



DepED MEMORANDUM
No. 338, s. 2004

AUG 13 2004

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**STUDENT TECHNOLOGISTS AND ENTREPRENEURS OF THE PHILIPPINES
NATIONAL SKILLS DEVELOPMENT AND COMPETITION (STEP-NSDC)**

To: Regional Directors
Schools Division/City Superintendents
Heads, Public and Private Secondary Schools
Division and Regional TLE/EPP Education Supervisors

1. The Department of Education, through the Center for Students and Co-Curricular Affairs (CSCA), in cooperation with the Bureau of Secondary Education (BSE), will conduct the Third Student Technologists and Entrepreneurs of the Philippines-National Skills Development and Competition (STEP-NSDC) on November 22 -26, 2004. DepED Region V shall be the host region, together with the Division of Naga City as host division, and the Camarines Sur National High School as host school.
2. The STEP is a co-curricular organization which provides pupils and students with practical experiences and technical know-how in agri-fishery, home economics, industrial technology, and entrepreneurship, while developing their leadership abilities and building wholesome character to strengthen national competitiveness and productivity.
3. In support of Her Excellency, President Gloria Macapagal Arroyo's thrust, to focus on technical and vocational education, the theme "*STEP: Building the Foundation for a Strong Republic*" shall be the foreground for this school year's activities.
4. Travel of the participants shall be on **official business**. The registration fee for each participant is Three Thousand Five Hundred Pesos (PhP3,500.00) to cover the expenses for board and lodging, use of the venue, light and sound services, physical arrangement, conference kits, certificates, medals, prizes, trophies, honoraria, souvenir items, contest materials and other related and incidental expenses chargeable against local funds/PTCA Funds/School Board Funds/Special Education Fund, subject to the usual accounting and auditing rules and regulations. Participants from the private schools may make necessary arrangements with their respective institutions in connection with their attendance to the STEP-NSDC.
5. Student-participants to the STEP-NSDC shall be given enough time to prepare for the quizzes and other examinations which they might have missed during the conduct of the skills competition. In the same manner, student-participants shall be allowed reasonable time to comply with the other requirements of the different subject-areas.
6. Members of the National Organizing Committee and Secretariat are authorized to travel 3 days before the start of the STEP-NSDC. Enclosed herewith are the members of National Organizing Committee and Secretariat of the STEP-NSDC.

7. The DepED-CSCA, through its Head, and concurrently STEP National Adviser, is authorized to conduct necessary management actions and decisions in the implementation of the STEP-NSDC.

8. To determine the exact number of participants to be accommodated by the host region and to be included in the printing of the souvenir program, the Regional STEP Coordinators shall fax the following information to the DepED-CSCA on or before November 8, 2004:

- a. List of participants to the STEP-NSDC using the enclosed format;
- b. Date and time of arrival, and means of transportation to Naga;
- c. Date and time of departure from Naga to Place of Origin/Station
- d. List of Officers of the RAO and RSOO; and

9. As a precursor to the holding of the STEP-NSDC, all secondary schools with active STEP Organizations, all divisions and regional offices shall conduct their respective skills development and competition. The Regional Directors and the Schools Division/City Superintendents are advised to support the delegates for quality participation and learning.

10. For queries, please call the CSCA, Attention: Joey G. Pelaez, Executive Director DepED-CSCA at tel. nos. (02) 631-8495 or (02) 636-3603.

11. Enclosed are the program of activities, guidelines for the conduct of the competitions, and the specifications for the individual/group skills contests.

