

Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF CITY SCHOOLS-TAGBILARAN
Tagbilaran City

October 21, 2015

DIVISION MEMORANDUM
No. 309 s. 2015

2015 DIVISION STEP/TECHNOLYMPICS SKILLS EXHIBITION

To: ASDS, DIVISION CHIEFS
EPS, SEPS, NON-TEACHING PERSONNEL
SCHOOL HEADS ELEM & SEC (Public & Private)

1. The Dep-Ed Tagbilaran City Division shall conduct the 2015 STEPS/TECHNOLYMPICS Skills Exhibition on December 3 - 4, 2015 at Tagbilaran City Central Elementary School Campus participated in by the elementary and the secondary schools both public and private. This activity aims to:

- a. provide opportunities for pupils/students to showcase their talents in the different areas as evidence of their learning;
- b. extend parallel learning sessions/activities for teachers and students to enhance their knowledge and skills in their respective areas of interest.

2. The specific guidelines for each skills exhibition, entry form and the schedule of activities are contained in the following enclosures:

- Enclosure No. 1: General Guidelines for the 2015 Division STEP/TECHNOLYMPICS Skills Exhibition.
- Enclosure No. 2: Implementing Guidelines for the 2015 Division STEP/TECHNO Skills Exhibition
- Enclosure No. 3: Entry Form
- Enclosure No. 4: Schedule of Activities

3. The supplies, materials, medals, honoraria of the Board of Judges, Skills Demonstrators and Speakers in the Parallel Sessions, t-shirts and other incidental expenses shall be charged to Special Education Fund (SEF) Budget while transportation, registration fee and meal allowance of the coaches and contestants/exhibitors shall be charged to school STEP fund and or any school/local funds subject to the usual accounting and auditing rules and regulations.

4. School STEP Adviser shall submit their official entry of the respective delegations on or before November 19, 2015 to Mr. Joseph C. Barrete at the City Division Office.

5. Immediate dissemination of this Memorandum is desired.


DR. EVANGEL M. LUMINARIAS, CESO V
Schools Division Superintendent

(Enclosure No. 1)

General Guidelines for the 2015 Division STEP/TECHNOLYMPICS SKILL EXHIBITION

A. Participants

1. The participants of 2015 STEP/TECHNOLYMPICS will showcase their best performance in the different fields as an evidence of their learning in the different learning areas;
2. Participation is open to any student currently enrolled in public and private (elem & sec) schools for SY 2015 – 2016 (please refer to specific guidelines per event)
3. A pupil/student is not allowed to participate in two (2) events/skills exhibition.
4. Participating teachers, pupils and students are enjoined to attend the parallel sessions to be conducted by invited guest speakers/sharers especially when the other pupils/Students are having their skills exhibition.

B. Skills Exhibition Entries at the Division Level

1. Only one (1) entry per event per school shall be accepted at the Division level.
2. The school shall conduct screening or selection process both elementary & secondary to determine entries at the Division Level and shall be conducted on the suggested date which is November 11- 12, 2015. ***Expenses incurred in the School Level Competition is chargeable to school MOOE, PTA and or any local funds subject to the usual accounting and auditing rules and regulations.***

C. Division Level Award

1. Only the Top Three (3) Division record holders of each event both elem & sec in the different exhibitions shall be declared. However, should there be no qualified holder based on the Criteria and as recommended by the Board of Judges, no record holder shall be declared;
2. The top 3 record holders per event shall each receive a Division Certificate of Recognition and a medal;
3. The teacher-coach/trainer/adviser of the top 3 record holders shall each receive a Division Certificate of Recognition.
4. The Management will declare the Top Three (3) School Record Holders both elementary and secondary. The school heads will receive Certificate of Recognition and trophies for the schools; and
5. Every participant will be given Certificate of Participation.

D. General Orientation/Briefing

1. On December 2, 2015, 2:00 in the afternoon, there will be an orientation/briefing of all Coaches/trainers regarding the different skills exhibition at City Central ES with the Contest Administrators on the Mechanics and other detail;
2. All clarifications, issues and concerns regarding the exhibition shall be addressed during the orientation/briefing. Any concerns raised during the actual skills exhibition shall not be entertained unless they are valid and necessary;
3. Distribution of needed supplies and materials, if applicable to the event, shall be done at the venue; and
4. Participants are encouraged to visit the venue of the event a day before the actual skills exhibition.

