



Republic of the Philippines  
Department of Education  
Region IV-A, CALABARZON  
Province of Quezon  
**CITY SCHOOLS DIVISION OF TAYABAS**  
City of Tayabas



**DIVISION MEMORANDUM**

NO. <sup>324</sup> s. 2018

TO : CHIEFS, EDUCATION PROGRAM SUPERVISOR, CID &  
SGOD HEADS, PUBLIC & PRIVATE ELEMENTARY, JUNIOR  
AND SENIOR HIGH SCHOOLS, DTEO OFFICERS  
ALL OTHER CONCERNED

FROM : **DR. CATHERINE P. TALAVERA, CESO VI**  
Schools Division Superintendent

SUBJECT : **CONDUCT OF 2018 DIVISION TECHNOLYMPICS**

DATE : September 24, 2018

1. In line with the incoming S.Y. 2018-2019 Regional Technolympics, the Schools Division of Tayabas City will conduct the 2018 Division Technolympics on October 4, 2018 at West Palale National High School, Tayabas City.

2. The Division Technolympics aims to:

- a. provide the learners from public and private secondary schools and Alternative Learning System (ALS) with opportunities to showcase their talents through exhibitions of their products and performances as evidence of their learning; and
- b. raise community awareness of the diverse and valuable skills that students gain in their TLE /TVE /TVL classes.

3. The Skills Technolympics consist of the following skills exhibition in different areas:

- a. Industrial Arts (IA) – Electrical Installation and Maintenance (EIM)
- b. Home Economics (HE) – Bread and Pastry Production
- c. Agri-Fishery Arts (AFA) – Food Processing (Meat, Fish, Fruits and Vegetables), Landscape Installation and Maintenance, Dish Garden (elementary level)
- d. Information and Communications Technology (ICT) – Technical Drafting (CAD), Computer Systems Servicing (CSS)
- e. Bazaar Exhibit – Products, Services and Booth

4. The specific guidelines for each area of skills exhibition are contained in the following enclosures:

- ☐ Enclosure 1 – General Guidelines on the Conduct of the Division Technolympics
- ☐ Enclosure 2 – Implementing Guidelines of the Division Technolympics
- ☐ Enclosure 3 – Division Technolympics Confirmation Sheet
- ☐ Enclosure 4 – Event Administrators per Event for Skills Exhibition
- ☐ Enclosure 5 – Matrix of Activities
- ☐ Enclosure 6 – Working Committees

5. Expenses relative to the activity shall be charged to local funds subject to the usual accounting and auditing rules and regulations. All activities/contests will be done simultaneously in their assigned venue. Winning contestants shall represent the Division in the S.Y. 2018-2019 Regional Technolympics.

6. All school EPP/TLE/TVE/TVL Coordinators are required to submit the Official List of Coaches and Contestants (using Enclosure No. 3: Division Technolympics Confirmation Sheet) to DTEO c/o Geraldine M. Constantino on or before September 28, 2018. List of Official Delegates may be sent also in the *technolympics 2018* messenger.

7. Immediate and wide dissemination of this Memorandum is desired.

**CID/2018 DIVISION TECHNOLYMPICS**  
**DM-<sup>324</sup>/2018**



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*Enclosure No. 1 to Division Memorandum No. 324, s. 2018*

**GENERAL GUIDELINES ON THE CONDUCT OF THE DIVISION TECHNOLYMPICS**

**A. PARTICIPANTS**

1. The participants of the Division Technolympics will showcase their best products and performances in the different events as evidences of their learning in different learning areas of EPP / TLE / TVE / TVL;
2. Participation is open to any learner who is...
  - a. currently enrolled in public or private secondary schools (Junior and Senior High Schools) for SY 2018-2019;
  - b. officially enrolled in secondary level Alternative Learning System with Learning Reference Number for SY 2018-2019.
3. A learner is allowed to participate in only one (1) event/ skills exhibition during the Division Technolympics to avoid conflict of schedule.

**B. ATTIRE**

All participants shall wear white T-shirt/polo shirt while event administrators and facilitators shall wear the DTEO polo shirt for the entire duration of the contest.

**C. Division Level Awards**

1. Only the top one winner for the secondary level categories and the top three (3) winners in the elementary level shall be declared
2. Winners in each event shall each receive a division certificate of recognition and a medal
3. The teacher-coach/trainer of the winners shall each receive a division certificate of recognition. All participants will receive certificate of participation

**D. General Orientation and Briefing**

1. A general orientation and briefing of all school coordinators or representatives regarding the events of the different skills exhibition shall be conducted one (1) month before the conduct of the Division Skills Technolympics.
2. All clarifications, issues, concerns regarding the Division Skills Technolympics shall be addressed during the orientation. Any concerns raised during the actual exhibition shall not be entertained unless they are valid and necessary.
3. Prior to the contest proper, all coaches/trainers of each event will have a briefing with event administrator/facilitator/coordinator/focal person on mechanics and other details of the specific 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.
2. Judging shall be based on the criteria per skill contest. Before finalization of the over-all results, the members of the Board of Judges shall be given time to review, discuss and deliberate the results.
3. Judges shall be required to discuss with the contestants on items that need to be improved.
4. In case of tie, triple tie or a quadruple tie, the participant who finished the shortest/earliest time will be declared as the "Division Record Holder". In the event of another tie, the chair of the board of judges will decide; and
5. Decision of the judges is **final and irrevocable**.





