



Republic of the Philippines
Department of Education
Region 4-A CALABARZON
Province of Quezon
CITY SCHOOLS DIVISION
City of Tayabas



DIVISION MEMORANDUM NO. 186

TO : CHIEFS, EDUCATION PROGRAM SUPERVISOR, CID AND SGOD HEADS, PUBLIC & PRIVATE ELEMENTARY AND SECONDARY SCHOOLS

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

SUBJECT : ANNUAL ICT MONTH CELEBRATION

DATE : June 18, 2018

This office announces the conduct of the **ANNUAL ICT MONTH CELEBRATION** on June 28-29, 2018 at Luis Palad Integrated High School, Tayabas City.

Enclosed are copies of the training design, the technical working committee, contest guidelines and program of activities for your reference.

Participants for Training Workshop on June 29, 2018 are requested to bring their laptops, pocket WiFi and extension wire.

Participants of the Contests and Training Workshop must submit the online registration at <https://tinyurl.com/tayabasictmonth2018> on or before June 26, 2018.

School Heads are advised to provide necessary adjustments to avoid disruption of classes.

Immediate and wide dissemination of this Memorandum is desired.

CID & ITO/ Annual ICT Month Celebration 2018
DM-186 /June 18, 2018

JUN 20 2018
Cat





Republic of the Philippines
Department of Education
Region 4-A CALABARZON
Province of Quezon
CITY SCHOOLS DIVISION
City of Tayabas



ACTIVITY DESIGN

I. Title

ANNUAL INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT) MONTH CELEBRATION IN THE CITY SCHOOLS DIVISION OF TAYABAS

II. Rationale

The City Schools Division of Tayabas in line with ICT Month Celebration adheres to the principles of excellence through the utilization of the 21st century technology in education. With ICT as the tool to achieve educational goals, over the years it has evolved into a major driving force in attaining economic development and creating connections in the global digital community. It has been identified as a key towards growth and progress and a bridge towards the future.

Relative to the theme of this year's ICT month **"Thrive Through Disruption: Inclusivity, Empowerment, Sustainability"**, are the supporting advocacies of the division to promote the technological skills and knowledge brought out to the world by ever-changing gadgets of advanced technology.

III. Objectives

1. Promote and strengthen the use of information and communication technologies (ICTs) for effective teaching, learning, and governance through ICT skills competitions.
2. Provide all educational managers, teachers and pupils/students avenues towards the new access of acquiring information, knowledge and skills with ease and convenience by conducting series of ICT skills workshops and trainings;
3. Celebrate the ICT month with educational programs and activities geared towards interactive 21st century teaching and learning

IV. Expected Output

All participants are enhanced and updated with the trends of the Department of Education Computerization Program. Thereby, recognized the best works of the participating schools in line with the ICT month celebration such as skills competitions in tarpaulin designing, web page designing, PC assembly with configuration and networking, video editing, demo teaching and campus publication using MS Publisher/InDesign.

V. Activities

Activities	Date	Persons Involved
Planning Meeting of Core Team	June 11, 2018 @ 3:00 pm	EPS, ITO, ICT Coordinators, and DTEO Officers
School Based ICT Competition and selection of contestants	June 25-26, 2018	School Heads, School ICT Coordinator, teachers, and students
Division ICT Skills Competition in tarpaulin designing, web page designing, PC assembly with configuration and networking, demonstration teaching with technology for teachers, documentary/featured video	June 28, 2018	EPS, ITO, School Heads, School ICT Coordinators, teachers, and students

We are an emerging division where excellence is a habit and allegiance for quality is a pledge.

Email us at: tayabas.city@deped.gov.ph

tel. no. : (042) 797-0591

Website: www.depedtayabascity.ph

telefax no. : (042) 797- 0054), (042) 797-0773





Republic of the Philippines
Department of Education
Region 4-A CALABARZON
Province of Quezon
CITY SCHOOLS DIVISION
City of Tayabas



contest and campus publication using MS Publisher/InDesign		
Conduct ICT Skills Training/Workshop for School ICT Coordinators	June 29, 2018	ITO, School/Department ICT Coordinators
Submission of Evaluation and Accomplishment Reports	July 16, 2018	EPS and ITO

VI. Participants

The participants to the activities of the celebration are selected DO personnel, School/Department ICT Coordinators, K-12 teachers, and selected students in the City Division of Tayabas.

