



JUN 28 2010

DepEd MEMORANDUM
No. **294**, s. 2010

TEEN NEGOSYO
(Students' Entrepreneurship Training and Competitions, Moderators' Training, and Basic Entrepreneurship Monitoring Training)

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

1. In line with the government's continuing efforts to promote and develop entrepreneurship in the grassroots, the Department of Education (DepEd), through the Center for Students and Co-Curricular Affairs (CSCA), Philippine Center for Entrepreneurship (PCE), Department of Trade and Industry-Philippine Trade Training Center (DTI-PTTC), and The Master's Lighthouse Foundation (TMLF) will conduct the annual **Teen Negosyo** on August 4-9, 2010 at the Teachers Camp, Baguio City.
2. With its theme "**e-ntrepreneurship: Just A Click Away,**" this year's **Teen Negosyo** will feature the Students' Entrepreneurship Training and Competitions, Moderators' Training and Basic Entrepreneurship Monitoring Training. These activities aim to achieve the following objectives:
 - a. Assist the students as they begin to responsibly engage in entrepreneurial activities and endeavors;
 - b. Inspire high school students to consider entrepreneurship as a career, strengthen entrepreneurship education and learning, and initiate them into entrepreneurial challenges;
 - c. Strengthen and improve the implementation of programs and projects on entrepreneurship education and learning by enhancing entrepreneurial competencies of implementors, educators and other participants by updating skills, attitudes and knowledge on entrepreneurship; and,
 - d. Provide a venue to learn entrepreneurial skills, to adopt applicable business models and to share best practices in the implementation of programs and projects in entrepreneurship.
3. Activities during the **Teen Negosyo** include plenary sessions, fora, interactive breakout sessions, focused Moderators' Training (Training of Trainors) for teachers, Basic Supervisory and Monitoring Skills Training for Supervisors and School Principals, entrepreneurial showcases, awards such as the Most Inspiring Student-Entrepreneurs and Most Inspiring Entrepreneurship Educators, and competitions such as the Open Business Plan Competition, Best Business Idea Online, Best Story-Board for On-line Business, **Teen Negosyo** Theme Song-Writing and Interpretation, and **Teen Negosyo's** Got Talent. The event shall also highlight the Second YECS Awards.



4. This annual entrepreneurship event is open to all secondary school students and teachers interested in entrepreneurship learning and entrepreneurship education, including TLE/EPP Department Heads and Teachers, STEP/YECS members and moderators/advisers, Regional and Division TLE/EPP Supervisors, School Principals, District Supervisors, out-of-school youth, as well as Teachers and Supervisors under the Alternative Learning System.

5. Travel of the participants shall be **on official business**. The registration fee for each participant is Five Thousand Pesos (PhP5,000.00) chargeable against school, division, and regional funds, MOOE, Local School Board funds, STEP/YECS funds, PTA funds or funds sourced from private organizations, subject to its availability and the usual accounting and auditing rules and regulations. The registration fees collected shall be used to directly pay expenses for accommodation and meals from dinner of Day 0 to breakfast of Day 5, use of venue, light and sound services, honoraria, t-shirts, bags, souvenir programs, prizes, communications, entertainment services, events and consultancy services, purchase of equipment, supplies and materials and other related and incidental expenses of the program. Participants from the private schools shall make arrangements with their respective schools in connection with their attendance.

6. To strengthen and revitalize the YECS implementation nationwide, Regional Directors, Schools Division/City Superintendents and School Heads are encouraged to send participants to the training. Allocation of number of participants for each region is at one hundred sixty (160) participants who are required to pre-register on or before July 20, 2010. Each region, however, may send more by utilizing unused allocations of other regions provided coordination is first made with the DepEd-CSCA. The Division and Regional EPP/TLE Supervisors/Coordinators shall undertake the active coordination in the field pertaining to their respective delegation and representation.

7. Student-participants shall be given enough time to prepare for the quizzes and other examinations which they will miss because of their attendance to the **Teen Negosyo**. They shall also be allowed reasonable time to comply with the requirements of the different subject-areas. School Principals/Heads and Teacher-Advisers are enjoined to coordinate this matter with the different teachers of the **Teen Negosyo** student-participants.

8. Members of the National Organizing Committee (NOC) and Secretariat are authorized to travel three (3) days before and two (2) days after the **Teen Negosyo**.

9. Please see the following enclosures:

- Enclosure No. 1 - Pre-Registration Form (PRF);
- Enclosure No. 2 - Tentative Schedule of Activities;
- Enclosure No. 3 - Registration Procedure;
- Enclosure No. 4 - Administrative Guidelines;
- Enclosure No. 5 - Guidelines for the Most Inspiring Student-Entrepreneurs and Most Inspiring Entrepreneurship Educators;
- Enclosure No. 6 - Guidelines for the Open Business Plan Competitions;
- Enclosure No. 7 - Guidelines for the Best Business Idea Online and Best Story-Board for Online Business;
- Enclosure No. 8 - Guidelines for YECS Theme Songwriting and Interpretation;
- Enclosure No. 9 - Guidelines for the Teen Negosyo's Got Talent; and

- Enclosure No. 10 - Authority to Travel of the DepED Working Committees.

