



SEP 18 2007

DepED MEMORANDUM

No. **374**, s. 2007

**6TH 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/TVE Education Supervisors/Coordinators

1. The Department of Education will conduct the Sixth Student Technologists and Entrepreneurs of the Philippines-National Skills Development and Competition (STEP-NSDC) on November 19-24, 2007 in Davao City with DepED Region XI and DepED Davao City Division as hosts.

2. The STEP is the official co-curricular organization of the Department of Education in the Edukasyong Pantahanan at Pangkabuhayan (EPP), Technology and Livelihood Education (TLE) and Technical-Vocational Education (TVE) 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: Upgrading Skills, Improving Lives", this year's edition of the skills development and competition shall, apart from the skills contests based on the approved contest packages, the STEP Awards and a Business Plan Competition, feature additional skills in the elementary level.

4. Travel of participants shall be on official business. The registration fee for each participant is Four Thousand Two Hundred Pesos (PhP4,200.00) to cover the expenses for board and lodging, use of the venue, light and sound services, competition kits, and certificates, and subsidize expenses for 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 funds 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 schools 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.
7. The DepED-CSCA, through its Head as the concurrent STEP National Adviser, is authorized to execute 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, the Regional TLE Supervisors as the Regional STEP Coordinators shall fax/send the following information to, and received by, the DepED-CSCA on or before October 31, 2007:
 - a. List of contestants/participants to the STEP-NSDC using Enclosure No. 2;
 - 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 elementary and secondary schools and all division and regional offices shall conduct their respective skills development and competitions, strictly not later than October 24, 2007. 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 numbers (02) 631-8495 or (02) 636-3603 or log-on to website **www.deped-csca.com** or email **joey_pelaez@deped-csca.com**.
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 Competition, Registration Form and the National Organizing Committee and Secretariat as Enclosures 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. 346, s. 2006
Allotment: 1—(D.O. 50-97)
To be indicated in the Perpetual Index
under the following subjects:

CONTESTS
PROGRAMS
RULES & REGULATIONS
STUDENTS

**6TH STUDENT TECHNOLOGISTS AND ENTREPRENEURS OF THE PHILIPPINES
NATIONAL SKILLS DEVELOPMENT AND COMPETITION**

A. GENERAL GUIDELINES

1. Requirements during the STEP-NSDC

- a. All contestants, through their respective coaches, are required to submit the following immediately during the Solidarity Meeting to the Contest Administrator or Contest Secretary:
 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 Form 137;
 4. Official School ID (photocopy to be submitted and original copy to be exhibited only to the Contest Administrator/Contest Secretary); and,
 5. Photocopy of the Registration Form/Official Receipt indicating that contestant is a registered participant.
- 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.

2. 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 Solidarity Meeting.
- 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.

3. Contest Proper

- a. A contestant shall participate in only one (1) skill contest. The contestants shall be the regional first place winners in 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 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 Administrator and Contest Secretary 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 lots. 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 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.

4. 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 with allotment of one additional outside judge from the academe or industry who shall also function as resource person during the Solidarity Meeting. 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. Wedding Cake Decorating (Golden Anniversary)
 8. Asexual Propagation
 9. Marcotting (Elementary)
 10. Extension Cord-Making (Elementary)
 11. Fresh Fruit Shake Preparation (Elementary)
 12. Tie Dye (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)
 16. Stool-Making (Elementary)
 17. Dust Pan-Making (Elementary)
 18. Sales Inventory (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. Residential Wiring Installation
 8. Parliamentary Procedure
 9. Mr. and Ms. STEP
 10. STEP Bazaar
 11. 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 during the Solidarity Meeting:
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;
 4. Official School ID (photocopy to be submitted, original copy to be exhibited only to the Contest Administrator); and,
 5. Photocopy of the Registration Form/Official Receipt indicating that Coach-Judge is a registered participant.

- 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.