VII. Venue and Date

The conduct of the celebration will be held for three days on June 28-29, 2018 at Luis Palad Integrated High School, Tayabas City.

VIII. Budgetary Requirements: Supplies/Equipment

IX. Organizers/Trainers/Facilitators

1. Kendrick C. Cabriga – Information Technology Officer
2. Louie L. Fulleo – Education Program Supervisor
3. ICT Coordinators and DTEO Officers

X. Quality Assessment and Monitoring Evaluation QAME TEAM

Chairperson – Dr. Edwin R. Rodriguez, Chief – SGOD

Co-Chairperson – Imelda C. Raymundo, Chief – CID

Members:

Louie L. Fulleo – EPS

Kendrick C. Cabriga – Information Technology Officer I
T & D Personnel

XI. Sources of Fund

We are an emerging division where excellence is a habit and allegiance for quality is a pledge.

Email us at: tayabas.city@deped.gov.ph

Website: www.depedtayabascity.ph

tel. no. : (042) 797-0591

telefax no. : (042) 797- 0054), (042) 797-0773



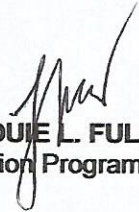


Republic of the Philippines
Department of Education
Region 4-A CALABARZON
Province of Quezon
CITY SCHOOLS DIVISION
City of Tayabas



Prepared by:


KENDRICK C. CABRIGA
Information Technology Officer


LOUIE L. FULLEDO
Education Program Supervisor

Recommending Approval:


IMELDA C. RAYMUNDO
CID Chief

Approved:


CATHERINE P. TALAVERA, CESO VI
Schools Division Superintendent





Republic of the Philippines
Department of Education
Region 4-A CALABARZON
Province of Quezon
CITY SCHOOLS DIVISION
City of Tayabas



**ANNUAL INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) MONTH CELEBRATION IN THE
CITY SCHOOLS DIVISION OF TAYABAS**

TECHNICAL WORKING GROUP

Over-All Chairperson - DR. CATHERINE P. TALAVERA - Schools Division Superintendent
Co-Chairpersons - DR. EDWIN R. RODRIGUEZ, Chief, SGOD
- IMELDA C. RAYMUNDO, Chief, CID
- LOUIE L. FULLEDO, EPS-EPP/TLE
- KENDRICK C. CABRIGA, Information Technology Officer

Members:

Schools ICT Coordinators and Division Technopreneur Educators Organization (DTEO) Officers

Committees:

1. Registration

Chairperson – Anicee Rodillo

Members – Joan Joy Eclarin, Renilda S. Javal

2. Program

Chairperson –Edmar G. Rada

Member – Maria Consuelo Figueroa

3. Certificates

Chairperson – Lalaine Calabano

Member – Marchella Unson

4. Documentation

Chairperson –Tesalonica C. Abesamis

Members – John Benedict Aguerra

5. Physical Arrangement

Chairperson – Marlon Villa

Members – All LPIHS Department ICT Coordinators





Republic of the Philippines
Department of Education
Region 4-A CALABARZON
Province of Quezon
CITY SCHOOLS DIVISION
City of Tayabas



AUTHORITY TO TRAVEL

Authority is hereby requested for:

