate, non-cash award).
14. Film entries shall be submitted along with the following, incomplete files / documents shall not be accepted.



- a. Raw / unedited video files
  - b. Behind the scenes video clip(s)
  - c. Synopsis of the film, shooting locations, shooting dates, medium used in filming, editing dates, software used in editing (printed and digital copy)
  - d. Full names of the production crew and cast members (main and supporting) with their specific positions and roles (printed and digital copy)
  - e. Written consent from the actors / actresses involved
15. Film entries shall be in CD form and shall be in the following data file – H.264 / MP4 / MOV. Filename shall be in this format – School\_Title of the Film\_Name of Representative / Adviser.
  16. Film entries shall be submitted on or before June 15, 2018, 8:00 AM to 6:00 PM at the Public Information Office, 1<sup>st</sup> Floor, Navotas City Hall. Failure to submit on time shall result to an automatic 5-point deduction.
  17. The Public Information Office shall have the sole right to upload the final film entry and its corresponding trailers and posters to Navoteño Ako Facebook page. For promotional purposes, entries, trailers and posters may only be shared from the said social media account.
  18. The Public Information Office reserves the right to create, revoke and modify at any time, in any way its entry requirements, rules and regulations at its absolute discretion without prior notice. Finalists and submitted entries shall be bound by any amendments or addition to the entry requirements, rules and regulations herewith.
  19. The Public Information Office will not be liable for any loss, damage to property, or harm that may befall the participants during the production of the video.
  20. Participating production groups retain **FULL** ownership and all other rights to future use of their films. But the Navotas City Government will be granted a royalty-free and unlimited in time right to use the films in film showings, promotions and any other means deemed appropriate.
  21. All participants are deemed to have accepted the rules of the contest, and agree to abide thereby. Failure to comply with the following rules may result to disqualification from the contest.
  22. The production / school group and their authorized representative (name included in the filename of the final film entry) represents and warrants that he/she holds all rights in and to the film and its related materials and that he/she has the authority and capacity to submit the film and its related materials to the 3<sup>rd</sup> Navoteño Film Festival. Furthermore, the representative undertakes to indemnify and keep the Navoteño Film Festival protected against all liabilities, claims, demands, actions, costs, damages or loss arising out of the submission, acceptance and/or screening of the film and/or its related materials.
  23. Decisions made by the Navoteño Film Festival Committee and the Jury / Judges shall be final and binding. Challenges or arguments against or for the decisions will neither be accepted nor encouraged.

#### **TIMETABLE:**

May 21	8:00 AM – 6:00 PM	Submission of Script for Review	PIO, 1/F, Navotas City Hall
June 6	8:00 AM – 6:00 PM	Submission of Poster	PIO, 1/F, Navotas City Hall
June 9	8:00 AM – 6:00 PM	Review and Critique of Film Entry	Pangisdaan Hall, 4/F, Navotas City Hall
June 11	8:00 AM – 6:00 PM	Submission of Trailer	PIO, 1/F, Navotas City Hall
June 15	8:00 AM – 6:00 PM	Submission of Final Film Entry	PIO, 1/F, Navotas City Hall
June 18 - 20		Pre-Judging	
June 23	8:00 AM – 12:00 NN	Film Screening	Navotas Sports Complex
June 23	4:00 PM – 9:00 PM	Navoteño Film Festival / Awards Night	Navotas Sports Complex

#### **FILM SCREENING:**

1. The official film entries will be publicly shown on June 23, 2018 with two screening schedule, 8:00 AM – 10:00 AM and 10:00 AM – 12:00 NN at the Navotas Sports Complex, in a first come-first serve basis.



2. Tickets will be available on the same date. NFF Committee members present at the scene will be in charge of ticket distribution, in a 1 ticket per person basis.

#### **SELECTION OF THE BOX-OFFICE HIT (PEOPLE'S CHOICE) AWARDEE:**

1. After each screening, viewers will be given time to vote for their chosen entry by dropping their tickets in the allotted drop boxes for individual films.
2. The film with the most number of tickets will win and will be announced on the 3<sup>rd</sup> Navoteño Film Festival Awards Night on June 23, 2018.

#### **SELECTION OF WINNERS:**

1. The films shall be judged according to the following criteria:

50%	Originality and Execution
50%	Adherence to the Theme

2. The winners shall receive the following prizes:

1 <sup>st</sup> Best Picture	– Php 20,000.00 + plaque of recognition
2 <sup>nd</sup> Best Picture	– Php 15,000.00 + plaque of recognition
3 <sup>rd</sup> Best Picture	– Php 10,000.00 + plaque of recognition
Box Office Hit (People's Choice)	– Php 10,000.00 + plaque of recognition
Consolation Prizes	– Php 5,000.00 + plaque of participation

#### **Special Awards:**

Best Poster Design	– Php 1,500.00 + plaque of recognition
Best Production Design	– Php 1,500.00 + plaque of recognition
Best Original Song	– Php 1,500.00 + plaque of recognition
Best Sound Design	– Php 1,500.00 + plaque of recognition
Best Editing	– Php 1,500.00 + plaque of recognition
Best Cinematography	– Php 1,500.00 + plaque of recognition
Best Screenplay	– Php 1,500.00 + plaque of recognition
Best Director	– Php 1,500.00 + plaque of recognition
Best Performance by an Actress	– Php 1,500.00 + plaque of recognition
Best Performance by an Actor	– Php 1,500.00 + plaque of recognition