10. The DepEd-CSCA, through its Head, is authorized to exercise necessary management actions and decisions in the implementation of the **Teen Negosyo**.

11. Participants are required to confirm their participation by sending the Pre-Registration Form (PRF) to Mr. Joey G. Pelaez, Executive Director, DepEd-CSCA through telefax nos.: (02) 631-8495 or (02) 636-3603, DepEd Complex, Meralco Avenue, Pasig City or through e-mail address: joeypelaez@ymail.com **on or before July 20, 2010**.

12. For further details, please contact the DepEd-CSCA or visit the website: www.deped-csca.com.

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


MONA D. VALISNO
Secretary

Encls.:
As stated

Reference:
DepED Memorandum: No. 257, s. 2009

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

CONFERENCES
STUDENTS
TEACHERS
TRAINING PROGRAMS

R-MCR, DM Teen Negosyo
June 18, 2010

Department of Education
 Center for Students and Co-Curricular Affairs
 Department of Trade and Industry-Philippine Trade Training Center
 Philippine Center for Entrepreneurship
 The Master's Lighthouse Foundation

TEEN NEGOSYO

August 4-9, 2010
 Teachers Camp, Baguio City

PRE-REGISTRATION FORM (PRF)

Region : _____

Division: _____

(Please write legibly and complete all data required.)

PRE-REGISTERED	WALK-IN

No.	Name	Position	School / Complete Address	E-mail Address (Required)	Contact Number
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

Date : _____

 Signature
 Supervisor / Principal / Teacher - Adviser

VERIFICATION	CASHIER	BILLETING	RELEASING	
			IDS W/ MEAL TICKETS	
			T-SHIRTS	
			BAGS	
			SOUVENIR MAGAZINES	
			CERTIFICATES	
			OTHERS	

NOTE: Participants are requested to confirm their participation on or before July 20, 2010 by sending this Pre-Registration Form (PRF), thru mail or fax to the DepED-CSCA Office, DepED Complex, Meralco Avenue, Pasig City with telefax numbers (02) 631-8495, (02) 636-3603.

Kindly make (5) copies of the original copy of this Pre-Registration Form and present to the Registration Committee during the registration.

Philippine Center for Entrepreneurship
Department of Education–Center of Students and Co-Curricular Affairs
Department of Trade and Industry–Philippine Trade Training Center
The Master’s Lighthouse Foundation

TEEN NEGOSYO
E-NTREPRENEURSHIP: JUST A CLICK AWAY
Teachers Camp, Baguio City, 4-9 August 2010

TENTATIVE PROGRAM AND SCHEDULE OF ACTIVITIES
(Subject to Confirmation of Invited Speakers and Guests)

DAY 0 (4 August 2010, Wednesday)

AM

8:00 - Arrival of Participants
Registration/Billeting

PM

6:00 - Dinner
7:00 - Orientation Program
House Rules and Regulations **MS. MA. JOEY L. URMENETA**
DTI-PTTC
Welcome Address **MR. JOEY G. PELÁEZ**
Executive Director, DepED-CSCA
8:00 - Welcome Performance **BILLY CRAWFORD**
9:00 - Awards/Contests Briefing **DTI-PTTC**
Business Plan Competitions
Most Inspiring Student-Entrepreneurs
Most Inspiring Entrepreneurship Educators
Theme Song-Writing and Interpretation
Teen Negosyo’s Got Talent
YECS Awards

DAY 1 (5 August 2010, Thursday)

ENTREPRENEURSHIP TRANSITION & TRANSFORMATION

AM

6:00 - Breakfast
8:00 - Opening Ceremonies
Welcome Message **MAYOR MAURICIO G. DOMOGAN**
Baguio City
Inspirational Message **MR. JOEY CONCEPCION**
Go Negosyo/RFM Corporation
Keynote Speech
Guest Performers *Secretary, DepED*
9:30 - Awarding of Most Inspiring *Secretary, DepED*
Student-Entrepreneurs and **MR. JOEY CONCEPCION**
Entrepreneurship Educators *Go Negosyo/RFM Corporation*

10:15 - Plenary Session
Am I Born To Be An Entrepreneur?
(What Is The Real Deal In Becoming An Entrepreneur?)

MR. ANTHONY N. PANGILINAN
Chief Disturber, The Master's
Lighthouse Foundation

11:15 - Plenary Session

MR. CHRIS TIU
Celebrity Entrepreneur

PM

12:00 - Lunch
1:00 - Breakout Sessions
Students

DTI-PTTC
TEEN NEGOSEM
MR. ED PILAPIL, JR.
CEO, Salt and Light Ventures
Moderators' Training
Basic Entrepreneurship
Monitoring Training

Teachers
Principals/Supervisors
Competitions (Semi-Finals)
Business Plan
YECS Awards

DTI-PTTC

6:00 - Dinner
7:30 - Games/Competitions
Theme Song-Writing
and Interpretation (Finals)

IMAGO
YENG CONSTANTINO

DAY 2 (6 August 2010, Friday)
READY, GET SET, ONLINE!