Name	School/Office
1. Bryan Argete	Alsam ES
2. Romnick E. Laguartilla	Bukal ES
3. Adrian Naynes	Busal ES
4. Juvelyn T. Cocadiz	Dapdap IS
5. Marinelle D. Abella	Domoit ES
6. Noela Alita V. Cabuyao	East Palale ES
7. Maria Consuelo H. Figueroa	Froilan E. Lopez ES
8. Leuvin D. Naynes	Gibanga ES
9. John Benedict M. Aguerra	Ilasan ES
10. Erhan Durante	Ipilan-Alitao ES
11. Ma. Luisa E. Abuel	Kalumpang ES
12. Sherwen T. Ferreras	Katigan-Alupay ES
13. Glenda Y. Castillo	Lakawan ES
14. Lady Ann T. Paceos	Lalo ES
15. Anicee S. Rodillo	Lawigue ES
16. Marlon P. Villa	Luis Palad IHS
17. Janedel Z. Caban	Malao-A / Calantas ES
18. Christelle A. Reyes	Masin ES
19. Dianne Charish A. Cabuyao	Mate ES
20. Rochelle P. Ibarrola	North Palale ES
21. Shiela May Balamban	Pandakake ES
22. Lalaine T. Calabano	Potol ES
23. Ronan Thaddeus D. De los Santos	Rosario Quesada Mem. NHS
24. Ariel C. Cabuyao	South Palale ES
25. Marchella Unson	Tayabas East CS I
26. Joan Joy Eclarin	Tayabas East CS II
27. Ivy D. Isagunde	Tayabas East CS III
28. Wenifreda C. Manzano	Tayabas West Central School II
29. Christine V. Cabuyao	Tayabas West CS I
30. Baby Lyn T. Olandes	Tayabas West CS III
31. Jezelle L. Obis	Tayabas West CS IV

We are an emerging division where excellence is a habit and allegiance for quality is a pledge.

Email us at: tayabas.city@deped.gov.ph

Website: www.depedtayabascity.ph

tel. no. : (042) 797-0591

telefax no. : (042) 797- 0054), (042) 797-0773





Republic of the Philippines
Department of Education
Region 4-A CALABARZON
Province of Quezon
CITY SCHOOLS DIVISION
City of Tayabas



32. Romana T. Jabola	Valencia ES
33. Chessette D. Obciana	Wakas ES
34. Kristine A. Plasuelo	West Palale ES
35. Jerwin Talisic	West Palale NHS
36. Arlene A. Racelis	LPIHS -Filipino
37. Lanie C. Naynes	LPIHS -EsP
38. Abegail P. Vito	LPIHS -TLE
39. Wendel R. Mayor	LPIHS -Science
40. Ma. Tesza A. Ramilo	LPIHS -MAPEH
41. Marlon P. Villa	LPIHS -Math
42. Tesalonica C. Abesamis	LPIHS -English
43. Renilda S. Javal	LPIHS -AP
44. Jojo J. Oabel	LPIHS- SHS
45. Maria Cecilia P. Pagana	LPIHS In-Charge of comp. repair and maintenance
46. Wendell R. Javin	LPIHS ISSU
47. Elvira R. Aranilla	LPIHS GASSU
48. Edmar G. Rada	TC Stand Alone SHS
49. Roxanne Marie Pernia	ALS Learning Center
50.	
51.	
52.	
53.	
54.	
55.	
56.	
57.	
58.	
59.	
60.	
61.	
62.	
63.	
64.	
65.	

We are an emerging division where excellence is a habit and allegiance for quality is a pledge.

Email us at: tayabas.city@deped.gov.ph

Website: www.depedtayabascity.ph

tel. no. : (042) 797-0591

telefax no. : (042) 797- 0054), (042) 797-0773





Republic of the Philippines
Department of Education
Region 4-A CALABARZON
Province of Quezon
CITY SCHOOLS DIVISION
City of Tayabas



Purpose: To attend the ICT Month Training Workshop for School/Department ICT Coordinators

Destination: Luis Palad Integrated HS

Date: June 29, 2018

Means of Transportation:

Travel is on: ☒ Official Business
☐ Official Time

Source of Funds (if official business)

☐ MOOE
☐ Other

Approved:

CATHERINE P. TALAVERA, CESO VI
Schools Division Superintendent

AS-AO Travel Order
TO-598/06-18-18



General Guidelines for the 2018 ICT Month Celebration

A. Participants

1. The participants of the 2017 ICT Month Celebration will showcase their best products and performances in the different events as an evidence of their learning in the different learning areas;
2. Participation is open to any pupil/student currently enrolled in public or private elementary and secondary schools for SY 2018-2019;
3. A pupil/student is allowed to participate in one (1) event/skill exhibition/contest only.
4. The teacher-coach/trainer/adviser of the top 3 record holders shall each receive a division certificate of recognition.
5. Participants of the Contests and Training Workshop must submit the online registration at <https://tinyurl.com/tayabasicmonth2018> on or before June 26, 2018.