5. 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. Before a tabulation of the scores is done, both the Contest Administrator and a Tabulation Committee member shall verify whether the contestants and coach-judges are duly registered participants and have complied with the documentary requirements. Unregistered contestants and coach-judges and those who have not complied with the documentary requirements shall be disqualified and their scores shall not be considered in the tabulation and computation of scores.
- d. 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.
- e. 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.
- f. 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.

6. Determination of the Over-All Champion

- a. Apart from the twenty-six (26) skills, the Parliamentary Procedure and the Techno Quiz shall also be included in the computation to determine the Over-All Champion in the Secondary Level. A separate Over-All Champion in the Elementary Level shall be determined considering the ten (10) skills.
- b. The Technical and Evaluation Committee shall determine the weight of skills contest requiring more than two contestants.
- c. To determine the STEP-NSDC Over-All Champion, all skills in the elementary and secondary levels, including the Parliamentary Procedure and Techno Quiz shall be considered.

7. Announcement of Winners

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

8. Awards, Prizes, Certificates and Incentives

- 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. Bring the Participants' Copy of the Registration Form when claiming the certificates.
- f. All officially registered coaches attending the STEP-NSDC shall be given service credits equivalent to three (3) days for serving as trainers of their respective student-contestants.

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

a. Disqualification of Coach-Judges

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

1. Failure to register and pay the registration fee, and comply with the standards of judging, the documentary requirements and qualifications of judges as indicated in section 5 of this General Guidelines;
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 section 2 and 4 of this General Guidelines and with the requirements of the competitions in general;
2. Failure to register and pay the registration fee;

3. **Failure to attend required sessions during the competitions without valid reason;**
 4. Commission of malicious and/or intentional acts that serve to denigrate the integrity of the contest;
 5. 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
 6. Such other acts or omissions prejudicial to the smooth conduct of the contests.
- c. **Disqualification of Contest Administrators and Contest Secretaries**
- Contest Administrators and Contest Secretaries shall be disqualified based on the following grounds:
1. Violations of impartiality inherent in Contest Administrators and Contest 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 with the Secretariat within the day the contest was conducted with the Technical and Evaluation Committee.
 2. Any complaint for disqualification of Contest Administrators and Contest Secretaries shall be made in writing a day before the conduct of the particular contest and filed with the Secretariat. Complaints made after the contest shall be 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 and Contest 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 and Contest Secretary shall immediately relieve him/her of his/her 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.

10. Post-Contest Requirement

a. After the conduct of a particular contest, the Contest Administrator, together with the 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 Secretary

Contestant	Contestant Number	Coach	Coach-Judge Number (only of applicable)	Region/Division	School
1.					
2.					
3.					
4.					
5.					

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)

11. New Contest Packages

- a. The STEP National Adviser is encouraging all stakeholders of EPP/TLE/TVE and STEP-NSDC participants to submit new contest packages to the Center for Students and Co-Curricular Affairs preferably during the STEP-NSDC or until March 2008.
- b. Said submissions shall be evaluated and reviewed during the STEP Annual Evaluation and Planning Conference. Selected contest packages shall be acknowledged with a certificate of recognition.

B. OTHER 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
 - EPP/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 2006-2007
 - National Board of Students Organization Officers 2006-2007
 - 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 during the STEP-NSDC.
- c. **To help the organizers in the preparations, all participants are required to pre-register by faxing/sending in their Pre-Registration Form to the CSCA on or before 31 October 2007 to avoid inconveniences as regards the issuance of event collaterals (bags, shirts and certificates).**
- d. Please advise the Secretariat if the Regional Director, Assistant Regional Director, Chief or Assistant Chief, any of the Schools Division Superintendents or Assistants will be coming.

2. Arrival of Delegations

- a. All delegations are expected to arrive on November 19, 2007.
- b. All regional delegations are advised to proceed to Jose Maria College, Friendship Hi-Way, Catitipan, Davao City (beside Davao International Airport) for the general registration of participants.

3. 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 19, 2007 starting at 8:00 AM. Advance registration is on November 18, 2007 starting at 10:00 AM.

- c. Upon arrival, participants must proceed immediately to the venue for the general registration. 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.