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Enclosure No. 2 to Division Memorandum No. 324 s. 2018 Implementing Guidelines on the 4th 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	No. of Coaches	Time Allotment
Industrial Arts (IA)			
Electrical Installation and Maintenance	1	1	4hrs.
Home Economics (HE)			
Bread and Pastry Production	2	1	3hrs.
Agri-Fishery Arts (AFA)			
1. Food Processing	3	1	3hrs.
2. Landscape Installation and Maintenance	2	1	4hrs.
3. Dish Garden	2	1	3hrs.
Information and Communication Technology (ICT)			
1. Technical Drafting (CAD)	1	1	4hrs.
2. Computer System Servicing (CSS)	1	1	4hrs.
Bazaar Exhibit	6	2	2days

### 2. Skills Exhibition Proper

2. 1. The event administrators, technical committees and judges, should be in the contest venue one (1) hour ahead of the event schedule.
2. 2. Event materials, supplies, tools, equipment and other things needed must be provided by the contestants and will be made ready 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 foods and materials at their assigned places. Setting up of extension cords, equipment and tools should be done during this time.
2. 5. The final briefing of the participants will be done fifteen (15) minutes before the scheduled event.
2. 6. The event facilitator 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 raise with the event administrator.
2. 9. Borrowing of materials, tools, and supplies during the event is not allowed.
2. 10. The working area should be cleaned immediately after every event.
2. 11. All outputs shall be displayed throughout the duration of the vent.

### 3. Tools and Materials to Bring

3. 1. All contestants are required to bring their own Personal Protective Equipment (PPE)/
3. 2. All material shall be provided by the contestants.
3. 3. Refer to the respective Event Package for the list of other supplies that need to be brought at the contest venue.





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**4. Specific Guidelines for each Event Package**

**4.1 Electrical Installation and Maintenance (EIM)**

COMPONENT AREA	Industrial Arts		
GRADE LEVEL	Junior /Senior High School / ALS/SPED		
EVENT PACKAGE	Electrical Installation and Maintenance (EIM)		
NO. OF PARTICIPANT(S)	One (1)		
TIME ALLOTMENT	Four (4) hours (excluding interview)		
DESCRIPTION	Electrical Installation and Maintenance skills which will involve reading and installing wiring diagrams based on a given schematic diagram. Knowledge of schematic diagrams and installation skills may be handy in establishing a business or landing a job.		
CRITERIA FOR ASSESSMENT	Criteria		Percentage
	Accuracy of interpretation of schematic diagram		25%
	Accuracy of installation		30%
	Use of tools		15%
	Safety		15%
	Speed		10%
	Ability to Explain Process		5%
	Total:		100%
I. Event Rules and Mechanics			
a. All officially enrolled learners /with LRN /students are eligible to join the contest.			
b. The Event Administrator, members of the technical committee and judges, should be in the venue sixty (60) minutes ahead of the event schedule.			
c. Event materials, supplies, tools, equipment and other things needed for the venue will be made ready by the Event Administrator sixty (60) minutes before the event schedule.			
d. Contestants are advised to bring their own food as they are not allowed to go out the contest venue during break time.			
e. All contestants should be at the designated venue thirty (30) minutes before the event starts. Late contestants without valid reasons shall be disqualified.			
f. The Event Administrator will let the contestants draw lots to determine their respective places. Setting up of their extension cords, equipment, and tools should be done during this time.			
g. Briefing of contestants will be done fifteen (15) minutes before the scheduled event.			
h. The Event Secretary will give the signal for the event to begin. Once the event has started, the coaches, teachers, delegates are no longer allowed to talk to the contestants to give them full concentration in their work.			
i. No questions shall be entertained during the contest proper except clarifications and points of order. All clarifications and points of order will be directed to the Event Administrator.			
j. Photographers are not allowed inside the contest venue.			
k. Should there be any irregularities found during the event, the Event Administrator, in consultation with the Board of Judges, may suspend the conduct of the specific skills exhibition if justified and refer the matter to the attention of the Technical and Evaluation Committee for appropriate action.			
l. Borrowing of materials, tools, supplies during the event is not allowed.			
m. Each contestant will go through a panel interview and deliberation with the Board of Judges after the four (4) hour time allotment.			
n. The working area should be cleaned immediately after every event.			
I. Resource Requirement			
Event Supplies, Tools and Equipment	Contestant	Host Region/Venue	Central Office





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<b>A. Material/Supplies</b>	- Electrical tape and the likes	- No. 14 wire - Lighting fixture - SPST switch - Junction box - And other materials	- Schematic diagram
<b>B. Tools/Equipment</b>	- All Tools/equipment needed for the wiring installation - Personal Protective Equipment	- Working board	
<b>C. Others</b>	- PPE	- Utility expenses	

