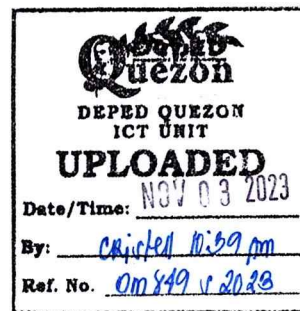




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26 October 2023

**DIVISION MEMORANDUM**

DM No. 849, s. 2023

**DIVISION SCIENCE AND TECHNOLOGY FAIR FOR SCHOOL YEAR 2023-2024**

**To: Assistant Schools Division Superintendent  
 Public Schools District Supervisors  
 Public and Private Elementary and Secondary School Heads  
 All Other Concerned**

1. In preparation for the 2023 Regional Science and Technology Fair and the National Science and Technology Fair. The Curriculum and Implementation Division CID will hold the **Division Science and Technology Fair for School Year 2023-2024** on November 18, 2023 at Quezon National High School, Lucena City.
2. The event integrates the cultivation of crucial research skills such as critical thinking, problem solving, and the stimulation of innovation and creativity. These competencies not only propel academic success but also prepare the students for excellence in their future academic pursuits and careers. This year's theme is: **Rebuilding Resilient Communities: Embracing Science and Technology for a Sustainable Future.**
3. The maximum number of participants per category are as follows:

<b>Maximum Number of Student Participants per School</b>	
<b>Life Science Category (4)</b>	
Individual	1
Team	Maximum of 3
<b>Physical Science Category (4)</b>	
Individual	1
Team	Maximum of 3

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<b>Robotics and Intelligent Machines Category (4)</b>	
Individual	1
Team	Maximum of 3
<b>Mathematics and Computational Science Category (4)</b>	
Individual	1
Team	Maximum of 3
<b>National Science Innovation Expo (4)</b>	
Individual	1
Team	Maximum of 3
<b>Total</b>	<b>20</b>

4. The top 3 in the school science fair in each research category are required to submit digital copies of their research manuscripts in PDF to be uploaded to this link <https://tinyurl.com/2symajj> on or before November 7, 2023. Please use the file name:

**Category\_name of proponet(s)\_DSTF2023**

Life Science Individual : LSI\_Orogo\_DSTF2023

Life Science Team : LST\_Orogo\_Ilaosoltura\_DSTF2023

Physical Science Individual : PSI\_Orogo\_DSTF2023

Physical Science Team : PST\_Orogo\_Ilaosoltura\_DSTF2023

Robotics and Intelligent Machine Individual : RIMI\_Orogo\_DSTF2023

Robotics and Intelligent Machine Team : RIMT\_Orogo\_Ilaosoltura\_DSTF2023

Mathematics and Computational Science Category Indiv:  
MCSCI\_Orogo\_DSTF2023

Mathematics and Computational Science Category

Team : MCSCOT\_Orogo\_Ilaosoltura\_DSTF2023

National Science Innovation Expo Individual : NSIEI\_Orogo\_DSTF2023

National Science Innovation Expo Team : NSIET\_Orogo\_Ilaosoltura\_DSTF2023

5. The research manuscripts will be forwarded to the Division Scientific Review Committee (DSRC) for project pre-evaluation,. The top 3 qualifiers from the pre-evaluation will advance to the DSTF for the actual validation, showcasing and screening

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- screening of the project which will be announced on a separate memorandum. First placers in each category in the DSTF will advance to the Regional Science and Technology Fair (RSTF).
6. There will be an orientation meeting of the Department Heads who are members of the TWG in the preparation needed for the conduct of the DSTF on November 10, 2023 - 9:00 AM at the SDO CID Conference Room.
  7. The travel expenses of participants who will attend the orientation meeting and the DSTF shall be charged to School MOOE/ Local funds subject to the usual accounting and auditing rules and regulations.
  8. The teachers are entitled for a one (1) day service credit equivalent to the service rendered during the DSTF. Likewise, the Head Teachers, School Heads and Education Program Supervisors who will be rendering services during the activity are entitled for a 1 day compensatory time off (CTO).
  9. The student-participants shall bring parents consent and official school ID on the day of the contest
  10. Immediate dissemination of this Memorandum is desired.