12. Immediate and wide dissemination of this Memorandum is desired.

R. C. Bacani
RAMON C. BACANI
Undersecretary
Officer In-charge

Encls.:
As stated

Reference:
DepED Memorandum: No. 288, s. 2002

Allotment: 1—(D.O. 50-97)

To be indicated in the Perpetual Index
under the following subjects:

CONTESTS
PRIZES OR AWARDS

PROJECTS
STUDENTS

**STUDENT TECHNOLOGISTS AND ENTREPRENEURS OF THE PHILIPPINES
NATIONAL SKILLS DEVELOPMENT AND COMPETITION**

A. General Guidelines

1. Composition of the Regional Delegation

- a. Each regional delegation to the STEP-NSDC shall be composed of the following:

Regional Director/Assistant Regional Director
Secondary Education Division (SED) Chief/ Assistant Chief
Schools Division Superintendent/Assistant Schools Division Superintendent
Regional and Division TLE Education Supervisors/STEP Coordinators
Regional and Division EPP Education Supervisors
School Principal of the Winning Students in the Regional Level
TLE HT/MT of Schools with winners in any category and Teacher-Coach of the
winning Students in the Regional Level
Regional STEP Chairpersons and Officers
STEP Regional Advisers' Organization (RAO) Officers
STEP Regional Students' Organization (RSOO) Officers
Medical Officers
Student-Contestants
Other TLE Teachers and School Officials

2. Requirements during the STEP-NSDC

- a. The Regional STEP Coordinators are required to submit the following upon registration:

- A certified photocopy of the contestant's Form 137
- A certification of the contestant's enrollment during the present school year by the School Principal
- A recent 2x2 picture attached to the Form 137

All the above shall be placed in a short brown envelope. On the upper right back part of the envelope (the side of the envelope without the lid/cover), the name of the contest to be participated in, the name of the school, division and region shall be indicated using black permanent marker.

- b. Contestants are required to bring their own contest supplies, materials and tools/equipment except those that are provided by the host region as listed in the guidelines.
- c. All delegates shall wear their respective regional STEP uniform/shirt during the opening and closing ceremonies. However, contestants are required to wear the national STEP uniform/shirt during the contest proper.
- d. Each delegation is requested to bring its own regional flag.

3. Contest Proper

- a. Contestants shall participate in only one (1) skill contest. The contestants shall be the first place winners of the nationally-identified skills during the regional level skills competition.
- b. Skills contestants, however, are qualified to participate in non-skills contests such as Parliamentary Procedure, Techno Challenge, and the Bazaar. The Regional STEP Coordinator may, nevertheless, opt to organize separate student-contestants to participate in the non-skills contests.
- c. All contestants should be at the contest venue 15 minutes before the contest starts. Late contestants shall be disqualified.
- d. Contestants, including coaches, are required to attend the briefing with the contest administrator as scheduled. Questions shall only be entertained during the briefing.
- e. The Local Organizing Committee shall recommend the contest administrators whose recommendation shall be approved by the STEP National Adviser. All contestants must register with the contest administrator before the briefing. The Secretariat Head shall furnish the contest administrators with the contestant's respective documentary requirements.
- f. Should there be any irregularities found during the contest, the contest administrator, in consultation with the Board of Judges, may suspend the conduct of the specific skills contest if justified. He/She, however, shall bring the matter to the attention of the Secretariat Head, the Technical and Evaluation Head and to the STEP National Adviser for appropriate actions.
- g. The members of the Board of Judges shall not interfere with the conduct of the contest. Questions pertaining to the conduct of the contest shall be entertained only during the briefing and not while the contest is in progress, during which they function as a judge. Violation of this shall disqualify the coach as a judge.
- h. Only the contest administrator, members of the Board of Judges and student-contestants are allowed to stay at the contest venue during the contest proper.
- i. Contest supplies, materials, tools/equipment and other things needed in the contest shall be made ready in the contest venue one hour before the contest starts.
- j. The number assigned through raffle system shall identify the contestant.
- k. Borrowing of tools and materials from other competitors shall not be allowed while the contest is in progress.
- l. Contestants are not allowed to talk to each other during the contest.
- m. The working/contest area shall be cleaned before and after every contest.