#### 4.2. BREAD AND PASTRY PRODUCTION

<b>COMPONENT AREA</b>	<b>HOME ECONOMICS</b>	
<b>GRADE LEVEL</b>	<b>Junior / Senior High School / ALS / SPED</b>	
<b>EVENT PACKAGE</b>	<b>BREAD AND PASTRY PRODUCTION</b>	
<b>NO. OF CONTESTANTS</b>	<b>Two (2)</b>	
<b>TIME ALLOTMENT</b>	<b>Four (4) hours (excluding interview)</b>	
<b>DESCRIPTION</b>	Applying the principles in Bread and Pastry Production. The task includes preparation of Swiss Roll, Petit Four and Dinner Roll.	
<b>Criteria for Assessment</b>	<b>Criteria</b>	<b>Percentage</b>
	Process on the Product Development	25%
	Proper use of tools	10%
	Palatability	20%
	Product Presentation and Packaging	15%
	Speed	10%
	Safety / Sanitation and Hygiene	10%
	Ability to Present the Process	10%
	<b>Total</b>	<b>100%</b>

#### I. Event Rules and Mechanics

- All officially enrolled learners /with LRN /students are eligible to join the contest.
- The Event Administrators, members of the Technical Committee and Board of judges, should be in the venue sixty (60) minutes ahead of the event schedule.
- Event materials, supplies, tools, equipment and other things needed in the venue will be made ready by the Event Administrator sixty (60) minutes before the event schedule.
- Contestants are advised to bring their own food as they are not allowed to go out the contest venue during break time.
- All contestants should be at the designated venue thirty (30) minutes before the event starts. Late contestants without valid reasons shall be disqualified.
- The Event Administrator will let the contestants draw lots to determine their respective places and set up their food and materials on their assigned places. Setting up of their extension cords, equipment, and tools should be done during this time.
- Each contestant should wear appropriate PPE according to the standard requirements.
- Final briefing of contestants will be done fifteen (15) minutes before the scheduled event.
- The Event Administrator will signal to start the contest proper. Once the event has started, the teacher-coaches and other delegates are strictly prohibited within the event area.
- No questions shall be entertained during the contest proper except clarifications and points of order. All clarifications and points of order will be directed to the Event Administrator.
- Borrowing of materials, supplies, tools, and equipment during the event is not allowed.
- Should there be any irregularities found during the event, the Event Administrator, in consultation with the Board of Judges, may suspend the conduct of the specific skills exhibition, if justified and refer the matter to the attention of the Technical and Evaluation Committee, for appropriate action.
- Copies of the recipe shall be submitted to the Event Administrator.





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- n. Each group of contestants will go through a 2-3 minutes' interview and deliberation with the Board of Judges after the three (3) hours' time allotment.
- o. During the contest proper, judges are to observe the processes but not to ask questions to the contestants to avoid disruption.
- p. The working area should be cleaned immediately after every event.

**II. Resource Requirements**

Event Supplies, Tools and Equipment	Contestants	Host School/Venue	Host Region
<b>A. Material/Supplies</b>	- Packaging materials	- LPG tank	- Baking ingredients - Marketable ingredients
<b>B. Tools/Equipment</b>	- Baking utensils - Pans	- Stove - Knife - Oven - Refrigerator	
<b>C. Others</b>	- PPE	- Working table - Cooking area - Water outlet/supply	- Utility expenses

**4.3. FOOD PROCESSING (MEAT, FISH, FRUITS & VEGETABLES)**

<b>COMPONENT AREA</b>	<b>AGRI – FISHERY ARTS</b>	
<b>YEAR LEVEL</b>	<b>Junior /Senior High School/ ALS/SPED</b>	
<b>EVENT PACKAGE</b>	<b>FOOD PROCESSING (MEAT, FISH, FRUITS &amp; VEGETABLES)</b>	
<b>NO. OF PARTICIPANTS</b>	<b>THREE (3)</b>	
<b>TIME ALLOTMENT</b>	<b>Four (4) hours excluding interview</b>	
<b>DESCRIPTION/USE</b>	Applying the principles in preserving Meat ( <i>Chicken Longanisa</i> ), Fish ( <i>Bangus –Spanish Sardines</i> ), Vegetables ( <i>Pickling – Sayote, Sitaw, Ampalaya, &amp; Carrots</i> )	
<b>CRITERIA FOR ASSESSMENT</b>	<b>Criteria</b>	<b>Percentage</b>
	Use of tools and equipment	<b>10</b>
	Process used in preservation	<b>20</b>
	Sanitation Procedures, Methods & Safety work Habits	<b>10</b>
	Palatability	<b>25</b>
	Product Presentation and Packaging	<b>15</b>
	Speed	<b>10</b>
	Ability to Present the Process	<b>10</b>
	<b>Total:</b>	<b>100 %</b>

