



Department of Education

Region V

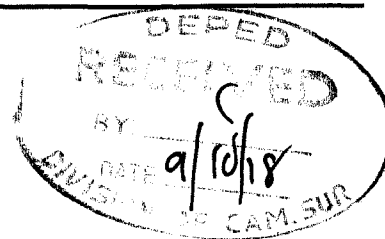
SCHOOLS DIVISION OFFICE OF CAMARINES SUR
Freedom Sports Complex, San Jose, Pili, Camarines Sur



DIVISION MEMORANDUM

No. 286 s. 2018

TO: Education Program Supervisor I – EPP/TLE (ICT – Entrep.)
Project Development Officer II – CID
Public Schools District Supervisor
School Heads
Division Team Members



FROM: 
CECILLE BERNADETTE P. RIVERA, CESO V
Schools Division Superintendent

Date: September 6, 2018

Subject: **TECHNICAL WORKING COMMITTEES AND CONTEST PACKAGE FOR
DIVISION TECHNOLYMPICS FOR EPP/TLE INFORMATION COMMUNICATION
TECHNOLOGY AND ENTREPRENEURSHIP (ICT – ENTREP.)**

1. The Schools Division Office shall conduct the Elementary Division EPP / TLE Festival (TECHNOLYMPICS) in preparation for the higher level competition consisting the different skills in Information Communication Technology (ICT).
2. The following events to be contested are: (a.) Icon Identification, (b.) Key Board Shortcut Identification, (c.) Fastest Encoding, (d.) Creating Knowledge Product, and (e.) Sales Inventory.
3. The specific guidelines for each event are contained on the following Enclosures:

Enclosure No. 1. Technical Working Committees
Enclosure No. 2. Content Guidelines for Fastest Encoding
Enclosure No. 3. Content Guidelines for Icon Identification Quiz
Enclosure No. 4. Content Guidelines for Keyboard Shortcut Command Quiz
Enclosure No. 5. Content Guidelines for Sales Inventory
Enclosure No. 6. Content Guidelines for Creating Knowledge Product
4. Date and Venue of the Division Technolympics are stated in the Division Memorandum 278 s. 2018.
5. For information, guidance and widest dissemination.

TECHNICAL WORKING COMMITTEES

Over – All Chairman: IMELDA S. NARDO –EPS I
Vice – Chairman: JESUS C. GAMORA – PDO II
MARIEL L. PAGLINAWAN – ESP I
JOEL M. BONGAIS – PI
JODEL N. NAPIRI- PI

Event / Contest	Contest Manager	Members
Icon Identification Quiz	Bernard R. Alto	Mary Jane S. San Agustin
	Joel M. Bongais	Maida V. Delos Santos
		Joel L. Bongais
		Robert D. Hinto
		Cherrylyn B. Guzman
Keyboard Shortcut Command Quiz	Jodel N. Napiri	Marlon S. Oli
		Myla P. Miranda
		Paul Robert V. Casiano
		Ronald P. Valencia
		Merry Griz B. Gorobat
Fastest Encoding (Grade 4)	Delfa A. Cuerdo	Emily R. Apa
		Aileen S. Javier
		Rosalie R. Briguera
		Marissa D. Badil
		Rodamer L. Infante
Fastest Encoding (Grade 5)		Marivic B. Abawang
		Henry Caren J. Florendo
	Irma P. Medina	Ronald B. Barroga
		Gonzalo B.Gonzales Jr.
		Christine Infante
Fastest Encoding (Grade 6)		April Rose Mendez
		Michelle B. Coralde
	Mariel L. Paglinawan	Marines F. Santiago
		Maria Reyna Cavite
		Dexter R. Condecion
Creating Knowledge Product		Rachel Villaester
		Elalaine M. Alay
		Mona Liza P. Caceres
		Arlene E. Cepeda
		Noriel B. Nitura
Sales Inventory	James Earn A.Esperida	Maria Cielo V. Vales
		Jennifer P. Caluza
		Hilario B. Olayon Jr.
		Myreal Pame Pajarillo
	Edmark M. Pado	Christy R. Dawal
		Annabelle E. Penohermoso
		Mauricio V. Atrero III
		Jester Neo H. Ariola

			Francia Aguilar
			Gemarie Aguilar
			Jerome A. Cao
			Jeralyn C. Pida
			Jenny Leah M. Callo
			Sussit B. Soto
			Loriely T. Prieto
			Adrian Azaña
			Maricar N. Gonzales
Documentation (Result)		Mariel L. Paglinawan	Christy R. Dawal
		Jesus C. Gamora	Rosalie S. Briguera
			Maria Cielo V. Vales
			Delfa A. Cuerdo
Documentation(Pictures)		Annabelle E.Penohermoso	Maida V. Delos Santos
			Francia Aguilar
			Gemarie Aguilar
Certificates		James Earn A. Esperida	Edmark M. Pado
			Hilario B. Olayon Jr.

