

November 11, 2016


DIVISION MEMORANDUM

No. 134, s. 2016

2016 DIVISION TECHNOLYMPICS

To: Chiefs, CID & SGOD
Education Program Supervisors
Public Schools District Supervisors
Secondary School Heads
TLE/TVL Department Heads & Teachers
All concerned

1. Cognizant to Regional Memorandum No. 124, s. 2016, this Division will conduct the **2016 Division Technolympics** on **November 28-29, 2016** at the designated contest venues.
2. This activity aims to :
 - a. Provide opportunities for students and teachers to showcase their talents through exhibition of their products and performances as evidence of their learning.
 - b. Enhance skills and values through showing and learning from other's work.
 - c. Appreciate the importance of skills development program for lifelong learning.
3. Participants to this event are the official contestants and their coaches per contest category, school STEP Advisers, Division STEP advisers Association Offices, TLE/TVL Department Heads & Teachers, School Heads and members of the different Working Committees
4. A registration fee of fifty (50.00) pesos per contestant, one hundred (100.00) pesos per coach and two-hundred (200.00) pesos per school shall be charged to cover operational expenses. The Registration Fee, travel and other related expenses of participants are chargeable against STEP/canteen/PTA funds, local/school MOOE subject to the usual accounting and auditing rules and regulations. Meals of judges, medals and trophies will be charged against Provincial School Board Funds.
5. Members of the working committees are authorized to travel on DAY 0 or one (1) day before the start of the competition, the list is enclosed as enclosure No. 3. Since day 0 falls on Sunday, one (1) day service credit/COC shall be granted.
6. To determine the exact number of participants, all schools shall send the list of contestants/participants/coaches per skill to this office c/o the TLE EPS on or before Nov. 16, 2016.
7. Enclosed are the Implementing General and other Guidelines for the conduct of Division Technolympics, List of Working Committees, Registration Forms, Term of Reference, and Program of Activities.
8. Immediate and wide dissemination of this Memorandum is desired.


SOCORRO V. DELA ROSA, CESO VI
Schools Division Superintendent

IMPLEMENTING GUIDELINES ON THE 2016 DIVISION TECHNOLYMPICS

1. Areas for Skills Exhibition

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

| Areas for Skills Exhibition | No. of Participants | Time Allotment |
|---|----------------------|----------------|
| 1. Automotive Servicing | 2 | 4 hours |
| 2. Electronics Product Assembly and Servicing | 1 | 4 hours |
| 3. Electrical Installation and Maintenance | 1 | 4 hours |
| Home Economics | | |
| 1. Cookery | 2 | 4 hours |
| 2. Dressmaking | 2 | 4 hours |
| 3. Beauty Care | 1 | 4 hours |
| Agri-Fishery Arts | | |
| 1. Food Processing (Fish) | 1 | 3 hours |
| 2. Food Processing (chicken) | 1 | 3 hours |
| 3. Landscape Installation and Maintenance | 2 | 4 hours |
| Information and Communications Technology (ICT) | | |
| 1. Webpage Designing | 1 | 4 hours |
| 2. NFOT Logo Making | 1 | 4 hours |
| 3. Computer Systems Servicing | 1 | 4 hours |
| Bazaar Exhibit | | |
| 1. Products | 1 | |
| 2. Services | 1 | |
| TOTAL | 18 per school | |

2. Skills Exhibition Proper

- 2.1 The event chairman and administrators, technical committee and judges, should be in the venue sixty (60) minutes ahead of the event schedule.
- 2.2. Event materials, supplies, tools, equipment and other things needed at the venue will be made ready by the event administrator an hour before the event schedule.
- 2.3 All participants should be at the designated venue, thirty (30) minutes before the event starts, late participants without valid reasons shall be disqualified.
- 2.4 The participants will draw lots to determine their respective places and set up their food and materials at their assigned places. Setting up their extension cords, equipment, and tools should be done during this time.
- 2.5 The briefing of participants will be done fifteen (15) minutes before the scheduled event.
- 2.6 The event 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.
- 2.7 Only the event administrator, technical staff, judges, official photographer, and participants are allowed in the venue.
- 2.8 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 event administrator.

- 2.9 Should there be any irregularities found during the event, the event administrator, in consultation of the specific skill exhibition, if justified, and refer the matter to the attention of the Technical and Evaluation Committee for appropriate action.
- 2.10 Borrowing of materials, tools, and supplies during the event is not allowed.
- 2.11 The working area should be cleaned immediately after every event.
- 2.12 All outputs shall be endorsed to the Chairman by the event administrator.
- 2.13 All endorsed outputs shall be displayed throughout the duration of the event.

3. Tools and Materials to Bring

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

4. Bazaar Exhibit

- 4.1 All participating schools are required to display their best products and services (performances) before the 2016 Division Technolympics. However, the school will choose two entries (one entry for product and one entry for service) 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;
- 4.2 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.
- 4.3 The points earned in the bazaar exhibit shall be included in the computation of overall Division Record Holders.