B. General Orientation/Briefing

1. Orientation regarding the events of the different skills exhibition is scheduled after the opening program;
2. After the general orientation, coaches/trainers of each event will have a briefing with the event administrator/facilitator/coordinator/focal person on the mechanics and other details of the specific skills exhibition. The venue of the orientation will be announced during the registration of official participants;
3. All clarifications, issues and concerns regarding the contests shall be addressed during the orientation. Any concerns raised during the actual skills exhibition shall not be entertained unless they are valid and necessary;
4. Distribution of needed supplies and materials, if applicable to the event, shall be done at the venue. Hence, participants are enjoined to be at the venue an hour before the start of the skills exhibition; and
5. Participants are encouraged to visit the venue of the event a day before the actual skills exhibition.

C. Mechanics for Judging the Skills Exhibition

1. The products and performances of participants in all events shall be judged by three members of the board of judges composed of experts and practitioners;
2. The score of the three judges in any event shall be computed to determine the **AVERAGE** of each participant/team. 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 representatives from the host school;
4. The final results shall be reviewed by the members of the board of Judges before they affix their signatures to the summary sheet;
5. 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; and
6. The decision of the board of judges is final and irrevocable.

D. Areas for Skills Exhibition

The areas for skills exhibition, number of participants per event and time allotment for the **Annual ICT Month Celebration 2018** are the following:

Areas for Skills Exhibition/Contests/Workshop	No. of Participants		Time Allotment
	Elem. Public and Private	Junior HS& Senior HS Public and Private	
ICT			
1. Tarpaulin Designing	1/school	1/school LPNHS- 1/Department	3 hrs.
2. Web Page Designing		1/school	3 hrs.
3. PC assembly with configuration and networking		1/school	3 hrs.
4. Campus Publication Using MS Publisher (Elem.)/ Adobe InDesign (Sec.)	1/school	1/school	3 hrs.
5. Demonstration Teaching Using Technology	1/school (for teachers only)	1/school (for teachers only)	
6. Documentary/Featured Video Contest	1/school	1/school, LPNHS – 1/Dept.	
Workshop			
1. Training Workshop for School ICT Coordinators	47- School ICT Coordinators		8 hours

E. Skills Exhibition Proper

- 1.1. The event administrators and their secretaries, technical committee and judges, should be in the venue sixty (60) minutes ahead of the event schedule.
- 1.2. Event materials, supplies, tools, equipment and other things needed at the venue will be made ready by the event administrator sixty (60) minutes before the event schedule.
- 1.3. All participants should be at the designated venue fifteen (15) minutes before the event starts. Late participants without valid reasons shall be disqualified.
- 1.4. Setting up of their extension cords, equipment, and tools should be done during this time.
- 1.5. The briefing of participants will be done fifteen (15) minutes before the scheduled event.
- 1.6. The event secretary 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 event administrator, secretary, 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 points of order. All clarifications and points of order shall be raised with the event administrator.
- 1.9. 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.
- 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 event administrator
- 1.13. All endorsed outputs shall be displayed throughout the duration of the event

The following special materials and equipment are required to be brought by participants of the contests:

A. Laptops/Desktops and Printers

(Enclosure No. 2 to Division Memorandum No. 186 s. 2018)

2018 Annual ICT Month Celebration
Program Overview
Luis Palad National High School
June 28-29, 2018

DAY 1: DIVISION ICT CONTEST PROPER

	Activity	Materials Needed	Person-in-charge
8:00 AM - 9:00 AM	Opening Ceremony <ul style="list-style-type: none"> • Lupang Hinirang • Regional Hymn • Opening Prayer • Welcome remarks from the SDS Orientation	Laptop and Projector Slides with embedded videos/audio files of Lupang Hinirang and Regional Hymn	DTEO Officers Officers School ICT Coordinators
9:00 AM - 9:15 AM	CONTEST PROPER Proceeding to the designated contest venue/room.	Laptops/desktops	DTEO Officers Officers School ICT Coordinators Board of Judges
9:30 AM - 12:30 AM	1. Tarpaulin Designing, 2. Campus Publication, 3. Web Page Designing, and 4. Documentary/Featured Video Contest 5. PC Assembly with Configuration and networking 6. Demonstration Teaching with Technology for Teachers		
12:30 PM - 1:30 PM	LUNCH BREAK	LUNCH BREAK	LUNCH BREAK
1:30 PM – 4:00 PM	Continuation of Contests	Laptops/desktops	Board of Judges
4:00 PM – 5:00 PM	Awarding Ceremony Coordinators	DTEO Officers Officers School ICT	