CONTENT GUIDELINES FOR FASTEST ENCODING

COMPONENT AREA	INFORMATION AND COMMUNICATION TECHNOLOGY
Grade Level	GRADE 4, 5 and 6
Event Package	Fastest Encoding
No. of Participant	Three (3) per District (1 per grade level)
Time Allotment	10 minutes
Description	Encoding as well as organizing documents makes information analysis much easier. Using Typing Master 7 Pro (downloadable)
Criteria for Assessment	Accuracy - 50% Time Management / Speed(Gross) - 50%
Event Rules and Mechanics	<ol style="list-style-type: none"> 1. Participants shall be the First (1st), Second(2nd) and Third(3rd) place winners in the District Level. 2. Participants must bring their own laptop (14 inches and above) with pre-installed TYPING MASTER 7 (downloadable), external keyboard and mouse are not allowed. 3. The Host School shall be in-charge of the contest venue. 4. Briefing of participants shall be done fifteen (15) minutes before the start of the contest. 5. Only the contestant shall be allowed inside the room and coaches are not allowed within 10 meters of the contest venue. 6. The Contest Administrator and Facilitators shall provide the pre-need data and files. 7. Only data and files provided by the contest administrator shall be used in the contest. 8. There will be a 5 minutes warm-up using the typing master before the event start. 9. Only the contestant shall be allowed inside and coaches are not allowed within 10 meters of the contest venue. 10. Contest will be in paragraph form in all grade level. 11. In case of tie, the net speed of ech contestant shall be used to determine the winner. 12. The decision of the board of judges is FINAL and Irrevocable, therefore no question, verification and protest will be entertained. 13. The Top 3 shall be proclaimed as winners in the division level. 14. The contestant must bring their own extension wire. 15. Division Technical Team are not liable in any problem encountered by the contestant during the contest.

CONTENT GUIDELINES FOR ICON IDENTIFICATION QUIZ

COMPONENT AREA	INFORMATION AND COMMUNICATION TECHNOLOGY
Grade Level	GRADE 4, 5 or 6
Event Package	Icon Identification Quiz
No. of Participant	ONE (1) per school (District Level) Three (3) per district (Congressional Level) Three (3) Congressional (Division Level)
Time Allotment	20 seconds per item
Description	Pupils should be familiar and be able to identify the icons in MS Word, MS Excel, MS Powerpoint and MS Publisher, MS Paint (2007, 2010, 2013, 2016)
Criteria for Assessment	Accuracy and Speed
Event Rules and Mechanics	<ol style="list-style-type: none"> 1. Participants shall be the First (1st), Second (2nd) and Third (3rd) place winners in the District Level. 2. Participants must bring their own ¼ sheet tablet paper and pen or pencil. 3. The Host School shall be in-charge of the contest venue. 4. Briefing of participants shall be done fifteen (15) minutes before the start of the contest. 5. Only the contestant shall be allowed inside the room and coaches are not allowed within 10 meters of the contest venue. 6. The Division Team, Contest Administrator and Facilitators will prepare the pre-need data and Powerpoint Presentation of 20 quiz item which be flashed 20 seconds per slide. 7. After the picture of the icon was flashed, contestant will write their answer on the ¼ sheet of paper. After 20 seconds, the secretary/team members will collect the answers and record the score for every item. 8. Only data and files provided by the contest administrator shall be used in the contest. 9. The contestant with the highest point/total score will be declared winner. 10. In case of tie, the contest manager will give a separate clincher round with 5 items to determine the winner. 11. The decision of the board of judges is FINAL and Irrevocable, therefore no question, verification and protest will be entertained. 12. The Top 3 shall be proclaimed as winners in the division level.
Resource Requirements	30 pieces of ¼ sheet of tablet paper, ballpoint pen/pencil, Powerpoint presentation

**CONTENT GUIDELINES FOR KEYBOARD SHORTCUT COMMAND
IDENTIFICATION QUIZ**

COMPONENT AREA	INFORMATION AND COMMUNICATION TECHNOLOGY
Grade Level	GRADE 4, 5 or 6
Event Package	Keyboard Shortcut Command Identification Quiz
No. of Participant	ONE (1) per school (District Level) Three (3) per district (Congressional Level) Three (3) Congressional (Division Level)
Time Allotment	20 seconds per item
Description	Pupils should be familiar and be able to identify the Keyboard shortcut commands in MS Word, MS Excel, MS Powerpoint and MS Publisher (2007, 2010, 2013, 2016)
Criteria for Assessment	There will be three(3) level
	Easy – 1 point Average - 2 points Difficult - 3 points
Event Rules and Mechanics	<ol style="list-style-type: none"> Participants shall be the First (1st), Second(2nd) and Third(3rd) place winners in the District Level. Participants must bring their own ¼ sheet tablet paper and pen or pencil. The Host School shall be in-charge of the contest venue. Briefing of participants shall be done fifteen (15) minutes before the start of the contest. Only the contestant shall be allowed inside the room and coaches are not allowed within 10 meters of the contest venue. The Division Team, Contest Administrator and Facilitators will prepare the pre-need data and Powerpoint Presentation of 20 quiz item which be flashed 20 seconds per slide. After the description of the function/shortcut command was flashed, contestant will write their answer on the ¼ sheet of paper. After 20 seconds, the secretary/team members will collect the answers and record the score for every item. Only data and files provided by the contest administrator shall be used in the contest. There will be 5 items for easy and average round and 10 items for difficult round. The contestant with the highest point/total score will be declared winner. In case of tie, the contest manager will give a separate clincher round with 5 items, each item corresponds 3 points. The decision of the board of judges is FINAL and Irrevocable, therefore no question, verification and protest will be entertained. The Top 3 shall be proclaimed as winners in the division level.

