



Republic of the Philippines  
Department of Education  
Region V (Bicol)  
**DIVISION OF CATANDUANES**  
Virac, Catanduanes



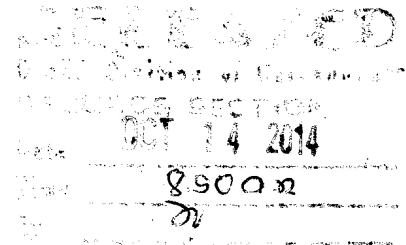
**MEMORANDUM**

To: Secondary School Principals

From: **JOSE L. DONCILLO, CESO VI**  
Schools Division Superintendent

Subject: STEP-DSDC Planning Conference (Secondary)

Date: October 13, 2014



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In connection with conduct of the Student Technologists and Entrepreneurs of the Philippines Division Skills Development and Competitions (STEP-DSDC), a Planning Conference shall be held on October 20, 2014, 8:00 A. M. at San Andres Vocational School, San Andres, Catanduanes.

The conference aims to:

1. Formulate plans for the STEP-DSDC
2. Review content packages, criteria for judging and general guidelines
3. Organize working committees
4. Other matters

Participants to this conference are the Secondary School Principals, TVE/TLE Head Teachers, STEP Advisers and Division STEP Advisers Association Officers.

Likewise, participants are advised to bring copies of the contest packages of different skills contests.

Transportation expenses, per diems and other related expenses shall be charged to school/local funds subject to the usual accounting and auditing rules and regulation.

Immediate dissemination of this Memorandum is desired.