AM

6:00 - Breakfast
8:00 - Plenary Session

Mission e-Possible:
Introduction to Technopreneurship
(How E-Commerce Emerged? How it
Became a Trend in Entrepreneurship?
Why Go Negosyo Online?)

MR. CARLO OPLE
Filipino Social Media and Internet
Marketing Consultant

9:15 - Plenary Session

Beginnings of A Technopreneur
(What are the Feasible Products/Services
to Sell Online? What is a Good Name for
an Online Business? Who are my Clients
and Competitors Online? When is the Ideal
Time to Venture in Online Business?)

MR. PAOLO PINEDA
ABS-CBN Interactive Managing
Director

10:30 - Plenary Session

Preparing Oneself For Online
Business
(Am I Ready to Have My Own Business
Online? What are the Cost Implications of
Having an Online Business?)
PROF. HENRY TENEDERO
Philippine Marketing Association

PM

12:00	-	Lunch	
1:00	-	Breakout Sessions	DTI-PTTC
		Students	Entrepreneurship Education
		Teachers	MR. JAY BERNARDO
			<i>Lets Go Foundation</i>
		Principals/Supervisors	Moderators' Training
			Basic Entrepreneurship
		Competitions (Semi-Finals)	Monitoring Training
		Business Plan	DTI-PTTC
		YECS Awards	
6:00	-	Dinner	
7:30	-	Teen Negosyo's Got Talent	SANDWICH
			SAM CONCEPCION
			TIPPY DOS SANTOS

DAY 3 (7 August 2010, Saturday)

BE A CEO (CREATIVE, EFFECTIVE, OPERATIVE) TECHNOPRENEUR

AM

6:00	-	Breakfast	
8:00	-	Plenary Session	Effective Online Marketing Communication Strategies <i>(How Do We Become An Effective Technopreneur? What Communication Strategies Best Fit To Sell Products/Services Online?)</i>
			MS. CHIQUI ESCAREAL-GO
			<i>President and Chief Service Strategist, Mansmith and Fielders, Inc.</i>
9:00	-	Plenary Session	Website Development for Business <i>(How do I Make My Own Website for My Business? How does my Website Make an Impact?)</i>
			MR. OMAR ABESAMIS
			<i>IT Consultant, STI-PTTC</i>
10:30	-	Plenary Session	Impacts of Blogs and Social Networking Sites in Entrepreneurship <i>(How did SNS and Blogs Emerge and How are they Used as Entrepreneurship Tools? Are they Effective? What Are The Dos And Don'ts When Having Business Using Blogs and SNS?)</i>
			MR. ANTON DIAZ
			<i>Blogger, ourawesomeplanet.com</i>
			MS. AILEEN APOLO
			<i>Country Consultant, Google</i>

PM

12:00	-	Lunch	
1:00	-	Breakout Sessions	DTI-PTTC
		Students	

Teachers
Principals/Supervisors

Competitions (Semi-Finals)
Business Plan
YECS Awards

6:00 - Dinner
7:30 - Entertainment
Awarding for YECS Awards

Moderators Training
Basic Entrepreneurship
Monitoring Training
DTI-PTTC

A-POP
(SAM CONCEPCION, YOUNG JV,
NEL GOMEZ and JACO BENIN)
TIPPY DOS SANTOS

DAY 4 (8 August 2010, Sunday)
E-NTREPRENEURSHIP, JUST A CLICK AWAY!

AM

6:00 - Breakfast
8:00 - Plenary Session

Online Risks and Threats
(What Are The Common Online Business Risks And Threats? How Can I Protect My Business/Products From Online Scam? What Remedies Do I Have When I Am Victimized?)

EBAY PHILIPPINES

Online Responsibility
(Is There A Legal Procedure In Putting Up A Business Online? What Are The Legal Considerations of an Online Business?)

ATTY. RICARDO R. BLANCAFLOR

Director General, Intellectual Property Office

9:30 - Plenary Session

Successful Online Business of Student-Entrepreneurs

10:30 - Plenary Session

PM

12:00 - Lunch
1:00 - Breakout Sessions
Students
Teachers
Principals/Supervisors

DTI-PTTC

Business Plan Competition (Finals)
Moderators' Training
Basic Entrepreneurship
Monitoring Training

5:00 - Plenary Session

Applying Online Entrepreneurship in Our Schools and Communities

6:00 - Dinner
7:30 - Closing/Awarding Ceremonies
Concert

RICO BLANCO
HALE
SPONGECOLA

DAY 5 (9 August 2010, Monday)

AM

6:00 - Breakfast
8:00 - Departure

Department of Education
Center for Students and Co-Curricular Affairs
Philippine Center for Entrepreneurship
Department of Trade and Industry-Philippine Trade Training Center
The Master's Lighthouse Foundation

TEEN NEGOSYO
E-NTREPRENEURSHIP: JUST A CLICK AWAY
August 4-9, 2010, Teachers Camp, Baguio City

