



OCT 05 2006

DepED MEMORANDUM
No. 346 , s. 2006

5th 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 Elementary and Secondary Schools
Division and Regional EPP/TLE Education Supervisors/Coordinators

1. The Department of Education-Center for Students and Co-Curricular Affairs (DepED-CSCA), in partnership with the Bureau of Secondary Education (BSE), will conduct the Fifth Student Technologists and Entrepreneurs of the Philippines-National Skills Development and Competition (STEP-NSDC) on November 19-24, 2006 at the Teachers Camp, Baguio City with Baguio City National High School, DepED Baguio City Division and DepED Cordillera Administrative Region (CAR) as hosts.
2. The STEP is the official co-curricular organization of the Department of Education in the Technology and Livelihood Education (TLE) which provides pupils and students with practical experiences, technical know-how and opportunities in home economics, agricultural technology, industrial arts, entrepreneurship and ICT integration while developing their leadership abilities and personal skills, and building wholesome character to strengthen national competitiveness and productivity.
3. With the theme "STEP: Moving Up from Underground (School and Backyard) to Mainstream Economy", this year's edition of the skills development and competition shall, apart from the contests based on the approved contest packages, feature the STEP Awards and a Business Plan Open Competition.
4. Travel of participants shall be on official business. The registration fee for each participant is Three Thousand Nine Hundred Pesos (PhP3,900.00) to cover the expenses for board and lodging, use of the venue, light and sound services, competition 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 and other available sources, 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 quizzes and other examinations missed during the conduct of the skills competition. Student-participants shall also be allowed reasonable time to comply with and submit other requirements of the different subject areas.

6. Members of the National Organizing Committee and Secretariat are authorized to travel three (3) days before the start of the STEP-NSDC, the list of which is enclosed as Enclosure No. **5**.

7. The DepED-CSCA, through its Head as the concurrent STEP National Adviser, is authorized to conduct necessary management actions and decisions in the implementation of the STEP skills development and competitions in all levels.

8. To determine the exact number of participants, Regional TLE Supervisors/Regional STEP Coordinators shall fax/send the following information to, and received by, the DepED-CSCA on or before November 6, 2006:

- a. List of contestants/participants to the STEP-NSDC using the enclosed format;
- b. List of elected officers of the Regional Board of Advisers Organization (RBAO) and the Regional Board of Students Organization (RBSO).

9. As an antecedent to the STEP-NSDC, all secondary schools together with elementary schools, all division and regional offices shall conduct their respective skills development and competitions. 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 DepED-CSCA, c/o **Executive Director Joey G. Pelaez** at telefax nos.: (02) 631-8495 or (02) 636-3603.

11. Enclosed are the General and Other Guidelines for the conduct of the competitions, List of Regional Delegations Format, Guidelines for the STEP Awards, Guidelines for the Business Plan Open Competition, Registration Form and the National Organizing Committee as Enclosure Nos. 1, 2, 3, 4, 5 and 6 respectively.

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


JESLI A. LAPUS
Secretary

Encls.: As stated

Reference: DepEd Memorandum: No. 252, s. 2005

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

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

CONTESTS
PROGRAMS
RULES & REGULATIONS
STUDENTS

**5TH 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 consist of the following:

Regional Director/Assistant Regional Director
Elementary/Secondary Education Division Chief/Assistant Chief
Schools Division Superintendents/Assistant Schools Division Superintendents
Regional and Division TLE Education Supervisors/STEP Coordinators
Regional and Division EPP Education Supervisors/Coordinators
School Principals of Winning Contestants in the Regional Level
TLE Head Teachers/Master Teachers of Schools with Regional Winners
Teacher-Coaches of Regional Winners
Regional STEP Chairpersons and Officers
National Board of Advisers Organization Officers 2005-2006
National Board of Students Organization Officers 2005-2006
Previously/Newly Elected STEP Regional Board of Advisers Organization Officers
Newly Elected STEP Regional Board of Students Organization Officers
Medical Officers
Student-Contestants/Student-Observers
STEP Awardees
Other EPP/TLE Teachers, School Principals and other School Officials

- b. The TLE Regional Supervisor/Coordinator as the STEP Regional Coordinator, assisted by the EPP Regional Supervisor/Coordinator and the STEP Regional Board of Advisers Organization President, shall take the lead in organizing the regional delegation, take charge of its concerns and attend meetings called by the STEP National Adviser.

2. Requirements during the STEP-NSDC

- a. All contestants are required to submit the following immediately after the general registration to the Contest Registration booths:

1. Certified photocopy of the contestant's Form 137 (at least the first grading grades are reflected)
2. School Principal's certification of the contestant's enrolment during the present school year, including certification as to his membership in the STEP school organization
3. Recent 2x2 picture attached to the Form 137
4. Official School ID

- b. The requirements shall be placed in a short brown envelope. On the upper right hand part of the envelope (the side without the flap), the name of the contestant, the name of the contest to be participated in, the name of the school, division and region shall be indicated.

- c. Contestants are required to bring their own contest supplies, materials and tools/equipment except those that are provided by the organizers as listed in the guidelines.

- d. All delegates shall wear their respective regional STEP uniform/shirt during the opening and closing ceremonies. Contestants, however, are required to wear the national STEP uniform/shirt during the contest proper.
- e. Each delegation is requested to bring its own DepED Regional Flag.

