



DepED MEMORANDUM
No. 396 , s. 2008

AUG 26 2008

GUIDELINES IN THE CONDUCT OF STEP SKILLS DEVELOPMENT
AND COMPETITIONS IN VARIOUS LEVELS

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. To provide a standard and uniform implementation of the skills competitions and in preparation for the Student Technologists and Entrepreneurs of the Philippines-National Skills Development and Competition (STEP-NSDC), the Department of Education hereby issues the Guidelines in the Conduct of STEP Skills Development and Competitions in Various Levels.
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 "A STEP Higher: Upgrading Skills, Improving Lives", this year's edition of the skills development and competitions shall feature new skills contest packages developed during the YECS and STEP Annual Evaluation and Planning Conference, apart from the STEP Awards and a Business Plan Competition.
4. Travel of participants for the various skills competitions in all levels shall be on official business. Organizers may charge registration fees from the participants 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 fund and other available sources, subject to the usual accounting and auditing rules and regulations.
5. Student-participants shall be given enough time to prepare for quizzes and other examinations missed during the conduct of the skills development and competitions. Student-participants shall also be allowed reasonable time to comply with, and submit other requirements, of the different subject areas.
6. 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.

7. All elementary and secondary schools and all division and regional offices shall conduct their respective skills development and competitions, strictly not later than October 31, 2008. All Regional Directors and the Schools Division/City Superintendents are advised to support the delegates for quality participation and learning.

8. To ensure a standard implementation of the skills development and competitions, the General Guidelines, List of Skills Contests, Guidelines for the STEP Awards and the Business Plan Competition are attached as Enclosures 1, 2, 3 and 4 respectively.

9. 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.dep-ed-csca.com or email joeypelaez@ymail.com.

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


JESLI A. LAPUS
Secretary

Encls.:
As stated

Reference:
DepED Memorandum: No. 374, s. 2007

Allotment: 1—(D.O. 50-97)

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

CONTESTS
PROGRAMS
RULES & REGULATIONS
STUDENTS

**STUDENT TECHNOLOGISTS AND ENTREPRENEURS OF THE PHILIPPINES
SKILLS DEVELOPMENT AND COMPETITIONS (STEP-SDC)**

A. GENERAL GUIDELINES

1. Coverage

- a. The STEP-Skills Development and Competitions shall follow a three-category competition involving elementary, secondary and technical-vocational skills which must be simultaneously held from the school, district (as applicable), division, regional and national level.
- b. As such, these guidelines shall cover all three categories except when special and specific set of guidelines are necessary and peculiar to the category or skill concerned. They shall be uniformly applied from the school to the national level.

2. Requirements during the STEP-SDC

- a. All contestants, through their respective coaches, are required to submit the following immediately during the Solidarity Meeting to the Contest Administrator:
 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, if applicable, 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 or 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 participants shall wear their respective STEP uniform/shirt during the opening and closing ceremonies. Contestants, however, are required to wear the school, division or regional STEP uniform/shirt, whichever is applicable, during the contest proper.
- e. Each delegation is required to bring its own DepED/STEP banner.

3. Solidarity Meeting

- a. Coaches and special judges 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. If the issue/concern pertains to the elementary level skills, the Technical and Evaluation Committee shall be composed of representatives of the Bureau of Elementary Education and the EPP Regional Supervisors/Coordinators. If the issue/concern pertains to the technical-vocational skills, the Technical and Evaluation Committee shall be composed of the representatives of the Technical-Vocational Education Task Force representatives and the Tech-Voc Regional Supervisors/Coordinators.

In any case, however, the Chair of the Technical and Evaluation Committee and the Head of the Secretariat shall actively participate in the discussion and resolution.

4. 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 and Mr. & Ms. STEP. 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 and while judging is still taking place.

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- 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/or 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.

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 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 engaged 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:

ELEMENTARY LEVEL

Appliqué
Fresh Fruit Shake Preparation
Tie Dye
Book-Binding (Overcast Stitch)
Stool-Making (Bangkito)
Dust Pan-Making
Extension Cord-Making
Marcotting

SECONDARY LEVEL

Cake Decorating (Debut)
Classy Apron-Making
Curtain-Making
Fruit and Vegetable Carving
Hair Trimming with Facial Make-Up
Table Skirting and Table Setting
Dish Gardening
Net Weaving
Stereo Amplifier with Tone Control and Microphone Mixer
Auto Body Painting
Construction of Heat Exchanger
Flower Pot Stand
Fruit Basket-Making
Knockdown Toddler's Furniture Study Table
Lamp Annunciator Wiring Installation
Miniature of Food Stall (Mock-Up Development)

- j. The following shall be judged and/or evaluated by the coach-judges based on the output:

ELEMENTARY LEVEL

Flower Arrangement
Basic Encoding
Sales Inventory

SECONDARY LEVEL

Fertilizer Computation
Project Proposal for Animal Production

- k. A special set of judges shall be tapped to judge and/or evaluate the following:

Electronic Spreadsheet
Electronic Poster-Making
PC Assembly
Parliamentary Procedure
Mr. and Ms. STEP
STEP Bazaar
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.