DAY 2 : TRAINING WORKSHOP FOR SCHOOL/DEPARTMENT ICT COORDINATORS

	Agenda	Materials needed	Person-in-charge
8:00 AM - 8:30 AM	MOL	Slide Presentation	Participants
8:30 AM - 12:00 PM	Teaching with Technology	Computer Peripherals/Laptops Laptops with Internet Connection	The Trainers
12:00 PM - 1:00 PM	Lunch		
1:00 PM - 5:00 PM	Continuation of Training		
5:00 PM	Home Sweet Home		

ANNUAL ICT MONTH CELEBRATION CONTEST PACKAGE

A.

Component Area	ICT	
Grade/Year Level	Public and Private (Grade 4, 5 or 6 –Elem.), (Grade 7, 8, 9, 10, 11 or 12 – Sec.)	
Event Package	Tarpaulin Designing	
No. of Participants	One (1) per school, LPNHS – 1/Department	
Time Allotment	Three (3) hours	
Contest Venue / Time	Nantes Bldg. / 9:30-12:30	
Contest Administrator	Maria Cecilia P. Pagana	
Description	Applying MS Publisher (Elem.) and Adobe Photoshop CS4-CS6 (Sec.) in Tarpaulin designing gets you to quality and marketable product/service advertisements.	
Criteria for Assessment	Criteria	Percentage
	Creativity and Innovation Originality of Design/Ideas/ Presentation - 10% Combination of materials- 10% Additional Use- 10%	30
	Process Use of appropriate tools, materials and equipment -10% Methods/Workmanship - 10% Safety Work Habits & Housekeeping-10%	30
	Marketability Quality/Durability - 5% Purpose/Functionality - 5% Affordability-5% Visual Appeal -5%	20
	Time Management Wise use of time/Speed	10
	Communication Skills Fluency of oral communication-5% Flow of thoughts and ideas-5%	10
	Total	100
	<i>Note: All materials, tools and equipment shall be provided by the contestant.</i>	
Tools and Equipment	USB and Laptop	
Mechanics 1. Theme: ICT for a Better and Safe Philippines 2. Graphics and layout size shall be given on-the-spot. 3. Contestants are not allowed to import other designs or to use internet during the contest proper. 4. Contestants shall bring their own laptop. It will be inspected before the contest proper. 5. Once the contestants completed their task, they will present their output to the panel of judges.		

B.

Component Area	ICT	
Year/Grade Level	Public and Private Secondary (Grade 7/8/9/10)	
Event Package	Web Page Designing	
No. of Contestant	One (1) per school	
Time Allotment	Three (3) hours	
Contest Venue / Time	Suarez Computer Room / 9:30-12:30	
Contest Administrator	Abigail P. Vito	
Description	Create website through HTML that can be used to publish information, advertise, and sell products. Good navigation gets you where you want to go quickly and offers easy access to the breadth and depth of the sites contest.	
Criteria for Assessment	Criteria	Percentage
	Creativity and Innovation Originality of Design/Ideas/ Graphics/Presentation/Harmony and Balance-10% Combination of materials- 10% Additional Use- 10%	30
	Process Use of appropriate tools, materials and equipment -10% Methods/Workmanship/ Hyperlink- 10% Safety Work Habits & House Keeping-10%	30
	Marketability Quality/Durability - 5% Purpose/Functionality - 5% Affordability-5% Visual Appeal -5%	20
	Time Management Wise use of time/Speed	10
	Communication Skills Fluency of oral communication-5% Flow of thoughts and ideas-5%	10
	Total	100
	<i>Note: All materials, tools and equipment shall be provided by the contestants</i>	
Tools and Equipment	USB and computer	
Mechanics:		
1. Type and content of website will be given on the spot.		
2. Contestants shall bring their own laptop. It will be inspected before the contest proper.		
3. Once the contestants completed their task, they will present their output to the panel of judges.		

