



Office of the Secretary

DepED ORDER
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STRENGTHENING THE STUDENT TECHNOLOGISTS AND ENTREPRENEURS OF THE PHILIPPINES (STEP) TO ENHANCE THE TECHNOLOGY AND LIVELIHOOD EDUCATION (TLE) OF THE BASIC EDUCATION CURRICULUM (BEC)

To: Undersecretaries
Assistant Secretaries
Bureau, Regional and Center Directors
Schools Division Superintendents
Public and Private Elementary and Secondary School Principals/Heads

1. The STEP as a co-curricular program of the DepED, is hereby recognized as a significant support initiative for the TLE component of the MAKABAYAN, whose function is to enhance and complement the learning competencies of the life skills training and career enhancement program of the curriculum, particularly in developing leadership potentials, building desirable work values and character, and improving technical and functional skills in Home Economics, Agriculture and Fishery Arts, Industrial Arts, and Entrepreneurship and Computer Education.
2. To realize this, the STEP organization is mandated to organize skills training and competitions in the school, division, regional and national levels. It shall provide adequate avenues for exposures in various life skills training in the world of work whether in the local or international arena.
3. As an added measure, the attached Constitution and By-Laws as amended during the First STEP National Skills Competition and Conference held in Cebu City on January 29 – February 1, 2003 is hereby promulgated to guide the STEP organization.
4. Regional Directors, Schools Division Superintendents, School Principals/Heads are encouraged to adopt the STEP, to provide support and assistance to the program and its activities in all levels, and to promote membership of students in the STEP organization.
5. The Education Supervisors II and Education Supervisors I for Technology and Livelihood Education or the Education Supervisors designated as coordinators in their respective areas of coverage are tasked to implement the STEP in accordance with the thrusts and programs as determined in appropriate issuances.
6. The DepEd Center for Students and Co-Curricular Affairs (CSCA), through Executive Director Joey G. Pelaez, STEP National Adviser, shall take charge of the management of the program in the national level. For queries, please contact the CSCA at telephone numbers 631-8495 or 636-3603 or with address at Ground Floor, Mabini Bldg., DepEd Complex, Meralco Avenue, Pasig City.

7. Expenses of the Center for Students and Co-Curricular Affairs (CSCA) in implementing the STEP Program shall be sourced from the funds allocated to support the programs and projects for students' co-curricular affairs in the Office of the Secretary pursuant to the Special Provisions of the General Appropriations Act (GAA).

8. All previous memoranda, orders, circulars, and/or guidelines inconsistent with this Order shall be deemed amended and superseded.

9. Wide and immediate dissemination of this Order is enjoined.



EDILBERTO C. DE JESUS
Secretary

Lilian/strengtheningSTEP(BEC)(TLE)
August 26, 2003
Adamscompt.

Encls.: As stated

Reference : DECS Order: (No. 44, s. 2001)

Allotment: 1 – (D.O. 150-97)

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

CURRICULUM
PROJECTS

STUDENTS
TRAINING PROGRAMS

NATIONAL CONSTITUTION AND BY-LAWS OF THE STUDENT TECHNOLOGISTS AND ENTREPRENEURS OF THE PHILIPPINES

Article I Name and Purposes

Section A The organization shall be called “**Student Technologists and Entrepreneurs of the Philippines**”. The acronym “STEP” will be officially used to designate the organization, its units and members thereof. The STEP is a co-curricular organization under the auspices and supervision of the Department of Education.

Section B The purpose for which this organization is formed shall be as follows:

1. To provide a venue for the skills-based competencies anchored on the TLE/EPP/Career Education Curriculum.
2. To assist the school organization through the Division, Regional and National Organizations in:
 - a. Developing moral character, personal discipline, civic-consciousness, technological know-how and the duties of citizenship;
 - b. Training members for leadership in home, agricultural/fishery, industrial and entrepreneurial technology;
 - c. Creating and nurturing the love for technological and entrepreneurial skills by encouraging the members to participate in home, school and community productive activities;
 - d. Building self-confidence of members in their work through engaging in supervised technological and entrepreneurial activities; and,
 - e. Establishing linkages/networks with other organizations and agencies in accomplishing the above purposes.

Article II Organization

Section A The Student Technologists and Entrepreneurs of the Philippines (STEP) is a national organization of, by and for students in all public and private Secondary/Elementary schools with supervised technological and entrepreneurial activities. It shall consist of school, division, regional and national organizations.