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. 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.

7. Determination of the Over-All Champion

- a. Apart from the twenty-one (21) skills, the Parliamentary Procedure, Business Planning 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 eleven (11) skills. Similarly, the Technical-Vocational Level shall have a separate over-all champion.
- 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, secondary and technical-vocational levels, including Parliamentary Procedure, Business Planning and Techno Quiz shall be considered.

8. Announcement of Winners


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

9. 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 and/or 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 skills development and competitions shall be given service credits equivalent to three (3) days for serving as trainers of their respective student-contestants and/or judges during the skills competitions.
- g. Heads and members of working committees, including Contest Administrators and Secretaries, shall also be given reasonable days as service credits as stipulated in pertinent DepED issuances.

10. 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 sections 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.

11. 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/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)

B. OTHER GUIDELINES

1. Orientation, Daily Briefings and Meetings

- a. All skills development and competitions shall conduct an orientation, daily briefings and meetings with the coordinators, officers of organizations and the pertinent committees.

2. Plenary Sessions

- a. All skills development and competitions shall include value-added plenary sessions on skills development and entrepreneurship in the schedule of activities. Attendance to these activities is REQUIRED.

3. Elections and Meetings of the Boards

- a. The schedule of the election to the Board of Students Organization and the Board of Advisers Organization shall be held during the skills development and competitions in a special session as agreed upon by the organizers.

4. STEP Bazaar

- a. In the National Level, the Bazaar shall be a feature and responsibility of the host region and all its divisions.
- b. Special awards, as in the previous STEP-NSDC, will be given to deserving entries.

Jasbir Singh

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

OFFICIAL LIST OF SKILLS

ELEMENTARY LEVEL

Home Economics

Appliqué
Fresh Fruit Shake Preparation
Flower Arrangement
Tie Dye

Agricultural Technology

Marcotting

Industrial Arts

Book-Binding (Overcast Stitch)
Stool-Making (Bangkito)
Dust Pan-Making
Extension Cord-Making

Retail Trade

Sales Inventory

ICT

Basic Encoding

SECONDARY LEVEL

Home Economics

Cake Decorating (Debut)
Classy Apron-Making
Curtain-Making
Fruits and Vegetables Carving
Hair Trimming with Day Facial Make-Up
Table Skirting and Table Setting

Agri-Fishery Technology

Dish Gardening
Fertilizer Competition
Project Proposal for Animal Production
Net Weaving

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Industrial Arts

Stereo Amplifier with Tone Control and Microphone Mixer
Auto Body Painting
Construction of Heat Exchanger
Flower Pot Stand (Two Layers)
Fruit Basket-Making
Knockdown Toddler's Furniture Study Table
Lamp Annunciator Wiring Installation
Miniature of Food Stall Mock Up Development

Entrepreneurship and ICT

Electronic Spreadsheet
Electronic Poster-Making
PC Assembly

Other Contests

Techno Quiz
Parliamentary Procedure
Business Planning
Mr. and Ms. STEP
Bazaar (Host Region and Its Divisions)

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**STUDENT TECHNOLOGISTS AND ENTREPRENEURS OF THE PHILIPPINES
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

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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;

Jane P. [Signature]

- 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

- a. From the nominees/awardees in the appropriate level recognized during the proper STEP Skills Development and Competition, the Screening and Selection Committee, shall recommend only one (1) nominee per sub-category to the next level.
- b. All papers and documents required to be submitted pertinent to the nomination shall be forwarded to and received by the Screening and Selection Committee one (1) week before the pertinent skills competitions.
- c. The Screening and Selection Committee, composed of officials of either the division or region, shall select the awardees from among the nominees.

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2. STEP Award for Outstanding Achievements

- a. From the nominees/awardees in the appropriate level recognized during the STEP Skills Development and Competition, the Screening and Selection Committee shall recommend only one (1) nominee per sub-category to the next level.
- b. All papers and documents required to be submitted pertinent to the nomination shall be forwarded to and received by the Screening and Selection Committee one (1) week before the pertinent skills competitions.
- c. The Screening and Selection Committee, composed of officials of either the division or region, 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 held during the skills competitions.



**STUDENT TECHNOLOGISTS AND ENTREPRENEURS OF THE PHILIPPINES
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. A hard and soft copy of the Business Plan presentation must be submitted before the first day of the actual competition to the Secretariat.
- C. A paper screening of the submitted business plans shall be conducted.
- D. A Team shall present its business plan using available technology before a Panel of Judges for fifteen (15) minutes only.
- 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.

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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?

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- 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)

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