Department of Education
Region V
DIVISION OF CAMARINES SUR
Freedom Sports Complex, San Jose, Pili, Camarines Sur

RECEIVED
BY:
DATE: 9/26/19
DIVISION OF CAMARINES SUR

DIVISION MEMORANDUM
No. 353 s. 2019

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

FROM: **CECILLE BERNADETTE P. RIVERA, CESO V**
Office of the Schools Division Superintendent

Date: September 10, 2019

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

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. Teehnical Working Committees
   Enclosure No. 2. Content Guidelines for Icon Identification Quiz
   Enclosure No. 3. Content Guidelines for Keyboard Shortcut Identification Quiz
   Enclosure No. 4. Content Guidelines for Fastest Encoding
   Enclosure No. 5. Content Guidelines for Creating Knowledge Product
   Enclosure No. 6. Content Guidelines for Sales Inventory

4. Date and Venue of the Division Technolympics are as stated in the Division Memorandum 315 s. 2019.

5. For information, guidance and widest dissemination.

Division Memorandum No. 353 s. 2019

TECHNICAL WORKING COMMITTEES

Over – All Chairman: IMELDA S. NARDO –*EPS I*
SALVADOR T. PELINGON – *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	Robert D. Hinto	Mary Jane S. San Agustin
	Joel M. Bongais	Maida D. Casiano
		Bernard R. Alto
		Cherrylyn B. Guzman
		Daisy D. Lagasca
		Catherine F. Ubalde
Keyboard Shortcut Command Quiz	Jodel N. Napiri	Marlon S. Oli
		Myla M. Oli
		Paul Robert V. Casiano
		Ronald P. Valencia
		Merry Griz B. Gorobat
		Emily R. Apa
		Johann Alex R. Daza
Fastest Encoding (Grade 4)	Delfa A. Cuerdo	Aileen S. Javier
		Rosalie R. Briguera
		Marissa D. Badil
		Rodamer L. Infante
		Marivic B. Abawag
		Carla May R. Javier
		Jay P. Reyes
Fastest Encoding (Grade 5)	Erma P. Medina	Ronald B. Barroga
		Joshua D. Claro
		Christine L. Infante
		April Rose R. Mendez
		Michelle B. Coralde
		Claudia D. Austria
Fastest Encoding (Grade 6)	Mariel L. Paglinawan	Marines F. Santiago
	Jennifer D. Caluza	Melanie D. Goyena
		Dexter R. Condecion
		Rachel C. Villaester
		Elalaine M. Alay
		Mona Liza C. Rodriguez
		Bernadette Asico
		Noriel B. Nitura
Creating Knowledge Product	Maria Cielo V. Vales	Jennifer D. Caluza
	Christy R. Dawal	Hilario B. Olayon Jr.
		Ronna G. Esperida
		Miguela R. Bien

		Hazel T. Dialino
		Janice N. Angeles
Sales Inventory	Edmark M. Pado	Mauricio V. Atrero III
	Sharo B. Pelingon	Annabelle E. Penohermoso
		Jester Neo H. Ariola
		Francia A. Aguilar
		Gemarie M. Aguilar
		Jerome A. Cao
		Jeralyn C. Pida
		Sussit B. Soto
		Loriely T. Prieto
		Maricar N. Gonzales
		Maria Cristina S. Del Mundo
		Adrian Marc Francis C. Corpuz
		Adrian P. Azaña
Documentation (Result)	Mariel L. Paglinawan	Christy R. Dawal
		Rosalie S. Briguera
		Maria Cielo V. Vales
		Delfa A. Cuerdo
Documentation (Pictures)	Annabelle E. Penohermoso	Maida D. Casiano
		Francia A. Aguilar
		Gemarie M. Aguilar
Certificates	Edmark M. Pado	Maria Cielo V. Vales
		Marieta N. Balote
		Hilario B. Olayon, Jr.
		Jerome A. Cao
		Sussit B. Soto

Enclosure No.2
Division Memorandum No. 353 s. 2019

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) per 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 (2010, 2013, 2016)
Criteria for Assessment	Accuracy and Speed
Event Rules and Mechanics	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

Enclosure No.3
Division Memorandum No. 353 s. 2019

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) per 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 (2010, 2013, 2016)
Criteria for Assessment	Accuracy and Speed
	Easy – 1 point, Average - 2 points, Difficult - 3 points
Event Rules and Mechanics	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 **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. 8. Only data and files provided by the contest administrator shall be used in the contest. 9. There will be 5 items for easy and average round and 10 items for difficult round. 10. The contestant with the highest point/total score will be declared winner. 11. In case of tie, the contest manager will give a separate clincher round with 5 items, each item corresponds 3 points. 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.

Enclosure No.4
Division Memorandum No. 353 s. 2019

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	One (1) per District 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	1. Participants shall be the First (1st) place winners in the District Level. 2. Participants must bring their own laptop (14 inches) with pre-installed TYPING MASTER 7 (downloadable) 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 each 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.

Enclosure No.5
Division Memorandum No. 353 s. 2019

CONTENT GUIDELINES FOR CREATING KNOWLEDGE PRODUCTS SALES ADVERSTISEMENT (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 and above)
No. of Participant	One (1) per school (District Level) Three (3) per district (Congressional Level) Three (3) per 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	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. The management will provide the paper to be used in printing the output (size 8.5 x 11, landscape, 80gsm). 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. Trial printing must be done ahead of the contest proper. 15. The contestant will only be allowed a maximum of two (2) printed outputs. 16. Mouse is the only allowed external device.

Enclosure No.6
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CONTEST GUIDELINES FOR ELECTRONIC SALES INVENTORY

Component Area	**INFORMATION AND COMMUNICATION TECHNOLOGY AND ENTREPRENEURSHIP**
Grade Level	Grades 4-6
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, 206 or 2019
Criteria for Assessment	Accuracy of data (40%) Use of functions and formulas (40%) Speed/Time (15%) Communication Skills (5%)
Event Rules and Mechanics	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 the 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: • 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. Installation of the required software during the duration of the contest will not be allowed. 9. Only the top five (5) contestants will be eligible for the interview (communication skills). 10. In case of a tie (after the interview), a new spreadsheet will be accomplished. 11. 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. 12. This event is up to Division Level only. 13. The 1st to 3rd place winner shall represent the district in the Congressional Level. The top 3 winners in the Congressional Level will participate in the Division Level. 14. Mouse is the only allowed external device/peripheral. 15. The top three (3) winners in the Division Level will be recognized.
Resource Requirements	Laptop (14 inches and above, with pre-installed MICROSOFT EXCEL 2010,2013,2016 or 2019), extension wire