REGISTRATION PROCEDURE

1. Only the REPRESENTATIVE of the school, division or region, if delegation is by school, division or region respectively, shall transact business with the REGISTRATION COMMITTEE.
2. Upon arrival, proceed to Verification Counter with your list of delegation duly written on the Pre-Registration Form (PRF) in five (5) original copies. If you fail to bring the PRF, please secure one (1) set of the Verification Form (VF). VF consists of five (5) sheets, namely, SECRETARIAT'S COPY, CASHIER'S COPY, BILLETING COMMITTEE'S COPY, BILLETING VENUE'S COPY and PARTICIPANTS' COPY. Fill up the VF with the names and other pertinent information of your delegates.
3. Present your five (5) sheets of the Pre-Registration Form (PRF) or your accomplished Verification Form (VF) to the personnel assigned to your Region at the Verification Counter for verification. The personnel assigned shall stamp all five (5) copies of your PRF or VF with the word "VERIFIED". The Verification Counter shall get the SECRETARIAT'S COPY of the PRF or VF for record purposes.
4. **DO NOT LOSE YOUR PARTICIPANT'S COPY. Only the Participant's Copy shall be used to claim the kits, meal tickets, IDs, bags, hand-outs, shirts, certificates and other training collaterals.**
5. Pay to the CASHIER. Upon payment, an official receipt shall be given and the three (3) remaining copies of the PRF or VF shall be stamped "PAID" and signed. The Cashier shall get the CASHIER'S COPY of the PRF or VF for record purposes.
6. Present your remaining copies of the PRF or VF to the Billeting Committee Counter for assignment of quarters. The Billeting Committee shall stamp your PRF or VF with the word "BILLETED" and get the BILLETING COMMITTEE'S COPY of your PRF or VF.
7. Upon assignment of billeting quarters, proceed to the RELEASING COUNTERS for the bags, shirts, kits, meal tickets, IDs, and others. **Pre-registered participants shall be given priority in the distribution of bags, shirts and other event collaterals.** The personnel assigned shall stamp "ISSUED" on your PRF or VF Participant's Copy once the training collaterals have been given. Please countersign on a separate form upon receipt of the training collaterals.
8. Proceed to the assigned billeting quarter/s and surrender the BILLETING VENUE'S COPY to the person in-charge of the billeting assignment.
9. By now, you are through with the registration procedures. Please prepare for the next activity as indicated in your schedule of activities.

Thank you very much and God Bless!

Department of Education
Center for Students and Co-Curricular Affairs
Philippine Center for Entrepreneurship
Department of Trade and Industry-Philippine Trade Training Center
The Master's Lighthouse Foundation

TEEN NEGOSYO
E-NTREPRENEURSHIP: JUST A CLICK AWAY
August 4-9, 2010, Teachers Camp, Baguio City

ADMINISTRATIVE GUIDELINES

PRE-SEMINAR PREPARATION

Pre-Registration Requirement

To ensure your participation, please send and/or fax in your Pre-Registration Form (PRF) to the Center for Students and Co-Curricular Affairs (CSCA) at (02) 631-8495 or (02) 636-3603 on or before July 20, 2010.

TRAINING PROPER

Arrival of Participants/Registration

Participants are expected to arrive on August 4, 2010. Upon arrival, please proceed to the Quezon Hall of the Teachers Camp for the verification, payment, billeting assignments and distribution of kits. **Advance registration starts on August 3, 2010 at 10:00 AM.**

Payment

Payment in cash is preferred. Payment in check shall be made payable to the Department of Education. No personal checks shall be honored.

Billeting and Accommodation

Accommodation shall start in the morning of August 4, 2010 and end in the morning of August 9, 2010. **Charges for advance and extended accommodation shall be for the account of the participants.**

Meals

Meals shall start dinner of August 4, 2010 and end breakfast of August 9, 2010. Meal tickets should be taken cared of. **Lost meal tickets will not be replaced.**

Medical Needs

All participants are presumed in good health. However, medical needs shall be addressed by the organizers. Expenses in this regard shall be charged against personal funds.

Insurance

All participants are encouraged to procure their own travel insurance covering inclusive dates of travel from point of departure to Baguio City and back, either group or individual, before proceeding to the TEEN NEGOSYO.

**GO NEGOSYO-DEPED MOST INSPIRING STUDENT-ENTREPRENEURS
AND ENTREPRENEURSHIP EDUCATORS
AWARDS GUIDELINES**

Award Brief

The 2010 Go Negosyo-DepED Search for the Most Inspiring Student-Entrepreneurs and Entrepreneurship Educators is a nationwide campaign which aims to:

- recognize and promote the best practices of high school student-entrepreneurs and entrepreneurship educators; and,
- popularize the essentials of entrepreneurship among the youth.

The nationwide search will run from June to August 2010. Nominees will be short-listed to top ten (10) student-finalists and top ten (10) entrepreneurship educators, which will be further screened to five (5) student-awardees and five (5) mentor-awardees.

Contest Process

1. Candidates must submit their entries direct to the Department of Education-Center for Students and Co-Curricular Affairs (DepED-CSCA) on or before July 20, 2010 and must comply with the nomination process.
2. Candidates will be evaluated until July 22, 2010.
3. Winners will be notified on July 26, 2010.
4. The awarding of winners will be held during the TEEN NEGOSYO on August 5, 2010 immediately after the Opening Ceremonies.