C.

Component Area	ICT
Year Level	Public and Private Secondary (Grade 7/8/9/10)
Event Package	PC Assembly with Configuration and Networking
No. of Contestant	One (1) per school
Time Allotment	Three (3) hours
Contest Venue / Time	Suarez Bldg. / 9:30-12:30 pm
Contest Administrator	Ronan Thaddeus Delos Santos
Description	Computer System and Networking Configuration ensures the functionality and connectivity of the PC system to perform task such as file and printer sharing and internet connectivity.
<i>Note: All materials, tools and equipment shall be provided by the contestants</i>	
Materials	PC and its peripherals cable for networking. XP installer,
Tools and Equipment	Crimping tools, screwdriver, LAN tester, RJ45
<p>Mechanics:</p> <ol style="list-style-type: none"> 1. Contestants shall bring their own laptop. It will be inspected before the contest proper. 2. Once the contestants completed their task, they will present their output to the panel of judges. 	

ASSESSMENT GUIDE

A. SAFETY WORK HABITS AND HOUSEKEEPING-OCCUPATIONAL HEALTH AND SAFETY POLICIES (5%)

1	Write at least FIVE (5) Occupational Health and Safety Policies a Computer Technician must exercise in the performance of his/her job. (1% for every correct answer)	
		Sub-Total
		5%

B. HARDWARE ASSEMBLY (30%)

1	Power Supply	1%
2	Back Panel	1%
3	Motherboard	1%
4	Processor (CPU)	1%
5	Wiring (neat, efficient, precise)	5%
6	Memory (RAM)	1%
7	Hard disk drive	
	Partition: (50% drive C:), (50% drive D:)	10%
	Operating system will be on drive C:	10%
		Sub-
		30%

Total	
-------	--

C. SOFTWARE INSTALLATION (30%)			
1	Windows XP		10%
2	HARDWARE DRIVERS		
3		onboard video	5%
4		onboard audio	
5		onboard LAN	
7	Hard disk drive		
		Computer Name: School Name	5%
		WORKGROUP: ICT	5%
Sub-Total			25%

D. NETWORK CONFIGURATION (25%)			
1	Peer to peer		
2	UTP CABLE		
3		Cross-over cable	10%
4		Fiber were removed properly	5%
5		Wire shields is properly inserted	5%
6	NETWORK		
		Shared folder on desktop	5%
7		Shared printer	5%
Sub-Total			30%

E. TIME (10%)			
1	30 min. before time	10%	
2	20 min. before time	9%	
3	10 min. before time	8%	
4	5 min. before time	7%	
5	exactly on time	6%	
6	over time	5%	
		Sub-Total	10%

TOTAL 100%

Tools & Materials needed

1 usb installer windows xp

1 usb installer driver

rj 45

utp cable

LAN tester

Flat

Screwdriver

Philips

crimping tool

Screwdriver

D.

Component Area	ICT	
Grade/Year Level	Public and Private (Grade 4, 5 or 6 –Elem.), (Grade 7, 8, 9, 10, 11 or 12 – Sec.)	
Event Package	Campus Publication Using MS Publisher (Elem.) Adobe InDesign (Secondary)	
No. of Contestant	One (1) per school	
Time Allotment	Three (3) hours	
Contest Venue / Time	Suarez Bldg. / 9:30-12:30	
Contest Administrator	Wendell R. Javin	
Description	Lay outing of one section (Feature) of Campus Publication	
Criteria for Assessment	Criteria	Percentage
	Creativity and Innovation Originality of Design/Ideas/ Graphics/Presentation/Harmony and Balance- 10% Combination of materials- 10% Additional Use- 10%	30
	Process Use of appropriate tools, materials and equipment -10% Methods/Workmanship/ Hyperlink- 1 0% Safety Work Habits & House Keeping-10%	30
	Marketability Quality/Durability - 5% Purpose/Functionality - 5% Affordability-5% Visual Appeal -5%	20
	Time Management Wise use of time/Speed	10
	Communication Skills Fluency of oral communication-5% Flow of thoughts and ideas-5%	10
	Total	100
<i>Note: All materials, tools and equipment shall be provided by the contestants</i>		
Materials	Laptop	
Tools and Equipment		

Mechanics:

1. Graphics and articles will be given on-the-spot.
2. Layout size: Elem. – 8.268 inches x 11.693 (A4), Sec. - 12 inches x 18 inches
3. Contestants are not allowed to import other designs or to use internet during the contest proper.
4. Contestants shall bring their own laptop. It will be inspected before the contest proper.
5. Once the contestants completed their task, they will present their output to the panel of judges.