5. Criteria for Judging

- 5.1 The criteria for judging the Bazaar Exhibits – the Most Enterprising Award shall be based on the following:

| Criteria | Percent (%) Weight |
|--|--------------------|
| a. Packaging of the product/service <ul style="list-style-type: none"> • Originality and design • Visual appeal/impact | 30% |
| 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 | 30% |
| TOTAL | 100% |

- 5.2 The generic criteria for judging product/performance are the following:

| Criteria | Percent (%) Weight |
|--|--------------------|
| a. Creative and Innovation <ul style="list-style-type: none"> • Originality of design/ideas/graphics/presentation/harmony and balance • Combination of materials • Additional use | 30% |
| b. Process <ul style="list-style-type: none"> • Use of appropriate tools, materials and equipment • Methods and workmanship | 30% |

| | |
|---|-------------|
| <ul style="list-style-type: none"> • Safety work habits and housekeeping | 20% |
| c. Marketability <ul style="list-style-type: none"> • Quality/durability/taste • Purpose/functionality • Affordability • Visual appeal | 10% |
| d. Time Management (Wise use of time/speed) | 10% |
| e. Communication Skills <ul style="list-style-type: none"> • Fluency in oral communication • Flow of thoughts and ideas | 10% |
| TOTAL | 100% |

Additional Guidelines as per agreed during the Planning Conference of TLE Coordinators and School Heads last November 11, 2016.

A. Food Processing: (Chicken and Fish)

1. Name, procedure of recipe and computation of selling price should be reflected
2. 40% Mark Up
3. Cost of menu should not be more than PHP 300.00.
4. Use of local ingredients is optional
5. Mystery boxes for food processing (fish) will be provided by the contest administrator thru shopping at cost of PHP 300 and live chicken for food processing (chicken) at PHP 150.
6. Criteria for Judging:

- | | |
|-------------|---------------------------------------|
| 40% | 10% Use of tools and equipment |
| | 20% process use in dressing a chicken |
| | 5% Sanitation Procedures |
| | 5% methods and safety work habits |
| 20% | 10% Originality |
| | 5% Combination of Ingredients |
| | 5% Use of other ingredients |
| 10% | 10% Use of time |
| 10% | 5% Fluency of Communication |
| | 5% Writing Style |
| 100% | TOTAL |

Things to be provided by the Event Administrator:

1. Live Chicken (Liveweight 1 kg)
2. Working table
3. water

B. Cookery

1. All ingredients will be provided by the participating school.
2. One serving of output will be provided per judges
3. Participating schools are required to bring all equipments needed in the contest.

CONTEST CHAIR / ADMINISTRATOR / VENUE PER SKILL

| Skill Contest | Venue | Chairman | Event Administrator | |
|---------------------|-------------------------|-----------------------|---------------------|---|
| Home Economics | Cookery | Calatagan HS | Milagros Lim | Elsie Vega (BRDHS) |
| | Cocktail Dress | TESDA | Marisol Lim | Ruth Bonayo (CIS) |
| | Beauty Care | SDO Hall | Delia Tindugan | Alia Basser (BUyo IS) |
| Industrial Arts | Automotive servicing | Gilgal Driving School | Ranil Velasco | Benedicto Bernardo (PSAT) |
| | EIM | TESDA | Arnold Valledor | Charlie Camano (SMRDHS) |
| | EPAS | SDO lobby | Lorenzo Gando | Romeo Eusebio (CNHS) |
| Agri - Fishery Arts | Food Processing-chicken | Calatagan HS | Cesimenda Llesol | Thelma Aquino (VRDHS) |
| | Food Processing-fish | Calatagan HS | Marilyn Tuplano | Aileen Tabilog (SAVS) |
| | landscaping | SDO | Nestor Emerenciana | Jhonny Tatad (Bote IS) Juan Emerenciana (PSAT) |
| ICT | CSS | CNHS | Delfin de Leon | Maria Cheryll Turalde (CNHS) |
| | Web Page designing | CNHS | Juan Torreja | Romer Teves (MIS) |
| | NFOT Logo Making | CNHS | Danilo Taway | Fernando Molina (BRDHS) |
| Entrepreneurship | Techno Bazaar | SDO | Cecilia Mendoza | Lyra Tusi (MNHS) |

Enclosure No. ___ to Division Memorandum No. _____ s. 2016

PROGRAM OF ACTIVITIES

Day 1 November 28, 2016

| | | |
|---------------|---|-------------------------|
| 7:00 AM | - | Arrival of Participants |
| 8:00 AM | - | Opening Ceremony |
| 9:00 AM | - | Solidarity Meeting |
| 12:30-4:30 PM | - | Contest Proper |

| Event | Venue |
|--|-------------------------|
| Cookery | Calatagan High School |
| Techno Bazaar | Schools Division Office |
| Landscaping Installation and Maintenance | Schools Division Office |
| Computer Systems Servicing | Catanduanes NHS |
| Automotive Servicing | Gilgal Driving School |