  
**ROMMEL C. BAUTISTA CESO V**  
Schools Division Superintendent 

cid-ims/ceao/rqn/10/26/2023

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Enclosure 1 to DM No. 849 s. 2023

**General Guidelines on the Conduct of Division Science and Technology Fair  
(DSTF) SY – 2023-2024**

**GUIDELINES ON THE CONDUCT OF DSTF SY 2023-2024**

The DSTF guidelines are as follows:

1. The competition is open to Grades 9-12 learners of both public and private high schools in SDO – Quezon who have not reached the age of 20 on or before May 1 of the current school year.
2. Learners may work individually or in teams with 2-3 members from the same school. Each learner is only allowed to submit one (1) research project in one (1) of the four (4) research categories: Life Science, Physical Science, Robotics and Intelligent Machines, and Mathematics and Computational Sciences. The project should include no more than 12 months of continuous research and should not include research activities performed before January of the previous school year. (e.g., For school year 2023-2024 with the target opening of classes on August 2023 and ISEF on May 2024, research projects may be accomplished within 1-12 month/s starting from January 2023 to January 2024).
3. The top 3 winners in each category of TUKLAS and Innovation Expo in the School Science and Technology Fair (SSTF) will be screened by the Division Scientific Review Committee (SRC) via online submission and evaluation of projects through necessary documents and attachments based on the complete guidelines for judging the competition as stated in the First Edition of School, Division, Regional, and National Science and Technology Fair Guidebook.

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4. In addition to item number 3, a video with a span of 3 to 5 minutes must also be submitted for further validation showcasing the process of the Innovation Expo or Tuklas Project with highlights on the research output.
5. The top 3 qualifiers from the initial screening will advance to the Division Science and Technology Fair (DSTF) for the actual validation, showcasing and screening of the project. First placers in each category in the Division Science and Technology Fair (DSTF) will advance to the Regional Science and Technology Fair (NSTF).
6. Participation in this activity is voluntary and no registration fee will be collected.

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Enclosure 2 to DM No. 849 s. 2023

**Timeline of Activities**

<b>Activity</b>	<b>Date</b>	<b>Responsible Office / Unit</b>
School Science and Technology Fair	September – October 2023	Schools
Online Orientation of the Division Technical Working Group (DTWG)	October 2023	School Department Heads, Coordinators and Focal Persons
Online Submission of Official Participants per School	November 7, 2023	CID, School Department Heads, Coordinators and Focal Persons
Online Submission and Preliminary Screening of School Entry for Each Contest Category	November 7, 2023	CID, School Department Heads, Coordinators and Focal Persons
Announcement of Qualified Entry for the Division Science and Technology Fair	November 2023	CID, Division SRCs, School Department Heads, Coordinators and Focal Persons
Division Science and Technology Fair SY 2023-2024	November 18, 2023	CID, Division SRCs, School Department Heads, Coordinators and Focal Persons
Regional Science and Technology Fair	November 28-29, 2023	CLMD
Final Revision of Winning Entry and other entry requirements	December 4-8, 2023	OSDS, CID and CLMD
Submission of Results and Reports to the Bureau of Curriculum Development	December 11, 2023	CLMD
National Science and Technology Fair	March 11 to 15, 2024	BCD

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Enclosure No 3 to DM No. 949 s. 2023

**List of Technical Working Committee**

1. Carmela Ezel A. Orogo	Education Program Supervisor
2. Ariel R. Viñas	Department Head Quezon NHS
3. Eliza D. Melinas	Department Head DMPastrana NHS
4. Caroline J. Vivares	Department Head PSLIS
5. Lucrecia Escritor	Department Head Atimonan CNHS
6. Imelda Lakian	Department Head Gumaca NHS
7. Juliana Arit	Department head Lopez NCHS
8. Reynal E. Alpay	OIC – Science Dept. Alabat INHS
9. Joselito A. Quitoriano	OIC – Science Dept. BPAHS
10. Edgar G. Yabut	OIC – Science Dept. Lutucan NHS
11. Maria Annaliza L. Balababa	OIC – Science Dept. Recto MNHS
12. Rio Celeste A. Reyes	OIC – Science Dept. Quezon SHS
13. Celeste Escarda	Science Coordinator Mauban North I ES

**Event Facilitators**

<b>Event</b>	<b>Name of Event Facilitator</b>	<b>Name of Co-Facilitator</b>
Life Science Category (Individual) Life Science Category (Team)	Edgar G. Yabut	Cynthia M. Salagoste
Physical Science Category (Individual) Physical Science Category (Team)	Rio Celeste A. Reyes	Gemma Rose P. Bernardo
Mathematics and Computational Science Category (Individual) Mathematics and Computational Science Category (Team)	Caroline J. Vivares	Noel D. Deveza
Robotics and Intelligent Machines Category (Individual) Robotics and Intelligent Machines Category (Team)	Eliza D. Melinas	Rinalyn M. Endonila
Science Innovation Expo (Individual) Science Innovation Expo (Team)	Eliza D. Melinas	Rinalyn M. Endonila

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**Records and Result Committee**