4. Accommodation

- a. Accommodation of participants, which is by region, shall be assigned during the registration.
- b. Accommodation starts on November 19, 2007 and ends after breakfast of November 24, 2007. Charges for advance and extended accommodation, if any, shall be for the account of the participants.

5. Meals

- a. Meals will be served starting dinner of November 19, 2007 and ends breakfast of November 24, 2007.
- 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.

6. Transportation

- a. Service vehicles shall be provided to transport participants to and from the activity venues only on designated schedules.

7. Orientation, Daily Briefings and Meetings

- a. The STEP National Executive Board Meeting shall be conducted with the TLE/EPP/STEP Regional Supervisors/Coordinators with the officers of the National Board of Students Organization (NBSO) and the National Board of Advisers Organization (NBAO) by the National Executive Officers headed by the STEP National Adviser on November 19, 2007. Details will be announced later.
- b. Regional Delegation orientation and briefing shall be held on November 19, 2007 after the STEP National Executive Board Meeting at the respective billeting areas.

- c. The Solidarity Meeting shall be held on November 20, 2007 by the Technical and Evaluation Committee. Please refer to the schedule to be distributed during the Registration for proper guidance. The Solidarity Meeting shall be facilitated by the respective Contest Administrators and Secretaries, and participated by the Coaches, Judges and other interested personnel.
- d. Technical and Evaluation Committee hearings will follow at a designated venue to resolve substantial matters/concerns arising from the Solidarity Meeting.
- e. Daily meetings of the Executive Committee (National Executive Officers and STEP/TLE/EPP Regional Supervisors/Coordinators, NBAO and NBSO) shall be held as needed upon the advice of the STEP National Adviser, the schedule of which shall be announced in advance.
- f. Daily meetings of the Regional Delegations shall be held everyday, the schedule of which shall be determined by the STEP Regional Coordinators but in no way shall it conflict with, and adversely affect, the schedule of the main activities of the STEP-NSDC.

8. Plenary Sessions and Evening Activities

- a. All are required to actively participate in the plenary sessions and evening activities. Attendance to those activities indicated as "REQUIRED" in the schedule shall be subject to the monitoring of the Secretariat which will stamp indicative marks on the IDs of participants immediately after every required activity at the exit doors. Failure to complete the number of stamps required shall mean forfeiture of the Certificates of Participation and Recognition.

9. Elections and Meetings of the National Boards (NBSO and NBAO)

- a. The schedule of the election to the National Board of Students Organization (NBSO) and the National Board of Advisers Organization (NBAO) shall be agreed upon by the STEP Regional Presidents in a meeting called for the purpose.
- b. The schedule and venue for the daily sessions/meetings of the existing officers of the NBSO and the NBAO, including the newly elected STEP Regional Presidents of both NBSO and NBAO, shall be agreed upon by all concerned.

10. Departure and Release of Certificates

- a. All participants are expected to leave after breakfast of November 24, 2007.
- 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.

**6TH STUDENT TECHNOLOGISTS AND ENTREPRENEURS OF THE PHILIPPINES
NATIONAL SKILLS DEVELOPMENT AND COMPETITION**

LIST OF REGIONAL DELEGATION

Region	:	_____
Regional Director	:	_____
Assistant Regional Director	:	_____
Division Superintendents	:	_____
Assistant Division Superintendents	:	_____
SED Chief/Assistant Chief	:	_____
EED Chief/Assistant Chief	:	_____
Regional STEP Coordinator	:	_____
EPP Regional Supervisor	:	_____
TLE/EPP Division Supervisors	:	_____
Regional STEP Chairperson	:	_____
RBAO President	:	_____
RBSO President	:	_____
School Heads	:	_____

SKILLS	CONTESTANT/S AWARDEE/S	COACH/ES
SECONDARY LEVEL		
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. Wedding Cake Decorating (Golden Anniversary)		
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)		