E. Mechanics for Judging the Skills Exhibition

1. The products and performances of participants in all events shall be judged by three (3) members of the Board of Judges composed of experts and practitioners with out affiliation or interest to the participating schools.
2. The score of the three judges shall be computed to determine the AVERAGE of each participant. The average score shall be the basis for ranking the products/performances of participants to determine the top 3 record holders;
3. Tabulation, consolidation and review of all results shall be done by a committee and reviewed by the members of the board of judges before they affix their signatures to the summary sheet;
4. In case of a tie, triple tie, or a quadruple tie, the participant who finished with the shortest/fastest time will be declared as the "Record Holder". In the event of another tie, the chair of the board of judges will decide;
5. Point System will be used in declaring the top three (3) schools for both elementary and secondary levels using 7, 5, 4 points scale and 1 point for participation.
6. The decision of the Board of Judges is final and irrevocable.

(Enclosure No. 2)

Implementing Guidelines for the 2015 Skills Exhibition

A. Areas for Skills Exhibition

The areas for skills exhibition, number of participants per event and time allotment are the following:

A. Elementary Level

AREAS FOR SKILLS EXHIBITION	NO. OF PARTICIPANTS	TIME ALLOTMENT
1. Sales Inventory	1	30mins
2. Fresh Fruit Shake	1	15mins
3. Flower Arrangement	1	1hr
4. Asexual Propagation	1	30mins
5. Tie Dye	1	1hr
6. Fabric Painting	1	1hr
7. Simple Wiring Circuit	1	1hr
8. Applique	3	3hrs
9. ICT	1	3hrs
10. Dish Gardening	1	2hrs
TOTAL	16 per school	

B. Secondary Level

AREAS FOR SKILLS EXHIBITION	NO. OF PARTICIPANTS	TIME ALLOTMENT
Industrial Arts		
1. Automotive Servicing	2	4hrs.
2. Electronics Servicing	2	4hrs.
3. Electrical Installation	2	4hrs.
Home Economics		
1. Nail Art with Hand Massage	1	2hrs.
2. Children's Wear Construction (casual for girls, 5-6 yrs. old)	2	4hrs.
3. Hair Style with Facial Make-up	1	2hrs.
Agri-Fishery Arts		
1. Experimental Fish Dish	1	3hrs.
2. Landscaping	2	4hrs.
3. Experimental Cookery (from dressing to meal presentation)	1	3hrs.
ICT		
1. Tarpaulin Designing	1	3hrs.
2. Web Page Designing	1	4hrs.
3. PC Assembly with Configuration and Networking	1	3hrs.
TOTAL	17 per school	

1. Skills Exhibition Proper

- 1.1. The contest Administrators, judges and technical committee should be in the venue 30 minutes ahead of the event schedule.
- 1.2. Materials, supplies, tools, equipment and other things needed at the venue will be made ready by the contest administrators 30 minutes before the event schedule.
- 1.3. All the participants should be at the designated venue thirty minutes before the event starts. Late participants without valid reasons shall be disqualified.
- 1.4. The participants will draw lots to determine their respective places and set up their equipment and materials at their assigned places. Setting up of their extension cords, equipment, and tools should be done during this time.
- 1.5. The briefing of participants will be done 15 minutes before the scheduled event.
- 1.6. The contest administrator will give the signal for the event to begin. Once the event has started, the coaches, teachers, and delegates are no longer allowed to talk to the participants to allow them to fully concentrate on their work.
- 1.7. Only the contest administrator, technical staff, judges, official photographer and participants are allowed in the venue.
- 1.8. No questions shall be entertained during the contest proper except clarifications and points of order. All clarifications and points of order shall be raised with the contest administrator.
- 1.9. Should there be any irregularities found during the event, the contest administrator, in consultation with board of judges, may suspend the conduct of the specific skill exhibition, if justified, and refer the matter to the attention of the Technical and Evaluation Committee for appropriate action.
- 1.10. Borrowing of materials, tools and supplies during the event is not allowed.
- 1.11. The working area should be cleaned immediately after every event.
- 1.12. All outputs shall be endorsed to the Secretariat by the contest administrators.
- 1.13. All endorsed outputs shall be displayed throughout the duration of the event.