4. Judging

- a. For most of the skills for competition, the Board of Judges shall be composed of the coaches of the contestants of the particular skill. Special Judges shall, however, be employed for some skills as herein indicated.
- b. A coach-judge shall not judge his/her own contestant.
- c. Judging shall be based on the indicated criteria per skills concerned.
- d. Judges shall stay two (2) meters away from the contestants.
- e. Judges are not allowed to talk or interfere with the contestants while the contest is in progress.
- f. Judges shall hold themselves in strict confidentiality during and after the contest. As such, they are prohibited from discussing the results and other details of the judging to others.

- g. The following skills shall be judged and/or evaluated by the coach-judge based on both the **process** and the **output**:

Pattern Drafting and Ladies Long Pants Construction
Creative Hairstyle and Facial Make-Up
Table Setting (includes Table Skirting, Flower Arrangement and Napkin Folding)
Cocktail Mixing
Food Preservation
Pineapple Pie Making
Wedding Cake Decorating (Golden Anniversary)
Asexual Propagation

- h. The following shall be judged and/or evaluated by the coach-judge based on the **output**: (The judges for the following contests shall not be allowed to be in the contest venue/area while the contest is on-going)

Dish Gardening
Project Proposal for Layer Production
Bangus Deboning
Residential Wiring Installation
Construction and Upholstering a Stool
Preparation of a House Plan
Mural Painting
Portrait Painting in Oil Pastel
AM Radio Assembly
Photographic Printing Screen Preparation and T-Shirt Printing
Flower Pot Stand (Any Design)
Variable Unregulated Full Wave Bridge Type Power Supply with Case
65 LED Sequential Lights
Masonry (Plastering)
Starter Motor Assembly
Desktop Publishing

- i. A special set of judges shall be tapped to judge and/or evaluate the following skills:

PowerPoint Presentation
Preparation of Worksheet and Financial Statement Using MS-Excel
Web Page Design
Parliamentary Procedure
Techno Challenge
STEP Bazaar

- k. A Technical and Evaluation Committee whose members shall come from the DepED Central Office shall evaluate, canvass and eliminate deviant scores of individual judges in a particular skill.
- l. The decision of the Board of Judges shall not be considered final until and after the Technical and Evaluation Committee shall have evaluated and canvassed the scores.
- m. Other specific guidelines on the judging process shall be issued by the National Adviser if and when necessary.

5. Announcement of Winners
 - a. Winners will only be announced during the Awarding Ceremonies.
6. Determination of the Over-All Champion
 - a. Apart from the twenty-seven (27) skills, only the Parliamentary Procedure and the STEP Techno-Challenge shall be included in the computation to determine the Over-All Champion.
 - b. The Parliamentary Procedure and Mural Painting competitions shall be given heavier weight in the scoring which shall be based on the recommendations of the Technical and Evaluation Committee.
 - c. Results for the Parliamentary Procedure and Mural Painting will be added after the computation of the total scores for the other skill-contests.
7. Awards, Prizes and Certificates
 - a. The top five (5) in each contest category shall be awarded during the awarding ceremonies, to wit: Champion, First Runner-Up, Second Runner-Up, Third Runner-Up and Fourth Runner-Up.
 - b. Cash prizes/trophies/medals/certificates shall be given to the Champion, First Runner-Up and Second Runner-Up winners. Third Runner-Up and Fourth Runner-Up shall receive certificates. Coaches shall be given certificates.
 - c. All registered student-participants shall be given certificates of participation.
 - d. All registered Coaches, School Principals, Head Teachers and Supervisors shall be given Certificates of Participation and Recognition.
 - e. All registered participants shall receive Certificates of Appearance.
 - f. Certificates of Participation, Recognition and Appearance shall only be released through the Regional Supervisors/STEP Coordinators after the closing ceremonies.

