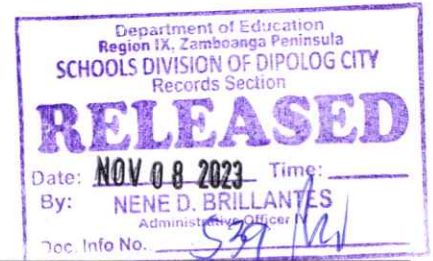




Republic of the Philippines  
**Department of Education**  
 REGION IX – ZAMBOANGA PENINSULA  
 SCHOOLS DIVISION OF DIPOLOG CITY



November 6, 2023 ✓

Division Memorandum  
 No. 539, s. 2023

**CORRIGENDUM TO DIVISION MEMORANDUM NO. 459, s. 2023**  
**RE: 2023 REGIONAL SCIENCE, TECHNOLOGY AND ENGINEERING FAIR**

To: Assistant Schools Division Superintendent  
 Chief Education Supervisors  
 Education Program Supervisors  
 Public Schools District Supervisors  
 Secondary School Heads  
*All Others Concerned*

1. In reference to Regional Advisory No. 203, s. 2023 dated October 17, 2023, this Division announces that the **2023 Regional Science Technology and Engineering Fair**, to be conducted by the Curriculum and Learning Management Division (CLMD) of DepEd Regional Office IX is moved from October 26-27 to **November 23-24, 2023** at the **Zamboanga del Norte Convention and Exhibition Center**, to be hosted by Dipolog City Division.

2. The Education Program Supervisors in Science and Mathematics are directed to coordinate closely with their regional counterparts and take the lead in the preparation and conduct of all related RSTEF activities supported by the following technical working committees:

Committee	Chairperson & Members	Terms of Reference
Registration & Secretariat	Melanie B. Bantilan, CID Gina O. Regañon, SNHS Franklin E. Benitez, GNHS Vince Gerald Fuerzas, CID Genevieve Bermudez, CID	<ul style="list-style-type: none"> <li>Serves as Information Desk for the whole duration of the activity</li> <li>Prints all necessary documents (judge score sheets, tally sheets, attendance sheets, registration sheets, program, signages, etc.)</li> <li>Ensures smooth and systematic registration of participants – students and advisers per category from all participating SDOs</li> <li>Assigns the correct code to each entry per category</li> <li>Provides basic information to the participants for hotel</li> </ul>



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		<p>accommodation, contest venues, and other places of interest in the city.</p> <ul style="list-style-type: none"> <li>• Ensures that materials needed by the Management Team are prepared</li> <li>• Designs the tarpaulin for the plenary hall and contest venues.</li> <li>• Ensures the accuracy, completeness, and timely distribution of IDs and other relevant materials (if any) to be given during the registration.</li> <li>• Ensures that all participants have signed the Registration and Attendance Sheets for the duration of the activity.</li> <li>• Coordinates with the activity focal persons for the accurate and complete registered number of participants.</li> <li>• Prepares certificates needed for the activity (Appearance, Participation, Recognition).</li> <li>• Ensures distribution of the Certificate of Appearance at the end of the activity.</li> </ul>
<p>Congress and Poster Exhibition</p>	<p><u>Science:</u>          Jose Rey A. Adriatico, GNHS          Cherilyn A. Rodriguez, PNHS          Leo Martinno O. Alejo, CID</p> <p><u>Robotics &amp; Intelligent Machines and Mathematics:</u>          Adrian C. Refugio, CID          Dexter C. Elumba, MNHS          Eleazar P. Yurong, GNHS</p>	<ul style="list-style-type: none"> <li>• Assigns the area for the poster display of each entry</li> <li>• Checks the accuracy and completeness of the codes assigned to the participants in a category</li> <li>• Ensures that judges and contestants are in the contest venue before the start of the contest</li> <li>• Ensures that house rules are adhered to by the participants and observers (if any) during the contest</li> <li>• Facilitates the presenters' use of the LCD projector for presentation.</li> <li>• Keeps time on tasks and adheres to the schedule</li> <li>• Provides scoresheets and other needed materials by BOJ</li> <li>• Traffics the flow of the presenters from the holding area to the presentation area.</li> </ul>