3. Solidarity Meeting

- a. Contestants, including coaches, are required to attend the briefing with the Contest Administrator as scheduled. Questions shall only be entertained during the briefing.
- b. Agreements made outside of the contest package shall not be binding except upon approval of the Technical Committee.
- c. All questions during the briefing shall be noted and reported by the Contest Secretary.
- d. After the solidarity meeting, those skills with substantial issues and concerns shall immediately meet with the Technical and Evaluation Committee for resolution. The Technical and Evaluation Committee shall be composed of representatives from the Bureau of Secondary Education and the TLE Regional Supervisors/Coordinators if the issue/concern pertains to the secondary level skills or the EPP Regional Supervisors/Coordinators if the issue/concern pertains to the elementary level skills.

4. Contest Proper

- a. A contestant shall participate in only one (1) skill contest. The contestants shall be the regional first place winners of the nationally-identified skills.
- b. Contestants in skills contests, however, are qualified to participate in non-skills contests such as Parliamentary Procedure, Mr. & Ms. STEP and the STEP 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 fifteen (15) minutes before the contest starts. Late contestants without valid reason shall be disqualified.
- d. No questions shall be entertained during the contest proper except clarifications and point of orders. All clarifications and point of orders during the contest proper shall be noted and reported by the Contest Secretary.
- e. 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 and refer the matter to the attention of the Secretariat Head, Technical and Evaluation Committee Head and the STEP National Adviser for appropriate actions.
- f. Only the Contest Administrator, Contest Coordinator, Contest Secretary, members of the Board of Judges, members of the Technical and Evaluation Committee, Secretariat and student-contestants are allowed to stay in the contest venue during the contest proper. Coach-Judges shall not interfere with the conduct of the contest.
- g. Contest supplies, materials, tools, equipment and other things needed in the contest shall be made ready by the Contest Coordinator in the contest venue one hour before the contest starts.

- h. Borrowing of supplies, materials, tools and equipment from other competitors is not allowed during the contest.
- i. Contestants are not allowed to talk to each other and to their respective coaches immediately before the start, during and after the contest while judging is still taking place.
- j. The working/contest area shall be cleaned immediately after every contest.
- k. To properly identify the contestant and match his/her contest work/output, the following shall be the procedure:
 - 1. Before the contest starts, the Contest Administrator shall cause the registration of the contestant on a form prepared for the purpose. The contestant shall fill up the form except his/her signature.
 - 2. Immediately after the contestant shall have registered, the contestant shall be made to draw lot. The number he/she has chosen shall be reflected in the registration form opposite his/her name and region. Once this is done, only then shall the contestant place his/her signature on the registration form.
 - 3. The contestant shall also sign the paper used for the draw lots on which the contestant number is written. He/She shall also write his/her name, school, division and region on the paper which shall be countersigned by the Contest Administrator and submitted to the Technical and Evaluation Committee together with the other contest documents.
 - 4. The Contest Administrator shall then proceed to identify the work station and/or the contest output by the contestant number.
 - 5. The Contest Administrator shall also prepare the score sheets for the coach-judges taking into consideration the rule that they cannot function as a judge relative to their own contestants. He/She shall block the contestant number and the space allotted corresponding to the region from which the contestant comes from before handing the score sheet to the coach-judges. The score sheet shall indicate the name, school, division and region of the coach-judges, including their mobile phone number.

5. Judging

- a. For most of the skills contests, 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 criteria indicated in the particular contest package.
- d. No grade lower than 80% shall be given by the judges.
- e. Judges shall stay at least two (2) meters away from the contestants immediately before, during, immediately after the contest and during the judging period.
- f. Judges are not allowed to talk or interfere with the contestants while the contest is in progress.

- g. 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 with others.
- h. Judges must not only be fair, they must also appear to be fair. As such, they shall avoid, in words and in acts, any suggestions of being unfair.
- i. The following skills shall be judged and/or evaluated by the coach-judges based on both the process and the output:
 - 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. French Style Sardines-Making (Bangus)
 - 6. Pumpkin Pie-Making (Double Crust)
 - 7. Birthday Cake Decorating (One-Year Old Baby Girl)
 - 8. Asexual Propagation
 - 9. Marcotting (Elementary)
 - 10. Basic Embroidery (Elementary)
 - 11. Table Napkin Folding (Elementary)
- j. The following shall be judged and/or evaluated by the coach-judge based on the output:
 - 1. Dish Gardening
 - 2. Project Proposal in Animal Production
 - 3. Bangus Deboning
 - 4. Residential Wiring Installation
 - 5. Construction and Upholstering a Stool
 - 6. Mural Painting
 - 7. AM Radio Assembly
 - 8. Photographic Printing Screen Preparation and T-Shirt Printing
 - 9. Flower Pot Stand (Any Design)
 - 10. Starter Motor Assembly
 - 11. Masonry Work (Plastering-Smooth Finish)
 - 12. Plumbing (Installation of Shower Head and Valve, Faucet and Gate Valve)
 - 13. Patching (Elementary)
 - 14. Fresh Flower Arrangement (Elementary)
 - 15. Book Binding (Overcast Stitch) (Elementary)
- k. A special set of judges shall be tapped to judge and/or evaluate the following skills:
 - 1. Presentation
 - 2. Spreadsheet
 - 3. Homepage Development
 - 4. Newsletter for a Livelihood Publication Using Desktop Publishing
 - 5. ICT-Assisted Project proposal
 - 6. Preparation of a House Plan
 - 7. Parliamentary Procedure
 - 8. Mr. and Ms. STEP
 - 9. STEP Bazaar
 - 10. Techno Quiz
- l. Judges shall use ball pen in finalizing scores. The score sheet must be duly signed by the judge. Erasures must also be signed in full by the judge.

