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REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
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DepED MEMORANDUM
No. 393, s. 2003

OCT 02 2003

**STUDENT TECHNOLOGISTS AND ENTREPRENEURS OF THE PHILIPPINES
NATIONAL SKILLS COMPETITION AND CONFERENCE (STEP-NSCC)**

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

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 Second Student Technologists and Entrepreneurs of the Philippines-National Skills Competition and Conference (STEP-NSCC) on December 6-11, 2003. DepED Region VI shall be the host region.
2. The theme "*STEP: Responding to the Challenges of BEC for Life Skills Development*" shall be the focus for this school year's activities. Enclosed are the program of activities and the guidelines for the conduct of the competitions.
3. The contestants for the national skills competition shall be the first place winners of the nationally identified skills during the regional level skills competition. Please see Enclosure No. 2 for the specific instructions in each contest category.
4. The registration fee for each participant is Three Thousand Five Hundred Pesos (PhP3,500.00) payable to the host region 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. Participants from the private schools shall make necessary arrangements with their respective institutions in connection with their attendance to the STEP-NSCC.
5. Travel expenses, registration fee, some contest materials and other expenses incurred by the members of the National Organizing Committee and Secretariat, and participants are chargeable against local funds/STEP funds/PTCA funds/Special Education Fund, subject to the usual accounting and auditing rules and regulations.
6. Members of the National Organizing Committee and Secretariat are authorized to travel 3 days before the start of the STEP-NSCC.
7. 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 CSCA-DepED on or before November 17, 2003:
 - a. List of participants to the STEP-NSCC using the attached format;
 - b. Date and time of arrival, and means of transportation to Iloilo;
 - c. Date and time of departure from Iloilo to Place of Origin/Station;
 - d. List of Officers of the RAO and RSOO; and
 - e. List of Members of the Regional Directorate

8. The Regional Directors and the Schools Division/City Superintendents are advised to support the delegates for quality results in the individual contests.

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

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

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

Encl.:
As stated

Reference: DepED
Order: No. 73, s. 2003

Allotment: 1 – (D.O. 50-97)

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

CONFERENCES
CONTEST
PROJECTS

STUDENT TECHNOLOGISTS AND ENTREPRENEURS OF THE PHILIPPINES NATIONAL SKILLS COMPETITION AND CONFERENCE

General Guidelines

1. Composition of the Regional Delegation
 - a. Each regional delegation to the STEP-NSCC 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 Education Supervisors/STEP Coordinators
 - 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
 - STEP Regional Advisers' Organization (RAO) Officers
 - STEP Regional Students' Organization (RSOO) Officers
 - Medical Officers
 - Student-Contestants
 - Others
2. Requirements during the STEP-NSCC
 - a. The Regional STEP Coordinators are required to submit the following upon arrival:
 - a certified photocopy of the contestant's Form 137
 - a certification of the contestant's enrolment during the present school year by the School Principal
 - a 2x2 recent picture to be placed in a short brown envelope. On the upper right back part of the envelope, the name of the contest to be participated and the region shall be indicated using black permanent marker. The envelope shall be submitted to the National Secretariat Head.
 - b. Contestants are required to bring their own contest supplies, materials and tools/equipment except those that are to be 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 and prepare a five-minute Cultural/Christmas show presentation.
3. Contest Proper
 - a. Contestants should participate in one (1) skill contest only. No student-alternate shall be allowed in case the real regional winner cannot participate.
 - b. Skills contestants, however, are qualified to participate in non-skills contests such as Parliamentary Procedure, Techno Quiz, Mr. and Ms. STEP, Cheering Competitions and Cultural Presentations. 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 and approved by the STEP National Adviser. All contestants must register with the contest administrator before the briefing. The Secretariat Head shall furnish the contest administrator with the respective contestant's certified Form 137, principal certification of contestant's enrolment and picture.
- 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 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 identifies each contestant.
- k. Borrowing of tools and materials from other competitors is not 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. The Board of Judges shall be composed of the coaches of the contestants of the particular skill, therefore, he/she will not judge his/her own contestant.
- b. Judging shall be based on the indicated criteria per skills concerned.
- c. The decision of the Board of Judges is final and irrevocable.