Other Details

Basic Requirements to Qualify

1. STUDENT-ENTREPRENEUR CANDIDATES

- a. may be individuals or groups of secondary school students or young entrepreneurs who have been in business for at least a year;
- b. must be Filipino citizens between 11 to 18 years old;
- c. may or may not be current members of their respective schools' Youth Entrepreneurship and Cooperativism in Schools (YECS) organizations;
- d. must be well-respected and highly-recommended by their peers and educators;
- e. must be inspiring in the sense that their entrepreneurial spirit must have enabled them to establish creative and innovative business ventures within their communities;
- f. should also show the ability to genuinely care for the community and other stakeholders; and,
- g. should have the potential to share time and talent to help spread the entrepreneurship advocacy and help mentor other aspiring entrepreneurs.

2. ENTREPRENEURSHIP EDUCATOR CANDIDATES

- a. must be a secondary school teacher currently employed in a school under, or recognized by, the Department of Education;
- b. may or may not be an adviser of their respective schools' Youth Entrepreneurship and Cooperativism in Schools (YECS) organizations;
- c. must be well-respected and highly-recommended by their peers and students;

- d. must be inspiring in the sense that they were able to guide the students into establishing and expanding lucrative business opportunities;
- e. should also show the ability to genuinely care for the community and other stakeholders; and,
- f. should have the potential to share time and talent to help spread the entrepreneurship advocacy and help mentor other aspiring entrepreneurs.

Submission of Entries

1. Students and teachers can nominate themselves or other students and/or teachers whom they think are qualified.
2. Candidates must completely fill out the enclosed Participation Form and send the essay and other necessary supporting documents.
3. The essay must not exceed 1,200 words written in English. For student-entrepreneur candidates, the essay must describe their entrepreneurial journey which must be inspiring and meaningful. For entrepreneurship educator candidates, the essay should focus on the quality of impact of the candidates' mentorship as seen from their students' interest in entrepreneurship and success in entrepreneurial endeavors.
4. Supporting documents must include:
 - a. **STUDENT-ENTREPRENEUR CANDIDATES**
 - A one-page personal Biodata where other information on the candidate, which cannot be included in the Participation Form, may be placed.
 - Entry must include any two (2) of the following:
 1. Pictures of products and/or business establishment/s
 2. Certificate of Business Registration
 3. Three (3) customer-references
 4. Feature articles/press releases (if any)
 - b. **ENTREPRENEURSHIP EDUCATOR CANDIDATES**
 - A one-page personal Biodata where other information on the candidate, which cannot be included in the Participation Form, may be placed.
 - Entry must include any two (2) of the following:
 1. Letters of recommendation from the School Head
 2. Three (3) student-testimonials
 3. Feature articles/press releases (if any)
5. Participation Form, essay and all supporting documents are to be sent directly to the Department of Education-Center for Students and Co-Curricular Affairs, Ground Floor, Mabini Bldg., DepED Complex, Meralco Avenue, Pasig City.
6. All entries must be received not later than July 20, 2010.

Award Process/Criteria

1. The Screening Committee will examine the performance of all the participants based on the set criteria and short-list it to the top 10 students and 10 mentor-nominees.
2. The short-listed candidates may be required to make themselves available for further assessment and validation of their business.
3. The five (5) student-awardees, including their respective advisers and School Principals, and five (5) mentor-awardees are authorized to join the TEEN NEGOSYO.
4. The Screening Committee will be composed of representatives from the Philippine Center for Entrepreneurship-Go Negosyo, Department of Trade and Industry-Philippine Trade Training Center and the Department of Education-Center for Students and Co-Curricular Affairs.
5. The awards will be presented during the TEEN NEGOSYO on August 5, 2010.
6. Cash Prizes, trophies and certificates will be given by the organizers.



Most Inspiring Student-Entrepreneur Participation Form

<i>Name of Candidate (Family Name, First Name, Middle Initial)</i>	<i>Birth Date (mm/dd/yyyy)</i>	<i>Place of Birth (City, Province)</i>	<i>Civil Status</i>	<i>Sex</i>

<i>Home Address (No. Street, City, Province, Area Code)</i>	<i>Telephone No.</i>	<i>Mobile Phone No.</i>	<i>Email Address</i>

<i>Name of School</i>	<i>School Address (Bldg. No. Street, City, Province, Zip Code)</i>

<i>Grade/Year Level</i>	<i>School Telephone No.</i>	<i>Fax No.</i>	<i>School E-mail Address</i>

<i>Name of Business</i>	<i>Business Address (Bldg. No. Street, City, Province, Zip Code)</i>

<i>Business License No. (if applicable)</i>	<i>Business Telephone No.</i>	<i>Business Fax No.</i>	<i>E-mail Address</i>

<i>Brief description of company (When did it start, nature of business)</i>	<i>Enumerate all of your products and services.</i>

Submission of Entries

1. Students can nominate themselves or other students whom they think are qualified.
2. Candidates must completely fill out the participation form and send the necessary supporting documents.
3. Supporting documents must include:
 - a. A one-page personal biodata sheet on the candidate
 - b. Entry must include any two (2) of the following:
 - i. Pictures of products and/or business establishment/s
 - ii. Certificate of Business Registration
 - iii. Three (3) customer references
 - iv. Feature articles/press releases (if any)
4. Essay must not exceed 1,200 words description, written in English.
5. Participation form, essay and all supporting documents are to be sent to the Department of Education-Center for Students and Co-Curricular Affairs office.
6. All entries must be received no later than July 20, 2010.