- m. Coach-judges must be the actual trainers of their respective contestants.
- n. Coaches who are at the same time judges must submit the following to the Contest Administrator immediately after the general registration during the contest registration:
 1. Certified photocopy of the coach-judge's appointment from the civil service and service record;
 2. School Principal's certification of the judge's assignment as coach of his/her contestant and the judge's actual training of his/her contestant;
 3. Recent 2x2 picture attached to the service record; and,
 4. Official School ID
- o. The decision of the Judges shall not be considered final until and after the Technical and Evaluation Committee shall have evaluated and canvassed the scores.
- p. Other specific guidelines on the judging process shall be issued by the National Adviser if and when necessary.

6. Consolidation and Tabulation of Scores

- a. The Contest Administrator shall immediately collect and secure the individual score sheets of the judges after the judging. He shall make certain that the score sheets are properly accomplished, that is, all information required are given (name, region, division, school and mobile number), scores are written in ball pen, erasures are countersigned and the score sheet itself is signed.
- b. The Contest Administrator shall proceed to submit the score sheets and all the documents in his/her possession to the Tabulation Committee whose head shall make a receipt of the same.
- c. With the help of the Contest Administrator, a member of the Tabulation Committee shall manually tabulate and compute the scores given by individual judges. The Contest Administrator and the member of the Tabulation Committee shall then consolidate all the information pertinent to the contestant vis-à-vis the result of the judging.
- d. The Tabulation Head and the Technical and Evaluation Committee Head shall jointly review the entries and the result per skills contest who, together with the Contest Administrator and a member of the Tabulation Committee, shall sign the consolidated result to attest to its regularity and finality.
- e. Once the consolidated result is final, only then shall the result be encoded in a computer, which shall be reviewed and signed by all the signatories thereto.

7. Determination of the Over-All Champion

- a. Apart from the twenty-six (26) skills in the secondary level, the Parliamentary Procedure and the Techno Quiz shall also be included in the computation to determine the Over-All Champion.
- b. The Technical and Evaluation Committee shall determine the weight of skills contest requiring more than two contestants.

- c. Skills in the elementary level shall remain to be in the invitational category this year. As such, they shall not be considered in determining the over-all champion.

8. Announcement of Winners

- a. Winners will only be announced during the Awarding and Closing Ceremonies.

9. Awards, Prizes and Certificates

- a. Only the top five (5) in each contest category shall be awarded during the awarding ceremonies, to wit: First Place, Second Place, Third Place, Fourth Place and the Fifth Place.
- b. Cash prizes/trophies/medals/certificates of award shall be given to the First, Second and Third Place winners. The fourth and fifth place winners shall receive certificates of award only. The coaches of the top five shall be given certificates of award.
- c. All registered student-contestants shall be given certificates of participation and certificates of appearance.
- d. All registered coaches, school principals, head teachers, supervisors and others shall be given certificates of participation, recognition and appearance.
- e. Certificates of Participation, Recognition and Appearance shall only be released after the closing and awarding ceremonies following the same procedure during the registration at the Quezon Hall of Teachers Camp.

10. Disqualification of Judges, Student-Contestants, Contest Administrators and Others

- a. Disqualification of Coach-Judges and Special Judges

Coach-Judges shall be disqualified based on the following grounds:

1. Failure to comply with the standards of judging, the documentary requirements and qualifications of judges as indicated in section 5 herein;
2. Violations of impartiality inherent in judges;
3. Commission of malicious and/or intentional acts that serve to denigrate the integrity of the contest;
4. Willful disobedience and disregard of valid and reasonable instructions and orders of Contest Administrators, officials of the Technical and Evaluation Committee and the Secretariat; and
5. Such other acts or omissions prejudicial to the smooth conduct of the contests.

- b. Disqualification of Student-Contestants

Student-contestants shall be disqualified based on the following grounds:

1. Failure to comply with those indicated in numbers 2, 3 and 4 of this General Guidelines;

2. Failure to attend required sessions during the competitions without valid reason;
3. Commission of malicious and/or intentional acts that serve to denigrate the integrity of the contest;
4. Willful disobedience and disregard of valid and reasonable instructions and orders of Contest Administrators, officials of the Technical and Evaluation Committee and the Secretariat; and
5. Such other acts or omissions prejudicial to the smooth conduct of the contests.

c. Disqualification of Contest Administrators, Coordinators and Secretaries

Contest Administrators, Coordinators and Secretaries shall be disqualified based on the following grounds:

1. Violations of impartiality inherent in Contest Administrators, Coordinators and Secretaries;
2. Commission of malicious and/or intentional acts that serve to denigrate the integrity of the contest;
3. Willful disobedience and disregard of valid and reasonable instructions and orders of officials of the Technical and Evaluation Committee and the Secretariat; and
4. Such other acts or omissions prejudicial to the smooth conduct of the contests.

d. Disqualification Procedure

1. Any complaint for disqualification of coach-judges, special judges and student-contestants shall be made in writing immediately after the conduct of the contest. The complaint must be filed within the day the contest was conducted with the Technical and Evaluation Committee.
2. Any complaint for disqualification of Contest Administrators, Coordinators and Secretaries shall be made immediately before the conduct of the particular contest ends. Complaints made after the contest shall be immediately dismissed.
3. The Technical and Evaluation Committee shall with posthaste conduct an investigation of the complaint. It shall call all the parties thereto and resolve the complaint within 24 hours after hearing both parties.
4. The Contest Administrators, Coordinators and Secretaries have no authority to disqualify. They may, however, recommend for the disqualification of a coach-judge and/or a student-contestant.

e. Effects of Disqualification

1. The disqualification of a judge shall render his/her judging ineffective and the scores null and void, without prejudice to the appropriate criminal, civil or administrative liability he/she may incur. Immediately, the organizers shall find a replacement if necessary.

2. The disqualification of a Contestant shall forfeit his/her opportunity to join the contest or proceed with the conduct of the contest if the same has already commenced.
3. The disqualification of a Contest Administrator, Coordinator and Secretary shall immediately relieve him/her of his duty as such without prejudice to the appropriate criminal, civil or administrative liability he/she may incur. Immediately, the organizers shall find a replacement.
4. In no case shall the disqualification of a judge affect the standing of his/her contestant nor shall the disqualification of a student-contestant affect the qualification of a coach-judge to function as such.

11. Post-Contest Requirement

- a. After the conduct of a particular contest, the Contest Administrator, together with the Contest Coordinator and Contest Secretary, shall immediately convene all coaches, judges and other experts to assess the conduct of the contest. Discussion shall also focus on how to improve the contest package for future undertaking. Suggestions and recommendations, and points of order and clarifications made during the conduct of the contest, shall be noted and included in the report of the Contest Administrator.
- b. The following shall be the format of the report of the Contest Administrator:

Contest :
 Time Started :
 Time Ended :
 Contest Administrator :
 Contest Coordinator :
 Contest Secretary :

Contestant	Coach	Region/Division	School
1.			
2.			
3.			
4.			

Proceedings (How the contest was undertaken and administered)
 Personal Observations (If there is any deviation made)
 Issues, Problems and Concerns Arising from the Conduct of the Contest
 Constructive Suggestions and Recommendations (Collective)

B. OTHER GUIDELINES

1. Arrival of Delegations

- a. All delegations are expected to arrive on November 19, 2006 before the time scheduled for the Solidarity Meeting.
- b. All regional delegations are advised to proceed to the Teachers Camp for the general registration of participants.

2. Registration Requirements and Procedure

- a. Payment of the registration fee must be in cash. Check payment may be accepted in exceptional cases provided checks are named for the account of the Department of Education and provided further that prior coordination has been made with the Center for Students and Co-Curricular Affairs (CSCA).
- b. Registration is on November 18-19, 2006 starting at 8:00 AM.
- c. Upon arrival, participants must proceed immediately to the Quezon Hall for the general registration and the contest registration, including registration of coach-judges. Registration is on a first-come-first-served basis.
- d. Secure four (4) copies of the Registration Form from the Verification Counter and fill them up. To facilitate the smooth flow of the registration, only one representative from the school, division or region is authorized to transact business with the Registration Committee.
- e. From the Verification Counter, proceed to the Cash Counter for the corresponding payment. After the receipts have been issued, proceed to the Billeting Counter for your accommodation assignments.
- f. Of the four (4) copies of the Registration Form, one is designated as the Participants' Copy. **DO NOT LOSE YOUR PARTICIPANTS' COPY.** It serves as our tracking form. Always bring and present your Participants' Copy when claiming your STEP-NSDC collaterals (bags, t-shirts, IDs with meal tickets, schedule and hand-outs if any).
- g. From the Billeting Counter, proceed to the Releasing Counter and present your Participants' Copy to claim your STEP-NSDC collaterals.
- h. Proceed to the Contest Registration Counter corresponding to your contest and register your respective contestants.

3. Accommodation

- a. Accommodation is in Teachers Camp. Excess participants shall be billeted outside Teachers Camp. As much as possible, preference of accommodation in Teachers Camp will be given to student-contestants and their coaches.
- b. The organizers shall endeavor to assign accommodation by clustering participants by regions to facilitate coordination.
- c. Accommodation starts on November 19, 2006 and ends after breakfast of November 24, 2006. Charges for advance and extended accommodation shall be for the account of the participants.

4. Meals

- a. Meals will be served starting dinner of November 19, 2006 and ends breakfast of November 24, 2006.
- b. The organizers shall strictly implement a no ID and no meal ticket, no meal policy.
- c. 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 within Teachers Camp, and the contestants and coaches to and from their contest venues outside Teachers Camp only on designated schedules.