Section B A school shall have four sub-chapters representing each year level. The school, division, regional and national organizations, whose function is to synchronize the activities of the sub-chapters, shall adopt the National Constitution and By-laws, elect the officers among themselves and approve a program of work consistent with the national policies of the Department of Education.

Section C The school organization shall put up a STEP Center or Office wherein all documents, records and other paraphernalia of the organization are properly kept.

Article III
Membership

Section A Membership in the STEP shall be categorized into Active, Associate and Honorary.

1. Active Membership: Students/pupils enrolled in public/private secondary schools with supervised technological and entrepreneurial programs/projects/activities can qualify as active members.
2. Associate Membership: After graduation, a member becomes an associate member if he/she deserves and signifies in writing, attends school meetings and pays membership fee regularly.
3. Honorary Membership: School officials, teachers and entrepreneurs, and other persons who are active in advancing the cause of the STEP are considered honorary members.

Article IV
Awards and Incentives

Section A There shall be awards to be given to active members, school organization, STEP year-level adviser, TLE/EPP/Career Education School-Based adviser and School Principal, which/who have exhibited exemplary performance in all TLE/EPP/Career Education programs, projects and activities for:

1. Most Outstanding School Organization
2. Most Outstanding School Principal
3. Most Outstanding STEP Adviser
4. Active Members:
 - a. Most Outstanding Home Economist
 - b. Most Outstanding Industrialist
 - c. Most Outstanding Agriculturist
 - d. Most Outstanding Entrepreneur
 - e. Most Outstanding in Other Related Entrepreneurial Activity

Section B Awardees in the school level shall be awarded at the end of the school year during the Recognition Rites. The school awardees shall be the candidates for the search in the division level. Division winners shall be the candidates for the search in the regional level; likewise, regional winners shall be the candidates for the search in the national level who may further qualify for any international competition/exhibition.

Section C The Most Outstanding STEP Adviser and Most Outstanding School Principal shall come from the winning school.

- Section D** The winners in each level are required to submit a complete supporting documents, with pictures of the accomplishments, a month before the schedule of the division, regional and national skills competition and conferences.
- Section E** The selection and evaluation committee shall be organized in each level to determine the winners.
- Section F** Awarding of winners shall be conducted during the division, regional and national skills competitions and conferences by the respective management committees.
- Section G** Awardees in the school, division, regional and national levels can receive any of the following awards and incentives:
1. Certificate of recognition/merit
 2. Plaque of recognition/merit
 3. Trophies and medals
 4. Scholarship
 5. Book allowance
 6. Shop tools/equipment
 7. Participation in the student exchange program
 8. Any donor-awards preference

Article V
The Emblem

- Section A** The emblem of STEP signifies the characteristics of the organization represented by the following symbols:

The **TORCH** represents the light that illumines the minds of the members.

The three (3) **STARS** represent Luzon, Visayas and Mindanao enclosed in an equilateral triangle, which unifies the members to achieve the goals/objectives of the organization.

The **SUN** signifies the bright future of the members, who are formed with the knowledge and skills learned and acquired in the four (4) major component areas in Technology and Livelihood Education or any other technology related programs/projects advocating any of the four component areas.

The sixteen (16) **RAYS** radiating from the torch represent the 16 regions whose members are working together towards the common goals, ideals and belief of the STEP organization.

The **WHEEL** with **SPOKES** represents the skills being taught and acquired by the members in the sub-component areas of STEP. The encompassing green color implies that all technological programs/projects shall conserve, protect, rehabilitate and promote a clean and healthy environment.

The **BANNER** symbolizes peace, love and unity for all.

- Section B** The emblem bears the encompassing words "**STUDENT TECHNOLOGISTS AND ENTREPRENEURS OF THE PHILIPPINES**". The figure "2001" represents the year when the organization was launched.
- Section C** The emblem shall be uniform in size, color and design as prescribed by the National Directorate, when it is used for pins, logo, uniform and banner in school, division, regional and national levels.
- Section D** The color of the national banner is white while the color of the regional banner will represent the color of the respective region with the STEP emblem at the center.
- Section E** The national uniform of the STEP members shall be maong pants and white T-Shirt with collar bearing the STEP logo on top of the pocket. For the regional uniform, the T-Shirt shall be the same color with the banner.