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		<ul style="list-style-type: none"> <li>• Helps tabulate the scores of the BOJ (if needed)</li> <li>• Secures all scoresheets and research manuscripts after the congress and submits to the Records and Documentation Committee</li> <li>• Observes CLAYGO policy</li> </ul>
Logistics, Welfare and Venue Committee	<u>Science:</u> Noel G. Solis, PETHS Israeli M. Cuizon, ZNNHS T Helen M. Ogoc, ZNNHS  <u>Robotics &amp; Intelligent Machines and Mathematics:</u> Ferdinand B. Cornelio, SIS Merlina M. Tomales, ZNNHS Riza M. Busico, ZNNHS	<ul style="list-style-type: none"> <li>• Ensures that venues for the contest opening program and contest proper including the holding areas are prepared for the activity</li> <li>• Posts signages or label venues/rooms/ areas that will be used for the activity</li> <li>• Sets up the plenary hall, poster or exhibit, and congress area to accommodate area with tables and chairs for BOJ, TW Committees, RO or SDO Officials, and guests.</li> <li>• Ensures that all needed facilities – sound system, LCD projector, extension wire, tables and chairs, and air conditioning units are available and functional</li> <li>• Makes arrangements with activity focal for the provision of meals to identified participants, TW committees, RO and SDO Officials, BOJ, and guests</li> <li>• Ensures that meal stubs are prepared and available for distribution by the Registration and Secretariat Committee during registration</li> <li>• Ensures that meals are provided to identified participants, TW committees, RO and SDO Officials, BOJ, and guests in the respective contest venues</li> </ul>
Program and Documentation Committee	<u>Science:</u> Shenah Mae J. Cuevas, ZNNHS T Larry C. Carolasan, CNHS Cristina P. Hiolem, PNHS John Leo M. Samante, IT	<ul style="list-style-type: none"> <li>• Organizes program flow (opening and closing/awarding).</li> <li>• Prepares the program and ensures that copies are available for distribution by the Registration and</li> </ul>





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	<p><u>Robotics &amp; Intelligent Machines and Mathematics:</u>          Rowena Maligro, GNHS          Monina Esmade, PNHS          Ranell Magallanes, ZNNHS</p>	<p>Secretariat Committee during registration.</p> <ul style="list-style-type: none"> <li>• Prepares invitations and letters for guests and delegates.</li> <li>• Ensures that the contest schedule is followed</li> <li>• Ensures that an emcee or moderator is available and ready during the program and contest proper</li> <li>• Ensures that AVP for preliminaries and programs (National Anthem, Prayer, Mission, Vission, and Core Values, Quality Policy Statement, Program Teaser, House Rules, etc.) is ready</li> <li>• Reviews, tabulates, and consolidates the results for each contest category submitted by the BOJ before the closing or awarding ceremony.</li> <li>• Keeps complete record as to name of participants and winners per category – students and adviser, school, division, the title of research.</li> <li>• Announces the results of the contest in coordination with the Awards Committee.</li> <li>• Documents the activity and prepares the end-of-activity report for submission to the activity focal persons</li> </ul>
<p>Awards Committee</p>	<p>Glirod Jane T. Tindugan          Larry A. Carolasan          Maryjoie S. Canete          Zyhrine P. Mayormita          Edgardo S. Cabalida</p>	<ul style="list-style-type: none"> <li>• Ensures the accuracy, adequacy, and availability of all medals, trophies, and tokens</li> <li>• Ensures that all Certificates are printed, signed, and available before the awarding ceremony in coordination with activity focal persons and the Registration and Secretariat Committee</li> <li>• Creates the slide decks for the presentation of the results (winners) on the screen during the awarding ceremony.</li> <li>• Coordinates closely with the Program and Documentation</li> </ul>





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		<p>Committee regarding the distribution of awards.</p> <ul style="list-style-type: none"><li>• Keeps unclaimed medals or trophies, and tokens</li><li>• Ensures that extra medals or tokens are available when replacement is needed</li><li>• Ensures that BOJ, guests, and TW Committees are given certificates of recognition of appreciation</li></ul>
RSTEF Management Team	<p>Chairpersons: Basher O. Jamahali, EdD Rainerio S. Salomes, EdD Co-Chairperson: Zyhrine P. Mayormita, EdD Edgardo S. Cabalida, EdD</p>	<ul style="list-style-type: none"><li>• Assumes overall responsibility for the conduct of the activity</li><li>• Secures funding for the activity</li><li>• Leads in the planning and implementation of the activity</li><li>• Oversees the activities and accomplishment of committees</li></ul>

3. School heads are directed to ensure that necessary arrangements are made for the classes of the concerned teachers who are members of the committees. Blended learning delivery modalities may be adopted for their respective classes.

4. The identified members of the technical working committees are directed to attend the coordination meeting on November 10, 2023, 9:30 AM, at Mibang Hotel, Sta. Filomena , Dipolog City. Inquiries and clarifications may be directed to:

**2023 Division ST&E Fair Activity Focal**

**EPS Zyhrine P. Mayormita**

Messenger: SciRine Mayor

**EPS Edgardo S. Cabalida**

Messenger: Edgardo Cabalida

5. Immediate dissemination of this Memorandum is desired.

**MA. LIZA R. TABILON EdD, CESO V**  
Schools Division Superintendent