



Republic of the Philippines
Department of Education



MAY 08 2008

DepED ORDER
No 35, s. 2008

MANDATED THRUSTS AND ACTIVITIES FOR THE STUDENT TECHNOLOGISTS
AND ENTREPRENEURS OF THE PHILIPPINES

To: Regional Directors
Schools Division/City Superintendents'
Heads, Public and Private Elementary and Secondary Schools

1. The Department of Education (DepED), thru the Center for Students and Co-Curricular Affairs (CSCA), announces the Mandated Thrusts and Synchronized Schedule of Activities for the Student Technologists and Entrepreneurs of the Philippines (STEP).

2. The thrusts of the STEP shall put significant emphasis on the following:

- a. organizing the school-based STEP organizations in both public and private elementary and secondary schools nationwide, including the Division, Regional and National Boards for students and advisers, pursuant to its Constitution and By-laws;
- b. implementing co-curricular skills development programs and other related activities for the Student Technologists and Entrepreneurs of the Philippines (STEP), Edukasyong Pantahanan at Pangkabuhayan (EPP), Technology and Livelihood Education (TLE), and Technical-Vocational Education (TVE);
- c. upgrading skills of pupils/students in the various components of the EPP/TLE/TVE, including teachers' capability in handling life-skills development training of pupils/students;
- d. implementing the awards program of the STEP;
- e. subject to existing DepED guidelines on voluntary contributions, a collection of PhP25.00 per pupil for the elementary level and PhP40.00 per student for the secondary level may be made as STEP membership fees to fund skills training, purchase of shop tools and equipment, and attendance to all programs and projects related to STEP;
- f. conducting elementary and secondary skills development and competitions in school, district (elementary), division, regional and national levels to be participated in by both public and private schools;
- g. intensifying membership campaigns in both public and private elementary and secondary schools; and
- h. establishment linkages with other government agencies, private organizations and the community.

3. The STEP aims to secure for pupils and students a hopeful and a significant place in the world of work by enhancing technical-vocational and entrepreneurial skills while developing leadership potentials and building desirable work values and character.
4. All Regional Directors, Schools Division/City Superintendents, Public Schools District Supervisors, School Heads and Teachers of Edukasyong Pantahanan at Pangkabuhayan (EPP), Technology and Livelihood Education (TLE), and Technical-Vocational Education (TVE) are tasked to support the activities and intensify the implementation, monitoring and evaluation of EPP/TLE/TVE programs which are integrated in STEP activities. EPP, TLE and TVE Regional and Division Education Supervisors are in-charge of coordinating and monitoring the STEP Program in their respective areas.
5. At the national level, the Center for Students and Co-Curricular Affairs (CSCA), through its Executive Director and the concurrent STEP National Adviser, is in-charge of the management, supervision and coordination of all activities of the STEP.
6. Enclosure Nos. 1, 2 and 3 are the Synchronized Schedule of Activities, Guidelines on the Collection, Sharing and Disbursement of Funds, and the List of STEP Regional Coordinators, respectively.
7. For more information, please get in touch with Mr. Joey G. Pelaez, CSCA Executive Director/STEP National Adviser at the Ground Floor, Mabini Bldg., DepED Complex, Meralco Avenue, Pasig City or thru telefax nos. (02) 631-8495 or (02) 636-3603, or website: www.deped-csca.com or email: joey_pelaez@deped-csca.com.
8. Immediate dissemination of and compliance with this Order is directed.



JESLI A. LAPUS
Secretary

Encls.:

As stated

Reference:

DepED Memorandum: No. 248, s. 2007

Allotment: 1- -(D.o. 50-97)