Article VI

Organization and Officers

- Section A** The National Board of Student Officers and Advisers' Organizations shall be composed of President, Vice-President for Luzon, Visayas and Mindanao, Secretary, Treasurer, Public Information Officer, Program Development Officer and Auditor.
- Section B** The National Executive Officers shall be composed of a National Adviser, Assistant National Adviser, National Executive Secretary, Assistant National Executive Secretary, National Treasurer, Assistant National Treasurer and National Auditor.
- Section C** The National Adviser shall be appointed by the Secretary and/or Undersecretary of the Department of Education who in turn shall appoint the National Executive Officers whose terms of office shall be determined by the National Adviser.
- Section D** The officers of the School, Division, Regional Students and Advisers' Organizations shall be composed of President, Vice-President, Secretary, Treasurer, Program Development Officer, Public Information Officer and Auditor.
- Section E** The most senior TLE/EPP teacher shall be the school STEP adviser assisted by sub-chapter advisers in each year level.

Article VII

Procedures in Electing Officers

- Section A** The National Board of Student Officers shall be elected by a majority vote among the Presidents of the Regional Organization during the National Skills Competition and Conference.
- Section B** The National Officers of the Advisers' Organization shall be elected annually by a majority vote among the Presidents of the regional organization during the national skills competition and conference.

- Section C** The Regional Student Officers' Organization shall be elected by a majority vote among the Presidents of the Division organization during the Regional Skills Competition and Conference.
- Section D** The Division Student Officers' Organization shall be elected by a majority vote among the Presidents of the member-schools during the Division Skills Competition and Conference.
- Section E** The Officers of the Regional and Division Advisers' Organization shall be elected by a majority vote of the school STEP adviser and sub-chapter advisers during the Regional and Division Skills Competition and Conferences, respectively.
- Section F** The school officers shall be elected by a majority vote among the year level officers.
- Section G** The candidates for Student Officers in the Division level shall come from the School Officers in the First to Third year levels.

Article VIII

Procedure of Impeachment

- Section A** All elected officers of the organization may be removed from the office on account of:
1. Willful violation of the Constitution and By-Laws;
 2. Consistent absences from regular meetings and activities; and
 3. Committing acts which may impair the general welfare of the members of the organization
- Section B** Impeachment or expulsion of any officer or member shall be initiated by a petition of a majority number of the body to which he/she belongs.
- Section C** Removal from office shall be effected by their respective chapter, division, regional and national levels.
- Section D** The Presiding Officer during the impeachment proceedings in the school level shall be the School STEP Adviser; in the division level shall be the Division Management Committee Chairperson and/or the TLE Education Supervisor I; in the regional level shall be the Regional Management Committee Chairperson and/or the TLE Education Supervisor II; and in the national level shall be the STEP National Adviser.
- Section E** Decision of the School STEP Adviser shall be appealable to the Division Management Committee. Decisions of the respective Management Committees shall be final and non-appealable, except in meritorious cases.

Article IX

Governing Body and Management Committee

- Section A** The governing body of the national organization shall be composed of the National Board of Student Officers and the National Directorate.

Section B The National Board of Student Officers shall be composed of the National Student Officers and Presidents of STEP Regional organization. They shall plan, suggest and make recommendations to the National Directorate with respect to the conduct of activities and business of the organizations.

Section C The National Directorate shall be composed of the National Executive Officers, the Regional Chairpersons, President and Secretary of the National Student Officers' and Advisers' organization. They shall assist, facilitate, coordinate and advise the National Board of Student Officers in the implementation of the programs and projects. Likewise, they shall coordinate with the different Regional Management Committees in the implementation of the programs and projects of the organization consistent with the national policies of the Department of Education.

Section D The Regional Directorate shall be composed of the Regional Management Committee, Division THE Supervisors and President of the Regional Student Officers' and Advisers' Organization.

Section E The Regional Management Committee

1. The Regional Management Committee of STEP shall be composed of an Honorary Regional Chairperson who is the Regional Director; Honorary Vice-Chairperson who is the Assistant Regional Director or Chief of the SED; the Regional Chairperson, Regional Coordinator who is the TLE/EPP Education Supervisor, Regional Secretary, Regional Treasurer and Regional Auditor.
2. The Regional Chairperson, Secretary, Treasurer and Auditor shall be elected from among the members of the Division Management Committee. However, the Regional Coordinator may also be elected as Regional Chairperson of STEP.

Section F The Division Management Committee

1. The Division Management Committee of STEP shall be composed of the Honorary Division Chairperson who is the Schools Division Superintendent; Honorary Vice Chairperson who is the Assistant Schools Division Superintendent; the Division Chairperson, the Division Coordinator who is the TLE/EPP Education Supervisor, Executive Secretary, Treasurer and Auditor.
2. The Division Chairperson, Secretary, Treasurer and Auditor shall be elected from among the School Principals/School Heads, STEP Coordinators and Advisers and shall hold office for a period of two years. The Division Coordinator, however, may also be elected as Division Chairperson of the organization.