6. Departure and Release of Certificates

- a. All participants are expected to leave after breakfast of November 24, 2006.
- b. Certificates of Participation, Recognition and Appearance shall be released immediately after the closing and awarding ceremonies following the same procedure during the registration. Bring the Participants' Copy of the Registration Form when claiming the certificates.

**5TH STUDENT TECHNOLOGISTS AND ENTREPRENEURS OF THE PHILIPPINES
NATIONAL SKILLS DEVELOPMENT AND COMPETITION**

Teachers Camp, Baguio City, November 19-24, 2006

LIST OF REGIONAL DELEGATION

Region	:	_____
Regional Director	:	_____
Assistant Regional Director	:	_____
SED Chief	:	_____
EED Chief	:	_____
Regional STEP Coordinator	:	_____
EPP Regional Supervisor	:	_____
Regional STEP Chairperson	:	_____
RBAO President	:	_____
RBSO President	:	_____

SKILLS	CONTESTANT/S AWARDEE/S	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. French Style Sardines-Making (Bangus)		
6. Pumpkin Pie-Making (Double Crust)		
7. Birthday Cake Decorating (One-Year Old Baby Girl)		
Agricultural Technology		
1. Asexual Propagation (Grafting, Marcotting and Budding)		
2. Dish Gardening		
3. Project Proposal in Animal 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. AM Radio Assembly		
6. Photographic Printing Screen Preparation and T-Shirt Printing		
7. Flower Pot Stand (Any Design)		
8. Starter Motor Assembly		
9. Masonry Work (Plastering-Smooth Finish)		
10. Plumbing (Installation of Shower Head and Valve, Faucet and Gate Valve)		
Entrepreneurship and Information and Communications Technology Integration		
1. Presentation		
2. Spreadsheet		
3. Homepage Development		
4. Newsletter for a Livelihood Publication Using Desktop Publishing		
5. ICT-Assisted Project Proposal		

SKILLS	CONTESTANT/S AWARDEE/S	COACH/ES
Other Contests		
1. Parliamentary Procedure		
2. Mr. and Ms. STEP		
3. Techno Quiz		
4. STEP Bazaar		
Elementary Level		
1. Table Napkin Folding		
2. Basic Embroidery		
3. Marcotting		
4. Flower Arrangement		
5. Patching		
6. Book Binding (Overcast Stitch)		
Open Competition		
1. Business Plan Competition		
STEP Awards		
1. Outstanding Contributions		
2. Outstanding Achievements		
Home Economics		
Agricultural Technology		
Industrial Arts		
Entrepreneurship		
ICT		

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

Guidelines for the First STEP Awards

I. Rationale

Pursuant to DepED Order No. 73, s. 2003 on Strengthening the Student Technologists and Entrepreneurs of the Philippines (STEP) to enhance the Technology and Livelihood Education (TLE) Program of the Basic Education Curriculum, these guidelines shall set in motion the First STEP Awards. The Awards aim to recognize outstanding contributions in the development of the Student Technologists and Entrepreneurs of the Philippines as a program and as an organization, and to give incentives to outstanding achievements in the different component areas of TLE; Home Economics, Agricultural Technology, Industrial Arts, Entrepreneurship, and Information and Communications Technology.

II. Categories

There shall be two (2) Award categories, namely; the STEP Award for Outstanding Contributions and STEP Award for Outstanding Achievements.

- A. The STEP Award for Outstanding Contributions shall be given to any of the Teachers, School Principals, Supervisors, other DepED personnel and officials who have given extraordinary and selfless contributions to the STEP Organization in particular and to the cause of skills development in general.
- B. The STEP Award for Outstanding Achievements shall be given to students or group of students who have excelled in the various components of Technology and Livelihood Education. These awards are the following:

- STEP Award for Outstanding Achievement in Home Economics
- STEP Award for Outstanding Achievement in Agricultural Technology
- STEP Award for Outstanding Achievement in Industrial Arts
- STEP Award for Outstanding Achievement in Entrepreneurship
- STEP Award for Outstanding Achievement in ICT

III. Qualifications, Requirements, Screening and Selection

A. Qualifications

The nominees must meet the following qualifications:

1. General Qualifications

- a. The school/division/region being represented by the nominee must have an active STEP organization and program; and,
- b. Nominated by the school/division/region based on the criteria given.

2. Specific Qualifications

STEP Award for Outstanding Contributions

- a. Must either be a Teacher, School Principal, Supervisor or other DepED personnel or official; and,
- b. Must have given extraordinary and selfless contributions to the STEP Organization in particular and to the cause of skills development in general.

STEP Award for Outstanding Achievements

- a. Must be a member of the STEP organization;
- b. Must have implemented significant programs and projects pertinent to the TLE component where he/she is nominated. Such program or project must have benefited his/her fellow students, the school and the immediate community. He/She must have initiated programs and projects pertinent to the TLE component where he/she is nominated that promoted or highlighted the significance of the TLE component in the school and community; or must have been recognized by other award-giving bodies or groups for the programs and projects pertinent to the TLE component where he/she is nominated.
- c. Must have no failing grades and with an average of at least 80%; and,
- d. Available Grade in Technology and Livelihood Education must not be lower than 85% during the current School Year.