B. Other Guidelines

1. Arrival of Delegation
 - a. All delegations are expected to arrive on November 22, 2004 before the Opening Ceremonies.
 - b. Schedule of arrival stating the point of origin (airport, pier, etc.) must be coordinated both with the Host Region c/o **Mrs. Haydee Bolivar** or **Ms. Norma Samantela**, Education Supervisors II, Secondary Education Division, DepED Region V at telephone number (052) 820-8413 or **Ms. Nely Abad**, Principal, Camarines Sur National High School at telephone number (054) 473-2294 and the Center for Students and Co-Curricular Affairs c/o **Ms. Candice G. Racoma** at telefax numbers (02) 636-3603 or 631-8495.
 - c. All regional delegations are advised to proceed to the Camarines Sur National High School for the registration of all participants.
2. Registration
 - a. Registration shall be done at the Camarines Sur National High School.
 - b. Members of the registration committee shall be at the Students' Pavilion to facilitate payment of registration fee, billeting and distribution of kits and other collaterals.
 - c. The Regional and/or Division Supervisors/STEP Coordinators are the only authorized personnel who should transact with the members of the registration committee.
 - d. Payment for the registration fee should be in cash. No checks will be accepted.

3. Accommodation

- a. Hotel accommodation shall start from morning of November 22 and end on morning of November 26, 2004. Hotel charges for advance check-in and late check-out or an extended stay shall be for the account of the participant concerned.
- b. School accommodation of those arriving early and those leaving late must be coordinated with the Camarines Sur National High School one (1) week in advance.

4. Meal Arrangements

- a. The first meal to be served shall be dinner of November 22, 2004 and last meal is breakfast of November 26, 2004.
- b. Meals not covered by the STEP-NSDC shall be for the individual account of the participants.

5. Transportation

- a. Service Vehicles shall be provided to transport participants from their hotel to the contest venue and vice-versa.

6. Departure and Release of Certificates

- a. All participants are expected to leave after breakfast of November 26, 2004.
- b. Certificates of participation, recognition and appearance shall be released only to the Regional Supervisors after the Closing Program.

STEP- National Skills Development and Competition (STEP-NSDC)
November 22-26, 2004

List of Regional Delegations
(Please use additional sheets if necessary)

Region : _____
 Regional Director : _____
 Assistant Regional Director : _____
 SED Chief : _____
 Regional STEP Coordinator : _____
 Regional STEP Chairperson : _____
 EPP Regional Supervisor : _____
 President of RAO : _____
 President of RSOO : _____
 Division STEP Coordinators : _____

(Please indicate the name of the Division)

TLE Head/Master Teachers : _____
 RAO Officers : _____
 RSOO Officers : _____
 Medical Officer/s : _____
 Others : _____

SKILL CATEGORIES	NAME OF CONTESTANTS	COACH/ES
Home Economics		
1. Pattern Drafting and Ladies Long Pants Construction		
2. Creative Hairstyle and Facial Make-Up		
3. Table Setting (includes Table Skirting, Flower Arrangement and Napkin Folding)		
4. Cocktail Mixing		
5. Food Preservation		
6. Pineapple Pie Making		
7. Golden Wedding Cake Decorating		
Agricultural Technology		
1. Asexual Propagation		
2. Dish Gardening		
3. Project Proposal for Layer Production		
4. Bangus Deboning		
Industrial Arts		
1. Residential Wiring Installation		
2. Construction and Upholstering a Stool		
3. Preparation of a Houseplan		
4. Mural Painting		
5. Portrait Painting in Oil Pastel		
6. AM Radio Assembly		
7. Photographic Printing Screen		

Preparation and T-Shirt Printing		
8. Flower Pot Stand (Any Design)		
9. Variable Unregulated Full Wave Bridge Type Power Supply with Case		
10. 65 LED Sequential Lights		
11. Masonry (Plastering)		
12. Starter Motor Assembly		
Entrepreneurship and Information Technology Integration		
1. Power Point Presentation		
2. Preparation of Worksheet and Financial Statement Using MS Excel		
3. Web Page Design		
4. Desktop Publishing		

OTHER CONTESTS	NAME OF CONTESTANTS	COACH/COACHES
1. Parliamentary Procedure		
2. STEP Techno-Challenge		
3. STEP Bazaar		