Section G The Regional and Division Management Committees shall assist, facilitate, coordinate and advise the Regional and Division Student Officers in the implementation of their programs and projects consistent with the national policies.

Article X
Training

Section A As part of the STEP program, each school chapter shall organize skills training for student members in accordance with the TLE/EPP skills training program. A school may identify priority skills of its preference to specialize. Likewise, each Division and Regional Management Committee shall organize their own skills training program for students.

Article XI
Meetings, Skills Competitions and Conferences

Section A The National Directorate shall have their regular meeting twice in a school year. The first meeting to be held during the first semester and the second meeting shall be held during the second semester. Special meeting may be called by the National Adviser.

Section B The Regional Directorate and Division Management Committees shall have their meeting as the need arises. The Regional and Division Chairperson may call a special meeting.

Section C The schedule for the Skills Competition and Conference shall be on the following months but subject to change by the National Adviser:

1. National - December
2. Regional - November
3. Division - October
4. School - August – September

Section D The National Directorate shall determine the number of delegates per region to participate in the National Skills Competition and Conference so do with the Regional and Division Management Committees in the Regional and Division Skills Competition and Conference.

Section E The National Directorate shall determine the skills to be contested and the program of work for the next school year's implementation by the STEP organization.

Section F All STEP meetings in the school, division, regional and national levels shall be in accordance with the approved parliamentary procedures. A majority of the members present can constitute a quorum.

Section G The STEP School Advisers, year level advisers and School Principal shall assist their student delegates in the attainment of objectives and the implementation of activities in the division, regional and national skills competition and conference.

Article XII
Standing Committees

Section A The National Directorate shall assign the Chairpersons of the following committees:

1. Committee on Curriculum Enrichment
2. Committee on Education and Training
3. Committee on Scholarship
4. Committee on Awards and Incentives
5. Committee on External Affairs
6. Committee on Organization and Student Affairs.
7. Committee on Selection and Evaluation
8. Committee on Publication and Documentation
9. Other committees which may be legally created.

Section B Members of the different committees shall be designated by the Chairperson of the assigned committee.

Section C The Regional Director of Department of Education shall organize and assign chairpersons of the different committees at the regional level.

Article XIII
Fees

Section A Annual membership fee of the organization is Thirty Pesos (P30.00) apportioned as follows:

PhP 20.00	-	School Chapter Share
PhP 4.00	-	Division Share
PhP 3.00	-	Regional Share
PhP 3.00	-	National Share

Section B Membership fees are voluntary in nature. Only interested students shall become a member of the organization.

Section C Collection of STEP membership fees may be coursed through and upon the approval of the Parents, Teachers and Community Associations (PTCA) in accordance with the existing policies of the Department of Education.

Section D Division, Regional and National shares from annual membership fees shall be remitted by each school on or before the Division/Regional/National Skills Competitions and Conferences together with the list of members duly signed by the STEP adviser and noted by the School Principal/School Heads.

Section E Remittances to the Division, Regional and National Organizations shall be considered as trust funds in the name of the STEP and all withdrawals shall follow the usual accounting and auditing rules and regulations, supported by resolutions submitted for purposes of withdrawing the STEP funds.

Section F Failure to remit the shares will disqualify the school in its membership to the organization.

Article XIV
Utilization of Funds

- Section A** The funds in the Division, Regional and National organizations shall be utilized for Leadership and Skills Training of Student Officers and Members, Skills Competitions, Organizational Meetings, Awards and Incentives, Scholarships and other purposes for the advancement of the STEP organization.
- Section B** The funds in the school level shall be used to finance all STEP activities. Unused amount shall be used to procure shop tools, equipment, books and other instructional materials.
- Section C** All disbursement of funds shall be done in utmost transparency. It shall be duly approved by the officers and shall conform with established Accounting and Auditing rules and regulations.

Article XV
Amendments

- Section A** The Division and Regional Management Committees shall submit the proposed amendments to the National Directorate a month before the National Skills Competition and Conference. The National Directorate shall review the proposed Amendments and present to the delegates of the National Skills Competition and Conference for approval by a two-thirds votes of the delegates present.

Article XVI
Separability Clause

- Section A** In the event any of the provisions of this Constitution and By-Laws is declared invalid, illegal or violative of DepEd rules and regulations, such invalidation, illegality or violation shall not affect the effectivity and validity of the rest of the provisions of this instrument.