B. Requirements

The nominees must submit the following requirements:

1. General Requirements

- a. Nomination Letter from the School/Division/Region;
- b. Copy of the program/project implemented or currently being implemented. It should include, among others, the name of the program/project, date when program/project was implemented, objectives, description of the program/project, strategies of implementation, beneficiaries and expected outcome;
- c. Reasons/Justifications for the Nomination in an Essay containing a maximum of 1,000 words computer-encoded and printed on an A4 bond paper, double space with 12 font;
- d. Nomination Form with Verification/Certification from the nominee and nominator that the facts stated therein and in the Essay-Justifications for the Nomination are true, correct and based on personal knowledge; and,
- e. Recent 2x2 colored photo.

2. Specific Requirements

STEP Award for Outstanding Contributions

- a. Certified True Copy of the Service Record and Appointment
- b. School Principal or Schools Division Superintendent or Regional Director's Certification of the Nominee's Active involvement in the STEP; and,
- c. Certified True Copy of Pertinent Certificates and Awards Received.

STEP Award for Outstanding Achievements

- a. Certified True Copy of Form 137;
- b. School Principal's Certification of the Nominee's Enrolment for the Current School Year and Membership in the STEP Organization; and,
- c. Certified True Copy of Pertinent Certificates and Awards Received.

C. Screening and Selection Process

The screening and selection process shall adopt the following steps:

1. STEP Award for Outstanding Contributions (National Level)
 - a. From the nominees/awardees in the regional level recognized during the STEP Regional Skills Development and Competition, the Regional Screening and Selection Committee, composed of the Regional Director, Assistant Regional Director, Chiefs of Elementary and Secondary Education Divisions, and the STEP Regional Coordinator, shall recommend only two (2) nominees to the national level STEP Award.
 - b. All papers and documents required to be submitted pertinent to the nomination shall be forwarded to and received by the National Screening and Selection Committee c/o the Center for Students and Co-Curricular Affairs on or before November 3, 2006.
 - c. The National Screening and Selection Committee, composed of representatives from the Center for Students and Co-Curricular Affairs (CSCA) and the Bureau of Secondary Education (BSE), shall select the awardees from among the nominees.
2. STEP Award for Outstanding Achievements (National Level)
 - a. From the nominees/awardees in the regional level recognized during the STEP Regional Skills Development and Competition, the Regional Screening and Selection Committee, composed of the STEP Regional Coordinator and his/her counterparts in the various Schools Divisions in the Region, shall recommend only one (1) nominee per sub-category to the national level STEP Award.
 - b. All papers and documents required to be submitted pertinent to the nomination shall be forwarded to and received by the National Screening and Selection Committee c/o the Center for

Students and Co-Curricular Affairs on or before November 3, 2006.

- c. The National Screening and Selection Committee, composed of representatives from the Center for Students and Co-Curricular Affairs (CSCA) and the Bureau of Secondary Education (BSE), shall select the awardees from among the nominees.

IV. Criteria for Judging

The selection of the winners shall be based on the following criteria:

A. STEP Award for Outstanding Contributions

Extraordinary and Selfless Contributions to the STEP and Skills Development	-	50%
Active Involvement in the STEP and Skills Development	-	30%
Pertinent Awards and Certificates Received	-	20%
		<hr/>
		100%

B. STEP Award for Outstanding Achievements

Significant Programs and Projects Initiated/Implemented Pertinent to the TLE Component	-	50%
Length of and Active Membership in the STEP Organization	-	30%
Other Recognitions and Awards Received	-	20%
		<hr/>
		100%

V. Awarding

- A. Awarding ceremony for the STEP Awards shall be during the 5th STEP-NSDC at the Teachers Camp, Baguio City.
- B. Awardees shall be informed through an official letter from the STEP National Adviser.
- C. Awardees must register and pay registration fees to avail of the benefits of attending the STEP-NSDC such as meals and accommodation, attendance to the plenary sessions, exposure to contest proceedings, certificates of participation and others.
- D. A letter confirming attendance should be sent through fax to the Center for Students and Co-Curricular Affairs on or before November 15, 2006.

DEPARTMENT OF EDUCATION
 CENTER FOR STUDENTS AND CO-CURRICULAR AFFAIRS
 BUREAU OF SECONDARY EDUCATION

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

Teachers Camp, Baguio City
 November 19-24, 2006

REGISTRATION FORM (RF)

Region : _____
 Division: _____

(Please write legibly and complete all data required. All information shall form part of the directory for future use and benefit.)

No.	Name of Participants	Position/Participation (Indicate whether Contestant, Observer, Coach, Principal, Supervisor, etc.)	Contest	School/Complete Address	Contact Number/ E-mail Address	Billeting Assignment
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

Date: _____

 Signature
 Supervisor/Principal/Teacher-Adviser

**5TH STUDENT TECHNOLOGISTS AND ENTREPRENEURS OF THE PHILIPPINES
NATIONAL SKILLS DEVELOPMENT AND COMPETITION**
Teachers Camp, Baguio City, November 19-24, 2006