SKILLS	CONTESTANT/S AWARDEE/S	COACHES
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		
Other Contests		
1. Parliamentary Procedure		
2. Mr. and Ms. STEP		
3. Techno Quiz		
4. STEP Bazaar		
ELEMENTARY LEVEL		
Home Economics		
1. Patching		
2. Flower Arrangement		
3. Tie Dye		
4. Fresh Fruit Shake Making		
Agricultural Technology		
1. Marcotting		
Industrial Arts		
1. Book Binding (Overcast Stitch)		
2. Stool Making		
3. Extension Cord Making		
4. Dust Pan Making		
Retail Trade		
1. Sales Inventory		
Special Competition		
1. Business Plan Competition		
STEP Awards		
1. Outstanding Contributions		
Teacher		
Department Head		
School Principal		
Division Supervisor		
Schools Division Superintendent		
Other DepED Personnel/Official		
LGU Official		
2. Outstanding Achievements		
Home Economics		
Agricultural Technology		
Industrial Arts		
Entrepreneurship		
ICT		

**6TH STUDENT TECHNOLOGISTS AND ENTREPRENEURS OF THE PHILIPPINES
NATIONAL SKILLS DEVELOPMENT AND COMPETITION**

Guidelines for the 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 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, Department Heads, School Principals, Division Supervisors, Schools Division Superintendents, and other DepED personnel and officials, including Local Government Officials, who have given extraordinary and selfless contributions to the STEP Organization in particular and to the cause of skills development in general. These awards are the following:

STEP Award for Outstanding Contributions

1. Teachers
2. Department Heads
3. School Principals/Heads
4. Division Supervisors
5. Schools Division Superintendents
6. Other DepED Personnel and Officials
7. Local Government Unit Official

- 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 Achievements

1. Home Economics
2. Agricultural Technology
3. Industrial Arts
4. Entrepreneurship
5. Information and Communication Technology

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, Department Head, School Principal/Head, Division Supervisor, Schools Division Superintendents or other DepED personnel or LGU 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, whichever is/are applicable;
 - 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. Curriculum Vitae/Resume 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, whichever is/are applicable; 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 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 October 31, 2007.
 - 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 October 31, 2007.
 - 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%
		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%
		100%

V. Awarding

- A. Awarding ceremony for the STEP Awards shall be during the 6th STEP-NSDC in Davao City.
- B. Awardees shall be informed through an official letter from the STEP National Adviser on or before November 5, 2007.
- C. Awardees may register and pay registration fees, if he/she prefers, 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 10, 2007.

**6TH STUDENT TECHNOLOGISTS AND ENTREPRENEURS OF THE PHILIPPINES
NATIONAL SKILLS DEVELOPMENT AND COMPETITION**

BUSINESS PLANNING COMPETITION

GUIDELINES

I. Team Composition

Each Team is composed of three to five (3-5) high school students. The team advisors should be two (2) TLE teacher-coaches.

II. Judges

The Judges for the Business Planning Competition will be from the business sector, academe, Department of Education specialists, and community leaders.

III. Mechanics

- A. Each region shall field a team for the Business Planning Competition.
- B. Submission of the Business Plan, including a hard copy and a soft copy of the presentation, shall be on November 19, 2007 immediately after the general registration of participants to the Secretariat.
- C. A paper screening of the submitted business plans shall be conducted on November 20, 2007.
- D. A Team shall present its business plan using available technology before a Panel of Judges for fifteen (15) minutes only on November 21, 2007.
- E. After the presentation, the judges may ask questions for 10 minutes to properly assess the business plan.
- F. The Teams with the five highest scores will be declared the winners.