E.

Component Area	ICT	
Grade/Year Level	Public and Private Elementary and Secondary Teachers	
Event Package	Demonstration Teaching with Technology	
No. of Contestant	One (1) per school	
Time Allotment		
Contest Venue / Time	Nantes Bldg. / 9:30-12:30	
Contest Administrator	Geraldine M. Constantino	
Description	Demonstration Teaching to showcase the inclusion of technology as a tool to enhance teaching and learning and provide learners a lesson that will actively engage them with interactive activities.	
Criteria for Assessment	Criteria	Percentage
	Creativity and Innovation Originality of Design/Ideas/ Graphics/Presentation/Harmony and Balance- 10% Combination of materials- 10% Additional Use- 10%	40
	Process Use of appropriate tools, materials and equipment -10% Methods/Workmanship/ Hyperlink- 1 0% Safety Work Habits & House Keeping-10%	40
	Time Management Wise use of time/Speed	10
	Communication Skills Fluency of oral communication-5% Flow of thoughts and ideas-5%	10
	Total	100

Note: All materials, tools and equipment shall be provided by the contestants

Materials	To be provided by each participant
Tools and Equipment	

Mechanics:

1. Teachers will demonstrate the lesson on the spot using any technology like teaching software, audio-visual equipment, and other electronic devices which will enhance the teaching and learning

process.

2. They will present based on the subject they teach. Topics will be lessons following the Curriculum Guide during the first two quarters of the school year.
3. Three copies of Lesson Plan will be given before the demonstration.
4. Credits to the owner of any software, etc should be indicated in the lesson plan.
5. Contestants shall bring their own electronic devices. They are also allowed to use any devices provided that security and mastery of operating those devices are presented.
6. Demonstration Teaching is limited to 10-15 minutes focusing on the presentation part of the lesson and merely explaining the remaining parts.

F.

Component Area	ICT		
Grade Level	Public and Private Elementary and Secondary Teachers		
Event Package	Featured Video Contest (Elementary) / Documentary (Secondary)		
No. of Contestant	1 per school, LPNHS-1 per Department		
Time Allotment	3-5 min. – Elem, 5-8 min. – Sec.		
Contest Venue / Time	Nantes Bldg. / 9:30 – 12:30		
Contest Administrator	Jojo J. Oabel		
Description	Documentary / Featured Video Contest that shows teacher and pupils' skills in Video Editing, promotes culture, delicacy, tourist spot or remarkable person of Tayabas and shares those videos to LRMDs.		
Criteria for Assessment	Criteria	Percentage	
	Creativity and Innovation - Originality of Design / Ideas / Graphics / Presentation / Harmony and Balance (10%) - Combination of Materials (10%) - Additional use (10%)	30%	
	Process - Use of Appropriate tools, materials and equipment (10%) - Methods, Workmanship, Hyperlink (10%) - Safety Work Habits and Housekeeping (10%)	30%	
	Marketability - Quality / Durability (5%) - Purpose / Functionality (5%) - Affordability (5%) - Visual Appeal (5%)	20%	
	Time Management - Wise Use of Time / Speed	10%	
	Communication Skills - Fluency of Oral Communication (5%)	10%	

	- Flow of Thought and Ideas (5%)	
	TOTAL	100%

NOTE: All materials, tools and equipment shall be provided by the contestants

Materials, Tools and Equipment	Camera (Digital, DSLR, Drone) -Laptop or Desktop Computer with Video Editing Software -CD Others (optional): -Tripod -Lights
--------------------------------	---

MECHANICS:

Featured Video Contest (Elementary)

Featured Video Contest is a 3-5-minute video competition showcase delicacy, place or remarkable person of Tayabas. This aims to promote the distinct features and mesmerizing beauty of the City. The material should be limited only to a particular topic and revolve around the theme. The outputs will be submitted to LRMSD and will be used as instructional material.