NATIONAL ORGANIZING STAFF

JOSE MARI G. PELAEZ	-	STEP National Adviser
ATTY. ERNESTO R. SOTTO JR.	-	Secretariat Head
ROBERTO B. MOLINA JR.	-	Assistant Secretariat Head
APRIL D. UMALI	-	Assistant Secretariat Head
ADORACION Q. BONETE	-	Member
JOHN RALPH G. SOTTO	-	Member
MARTIN A. ASCAÑO	-	Member
RALFY S. ABINASA	-	Member
JOSELITO BIE	-	Member
ROSEMARY NIÑA M. REYES	-	Member
DR. LAUREEN NEBAB-ORTIZ	-	Member
MARILYN BATONGHINOG	-	Member
MATEO CAMPOS	-	Member
NOEL DE VERA	-	Member
JESUS SURATOS	-	Member
FRANKLIN F. RAMIREZ	-	Member
FRANCIS COMPETENTE	-	Member
ANGELITO MORALES	-	Member
LEO GALIAS	-	Member
CONCHITA P. BERMILLO	-	Member
CORAZON L. ECHANO	-	Plenary Sessions Head Facilitator
JESUS L. HUENDA	-	Chair, ICT Board of Judges
MARIVIC ABCEDE	-	Co-Chair, ICT Board of Judges
MARCOS RODIL	-	Member
VIRGILIO A. SANTOS	-	Technical and Evaluation Head
OWEN MILAMBILING	-	Member
JEANNA MAGTAAN	-	Member
GIRLITA JAVIER	-	Member
ERLINDA ESTRADA	-	Member
ESTELITA AGUILAR	-	Member
ELSIE ESMER	-	Member
THELMA CRUZ	-	Member
RONNEL A. BRITANIA	-	Program Head
ALEXIS WAYNE VALDIVIA	-	Program Head
ROMMEL Z. IGARTA	-	Assistant Program Head
RONALDO L. PENGSON	-	Assistant Program Head
JOSELITO L. APILADO JR.	-	Member
RAFFY B. RATILLA	-	Member
ZENAIDA MENDOZA	-	Finance Head
MARIA P. BONCAN	-	Finance Assistant Head
FENEROSA O. MAUR	-	Member
FELICIDAD ILIGAN	-	Member
BERNADETTE L. NARVASA	-	Audio-Visual Head
REYNALDO MONTANO	-	Member
MANUEL ORDINARIO	-	Member
ALEXANDER NUÑEZ	-	Member
EDUARDO MAYBANTING	-	Member
NOEL SANCHEZ	-	Member

STUDENT TECHNOLOGISTS AND ENTREPRENEURS OF THE PHILIPPINES
NATIONAL SKILLS DEVELOPMENT AND COMPETITION
 Baguio City National High School and Teachers Camp, Baguio City, November 19-24, 2006

TENTATIVE SCHEDULE

DAY/TIME	ACTIVITIES	TOPIC/REFERENCE	GUEST/SPEAKER/FACILITATOR	VENUE
DAY O, 19 November 2006 (Sunday)				
8:00 AM	Registration/Billeting	Setting In	Secretariat	Quezon Hall
1:00 PM	STEP National Executive Board Meeting	Briefing with STEP/TLE/EPP Regional Supervisors/Coordinators, NBSO, NBAO	Mr. Joey G. Pelaez, CSCA Executive Director STEP National Adviser	Quezon Hall Down
3:00 PM	Solidarity Meeting	Briefing on Technical and Evaluation Committee Concerns	Technical and Evaluation Committee, Contest Administrators, Secretaries and Coach-Judges	Quezon Hall Up
6:00 PM	DINNER			Abada and Albert Halls
7:30 PM	Regional Delegation Meeting	Briefing with Regional Delegation re Rules, Regulations, Schedule of Activities	Regional Supervisors	Billeting Assignments
DAY 1, 20 November 2006 (Monday)				
6:00 AM	BREAKFAST			Abada and Albert Halls
8:00 AM	Opening Ceremonies	Official Start of the 5th STEP-NSDC	Mr. Antonio "Tony" Meloto, Executive Director, Gawad Kalinga Honorable Ramon C. Bacani Undersecretary, DepED	Bentz Hall
10:00 AM	Plenary Session (Required)	More Than Skills Development... Entrepreneurship Development and Business Planning	Mr. Jay Bernardo Professor, Asian Institute of Management	
12:00 NN	LUNCH			Abada and Albert Halls
1:30 PM	Simultaneous Skills Contests			
	Pattern Drafting	Home Economics		Baguio City NHS
	Project Proposal in Animal Production	Agricultural Technology		Quezon Hall Up
	Flower Pot Stand (Any Design)	Industrial Arts		Baguio City NHS
	Masonry Work (Plastering)	Industrial Arts		Pines City NHS
	AM Radio Assembly	Industrial Arts		
	Spreadsheet	Entrepreneurship and ICT Integration		Baguio City NHS
6:00 PM	DINNER	Entrepreneurship and ICT Integration		Quezon Hall Down
7:30 PM	STEP National Awards and Welcome Party	Elementary Level		Abada and Albert Halls
DAY 2, 21 November 2006 (Tuesday)				
6:00 AM	BREAKFAST	Recognition of Outstanding Contributions and Achievements	Carlo Aquino (ABS-CBN) and His Band	Bentz Hall
				Abada and Albert Halls

