

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

DIVISION MEMORANDUM  
 No. 02, s. 2017

February 15, 2017

**REITERATING THE MANDATED THRUSTS AND ACTIVITIES FOR THE STUDENT TECHNOLOGISTS AND ENTREPRENEURS OF THE PHILIPPINES**

To: **ASDS, CHIEFS  
 All Elem. & Sec. School Heads (Public & Private)  
 Concerned Personnel**

1. The Department of Education, thru the Center for Students and Co-Curricular Affairs calls for the active youth participation in nation building (Dep-Ed Order No. 35, s. 2008). One of the Programs and Projects implemented by the said Office is the Student Technologists and Entrepreneurs of the Philippines (STEP).

2. Significant thrusts stated in Dep-Ed Order No. 35, s. 2008 state that:
- Organize school-based STEP organizations both public & private elementary and secondary schools.
  - Implement Co-curricular skills development programs and other related activities in EPP/TLE/TVE.
  - Upgrade skills of pupils/students in various components of EPP/TLE/TVE through genuine trainings for both teachers and students.
  - Conduct elementary and secondary skills development and competitions in school, district, division, regional and national levels to be participated in by both public and private schools.
  - Establish linkages with other government agencies, private organizations and the community for better implementation of programs and projects.
  - Subject to existing Dep-Ed guidelines on voluntary contributions, a collection of P25.00 per pupil for the elementary level and P40.00 per student for the secondary level may be made as STEP membership fees to fund skills training, purchase of shop tools and equipment, and attendance to all programs and projects related to STEP, and
  - Intensify membership campaigns in both public and private elementary and secondary schools.

3. The sharing of the membership fee of the STEP organization is as follows:

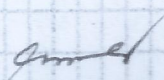
SHARE	ELEMENTARY LEVEL	SECONDARY LEVEL
School	P15.00	P25.00
Division STEP Organization	P10.00	P15.00

4. The Division shares shall be remitted by the schools to the Division STEP Organization in every 1<sup>st</sup> Monday of October covered by a letter duly signed by the school STEP Adviser and PTA President and noted by the School Principal/Head.

5. Attached herewith is the SY 2017-2018 Division STEP Schedule of Activities for your guidance.

6. School Heads are directed to furnish copy of this Memorandum to the PTA officers. Moreover, you are instructed to strictly adhere to the above provisions.

7. Immediate dissemination of this Memorandum is hereby directed.

  
 VIRGINIA C. ZAPANTA, Ed. D, CESO V  
 Schools Division Superintendent

## SY 2017 – 2018 DIVISION STEP SCHEDULE OF ACTIVITIES

- |                 |   |  |
|-----------------|---|--|
| May             | - | Division Evaluation & Planning Conference  |
|                 | - | Division EPP/TLE Teachers Skills Trainings   |
| June – July     | - | Advocacy & Membership Campaigns  |
|                 | - | Organization of School-Based Organizations   |
|                 | - | Planning on School-Based Projects & Activities   |
|                 | - | Collection of Membership Fees  |
| July – November | - | Capability Building/Skills Development of STEP Officers  |
|                 | - | Collection of Membership Fees  |
| August          | - | School-Based Skills Trainings for STEP Members   |
| September       | - | School-Based Skills Competitions   |
|                 | - | Organization of the Division Board of Advisers Organization  |
|                 | - | Organization of the Division Board of Students Organization  |
|                 | - | School Level Awards  |
| October         | - | Remittance of Division shares from the schools STEP Membership Fee                                 |
|                 | - | Division Level Skills Trainings of STEP Members  |
| November        | - | Division Skills Development and Competitions   |
|                 | - | Division Level Awards  |
| December        | - | EPP/TLE/STEP Holiday Showcase and Fair   |
|                 | - | Participation to the Regional Skills Competitions  |
| January – March | - | Monitoring<br>(by Division, Regional EPP/TLE Supervisors)  |
|                 | - | Participation to the National Skills Competitions  |
| April           | - | Submission of Accomplishment Reports Based on the Thrusts and Activities to the higher authorities |