CONTEST GUIDELINES FOR ELECTRONIC SALES INVENTORY

Component Area	INFORMATION AND COMMUNICATION TECHNOLOGY AND ENTREPRENEURSHIP
Grade Level	Grade 4, 5 or 6
Event Package	Electronic Sales Inventory
No. of Participants	ONE (1) per school (District Level) Three (3) per district (Congressional Level) Three (3) Congressional (Division Level)
Time Allotment	1 hour
Description	Organizing and analyzing data using Microsoft Excel 2010, 2013 and 2016
Criteria for Assessment	
Accuracy of data (40%)	
Use of functions and formulas (40%)	
Speed/Time (15%)	
Communication Skills (5%)	
Event Rules and Mechanics	<ol style="list-style-type: none">1. Participants must bring their own laptop (14 inches and above) with pre-installed Microsoft Excel 2010,2013, or 2016.2. Host school is in charge of contest venue.3. Briefing of participants shall be done 15 minutes before contest starts.4. Only contestants shall be allowed inside the contest venue. In contrast, coaches are discouraged from being near the windows and must be 10 meters away from the contest area. Failure to comply with this will result in disqualification of the contestant.5. The Division Team/Contest Manager/Administrator will prepare the pre-need data which will be used by the contestants as guide.6. The contestants are given an hour to accomplish the spreadsheet, supplying it with the needed values, formulas and functions.7. To measure the accuracy of data, the following will be observed:<ul style="list-style-type: none">• proper alignment and decimal place of the values (i.e. numbers, money, etc.); and• correct spelling and arrangement (i.e. labels, tables, etc.)• in every minute extension one(1) point deduction.8. Only the top ten (10) contestants will be eligible for the interview (communication skills).9. In case of a tie (after the interview), a new spreadsheet will be accomplished.10. No questions shall be entertained during and after the contest, as all clarifications should have already been covered during the orientation. Judges' decision is final and irrevocable. Any protest done by or in behalf of the contestants or the coaches will not be considered.11. This event is up to Division Level only.12. The 1st place winner shall represent the district in the Division Level.13.external keyboard and mouse are not allowed.14. The top 3 winners in the Division Level will be recognized.
Resource Requirements	Laptop (14 inches and above, with pre-installed MICROSOFT EXCEL 2010,2013,2016), extension wire

**CONTENT GUIDELINES FOR CREATING KNOWLEDGE PRODUCTS
SALES ADVERTISEMENT (MS PUBLISHER)**

COMPONENT AREA	INFORMATION AND COMMUNICATION TECHNOLOGY
Grade Level	GRADE 4, 5 or 6
Event Package	Creating Knowledge Products Sales Advertisement (MS Publisher 2010, 2013, or 2016)
No. of Participant	ONE (1) per school (District Level) Three (3) per district (Congressional Level) Three (3) Congressional (Division Level)
Time Allotment	60 minutes
Description	Creating knowledge products using Publishing Tool (MS Publisher) in a form of sales advertisement – Flyer
Criteria for Assessment	Content 45% Creativity 50% Communication Skills 5%
Event Rules and Mechanics	<ol style="list-style-type: none"> 1. Participants shall be the First (1st), Second(2nd) and Third(3rd) place winners in the District Level. 2. Participants must bring their own laptop with MS Publisher – Office Application; and a printer. 3. The Host School shall be in-charge of the contest venue. 4. Briefing of participants shall be done fifteen (15) minutes before the start of the contest. 5. Only the contestant shall be allowed inside the room and coaches are not allowed within 10 meters of the contest venue. 6. The Contest Administrator and Facilitators shall provide the pre-need data and files. 7. Only data and files provided by the contest administrator shall be used in the contest. There is no limitation on the creativity of the participants as long as it uses all the applications in MS Publisher. 8. The outputs of the participants shall be graded using the performance rubrics. 9. No printed output means automatic disqualification. 10. There will be a selection for Top 15. Only the Top 15 shall undergo the interview for communication skills for 2 to 3 minutes. 11. Paper size A4, landscape, 80gsm 12. The management will provide the paper to be use in printing the output of the contestant. 13. The decision of the board of judges is FINAL and Irrevocable, therefore no question, verification and protest will be entertained. 14. The Top 3 shall be proclaimed as winners in the division level. 15. Testing of printer is allowed <ol style="list-style-type: none"> a. Test print b. Draft copy c. Final Copy 16. Mouse is the only allowed external device