Day 2 November 29, 2016

| | | |
|----------------------------------|---|---------------------|
| 7:30-11:30 | - | SDO Conference Hall |
| Beauty Care | - | SDO Lobby |
| EPAS | - | TESDA |
| EIM | - | TESDA |
| Dressmaking | - | Calatagan HS |
| Food Processing (Fish & Chicken) | - | |

EXECUTIVE COMMITTEE

SOCORRO V. DELA ROSA

Schools Division Superintendent

BERNIE C. DESPABILADERO

Assistant Schools Division Superintendent

JOSEFA V. ZAPE

Chief Education Supervisor -- CID

AMELIA B. CABRERA

Educ. Program Supervisor (EPP/TLE)
Over-all Chairman

ERNESTO BUENA

Head Teacher III (CNHS)
Co-Chairman

AILEEN TABILOG

Head Teacher III (SAVS)
Vice-Chairman

DANILO TAWAY

School Principal II (CHS)
Vice-Chairman

WORKING COMMITTEES

| COMMITTEES | Terms of Reference | In-charge | |
|--------------------------|---|---------------------------|---|
| | | School | Personnel |
| Secretariat | Prepare Tally sheets/score sheets/attendance sheets/registration forms | CNHS | Amelia Eusebio/Ernesto Buena Members: Maria Cheryll C. Turalde Noel R. Villanueva Donald Karl T. Sorral |
| Program | Prepare opening/closing program | CNHS/Calatagan HS | Daniilo Taway/Ernesto R. Buena Members: Dennis Brusola Maria Cheryll C. Turalde Andrew Satairapan Noime Xoyen B. Tablizo |
| Invitation | Prepare/send invitation letters to judges/contest venues and program of activities | SAVS | Rosario Socito/ Aileen Tabilog Members: Allan Benoyo Joan A. Villanueva Johan Araojo |
| Hall & Stage Preparation | Arrange seats/tables/sound/projector | Division STEP Association | Ernesto Buena/Fernando Molina Member: Andrew Satairapan |
| Awards | Prepare medals/trophies/certificate of Participation, recognition, appearance, appreciation | Bato RDHS | Fidel Vegim/Lorenzo Gando Members: All TLE Teachers |
| Documentation | Document all the activities/contest in the different areas or skills | SAVS/CNHS/Calatagan HS | Teresita S. Maniangit/ Maria Cheryll C. Turalde Members: Jessie James Tanael Jonathan Osorio Alvin Josef V. Soliveres Donald Karl T. Sorral John Michael P. Sarte Jerick Gonzales Catherine Torrogoza |
| Budget & Finance | Prepares Financial Work plan, and financial statement | Executive Committee | Ernesto R. Buena/ Aileen Tabilog |

C. Landscaping Installation and Maintenance

1. Use of basic tools, materials, and unlimited accessories are allowed provided that accessories will be assembled in the contest venue.

D. EIM

Working Plan A

1. 2 clamps in every single run
2. CO Duplex
3. Open SBI 1 and SBI 2
4. TW Stranded wire # 14 and # 12
5. Square Box (plastic)
6. Junction Box(plastic)
7. Utility Box (plastic)
8. 4 -screws in every box
9. Flexible conduit pipe (orange)

E. EPAS

Participants should bring the following and be submitted to the contest administrator on Day 1:

1. 1 pc. thermal fuse
2. 1 pc 1.5 μ F Capacitor
3. Camel Desk Fan 14 inches (Functional) Contestants will troubleshoot 2 types of trouble to be provided by the contest administrator.

Additional GUIDELINES

1. Composition of the School Delegation

- Each participating schools to the Division Technolympics shall consist of the following :
School Head / TLE Department Head
TLE/TVL Coordinator/Teachers/Coaches/Trainers
Student-contestants

2. Requirements during the Technolympics

- a. All contestants and officials coaches are required to submit the following immediately after the general registration to the Registration booth :
 - Certified photocopy of the contestant's Form 137 (1st and 2nd Grading Grade are reflected)
 - School Principal's certification of the contestant's enrolment during the present school year
 - School Principal's certification of the Official coach as permanent teacher of the school
 - School ID.
- b. Participating schools are required to bring their own contest supplies, materials and tools/equipment except for those that will be provided by the organizers as listed in the guidelines.
- c. All contestants shall wear a white shirt (no Print/name of school) during the contest proper.

3. Solidarity Meeting

- a. Contestants, including coaches are required to attend the briefing with the Contest Administrator as scheduled. Questions shall only be entertained during the briefing.
- b. Agreements made outside of the contest package shall not be binding except for those reflected in the additional guidelines as agreed upon during the planning conference on Nov. 11, 2016 at SDO Hall by the School Heads/TLE Coordinators and STEP Advisers.
- c. All questions during the briefing shall be noted and reported by the contest administrator to the Executive Committee for deliberations and clarifications.