IV. Business Planning Format

- A. During the Business Planning Presentation, the Teams are expected to provide the Judges with the written Business Plan.
- B. The Business Plan must not exceed 10 pages (Font: Arial, Size: 10, 1.5 spacing), excluding the executive summary and the financial data.
- C. Attachments may include pictures of the products and the projected financial statement, which cannot exceed and additional 10 pages.
- D. The business plan should include the following:

Section 1 : Executive Summary

- Section 2 : Personal Details
- I. Names of the Authors and Brief Biography of Each
 - II. Names of Advisors and Brief Biography of Each
- Section 3 : Overview of the Business
- I. Name of Business
 - II. Describe Your Business Model
 - III. What is its Vision and Mission?
- Section 4 : Business Plan
- I. The Problem/Need
 - A. Describe the exact problem/need that you are addressing
 - B. Why is it important to address the problem/need?
 - C. How will the business solve the problem/need?
 - II. Vision, Mission and Values
 - A. Vision
What change do you want to see if the problem/need is solved?
 - B. Mission
Your mission should contain clear goals and objectives that present practical steps to achieve your vision.
 - C. Values
What are your guiding concepts and principles?
 - D. These values should be critical to your culture, integrity and activities.
 - III. Marketing Plan
 - A. Research and Analysis
Who are your target markets? What is the market size and trends?
(Competition and estimated market share)
 - B. Marketing Plan
How will you market your product/service and how do you reach customers?
How will you serve your target group and your investors?
Do you have business partners? Specify your partner's role, added value and location.

IV. Production/Technical Plan

- A. Detailed description of products and services
- B. Operating Strategies
 - What is your production model?
 - What are the Components, Raw Materials, Suppliers, Transportation needed? How will you access it?
 - What research needs to be done in order to develop your product or help you develop your product?
- C. Critical Risk
 - Who are your competitors? How is your business different from the others?
 - What is your competitive strategy?
 - Who are your partners? What are their roles, added value to maximize the impact?
 - What are your risks and opportunities?
 - What is your potential impact?
 - How will you capitalize/to prevent the risks?

V. Organizational/Management Plan

- A. Who are the members of your team?
- B. What can they contribute to the business?
- C. Who else needs to be part of the team?

VI. Operational Plan

- A. Identify how you will implement your business. Assign responsibilities of tasks and schedule your deliverables and necessary resources? You may create a work breakdown schedule to develop estimates, assign personnel, back progress and show the score of work of each department/individual.
- B. Monitoring & Evaluation
 - What outcomes are you trying to achieve for your target?
 - How will you monitor your achievements?
 - What are your performance targets? You may create a timeline on when these will be achieved.

Section 5 : Sustainability

I. Financial Plan

(This includes strategies for fund raising.)

- A. What is the average investment needed?

- B. What are the specific investments needed in year 1-2?
- C. What percent of the investment will be your own financial contribution?
- D. How will you raise funds to start the business?
- E. After how many years will your business generate profit?

II. Social Impact

- A. What are your long-term desired outcomes?
- B. What is/are the social impact that will be generated from each of the activities of your business?
- C. What is the impact of the business to the community?
(Employment, women, quality of living, knowledge created, potential for long-term spin offs)

Section 6 : Addendum

(Pictures and documentation materials, if available)

V. Sources

- A. For other information regarding Business Planning, please refer to the GO NEGOSYO TEEN EDITION Magazine, pages 14-17 or search thru the web.

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**

Jose Maria College, Friendship Hi-way, Catitipan, Davao City
November 19-24, 2007

PRE-REGISTRATION FORM (PRF)

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 (Preferably mobile number)	Email Address
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

Date: _____

Signature

Supervisor/Principal/Teacher-Adviser

VERY IMPORTANT

All participants are required to pre-register to avoid inconveniences as regards the issuance of event collaterals (Bags, shirts, certificates, etc.).

**6TH STUDENT TECHNOLOGISTS AND ENTREPRENEURS OF THE PHILIPPINES
NATIONAL SKILLS DEVELOPMENT AND COMPETITION
NATIONAL ORGANIZING COMMITTEE**

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JEANA MAGTAAN - Judge/Contest Administrator
ELSIE ESMER - Judge/Contest Administrator
THELMA CRUZ - Judge/Contest Administrator
ERLINDA ESTRADA - Judge/Contest Administrator
ESTELITA AGUILAR - Judge/Contest Administrator
MARCOS RODIL - Judge/Contest Administrator
HELEN FLORA - Judge/Contest Administrator