**I. Event Rules and Mechanics**

- a. All officially enrolled learners /with LRN /students are eligible to join the contest.
- b. The Event Administrators, members of the technical committee and judges, should be in the venue two (2)hours ahead of the event schedule.
- c. Event materials, supplies, tools, equipment and other things needed for the venue will be made ready by the Event Administrator two (2)hours before the event schedule.
- d. Contestants are advised to bring their own food as they are not allowed to go out the contest venue during break time.
- e. All contestants should be at the designated venue one (1) hour before the event starts. Late contestants without valid reasons shall be disqualified.
- f. The Event Administrator will let the contestants draw lots to determine their respective places and set up their tools, and materials on their assigned places. Setting up of their extension cords, equipment, and tools should be done during this time.
- g. Briefing of contestants will be done thirty (30) minutes before the scheduled event.
- h. The Event Administrator will signal for the event to begin. Once the event has started, the coaches, teachers, delegates are no longer allowed to talk to the participants to





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- give them full concentration in their work.
- Only the Event Administrator, technical committee members, judges, official photographer and contestants are allowed in the venue.
  - No questions shall be entertained during the contest proper except clarifications and points of order. All clarifications and points of order will be directed to the Event Administrator.
  - Should there be any irregularities found during the event, the Event Administrator, in consultation with the 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.
  - The products shall be displayed on the table prepared by the host region for appreciation and tasting by the board of judges. Other table set - up /accessories strictly not allowed.
  - Each contestant will go through a panel interview and deliberation with the Board of Judges after the four (4) hours time allotment.
  - Interview shall be done one at a time using uniform questions.
  - Meat Chicken – present 1 pack @ 250 g & remaining output will be cooked for judging.
  - Sardines and Pickles – 1 bottle for tasting and 1 bottle for display.
  - The working area should be cleaned immediately after every event.

## II. Resource Requirements

Event Supplies, Tools and Equipment	Contestants	Host School/Venue	Host Region
<b>A. Materials /Supplies</b>	- Cooking utensils	- 12 oz. Jar, with wide opening (4 bottles) - rubberized cap/lid polyethylene	- 2 pcs bangus (approx. 2 pcs per half kg.) per contestant (1 for presentation, 1 for tasting) - 1 kg whole dressed chicken Ingredients (vegetable, fruits & others)
<b>B. Tools/Equipment</b>		- Working Tables - Cooking Area - Stove - Water outlets	- Knife - Chopping Board - Pressure Cooker - Gas stove - LPG
<b>C. Others</b>	- PPE		- Utility expenses

- Note:** a. All outputs shall be endorsed to the Secretariat by the Event Administrator  
b. All endorsed outputs shall be displayed until the duration of the event

### 4.4. LANDSCAPE INSTALLATION

<b>COMPONENT AREA</b>	<b>AGRI – FISHERY ARTS</b>	
<b>GRADE LEVEL</b>	<b>Junior&amp; Senior High School / ALS/SPED</b>	
<b>EVENT PACKAGE</b>	<b>LANDSCAPE INSTALLATION</b>	
<b>NO. OF PARTICIPANTS</b>	<b>TWO (2)</b>	
<b>TIME ALLOTMENT</b>	<b>Four (4) hours (excluding interview)</b>	
<b>DESCRIPTION/USE</b>	Application of the most appropriate landscaping techniques	
<b>CRITERIA FOR</b>	<b>Criteria</b>	<b>Percentage</b>
	Originality of sketch plan	<b>10%</b>
	Combination and design of plants and materials.(Principles in Landscaping)	<b>20%</b>





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<b>ASSESSMENT</b>	Use of tools and equipment	<b>10%</b>
	Methods & Safety work habits	<b>10%</b>
	Visual Impact	<b>20%</b>
	Followed sketch plan	<b>10%</b>
	Speed	<b>10%</b>
	Ability to Perform Process	<b>10%</b>
	<b>Total:</b>	<b>100%</b>

**I. Event Rules and Mechanics**

- All officially enrolled learners /with LRN /students are eligible to join the contest.
- The Event Administrators, technical committee members and judges, should be in the venue sixty (60) minutes ahead of the event schedule.
- Event materials, supplies, tools, equipment and other things needed for the venue will be made ready by the Event Administrator sixty (60) minutes before the event schedule.
- Contestants are advised to bring their own food as they are not allowed to go out the contest venue during break time.
- All contestants should be at the designated venue thirty (30) minutes before the event starts. Late contestants without valid reasons shall be disqualified.
- The Event Administrators will let the contestants draw lots to determine their respective places and set up their tools and materials on their assigned places. Setting up of their extension cords, equipment, and tools should be done during this time.
- Briefing of contestants will be done fifteen (15) minutes before the scheduled event.
- The Event Administrator will signal for the event to begin. Once the event has started, the coaches, teachers, delegates are no longer allowed to talk to the participants to give them full concentration in their work.
- Only the Event Administrator, technical committee members, judges, official photographer and participants are allowed in the venue.
- Contestants may seek clarification with the event administrator and Facilitators at any given time.
- Should there be any irregularities found during the event, the Event Administrator, in consultation with the 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.
- Borrowing of materials, tools, supplies during the event is not allowed.
- Uniform materials shall be provided by the Host Region. Contestants who will use accessories other than provided to them shall be disqualified.
- The contestants will be provided 1.5 x 2.5-meter area for landscaping.
- The finished landscape shall be ready for photography, sketching after all the members of the board of judges shall have finished their individual judging.
- A blue print or a sketch or plan must be submitted by the contestants (Long Size Bond Paper).
- The landscape shall remain untouched until the closing ceremony.
- Each contestant will go through a panel interview and deliberation with the Board of Judges after the four (4) hours' time allotment.
- Interview shall be done one at a time using uniform questions.
- The working area should be cleaned immediately after every event.