Epifania Logmao  
Ruel A. Arcega  
Sarah Amparo

**Program Events and Invitation Committee**

Areil Viñas  
Lianne Mae P. De Guzman

**Certificate Committee**

Areil Viñas  
Reyna E. Alpay  
Reynaldo Tarranco  
Melanie U. Flores

**Food Committee**

Melanie U. Flores  
Ma. Camille Anne M. Guevarra

**Registration and Attendance Committee**

Rio Celeste A. Reyes  
Maria Annaliza L. Balaba  
Joselito A. Quitarano  
Krista Mae T. Palma

**ICT and Documentation Committee**

Princess Ann B. Sales  
Lianne Mae P. De Guzman  
Amiel Godfrey Y. Aquino





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Enclosure No 4 to DM No. 849 s. 2023 Terms of References for the Different Committees

**TERMS OF REFERENCES**

**A. Registration and Attendance Committee**

1. Prepare and submit the complete and certified registration and attendance form.
2. Collaborate with records and results committee and certificate committee.

**B. Program Events and Invitation Committee**

1. Design and distribute the printout of the DSTF program and invitation.
2. Provide a template to be used for the invitation of judges.

**C. Records and Results Committee**

1. Prepare a secured database for the information of the official delegates, Technical Working Group, Event Facilitators and Judges.
2. Devise a mechanism for strategic submission of the results of different events.
3. Provide the templates for the score sheets, tally sheets and results.
3. Coordinate with the certificate committee.

**D. Event Facilitator**

1. Facilitate the opening program in their respective events.
2. Check the attendance and eligibility of the learners.
3. Check all the necessary materials and paraphernalia to be used in the event.
4. Ensure the safety of the participants.
5. Facilitate the event activity assigned as per the agenda.
6. Ensure that the event stays on schedule and that participants are engaged.
7. Encourage participation, interaction, and knowledge sharing among attendees.
8. Address any issues or challenges that arise during the event.
9. Maintain a positive and inclusive atmosphere for the event assigned.

**E. Co-Facilitator**

1. Assist the event facilitator in all its duties.
2. Act as timekeeper.
3. Assist the judges in the event.
4. Act as documenter and submit pictures and videos to the head of the documentation committee.
5. Prepare the scoresheets (electronic and printed) to be used by the judges.
6. Collaborate with record and results committee.

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**F. ICT and Documentation Committee**

1. Capture pictures and videos during the activity.
2. Create a secured data hub for the captured video with separated folder for each event category.
3. Provide a 10-minute creative video covering all the activities at DSTF.
4. Collaborate with events facilitators.

**G. Certificate Committee**

1. Provide certificate of appearance, certificate of participation and certificate of recognition.
2. *Coordinate with records and results committee and registration and attendance committee.*

**H. Medical Committee**

1. Ensure the health and safety of all the RSTF participants.
2. Identify medical supplies needed for the RSTF.
3. Coordinate with the Asset Management Section Head on the availability of medical supplies needed for the RSTF.
4. Provide first aid procedures to the participants

**G. Food Committee**

1. Prepare and submit 3 copies/sets of complete and certified meal attendance
2. Devise strategy in distributing meals and snacks to TWG and judges.

**J. Judges**

1. Evaluate the output of the learners using the BOJ Project evaluation form.
2. Provide feedback review and recommendations both for winning and non-winning entry.
3. Submit the official result to the records committee.



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Enclosure No. 5 to DM No. 849 s. 2023

**Submission Form for the Official List of Participants**  
**LIST OF PARTICIPANTS**

School: \_\_\_\_\_

School Head: \_\_\_\_\_

Department Head/Coordinator: \_\_\_\_\_

<b>EVENT CATEGORY</b>	<b>NAME OF LEARNER</b>	<b>GRADE LEVEL</b>	<b>COACH</b>
Life Science Category (Individual)	1.		
Life Science Category (Team)	1.		
	2.		
	3.		
Physical Science Category (Individual)	1.		
Physical Science Category (Team)	1.		
	2.		
	3.		
Robotics and Intelligent Machines Category (Individual)	1.		
Robotics and Intelligent Machines Category (Team)	1.		
	2.		
	3.		
Mathematics and Computational Science Category (Individual)	1.		
	1.		

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<b>Mathematics and Computational Science Category (Team)</b>	2.		
	3.		
<b>Science Innovation Expo (Individual)</b>	1.		
<b>Science Innovation Expo (Team)</b>	1.		
	2.		
	3.		

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Enclosure No. 5 to DM No. 849 s. 2023: DSTF Matrix of Activities

**DSTF MATRIX OF ACTIVITIES**

<b>TIME</b>	<b>ACTIVITIES</b>
7:00 – 8:00	Registration
8:00 – 9:00	Opening Program
9:00 – 12:00	Presentation and Evaluation of the different categories:
12:00 – 1:00	Lunch
1:00 – 4:00	Presentation and Evaluation of the different categories
4:00 – 5:00	Awarding and Closing Program

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