The following special materials and equipment are required to be brought by participants for Industrial Arts events:

A. Automotive Servicing

*Materials and equipment needed in servicing based on the curriculum guide for grades 9 and 10

*Personal protective equipment

B. Electronic Servicing

* Materials and equipment needed in servicing based on the curriculum guide for grades 9 and 10

*Personal protective equipment

C. Electrical Installation

* Materials and equipment needed in installation works based on the curriculum guide for grades 9 and 10

*Personal protective equipment

(Enclosure No. 3)

2015 DIVISION STEP/TECHNOLYMPICS SKILLS EXHIBITION

ENTRY FORM
(Elementary Level)

NAME OF SCHOOL: _____ HEAD/ADMINISTRATOR: _____

SKILL/AREA	NAME OF CONTESTANT(s)	COACH

(Sig. of School Head/Administrator)

2015 DIVISION STEP/TECHNOLYMPICS SKILLS EXHIBITION
 (A Showcase of Marketable Products and Performances)
 December 3-4, 2015
 Tagbilaran City Central ES Quadrangle

SCHEDULE OF ACTIVITIES

Elementary Level		DAY 0	DAY 1	DAY 2
TIME				
8:00AM – 12:00 NN	Physical Set-Up (Settling-In and Putting-up of Tents, etc.)	Assembly (JS Torralba St.) Entrance of Coaches/Trainers & Guests	Participants,	<ul style="list-style-type: none"> • Applique • Sales Inventory
12:00 NN – 1:00PM		<ul style="list-style-type: none"> * Opening Program * Dish Gardening * Fresh Fruit Shake 		<ul style="list-style-type: none"> • ICT
L U N C H				
1:00PM – 5:00PM	<ul style="list-style-type: none"> * Orientation/Briefing of Coaches & Trainers * Meeting of Working Committees, Event Administrators & Coordinators, Technical Committee * Registration 	<ul style="list-style-type: none"> * Asexual Propagation * Flower Arrangement * Tie Dye 	<ul style="list-style-type: none"> * Simple Wiring Circuit * Fabric Painting 	<ul style="list-style-type: none"> * Parallel Sessions: (for teachers only) - Product Packaging - Marketing Strategies * Viewing of Exhibits * Awarding & Closing Program

3. The supplies, materials, medals, honoraria of the Board of Judges, Skills Demonstrators and Speakers in the Parallel Sessions, t-shirts and other incidental expenses shall be charged to Special Education Fund (SEF) Budget while transportation, registration fee and meal allowance of the coaches and contestants/performers shall be charged to the Special Education Fund (SEF) Budget.

Secondary Level

TIME	DAY 0	DAY 1	DAY 2
8:00AM – 12:00NN	Physical Set-Up (Setting-In and Putting –up of Tents, ect.)	Assembly (JS Torralba St.) Entrance of the Participants, Coaches/Trainers & Guests Opening Program	*Electronic Servicing *Electrical Installation *Experimental Cookery
12:00 -1:00PM		*Nail Art with Hand Massage *Tarpulin Making *Experimental Fish Dish	*PC Assembly with Configuration & Networking
	L U N C H		
1:00pm – 5:00pm	*Orientation/Briefing of all Coaches & Trainers *Meeting of all Members of the Working Committees, Event Administrators & Coordinators & Technical Committee *Registration	*Automotive Servicing *Children's Wear Construction *Landscaping *Web Page Designing Parallel Sessions: (for teachers only) -Fruit Carving -Bread & Pastry	*Hairstyle with Facial Make-up *Parallel Sessions: (for teachers only) -Product Packaging -Marketing Strategies *Viewing of Exhibits *Awarding & Closing Program

3. The supplies, materials, medals, honoraria of the Board of Judges, Skills Demonstrators and Speakers in the Parallel Sessions, t-shirts and other incidental expenses shall be charged to Special Education Fund (SEF) Budget while transportation, registration fee and meal allowance of the coaches and contestants/exhibitors shall be charged to the Special Education Fund.