**II. Resource Requirements**

<b>Event Supplies, Tools and Equipment</b>	<b>Contestants</b>	<b>Host School/Venue</b>	<b>Host Region</b>
<b>A. Materials / Supplies</b>		- Working Area - Water Source	- Materials for the event (Assorted plants minimum of 5 kinds) - Boulders, bricks, pebbles - Soil, 2 m <sup>3</sup> per





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			contestant, additional soil be made available for everybody
<b>B. Tools / Equipment</b>	- Trowel - Shovel - Sprinklers - Pliers	- Working Table for preparing sketch	
<b>C. Others</b>	PPE		- Utility expenses

**Note:** a. All outputs shall be endorsed to the Secretariat by the Event Administrator

b. All endorsed outputs shall be displayed until the duration of the event

#### 4.5. DISH GARDENING

<b>COMPONENT AREA</b>	<b>AGRI – FISHERY ARTS</b>	
<b>GRADE LEVEL</b>	<b>GRADE 5 &amp; 6</b>	
<b>EVENT PACKAGE</b>	<b>DISH GARDENING</b>	
<b>NO. OF PARTICIPANTS</b>	<b>TWO (2)</b>	
<b>TIME ALLOTMENT</b>	<b>Four (4) hours (excluding interview)</b>	
<b>DESCRIPTION/USE</b>	Application of the most appropriate dish gardening techniques.	
<b>CRITERIA FOR ASSESSMENT</b>	<b>Criteria</b>	<b>Percentage</b>
	Originality of sketch plan	<b>10%</b>
	Combination and design of plants and materials.(Principles in Landscaping)	<b>20%</b>
	Use of tools and equipment	<b>10%</b>
	Methods & Safety work habits	<b>10%</b>
	Visual Impact	<b>20%</b>
	Followed sketch plan	<b>10%</b>
	Speed	<b>10%</b>
	Ability to Perform the Process	<b>10%</b>
	<b>Total:</b>	<b>100</b>

#### I. Event Rules and Mechanics

- All officially enrolled learners /with LRN /students are eligible to join the contest.
- The Event Administrators, technical committee members and judges, should be in the venue sixty (60) minutes ahead of the event schedule.
- Event materials, supplies, tools, equipment and other things needed for the venue will be made ready by the Event Administrator sixty (60) minutes before the event schedule.
- Contestants are advised to bring their own food as they are not allowed to go out the contest venue during break time.
- All contestants should be at the designated venue thirty (30) minutes before the event starts. Late participants without valid reasons shall be disqualified.
- The Event Administrator will let the contestants draw lots to determine their respective places and set up their tools and materials on their assigned places. Setting up of their extension cords, equipment, and tools should be done during this time.
- Briefing of contestants will be done fifteen (15) minutes before the scheduled event.
- The Event Administrator will signal for the event to begin. Once the event has started, the coaches, teachers, delegates are no longer allowed to talk to the participants to give them full concentration in their work.
- Only the Event Administrator, technical committee members, judges, official photographer and contestants are allowed in the venue.
- Contestants may seek clarification with the event administrator and Facilitators at any given time.
- Should there be any irregularities found during the event, the Event Administrator, in consultation with the Board of Judges, may suspend the conduct of the specific skill





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exhibition if justified and refer the matter to the attention of the Technical and Evaluation Committee for appropriate action.

- l. Borrowing of materials, tools, supplies during the event is not allowed.
- m. Uniform materials shall be provided by the Host Region. Contestants who will use accessories other than given to them shall be disqualified.
- n. The finished dish garden shall be ready for photography, sketching after all the members of the board of judges shall have finished their individual judging.
- o. A blue print or a sketch or plan must be submitted by the contestants (Long Size Bond Paper).
- p. The dish garden shall remain untouched until the closing ceremony.
- q. Each contestant will go through a panel interview and deliberation with the Board of Judges after the four (4) hours' time allotment.
- r. Interview shall be done one at a time using uniform questions.
- s. The working area should be cleaned immediately after every event.

