

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

October 14, 2016

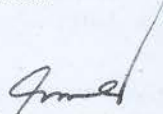
DIVISION MEMORANDUM
No. 621 s. 2016

2016 DIVISION STEP/TECHNOLYMPICS SKILLS EXHIBITION

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

1. The Dep-Ed Tagbilaran City Division shall conduct the 2016 STEPS/TECHNOLYMPICS Skills Exhibition on December 8 - 9, 2016 at Dr. C Putong NHS participated in by the secondary schools- both Junior & Senior Divisions in public and private schools with the theme: "Big Leaps for 21st Century". This activity aims to:
 - a. provide opportunities for pupils/students to showcase their talents in the different areas as evidence of their learning;
 - b. recognize the proficiency, skills and the talents both the mentors and the participants;
 - c. extend parallel learning activities for students to enhance their knowledge, skills and attitude in their respective areas of interest;
 - d. choose for the skilled participants to represent the Division to the Regional Level Skills Competition.
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 2016 Division STEP/TECHNOLYMPICS Skills Exhibition
Enclosure No. 2:	Implementing Guidelines for the 2016 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, t-shirt and other incidental expenses shall be charged to Special Education Fund (SEF) Budget while transportation 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/TLE Coordinator shall submit their official entry using the prescribed Entry Form on or before November 14, 2016 to Mr. Joseph C. Barrete at the City Division Office.
5. Immediate dissemination of this Memorandum is desired.


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

(Encl No. 1)

General Guidelines for the 2016 Division STEP/TECHNOLYMPICS SKILL EXHIBITION

A. Participants

1. The participants of 2016 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 secondary schools for SY 2016 – 2017 (please refer to specific guidelines per event)
3. A student is not allowed to participate in two (2) events/skills exhibition
4. Participating teachers and students are enjoined to stay whole day at venue. Attendance (AM & PM) will be monitored daily by the In-Charge.

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 to determine entries at the Division Level. *Expenses incurred in the School Level Competition is chargeable to school STEP, MOOE, PTA and or any local funds subject to the usual accounting and auditing rules and regulations.*

C. Division Level Award

1. The top 3 record holders per event shall each receive a Division Certificate of Recognition and a medal;
2. The teacher-coach/trainer/adviser of the top 3 record holders shall each receive a Division Certificate of Recognition.
3. The Management will declare the Top Three (3) School Record Holders. The school heads will receive Certificate of Recognition and trophies for the schools; and
4. Every participant will be given Certificate of Participation.

D. General Orientation/Briefing

1. On December 14, 2016, 2:00 in the afternoon, there will be an orientation/briefing of all coaches/trainers regarding the different skills exhibition at DCPNHS gym with the Contest Administrators on the Contest Packages/ Mechanics and other details;
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 without 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 using 7, 5, 4 points scale and 1 point for participation.
6. The decision of the Board of Judges is final and irrevocable.

Implementing Guidelines for the 2016 Skills Exhibition

A. Areas for Skills Exhibition for Junior High School only

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

AREAS FOR SKILLS EXHIBITION	NO. OF PARTICIPANTS	TIME ALLOTMENT
Industrial Arts:		
1. Automotive Servicing	2	4hrs.
2. Electronics Product Assembly & Servicing	1	4hrs.
3. Electrical Installation & Maintenance	1	4hrs.
Home Economics:		
1. Cookery	2	4hrs.
2. Dressmaking	2	4hrs.
3. Beauty Care	1	4hrs.
Agri-Fishery Arts:		
1. Food Processing (Fish)	1	3hrs.
2. Food Processing (Chicken)	1	4hrs.
3. Landscape Installation & Maintenance	2	4hrs.
Information & Communication Technology:		
1. NFOT Logo Making	1	4hrs.
2. Web Page Designing	1	4hrs.
3. Computer Systems Servicing	1	4hrs.
Bazaar Exhibit:		
1. Products	1	
2. Services	1	
Mr. Miss Techno Personalities	2	
Parallel Contests:		
Rice Pounding to Cooking	3	4hrs
Upcycling	2	4hrs
Bread & Pastry	1	4hrs
TOTAL	26Pax 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 an hour 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 point 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 duration of the event.
- 1.13. All endorsed outputs shall be displayed throughout the duration of the event.

B. Tools & Materials to Bring

1. All contestants are required to bring their own Personal Protective Equipment (PPE).
2. Refer to the respective Event Package for the list of other supplies that need to be brought.

C. Bazaar Exhibit

1. All participating schools are required to display their best products and services (performances) before the Division Opening Program. They are encouraged to put up two entries (one entry for the products and one entry for the service) and to participate in the search for the most enterprising award. Each school shall assign two TLE/TVL students who are not participating in the skills exhibition to market their products/services within the exhibit booth area;

2. All products/services displayed in the bazaar that are produced or rendered by the TLE or TVL students as certified by the school head can be offered for sale. No items other than those certified shall be displayed in the bazaar;

3. The points earned in the bazaar exhibit shall be included in the computation of overall Division Record Holders.

D. Criteria for Judging

1. The Most Enterprising Award shall be based on the following:

Criteria	Percent (%) Weight
a. Packaging of the product/service	30%
• Originality	
• Visual appeal/impact	
b. Marketability of the product/service (appropriate pricing, taste, etc.)	30%
c. Communication skills and knowledge of the product/service	30%
d. Gross sale of the product/service	10%
TOTAL	100%

3. The generic criteria for judging product/performance are the following:

Criteria	Percent (%) Weight
a. Creativity & Innovation	30%
• Originality of design/ideas/ graphics/presentation/harmony and balance	
• Combination of Materials	
• Additional use	
b. Process	30%
• Use of appropriate tools, materials and equipment	
• Methods and workmanship	
• Safety work habits and housekeeping	
c. Marketability	20%
• Quality/durability/taste	
• Purpose/functionality	
• Affordability	
• Visual appeal	
d. Time Management (wise use of time and speed)	10%
• Communication Skills	10%
• Fluency in oral communication	
• Flow of thoughts and ideas	
• TOTAL	100%

ENTRY FORM

SCHOOL: _____ ADDRESS _____

NAME OF SH/ADMINISTRATOR: _____ Contact # _____

SKILL/AREA	# of Pax	NAME OF CONTESTANT(S)	COACH
Industrial Arts:			
Automotive Servicing	2		
Electronics Product Assembly & Servicing	1		
Electrical Installation & Maintenance	1		
Home Economics:			
Cookery	2		
Dressmaking	2		
Beauty Care	1		
Agri-Fishery Arts:			
Food Processing (Fish)	1		
Food Processing (Chicken)	1		
Landscape Installation & Maintenance	2		
Information & Com. Technology:			
Webpage Designing	1		
NFOT Logo Making	1		
Computer Systems Servicing	1		
Bazaar Exhibit:			
Products	1		
Services	1		
Mr. & Miss Techno Personalities	2		
Parallel Contests:			
Rice Pounding to Cooking	3		
Up-cycling	2		
Bread & Pastry	1		
TOTAL	26PAX		

Signature of SH/Administrator