5. Announcement of Winners

- a. Winners shall be announced after the contest administrator, contest coordinator, members of the Board of Judges and the National Secretariat Head shall have certified the result. The result shall be posted in a tally board within the contest venue.
- b. The decision of the Board of Judges is final.

6. Determination of the Over-All Champion

- a. Apart from the twenty-five (25) skills, only the Parliamentary Procedure and Techno Quiz shall be included in the computation to determine the Over-All Champion Region.

7. Awards, Prizes and Certificates

- a. The top five (5) in each contest category shall be awarded during the closing ceremony, to wit: Champion, First Runner-Up, Second Runner-Up, Third Runner-Up and the Fourth Runner-Up.
- b. Cash prizes/trophies/medals/certificates shall be given to the winners. Coaches shall be given a certificate.

- c. Student-contestants who are not winners shall be given certificates of participation. Coaches, School Principals, Head Teachers and Supervisors shall be given Certificates of Recognition.
- d. All registered participants shall receive Certificate of Appearance
- e. Certificates of Participation, Recognition and Appearance shall only be released through the Regional Supervisor/STEP Coordinators after the closing ceremonies.

B. OTHER GUIDELINES

1. Arrival of Delegation

- a. All delegations are expected to arrive on December 6, 2003.
- b. Schedule of arrival stating the point of origin (airport, pier, etc.) must be coordinated both with the Host Region c/o **Mrs. Vicky A. Carbon or Estrella Mago**, Education Supervisors II, Secondary Education Division, DepED Region VI at tel. nos. 033-335-0207 or 033-337-3892 copy furnish the CSCA c/o **Arcy B. Elape** at tel. nos. (02) 636-3602 or 631-8495.
- c. The regional delegations are advised to proceed to their respective hotel assigned for their accommodation.

2. Registration

- a. Registration shall be done at the respective hotel assignment.
- b. Members of the registration committee shall be at the hotel to facilitate payment of registration fee, billeting and distribution of kits and other collaterals.
- c. The Regional and/or Division Supervisors/STEP Coordinators should transact with the authorized members of the registration committee as identified by the host region.

3. Accommodation

- a. Accommodation shall be from December 6-11, 2003. Charges for advance check-in and late check-out or an extended stay shall be for the account of the participant concerned.
- b. The following are the assigned hotels for the different regional delegations in accordance with the agreement during the STEP Evaluation and Planning Conference in Iloilo City last June 2003:

Amigo Hotel	-	Regions 1, 2, CARAGA
Sarabia Manor	-	Regions 4-A, 5, 7, 10, NCR
Punta Villa	-	Regions 3, 4-B, 6, 8, 12, CAR
Lelac	-	Region 9
Angelique	-	Region 11

Reserved Hotels:

Fine Rock Hotel
 Grand Damme
 Four Seasons
 Sports Pension
 St. Clements Retreat House
 Sta. Theresa Dormitory

- c. In case the large number of participants signified in each region, the above accommodation assignment is tentative. Adjustment shall be made depending on the turn out of participation, which will be determined after November 17, 2003, the deadline for submission of the list of the regional delegation. The organizers may do the necessary adjustments to accommodate the number of participants in each regional delegation. The affected region shall be informed days in advance.

4. Meal Arrangements

- a. The first meals to be served shall be dinner of December 6, 2003 and end lunch of December 11, 2003.
- b. Breakfast shall be served to all participants at their respective hotel assignment.
- c. Lunch, Dinner and the two snacks of all participants shall be served at the Iloilo National High School.
- d. Meals not covered by the STEP-NSCC shall be for the individual account of the participants.

5. Transportation

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

6. Departure and Release of Certificates

- a. All participants are expected to depart after lunch of December 11, 2003. Extension of stay shall be shouldered by the participants.
- b. Certificates of participation and appearance shall be released only to the Regional Supervisors during the Closing Program.