The content should reflect historical perspective – the causes and consequences of an event. It should also be able to impart new knowledge and promote positive values.

1. The contest is open to all bona fide students and teachers of the participating school. Each team shall be composed of ten (10) members (combination of teachers and students). One teacher shall serve as coach/leader who will supervise the team. The team shall be composed but not limited to the following:

- Director
- Videographer
- Voice Talent / Narrator
- Editor

Incomplete team or excess members shall be subjected to penalty.

2. The entry shall focus only in one particular topic. They may choose to feature delicacies (processes, historical value, significance, etc.), historical place or remarkable person (unsung hero, famous personality, awardees, etc.) in the city. Each team is FREE to create their own theme.

3. All footages must be original. In case past events need to be included, the contestants must secure a written permission to the owner and provide the organizers a copy of the permission signed by both parties. The clip which will be included shall be given proper credits. Works submitted in other competitions (part or whole) are not allowed for submission.

4. The teams shall provide their own equipment and materials. Other expenses shall also be shouldered by the team (transportation, food, etc.).

5. Minors must be accompanied by the coach/teachers/parents during the data gathering / shooting to ensure the security and safety of learners. If possible, ask for a waiver/permit from the parents.

6. The entry should be 3-5 minutes long. Violation of the time limit will result to 3 points deduction in the total score.

7. Media ethics shall be observed. Sensitive matters should not appear in the material. The

person/s involved may demand for his confidentiality if he wishes.

8. An oral interview will be set during the contest. Members of the team must be ready to answer the questions from the judges.

9. Submission of entries is on **June 28, 2018, 9AM**. The entry shall be saved in a CD, placed in a short brown envelope.

10. The organizers reserve the right to reproduce and distribute the materials for instructional purposes. Moreover, they have the right to request for reediting of the material.

11. The decision of the board of judges is final and irrevocable.

Documentary (Secondary)

Documentary Contest is a video competition that will showcase culture, tourist spot, and history of Tayabas. This aims to promote the distinct features and mesmerizing beauty of the city.

The documentary shall be historically accurate. It should not simply recount facts but interpret and analyze them. It should also reflect historical perspective – the causes and consequences of an event. It shall demonstrate why the topic is significant and shall draw conclusion from it. It should be of high visual and production quality. The simpler is often better.

1. The contest is open to all bona fide students and teachers of the participating school. Each team shall be composed of ten (10) members (combination of teachers and students). One teacher shall serve as coach/leader who will supervise the team. The team shall be composed but not limited to the following:

- Director
- Scriptwriter
- Videographer
- Voice Talent / Narrator
- Editor

Incomplete team or excess members shall be subjected to penalty.

2. The entry shall focus only in one particular topic. They may choose to feature culture and tradition (values, traits, etc.), tourist spots in the city, or history of a particular barangay or community. Each team is FREE to create their own theme.

3. All footages must be original. In case past events need to be included, the contestants must secure a written permission to the owner and provide the organizers a copy of the permission signed by both parties. The clip which will be included shall be given proper credits. Works submitted in other competitions (part or whole) are not allowed for submission.

4. The teams shall provide their own equipment and materials. Other expenses shall also be shouldered by the team (transportation, food, etc.).

5. Minors must be accompanied by the coach/teachers/parents during the data gathering / shooting to ensure the security and safety of learners. If possible, ask for a waiver/permit from the parents.

6. The entry should be 5-8 minutes long. Violation of the time limit will result to 3 points deduction in the total score.

7. Media ethics shall be observed. Sensitive matters should not appear in the material. The person/s involved may demand for his confidentiality if he wishes.
8. An oral interview will be set during the contest. Members of the team must be ready to answer the questions from the judges.
9. Submission of entries is on **June 28, 2018, 9AM**. The entry shall be saved in a CD, placed in a short brown envelope.
10. The organizers reserve the right to reproduce and distribute the materials for instructional purposes. Moreover, they have the right to request for reediting of the material.
11. The decision of the board of judges is final and irrevocable.