For more information, call DepED-CSCA at (02) 631-8495 or 636-3603.



Most Inspiring Entrepreneurship Educator Participation Form

<i>Name of Candidate (Family Name, First Name, Middle Initial)</i>	<i>Birth Date (mm/dd/yyyy)</i>	<i>Place of Birth (City, Province)</i>	<i>Civil Status</i>	<i>Sex</i>

<i>Home Address (No. Street, City, Province, Area Code)</i>	<i>Telephone No.</i>	<i>Mobile Phone No.</i>	<i>Email Address</i>

<i>Name of School</i>	<i>School Address (Bldg. No. Street, City, Province, Zip Code)</i>

<i>Position/Designation</i>	<i>School Telephone No.</i>	<i>Fax No.</i>	<i>School E-mail Address</i>

<i>Entrepreneurship Subjects Taught:</i>	<i>Course Description:</i>

<i>Names of students with businesses:</i>	<i>Names of their businesses</i>	<i>Short description of their business</i>

Submission of Entries

1. Teachers can nominate themselves or other teachers whom they think are qualified.
2. Candidates must completely fill out the participation form and send the necessary supporting documents.
3. Supporting documents must include:
 - a. A one-page personal biodata sheet on the candidate
 - b. Entry must include any two (2) of the following:
 - i. Letters of recommendation from school head
 - ii. Three (3) student testimonials
 - iii. Feature articles/press releases (if any)
4. Essay must not exceed 1,200 words description, written in English.
5. Participation form, essay and all supporting documents are to be sent to the Department of Education Center for Students and Co-Curricular Affairs.
6. All entries must be received not later than July 20, 2010.



For more information, call DepED-CSCA at (02) 631-8495 or 636-3603.

**TEEN NEGOSYO: e-NTREPRENEURSHIP (JUST A CLICK AWAY)
OPEN BUSINESS PLAN COMPETITION GUIDELINES**

I. CONCEPTUAL FRAMEWORK

The business plan should describe an enterprise that can be started and implemented in the school, doable during the school year and manageable to undertake by the students themselves as their business venture which they may be able to continue on beyond their high school days as a source of income.

The amount of investment needed for the business enterprise for it to take off must be within the financial capability of the students. Funding requirements may come from various sources as appropriate and through innovative means by the students themselves.

II. MECHANICS

- A. Only four (4) student-contestants, which will compose a team, with either one (1) or two (2) teacher-coaches, shall join the competition REGARDLESS of regional representation. As such, a region may field in as many entries as it can.
- B. Contestants, who must be high school students, may or may not be members of the Youth Entrepreneurship and Cooperativism in Schools Organizations.
- C. Contestants shall submit a hard (3 copies) and soft copy of the Business Plan using the Business Plan format below which must be received by the DepED-CSCA not later than **26 July 2010** for the paper screening by the Panel of Judges. The soft copy may be sent thru email – **buoyed12@yahoo.com.ph**.
- D. For the actual presentation to the Panel of Judges, contestants shall also prepare a presentation of the Business Plan using creative technology which must be in DVD format. The presentation should not deviate from the submitted hard and soft copies of the Business Plan using the format provided below.
- E. Actual presentation should not exceed **15 minutes** to be followed by a Q&A by the Panel of Judges not to exceed **10 minutes**.
- F. A semi-final round shall be held to determine the five (5) finalists which shall present their Business Plan during a plenary session. Apart from the panel of judges, finalists shall be subjected to a Q&A and judging by the audience.
- G. The top three (3) teams will be declared as the winners.

III. BUSINESS PLAN FORMAT

- A. WRITE-UP FORMAT (should be received by DepED-CSCA not later than **26 July 2010**)
 - 1. The write-up should not be more than 10 pages, font is Arial 10 with 1.5 spacing for the main part. Executive Summary should not be more than 2 pages.
 - 2. Attachments may include the pictures of the products, lay-out or flow of work for services enterprise and the projected financial statements, but should not exceed an additional 10 pages.

3. The names and brief resume of the members of the team must be written in a separate sheet, to include the name/s of the teacher-coach/es, name of school and address. This will not be part of the main format of the Business Plan.
4. The Business Plan format (not more than 10 pages) should include the following:

A. *Executive Summary*

What is the name of your business?
 Highlight the capability of your team to support your ability to manage the business.
 What is unique about your product or services?
 What is the socio-economic impact or contribution of your business to the community?
 Describe your business model, to include your vision and mission.

