



DepEd MEMORANDUM  
No. **164** , s. 2011

JUL 25 2011

**GUIDELINES IN THE CONDUCT OF THE SCHOOL YEAR 2011-2012  
STEP-SKILLS DEVELOPMENT AND COMPETITIONS (SDCs)**

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

1. In celebration of the 10<sup>th</sup> year of the implementation of the Student Technologists and Entrepreneurs of the Philippines (STEP) as a program and as an organization which highlights the relevance of skills development in the areas of *Edukasyong Pantahanan at Pangkabuhayan* (EPP), Technology and Livelihood Education (TLE) and Technical-Vocational Education (TVE), the Department of Education (DepEd) authorizes the conduct of the **School Year 2011-2012 STEP-Skills Development and Competitions (SDCs)** in the school, district, division and regional levels.

2. Pursuant to and in order to provide a standard and uniform implementation of the STEP-SDCs, the following guidelines shall be adopted:

- a. The rallying banner of the STEP-SDCs shall be "STEP: Upgrading Skills, Improving Lives" while this year's theme shall be "*Celebrating 10 Years of Inspiring STEPs;*"
- b. DepEd Memorandum No. 348, s. 2009 (Guidelines in the Conduct of the STEP Skills Development and Competitions in Various Levels and Categories) and its attachments, as applicable, shall continue to be in force and in effect as the guide for the skills development and competitions this School Year;
- c. The schools, districts, divisions and regions are free to include other skills in accordance with their respective expertise in addition to those listed in Enclosure No. 1. Contest packages may be downloaded from the website – [www.deped-csca.com](http://www.deped-csca.com);
- d. The elementary, secondary and technical-vocational categories for the division and regional level competitions shall strictly be held simultaneously in order to save on time, money and other resources; and
- e. Competitions shall be held from October 2011 to January 2012, strictly on Fridays (PM Arrival), Saturdays and Sundays (PM Departure) only.



3. Reports on the conduct of the SDCs in all the Divisions and Regions using the Sample Report Format in Enclosure No. 2 (Division) and Enclosure No. 3 (Regional) shall be submitted by the Schools Division Superintendents (SDSs) and Regional Directors (RDs) through their respective Division and Regional Supervisors in-charge of STEP on or before February 15, 2012 to the Office of the Undersecretary for Programs and Projects c/o the Center for Students and Co-Curricular Affairs (CSCA).
4. Student-participants shall be given enough time to prepare for quizzes and other examinations missed during the conduct of the skills development and competitions. They shall also be allowed reasonable time to comply with, and submit other requirements of the different subject areas.
5. All officially registered coaches, heads and members of the working committees, including Contest Administrators, Contest Coordinators and Contest Secretaries, shall be given equivalent service credits for working during Saturdays and Sundays as stipulated in pertinent DepEd issuances.
6. The CSCA is authorized to monitor the conduct of all STEP-SDCs.
7. For queries and coordination, please contact the DepEd-CSCA at telephone nos.: (02) 636-3603/(02) 631-8495 or send a message through email address: [cscaportal@gmail.com](mailto:cscaportal@gmail.com).
8. Immediate and wide dissemination of this Memorandum is enjoined.

  
**BR. ARMIN A. LUISTRO FSC**  
Secretary 

Encls.:

As stated

Reference:

DepED Memorandum: (No. 348, s. 2009)

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

CONTESTS  
PROGRAMS  
RULES & REGULATIONS  
STUDENTS

**STUDENT TECHNOLOGISTS AND ENTREPRENEURS OF THE PHILIPPINES-  
SKILLS DEVELOPMENT AND COMPETITIONS**

**OFFICIAL LIST OF SKILLS/JOB ORDERS**

**ELEMENTARY CATEGORY**

Home Economics

Appliqué  
Fresh Fruit Shake Preparation  
Flower Arrangement  
Tie Dye

Agricultural Technology

Asexual Plant Propagation

Industrial Arts

Fabric Hand Painting  
Medicine Kit Shelf Making  
Metal Tool Box Making  
Simple Circuit Making

Retail Trade

Sales Inventory

**SECONDARY CATEGORY**

Home Economics

Cake Decorating (Golden Wedding)  
Summer Dress Making  
Cocktail Mixing  
Casual Hair Style with Facial Day Make-Up  
Table Skirting and Table Setting (Golden Wedding)

Agricultural Technology

Dish Gardening

Industrial Arts

20-Watt Amplifier  
Auto Engine Tune-Up  
Steel Balusters  
Knockdown Toddler's Furniture Study Table  
Residential Wiring Installation

Entrepreneurship and ICT

Electronic Bookkeeping  
Electronic Poster-Making  
Business Planning

## **TECHNICAL-VOCATIONAL CATEGORY**

### Agriculture

Multiple Rootstock Propagation  
Feed Formulation (Swine)  
Skinless Longanisa-Making

### Arts and Trades

#### (Boys Trades)

Auto Electrical Wiring Installation (Lighting and Horn System)  
Building Wiring Installation  
Regulated Power Supply  
Troubleshooting and Repair of Color Television Receiver  
Construction of Center Table  
Installation of Cold Water Line  
Assembly, Operating System Installation and Networking

#### (Girls Trades)

Facial Make-Over for Female Young Professional  
Hair Coloring and Styling  
Chicken Galantina-Cooking  
Drafting and Sewing of Lady's Blouse

### Fisheries

Fish Feed Formulation in Mash Form  
Smoked Boneless Bangus-Making