**I. Resource Requirements**

Event Supplies, Tools and Equipment	Contestants	Host School/Venue	Host Region
<b>A. Materials / Supplies</b>		- Water Source	- Plants (Assorted minimum of 5 kinds) - Decorative object - Horticultural charcoal - Potting soil - Moss or sand - Wide, low-sided container (without a drainage hole)
<b>B. Tools / Equipment</b>	- Trowel - Shovel - Sprinklers - Pliers	- Working Table	
<b>C. Others</b>	PPE		- Utility expenses

**Note:** a. All outputs shall be endorsed to the Secretariat by the Event Administrator

b. All endorsed outputs shall be displayed until the duration of the event

**4.6. Technical Drafting – Prepare computer-aided design of a house**

COMPONENT AREA	INFORMATION AND COMMUNICATION TECHNOLOGY	
GRADE LEVEL	Junior /Senior High School/ALS	
EVENT PACKAGE	Technical Drafting – Prepare computer-aided design of a house -Floor Plan -Elevations -Perspective	
NO. OF PARTICIPANTS	One (1)	
TIME ALLOTMENT	Four (4) hours (excluding interview)	
DESCRIPTION/USE	Performing mensuration and calculations, interpret technical drawing and plans, prepare computer aided-drawings with structural layout and details.	
Criteria For Assessment	Criteria	Percentage
	Aesthetic/Architectural/Originality and creativity of design/ideas	35%
	Accuracy	35%
	Safety work habits and housekeeping	10%
	Speed	10%
	Ability to Present the Process	10%
	<b>Total</b>	<b>100%</b>





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**I. Event Rules and Mechanics**

- a. Only the officially enrolled learner /with LRN /student is eligible to join the contest.
- b. The Event Administrator, members of the Technical Committee and Board of judges, shall be in the venue sixty (60) minutes ahead of the event schedule.
- c. The Technical and Evaluation Committee shall inspect the resource requirements for the contest.
- d. Event materials, supplies, tools, equipment and other things needed in the venue shall be made ready by the Event Administrator sixty (60) minutes before the event schedule.
- e. Contestants are advised to bring their own food as they are not allowed to go out the contest venue during break time.
- f. All contestants shall be at the designated venue thirty (30) minutes before the event starts. Late contestants without valid reasons shall be disqualified after careful evaluation and scrutiny by the Technical Evaluation Committee.
- g. The Event Administrator will let the contestants draw lots to determine their respective places and setting up of their extension cords, equipment, and tools which shall be done during this time.
- h. Borrowing of materials, supplies, tools and equipment is strictly prohibited.
  - a. Briefing of contestants shall be done fifteen (15) minutes before the scheduled event.
- i. The Event Administrator will signal for the event to start. Once the event has started, the coaches, teachers, and other delegates shall no longer be allowed to talk to the participants in order to give them full concentration in their task.
- j. Only the Event Administrator, Technical Committee members, Judges, Official Photographer and contestants are allowed to be in the venue for the whole duration of the contest.
- k. Questions/protests shall not be entertained during the contest proper except for clarifications and points of order, and shall be raised directly to the Event Administrator.
- l. The Event Administrator, in consultation with the Board of Judges, may suspend the conduct of the specific skills exhibition, if there are any irregularities found during the event and the matter shall be addressed to the Technical Evaluation Committee, for appropriate action.
- m. Contestant/s shall go through a five (5)-minute panel interview and deliberation by the Board of Judges after the four (4) hour time allotment.
- n. The working area should be cleaned immediately after every event.

**I. Resource Requirements**

Event Supplies, Tools and Equipment	Participants	Host School/Venue	Host Region
<b>A. Materials / Supplies</b>			
<b>B. Tools / Equipment</b>	PPE	Desktop computer, (minimum) quad core	
<b>C. Others</b>		AutoCAD 2014 Version 19.1	Printing cost

**Notes:**

- a. All outputs (soft copies) shall be collected by the Event Secretary and shall be endorsed to the Organizers for printing. File copies shall also be furnished to the Documentation Committee.
- b. All printed outputs shall be displayed in a designated area in the entire duration of the event.

**4.7. Computer Systems Servicing (CSS)**

COMPONENT AREA	INFORMATION AND COMMUNICATION TECHNOLOGY
<b>GRADE LEVEL</b>	<b>Junior High School and Senior High School</b>
<b>EVENT PACKAGE</b>	<b>Computer Systems Servicing (CSS)</b>
<b>NO. OF PARTICIPANTS</b>	<b>One (1)</b>
<b>TIME ALLOTMENT</b>	<b>Four (4) Hours (excluding interview)</b>
<b>DESCRIPTION</b>	The participants will ensure functionality and connectivity of the





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	computer system through file and printer sharing and internet connectivity through demonstration of the core skills on installing and configuring computer systems and setting-up computer network and server.	
<b>Criteria For Assessment</b>	<b>Criteria</b>	<b>Percentage</b>
	Workmanship/Functionality	30%
	Methods/Procedures	30%
	Use of tools, materials and equipment	
	Safety work habits and housekeeping	20%
	Affordability	
	Wise use of time/speed	10%
	Ability to Present the Process	10%
	<b>Total</b>	<b>100%</b>