B. *Marketing Plan*

Give a brief description of your product or services, its features, attributes and benefits the target customer will get from using/availing it.
 State the price for your product/services and pricing strategy.
 Describe your target market share (who are your customers, how many are you targeting in % or number at a certain time or period or frequency, what need are you addressing).

Plot your Projected Sales.

	<u>Cycle1</u>	<u>Cycle2</u>	<u>Cycle3</u>
Selling Price/Unit Price	_____	_____	_____
Quantity of Sales/Sales Volume	_____	_____	_____
Total Sales	_____	_____	_____

Note: A cycle can either be weekly, monthly or yearly depending on your product/service production frequency of sales.
 How will you reach your target customer?

Plot your Marketing Budget.

<u>Account Title</u>	<u>Cycle1</u>	<u>Cycle2</u>	<u>Cycle3</u>
Advertisement	_____	_____	_____
Promotion	_____	_____	_____
Commission/Representation	_____	_____	_____
Distribution	_____	_____	_____
<u>Total Marketing Cost</u>	_____	_____	_____

C. *Production/Technical Plan*

Production/Technical Process (Describe)
 Raw Materials and Supplies Needed (Identify and Specify Cost)

Fixed Assets Required (If Any, Purchased or Rented)

<u>Item</u>	<u>Unit Price</u>	<u>Quantity</u>	<u>Sub-Total (PhP)</u>
_____	_____	_____	_____
_____	_____	_____	_____
Grand Total (PhP)			_____

Maintenance and Spare Parts (*If Applicable, Identify What, How Many and Cost for Each Purchased or Rented*)

Factory Location and Layout (Describe and Illustrate)

Cost of Labor (Identify Roles or Functions and Salary and Wages Cost for Each)

Factory Overhead Expenses (Estimate of Water and Electricity Expenses, Rental)

Production Cost Per Unit

Direct Materials	PhP _____
Direct Labor	PhP _____
Indirect Material	PhP _____
Indirect Labor	PhP _____
Overhead Expenses	PhP _____
Total	PhP _____

D. Organization/Management Plan

State the Form of Business

State the Business Name

Provide the Organizational Chart

Key Personnel and Responsibilities (How many people will manage the business and their respective roles?)

What are the Pre-Operating Activities (activities to be undertaken before starting the business)?

Pre-Operating Expenses (whatever is applicable)

Business Plan Preparation	PhP _____
Business Registration	PhP _____
Personnel Recruitment	PhP _____
Fund Sourcing	PhP _____
<u>Total Pre-Operating</u>	<u>PhP _____</u>
<u>Expense</u>	

E. Financial Plan

State the Total Capital Requirements

State the Fixed Capital (if applicable)

State the Working Capital (the total amount you need to start your business or your 1st production cycle)

State the Pre-Operating Capital (if applicable)

Total _____

What are the Sources of Funds?

Equity (What is the total investment of each member of the team?)

Identify Other Sources

Total _____

Financial Statements

- Projected Income Statement
- Projected Cash Flow Statement
- Projected Balance Sheet Statement

Financial Analysis

Financial Ratio

Profitability Ratios

Return on Assets (ROA)

$$\text{ROA} = \frac{\text{Net Income}}{\text{Total Assets}}$$

Return on Equity (ROE)

$$\text{ROE} = \frac{\text{Net Income}}{\text{Owner's Equity}}$$

Net Profit Margin

$$\text{Net Profit Margin} = \frac{\text{Net Income}}{\text{Sales}}$$

Supporting Schedules (in separate sheets as attachment)

Projected Income Statement

Projected Cash Flow

Projected Balance Sheet

B. ORAL PRESENTATION FORMAT

1. The presentation should be in PowerPoint or any creative technology. It should, however, be saved in a DVD format.
2. It should do away with unnecessary introduction, such as “thank you” and other similar messages.
3. The order of presentation shall be as follows:
 - product/service features, attributes and benefits
 - price and modes of promotion, where to sell
 - projected sales per day, week, month, year whichever is applicable
 - production/technical process
 - manpower requirements
 - total project cost needed to start operation or 1 production cycle
 - financial plan
 - projected income statement
 - projected cash flow
 - projected balance sheet
 - financial analysis

IV. CRITERIA FOR JUDGING

Business Name _____

Product/Service _____

Criteria	Percentage	Score
Innovative character of the product/service: nature of business is unique, uses indigenous raw materials, measurable and realistic business objectives	25	
Feasibility of the product/service: how appropriate and realistic are the strategies and action plans relative to the 4 business functions (marketing, production/technical process, organization and management, and financial), with relevant best practices in business operations	35	
Profit/returns projections: realistic and attainable projections and assumptions, its attractiveness for investment and funding	20	
Confidence in building interest on the business proposition: expressive in citing unique aspect of the business, explains well salient features of the product/service	20 (15)	
Audience impact: score from the students (to be included in the final selection)	(5)	

BEST BUSINESS IDEA ONLINE AND BEST STORY-BOARD FOR ONLINE BUSINESS

Guidelines

1. The contests are open to all registered student-participants.
2. The contests coincide with the Break-Out Sessions for the students.
3. The contests consist of the outputs of the students based on the discussions, lectures and workshops on the subject which will be judged by their respective facilitators.
4. To be able to join, each student-participant must religiously attend all plenary and break-out sessions.
5. **All student-participants are required to bring colored magazines.**
6. The specific guidelines shall be discussed during the break-out sessions.