**STUDENT TECHNOLOGISTS AND ENTREPRENEURS OF THE PHILIPPINES
NATIONAL SKILLS DEVELOPMENT AND COMPETITION**
Baguio City National High School and Teachers Camp, Baguio City, November 19-24, 2006

TENTATIVE SCHEDULE

DAYTIME	ACTIVITIES	TOPIC/REFERENCE	GUEST/SPEAKER/FACILITATOR	VENUE	
8:00 AM	Simultaneous Skills Contests	Home Economics		Baguio City NHS	
	Pumpkin Pie-Making (Double Crust)	Agricultural Technology		Quirino Hall	
	Bangus Deboning	Industrial Arts		Baguio City NHS	
	Residential Wiring Installation	Industrial Arts			
	Mural Painting	Industrial Arts			
	Newsletter for a Livelihood Publication	Entrepreneurship and ICT Integration		Baguio City NHS	
	Parliamentary Procedure	Other Contests			
	Techno Quiz	Other Contests		Quezon Up	
	Book Binding (Overcast Stitch)	Elementary Level		Romulo Hall	
	Business Plan Competition	Special Feature		Quezon Hall Up Lobby	
12:00 NN	LUNCH			Bentez Hall	
1:30 PM	Simultaneous Skills Contests			Abada and Albert Halls	
	Creative Hairstyle and Facial Make Up	Home Economics			
	French Style Sardines-Making (Bangus)	Home Economics		Romulo Hall	
	Starter Motor Assembly	Industrial Arts		Baguio City NHS	
	Plumbing	Industrial Arts			
	ICT-Assisted Project Proposal	Entrepreneurship and ICT Integration			
	Table Napkin Folding	Elementary Level		Quirino Hall	
	Basic Embroidery	Elementary Level		Romulo Hall	
	DINNER				Abada and Albert Halls
	7:30 PM	Mr. and Ms. STEP	Competition Finals	Dingdong Dantes Youth Spokesperson, DepED Karylle, GMA 7	Bentez Hall
DAY 3, 22 November 2006 (Wednesday)					
6:00 AM	BREAKFAST			Abada and Albert Halls	
8:00 AM	Simultaneous Skills Contests	Home Economics		Quezon Up	
	Table Setting	Home Economics		Baguio City NHS	
	Birthday Cake Decorating	Home Economics		Bentez Hall	
	Cocktail Mixing	Home Economics		Romulo Hall	
	Asexual Propagation	Agricultural Technology			
	Preparation of a House Plan	Industrial Arts			
	Photographic Printing	Industrial Arts		Baguio City NHS	
	Construction and Upholstering a Stool	Industrial Arts			
	Homepage Development	Entrepreneurship and ICT Integration			
	Flower Arrangement	Elementary Level		Quirino Hall	
12:00 NN	LUNCH			Abada and Albert Halls	

**STUDENT TECHNOLOGISTS AND ENTREPRENEURS OF THE PHILIPPINES
NATIONAL SKILLS DEVELOPMENT AND COMPETITION**
Baguio City National High School and Teachers Camp, Baguio City, November 19-24, 2006

TENTATIVE SCHEDULE

DAY/TIME	ACTIVITIES	TOPIC/REFERENCE	GUEST/SPEAKER/FACILITATOR	VENUE
1:30 PM	Simultaneous Skills Contests			
	Dish Gardening	Agricultural Technology		Quezon Hall Down Lobby
	Patching	Elementary Level		Quirino Hall
4:30 PM	Plenary Session (Required)	Secretary Meets TLE Stakeholders	Honorable Jesli A. Lapus (confirmed) Secretary, DepED	Benitez Hall
6:00 PM	DINNER			Abada and Albert Halls
7:30 PM	STEP Socialization and Party	Entertainment	Gary Valenciano Jericho Rosales Bea Alonzo Bayani Agbayani	Benitez Hall
DAY 4, 23 November 2006 (Thursday)				
6:00 AM	BREAKFAST			Abada and Albert Halls
8:00 AM	Project Launching	VP Noli de Castro Awards	Vice President Noli de Castro (confirmed) Secretary Jesli A. Lapus, DepED	Benitez Hall
10:00 AM	Plenary Sessions (Required)	BSE and TLE Updates	Director Lolita M. Andrada, BSE	Abada and Albert Halls
12:00 NN	LUNCH			
1:30 PM	Plenary Sessions (Required)	Personality Enhancement and Image Building, Inside-Out	Ms. Abbygale Arenas-de Leon Former Bb. Pilipinas-Universe, Fashion Model and Image Consultant Mr. Anthony N. Panglinan President, Businessworks, Inc. Businessworks Team	Benitez Hall
6:00 PM	DINNER			Abada and Albert Halls
7:30 PM	Closing and Awarding Ceremonies	Official End of Competitions	Honorable Vilma L. Labrador Assistant Secretary, DepED Ms. Luli Macapagal-Arroyo Presidential Daughter	Benitez Hall
10:00 PM		Distribution of Certificates		
DAY 5, 24 November 2006 (Friday)				
6:00 AM	BREAKFAST			Quezon Hall
8:00 AM		HOMEWARD BOUND		

SEE YOU IN THE NEXT STEP-NSDC!!! MERRY CHRISTMAS AND A HAPPY NEW YEAR!!!