**I. Event Rules and Mechanics**

- Only the officially enrolled learner /with LRN /student is eligible to join the contest.
- The Event Administrator, members of the Technical Committee and Board of judges, shall be in the venue sixty (60) minutes ahead of the event schedule.
- The Technical and Evaluation Committee shall inspect the resource requirements for the contest.
- Event materials, supplies, tools, equipment and other things needed in the venue shall be made ready by the Event Administrator sixty (60) minutes before the event schedule.
- Contestants are advised to bring their own food as they are not allowed to go out the contest venue during break time.
- All contestants shall be at the designated venue thirty (30) minutes before the event starts. Late participants without valid reasons shall be disqualified after careful evaluation and scrutiny by the Technical Evaluation Committee.
- The Event Administrator will let the contestants draw lots to determine their respective places and setting up of their extension cords, equipment, and tools shall be done during this time.
- Borrowing of materials, supplies, tools and equipment is strictly prohibited.
- Briefing of participants shall be done fifteen (15) minutes before the scheduled event.
- The Event Administrator shall signal for the event to start. Once the event has started, the coaches, teachers, and other delegates shall no longer be allowed to talk to the participants in order to give them full concentration in their task.
- Only the Event Administrator, Technical Committee members, Judges, Official Photographer and Participants are allowed to be in the venue for the whole duration of the contest.
- Questions/protests shall not be entertained during the contest proper except for clarifications and points of order, and shall be raised directly to the Event Administrator.
- The Event Administrator, in consultation with the Board of Judges, may suspend the conduct of the specific skills exhibition, if there are any irregularities found during the event and the matter shall be addressed to the Technical Evaluation Committee, for appropriate action.
- Participant/s shall go through a five (5)-minute panel interview and deliberation by the Board of Judges after the four (4) hour time allotment.

**I. Resource Requirements**

<b>Event Supplies, Tools and Equipment</b>	<b>Participants</b>	<b>Host School/Venue</b>	<b>Host Region</b>
<b>A. Materials / Supplies</b>	- RJ45	- Cable for networking	- Folders - Copy paper - Pens - Flash drive
<b>B. Tools / Equipment</b>	- 2 Sets crimping tools	- Desktops - Printer	





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	- 2 Sets screw drivers - 1 Set LAN tester - Extension cord	- Switch hub box (24 ports) - Electrical outlets - Working tables - Chairs	
<b>C. Others</b>	- PPE		-Utility expenses

**Note:**

- All outputs (soft copies) shall be collected by the Event Secretary and shall be endorsed to the Organizers for printing. File copies shall also be furnished to the Documentation Committee.
- All printed outputs shall be displayed in a designated area in the entire duration of the event.

**4.8. Bazaar (Products, Services, and Booth)**

<b>COMPONENT AREA</b>	<b>Entrepreneurship</b>	
<b>GRADE LEVEL</b>	<b>Elementary/Junior /Senior High School/ALS/ALIVE Learners/SPED</b>	
<b>EVENT PACKAGE</b>	<b>Bazaar (Products, Services, and Booth)</b>	
<b>NO. OF PARTICIPANTS</b>	<b>The Winning Region must be composed of (1) Elementary, (1) Junior, (1) Senior High School, (1) ALS, (1) ALIVE Learners and (1) SPED</b>  <b>Two (2) winning coaches: (1) Product and (1) Services</b>	
<b>TIME ALLOTMENT</b>	<b>1 day set-up (day 0) , 2 days on display</b>	
<b>DESCRIPTION</b>	Applying the principles of entrepreneurship and showcasing the products and services of schools/learning centers of the region.	
<b>Criteria For Assessment</b>	<b>Criteria</b>	<b>Percentage</b>
	Creativity/Originality <ul style="list-style-type: none"><li>originality of design, ideas, graphics, presentation, harmony and balance</li><li>use of indigenous /innovative products</li></ul> ✓ PRODUCT DISPLAY (20%) ✓ SERVICES (20%) ✓ BOOTH (10%)	50%
	Cohesive Presentation <ul style="list-style-type: none"><li>Adherence to the guidelines of 3-5 services (5%)</li><li>Adherence to the guidelines of 10-15 products (5%)</li><li>Products are presented/ organized according to category(5%)</li></ul>	15%
	Marketing Strategies for Products and Services <ul style="list-style-type: none"><li>Employs varied market strategies to attract customers/ buyers</li></ul>	15%
	Cleanliness and Orderliness	10%
	Fluency of Communication Skills	5%
	• Ability to Present Process	5%
	<b>Total</b>	<b>100%</b>
<b>I. Event Rules and Mechanics</b>		
a. Participating regions shall be given one (1) day on Day 0 to set-up their respective booths		
b. Only the student-participants and coach are allowed inside the booth during the judging.		
c. Judging for:		





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- products and booth will be on day 1
- services will be on day 2
- d. Types of products to be displayed shall be a minimum of 10 and maximum of 15 to be presented to the judges with proper label complying with DTI with Republic Act 3720 Labeling Law, 3 from Elementary, 2 from ALS, 2 from SPED, 6 from High School.
- e. Products to be displayed inside the booth are only those produced by the schools within the region.
- f. The Event Administrator will let the Regional Focal Persons draw lots to determine their respective booth during the solidarity meeting.
- g. Each student participant should wear appropriate attire.
- h. The booth area should be cleaned immediately after the event.
- i. Each student will go through an interview and deliberation of Judges.
- ❖ Special Awards will be given to for the BEST PRODUCTS, BEST SERVICES, BEST BOOTH  
**(3) Best product special award (3) Best services (3) Best booth**