TEEN NEGOSYO THEME SONG-WRITING AND INTERPRETATION

Guidelines

1. The contest is open to all public and private secondary schools. It consists of two (2) categories, to wit; Theme Song-Writing and Theme Song-Interpretation.
2. All entries must be original compositions by the contestants. Only one entry per school is allowed.
3. For the Theme Song-Writing, the composition shall revolve around Teen Negosyo in particular and entrepreneurship in general. The same composition-entry shall be used for the Theme Song-Interpretation.
4. Entries shall be in English or Filipino and must not exceed three (3) minutes.
5. Entries shall be performed by an individual or a group not exceeding six (6) members with an accompaniment of only one musical instrument. Actual performance for the Theme Song-Interpretation shall also use only one musical instrument.
6. The entries shall be in CD audio format, accompanied with three copies of the lyrics and a letter showing intent to participate in the contest.
7. All entries shall be placed in a short brown envelope duly labeled with the name and address of the school and the contact details of one representative.
8. Entries shall be sent to the DepED-CSCA thru Executive Director Joey G. Pelaez, Ground Floor, Mabini Building, DepED Complex, Meralco Avenue, Pasig City.
9. Entries must be received on or before 20 July 2010.
10. An elimination round shall be held depending on the number of entries.
11. All entries submitted shall be the property of the Department of Education which reserves the right to make public use of the submitted entries.
12. All contestants and their respective coaches must attend the Teen Negosyo.
13. Entries for the Theme Song-Writing shall be judged based on the following Criteria for Judging:

Lyrics (Message and Relevance)	-	40%
Originality and Creativity	-	20%
Melody	-	20%
Over-All Appeal	-	20%
14. Performance for the Theme Song-Interpretation shall be be judged based on the following Criteria for Judging:

Voice Quality	-	30%
Musicality	-	25%
Style and Technique	-	15%
Timing and Rhythm	-	10%
Expression	-	10%
Audience Impact	-	10%

TEEN NEGOSYO'S GOT TALENT

Guidelines

This competition is open to all regardless of regional affiliation, whether individual or group. The competition, however, involves two categories, namely; students' edition and teachers' edition.

Any talent will be showcased provided it complies with the following guidelines:

1. Actual performance of the talent does not exceed three minutes maximum.
2. The talent is not offensive to gender, moral and religious sensitivities.
3. Students' edition shall be strictly for students only. No teachers shall be part of the performance.
4. Teachers' edition shall be strictly for teachers and administrators only. No students shall be part of the performance.
5. The talent shall be previewed by the organizers. An elimination round will be decided depending on the actual number of entries.
6. Cash prizes and certificates shall be provided by the organizers.

**Department of Education
Center for Students and Co-Curricular Affairs
Philippine Center for Entrepreneurship
Department of Trade and Industry-Philippine Trade Training Center
The Master's Lighthouse Foundation**

**TEEN NEGOSYO
E-NTREPRENEURSHIP: JUST A CLICK AWAY**
August 4-9, 2010, Teachers Camp, Baguio City

AUTHORITY TO TRAVEL

DEPARTMENT OF EDUCATION (WORKING COMMITTEES)

Joey G. Pelaez	-	Chairperson, Executive Director, DepED-CSCA
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Terence John F. de la Cruz	-	Member
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Victor A. Gacula	-	Member
Rommel Z. Igarta	-	Programs Head
Ronaldo L. Pengson	-	Assistant Programs Head
Caithleen M. Cena	-	Assistant Programs Head
Mico Angelo C. Omac	-	Member
Al Ian Barcelona	-	Host
Paul John Lanot	-	Host
Jesus Villamor IV	-	Host
Maxine Monasterio	-	Host
Heherson B. Bala	-	Audio-Visual Head
Reynaldo Montano	-	Assistant Audio-Visual Head
Robin Brendon P. Tubanza	-	Member
Emelita Lanaria	-	Guest Relations Head
Laureen Nebab-Ortiz	-	Medical Committee Head
Marilyn Batonghinog	-	Member
Noel de Vera	-	Transportation and General Services Head
Mateo Campos	-	Assistant Transportation and General Services Head
Clemente G. Soberano, Jr.	-	Member
Leo Galias	-	Member
Franklin F. Ramirez	-	Billeting Committee Head
Conchita P. Bermillo	-	Member
Celso Las Piñas	-	Member
Maria P. Boncan	-	Finance Head
Ma. Peachy A. Aranez	-	Finance Assistant Head
Felicidad Iligan	-	Member
Fenerosa O. Maur	-	Member
Christopher Fortaleza	-	Member
Ramon Tinia	-	Member
Oliver Hernandez	-	Resource Person
Minrado Batonghinog	-	Consultant
Armando C. Ruiz	-	Consultant
Leonila Joson	-	Consultant
Ma. Rhunna Catalan	-	Consultant