(Enclosure 2 to DepEd Memorandum No. 393, s. 2003)

Second STEP – National Skills Competition and Conference (STEP-NSCC)

DepEd Region VI, Duran, Iloilo City

December 6 – 11, 2003

List of Regional Delegations

Region	:	_____
RD	:	_____
ARD	:	_____
SED Chief	:	_____
Regional STEP Coordinator	:	_____
Regional STEP Chairperson	:	_____
President of the RAO	:	_____
President of the RSOO	:	_____
Division STEP Coordinators	:	_____
		<i>(Please indicate the name of the Division)</i>
		<i>(Please use additional sheet of paper if necessary)</i>
TLE Head/Master Teachers	:	_____
		<i>(Please use additional sheet of paper if necessary)</i>
RAO Officers	:	_____
		<i>(Please use additional sheet of paper if necessary)</i>
RSOO Officers	:	_____
		<i>(Please use additional sheet of paper if necessary)</i>
Medical Officer/s	:	_____
		<i>(Please use additional sheet of paper if necessary)</i>
Others	:	_____
		<i>(Please use additional sheet of paper if necessary)</i>

SKILL CATEGORIES	NAME OF CONTESTANTS	COACH/COACHES
Home Economics		
1. Pattern Drafting and Blouse Construction		
2. Creative Hairstyle and Facial Make-Up		
3. Table Setting (includes Table Skirting, Flower Arrangement and Napkin Folding)		
4. Cocktail Mixing		
5. Innovative Recycled Materials for Home or Personal Use		
6. Food Preservation		
7. Buko Pie Making		
8. Debut Cake Decoration		
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 House Plan		
4. Mural Painting		
5. Cartooning (Expressions)		
6. AM/FM Radio Assembly		

7. Silk-Screen Printing (2 Color Prints)		
8. Flower Pot Stand (Any Design)		
9. Variable Unregulated Full Wave Bridge Type Power Supply		
10. 65 LED Sequential Lights		
Entrepreneurship and Information and Communications Technology Integration		
1. PowerPoint Presentation		
2. Presentation of Worksheet and Financial Statement Using MS Excel		
3. Webpage Design		

Other Contests	NAME OF CONTESTANTS	COACHES
1. Parliamentary Procedure		
2. Techno Quiz (students)		
3. Mr. & Ms. STEP		
4. Battle of the Brains (ES Edition)		
5. Cheering Competition (students)		
6. Cultural Presentation		

SKILLS FOR COMPETITIONS

HOME ECONOMICS

1. Pattern Drafting and Blouse Construction
2. Creative Hairstyle and Facial Make-Up
3. Table Setting (includes Table Skirting, Flower Arrangement and Napkin Folding)
4. Cocktail Mixing
5. Innovative Recycled Materials for Home or Personal Use
6. Food Preservation*
7. Buko Pie Making
8. Debut Cake Preparation

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 House Plan
4. Mural Painting
5. Cartooning (Expressions)
6. AM/FM Radio Assembly
7. Silk-Screen Printing (2 Color Prints)
8. Flower Pot Stand (Any Design)
9. Variable Unregulated Full Wave Bridge Type Power Supply
10. 65 LED Sequential Lights

ENTREPRENEURSHIP AND INFORMATION COMMUNICATION TECHNOLOGY INTEGRATION

1. PowerPoint Presentation @
2. Presentation of Worksheet and Financial Statement Using MS Excel @
3. Web Page Design@

OTHER CONTESTS

1. Parliamentary Procedure
2. Techno Quiz (students)
3. Mr. and Ms. STEP
4. Battle of the Brains (ES Edition) and Cheering Competition (Students)
6. Cultural Presentation

* Proposed by the Bureau of Secondary Education

+ Proposed by the CSCA Executive Director

@ Specifics topics shall be indicated only during the Contest Proper.

Only the Parliamentary Procedure and Techno Quiz shall be included in the computation for the Over-All Champion.