**II. Resource Requirements**

<b>Event Supplies, Tools and Equipment</b>	<b>Participants</b>	<b>Host School/Venue</b>	<b>Host Region</b>
<b>A. Materials / Supplies</b>			- Canopy (same size for all regions) Canopy Size- (8'x8')
<b>B. Tools / Equipment</b>	- Extension cords - Products for display - Lighting fixtures - Tools, equipment and materials appropriate to the services to be delivered		- Electrical and water outlet - 4 Tables - 6 Chairs
<b>C. Bazaar Area per Region</b>			- 8' X 8' for product - 8' X 8' for services
<b>D. Others</b>	- PPE		-Utility expenses





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**Enclosure No. 3 to Division Memorandum No. 224, s. 2018**

**2018 Division Technolympics Confirmation Sheet**

SCHOOL : \_\_\_\_\_  
CONFIRMATION DATE : \_\_\_\_\_  
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Sir/Madam:

This is to confirm the attendance of \_\_\_\_\_ delegates from  
\_\_\_\_\_ (total number of participants) for the **2018 Division Technolympics** to be held on  
September 27, <sup>(school)</sup>2018 at West Palale National High School.

**2018 DIVISION TECHNOLYMPICS**

AREAS FOR SKILLS EXHIBITION	NAME OF PARTICIPANT	COACH / TRAINER
1. IA- Electrical Installation and Maintenance	1.	1.
2. HE- Bread and Pastry Production	1. 2.	1.
3. AFA- Food Processing NC II Food (Fish) Processing Food (Chicken) Processing Food (Vegetable) Processing	1. 2. 3.	1.
4. AFA - Landscape Installation	1. 2.	1.
5. AFA - Dish Gardening (Elem. Level)	1. 2.	1.
6. ICT- Computer Systems Servicing	1.	1.
7. ICT - Technical Drafting(CAD)	1.	1.
8. Bazaar ( Products, Services, and Booth)	1. 2. 3. 4. 5.	1. 2.
<b>TOTAL NO. OF PARTICIPANTS</b>		

Very truly yours,

Principal / School Head  
Signature over Printed Name





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Enclosure No. 5 to Division Memorandum No. 324, s. 2018

**MATRIX OF ACTIVITIES**

Time	Activity	Venue
12:30 – 1:00 pm	Registration/Opening Program Meeting of Event Administrators, Coordinators & Coaches	West Palale National HS Gymnasium
1:00-4:00	<i>Skills Exhibition on:</i> - Electrical Installation and Maintenance - Landscape Installation - Bazaar	Senior High School Stand Alone
	- Bread and Pastry Production - Food Processing	West Palale National HS
	- Dish Garden (elementary level)	West Palale National HS Gymnasium
4:00-4:15	Consolidation of Results	Individual event venue
4:15-5:00	Closing and Awarding Program	West Palale National HS Gymnasium
5:00	HOMEWARD BOUND	





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Enclosure No. 6 to Division Memorandum No. 324, s. 2018

**WORKING COMMITTEES**

Steering:

Dr. Catherine P. Talavera, CESO VI

Imelda Raymundo, Chief ES (CID)

Dr. Edwin R. Rodriguez, Chief (SGOD)

Louie L. Fulleo, EPS (EPP/TLE/TVL)

Division Technopreneur Educators Organization (DTEO)

Committee	Chairperson	Member
Secretariat/ Registration/ Documentation /	Fely Ocumin	Roxanne Pernia Jaymie Nanez
Tarpaulin	Ronan Thaddeus D	
Activity Design Program Preparation, Invitation/Correspondence/ Distribution	Geraldine M. Constantino	Cherry R. Lua Celeste Sumilang
Awards, Certificates & Token	Myra Flores	Selected TVL teachers of Stand Alone SHS
Accomplishment Report	Geraldine M. Constantino	Maria Cecilia Pagana Event Administrators/facilitator
Snacks	Evelyn Palambiano	WPNHS teachers
Physical Arrangement Sound System		
Master of Ceremony		





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Enclosure No. 4 to Division Memorandum No. 324, s. 2018

2018 Division Technolympics  
September 13-14, 2018

**EVENT ADMINISTRATORS PER EVENT FOR SKILLS EXHIBITION**

Areas for Skills Exhibition	Event Administrator/ Facilitator	Judges
1. IA- Electrical Installation and Maintenance	Jowell C. Mendoza	Jose P. Abellanos Ronaldo De Jesus
2. HE- Bread and Pastry Production	Celeste J. Sumilang	Adelina L. Onofre Ana Vina Abesamis Geselle Escobinas
3. AFA- Food Processing NC II Food (Fish) Processing Food (Chicken) Processing Food (Vegetable) Processing	Cherry R. Lua	Fedelina Martinez Romana Gata Michael Banez
4. AFA - Landscape Installation	Maricel Fartingca	Louie L. Fulleo Ronaldo de Jesus
5. AFA - Dish Gardening (Elem. Level)	Marites R. Dayapan	Maricel Fartingca Alejandra Rivere Lizette G. Zaide
6. ICT- Computer Systems Servicing		
7. ICT - Technical Drafting(CAD)		
8. Bazaar ( Products, Services, and Booth)		