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

PROJECTS

STUDENTS

TRAINING PROGRAMS

STEP SYNCHRONIZED SCHEDULE OF ACTIVITIES

- | | | |
|----------------------|---|--|
| June-July | - | Advocacy and Voluntary Membership Campaigns |
| | - | Organization of School-Based Organizations |
| | - | Planning on School-Based Projects and Activities |
| | - | Collection of Membership Fees |
| July-November | - | EPP/TLE/TVE Capability Building/Skills Development |
| August | - | School-Based Skills Training and Competition |
| | - | School Level Awards |
| September | - | District Level Skills Training |
| | - | Division Level Skills Training and Competition |
| | - | Organization of the Division Board of Advisers Organization |
| | - | Organization of the Division Board of Students Organization |
| | - | Division Level Awards |
| October | - | Regional Level Skills Training and Competition |
| | - | Organization of the Regional Board of Advisers Organization |
| | - | Organization of the Regional Board of Students Organization |
| | - | Regional Level Awards |
| November | - | National Skills Development and Competition |
| | - | Organization of the National Board of Advisers Organization |
| | - | Organization of the National Board of Students Organization |
| | - | National Level Awards |
| December | - | EPP/TLE/TVE/STEP Holiday Showcase and Fair |
| January-March | - | Monitoring |
| | | (By EPP/TLE/TVE/STEP Division and Regional Supervisors) |
| April | - | Submission of Accomplishment Reports Based on the Thrusts and Activities to the CSCA |
| May | - | Annual National Evaluation and Planning Conference |

**GUIDELINES IN THE COLLECTION, SHARING AND DISBURSEMENTS
OF STEP MEMBERSHIP FEES**

- A. The STEP annual membership fee is PhP 25.00 per pupil in the elementary level and PhP 40.00 per student in the secondary level.
- B. Membership fees are voluntary in nature. Only interested pupils and students shall become a member of the organization.
- C. Collection of membership fees may be coursed through the PTCA in accordance with the existing policy on voluntary contributions.
- D. The sharing of the membership fee of the STEP organizations is as follows:

| SHARE | ELEMENTARY LEVEL | SECONDARY LEVEL |
|--------------|-------------------------|------------------------|
| School | PhP15.00 | PhP26.00 |
| District | PhP 3.00 | |
| Division | PhP 3.00 | PhP 5.00 |
| Regional | PhP 2.00 | PhP 5.00 |
| National | PhP 2.00 | PhP 4.00 |

- E. Division, District (in case of elementary), Regional and National shares from the annual membership fees shall be remitted by each school on or before the District/Division/Regional and National Skills Development and Competition. Said remittance shall be covered by a letter duly signed by the STEP Adviser and noted by the School Principal/Head.
- F. Remittances to the District, Division, Regional and National Levels shall be considered as trust funds in the name of the STEP and all withdrawals shall be supported by resolutions and follow the usual accounting and auditing rules and regulations.
- G. The funds in the School Level shall be used to finance school-based STEP Skills Trainings. It may also be used to procure shop tools, equipment, books and other technical and vocational instructional materials.
- H. The funds in the District, Division, Regional and National Levels shall be utilized for skills training, skills competitions, organizational meetings, awards and incentives and other purposes for the advancement of the STEP.
- I. All disbursements of funds shall be done in utmost transparency. It shall be duly approved by the officers through a resolution and shall conform to accounting and auditing rules and regulations.

STUDENT TECHNOLOGISTS AND ENTREPRENEURS OF THE PHILIPPINES

REGIONAL COORDINATORS

| | | |
|---------------------------------------|---|-------------|
| Evelyn F. Martinez/Julius J. Songcuan | - | Region I |
| Basilio C. Bacuyag | - | Region II |
| Emmanuel S. Valdez | - | Region III |
| Bernando C. Pascual | - | Region IV-A |
| Rolando L. Palomique | - | Region IV-B |
| Haydee S. Bolivar | - | Region V |
| Victy A. Carbon/Estrella M. Mago | - | Region VI |
| Milagros C. Gabia | - | Region VII |
| Crispin M. Miranda | - | Region VIII |
| Jaime Sebastian | - | Region IX |
| Rodrigo Jumamoy | - | Region X |
| Nestoria A. Limosnero | - | Region IX |
| Luvimen A. Hilomen | - | Region XII |
| Diosdado R. Orillaneda | - | CARAGA |
| Nancy Gazmen | - | CAR |
| Maria Teresa A. Namoro | - | NCR |