Division Memorandum
No. 152 s. 2012

STEP SKILLS COMPETITION Planning & Conference Elem. Level

TO: Asst. School Division Superintendent  
ES-I EPP / EPP Division Coordinators  
Elem. School District Supervisor

1. To cope with the target date of the Regional Office to hold the Regional STEP Competition on December 2, 3, & 4, 2012. For the Elementary level, This office sets the dates for the lower level STEP Competition as follows:

For Elementary School

a. District Level  
   September up to  
   October 15, 2012

b. Congressional Level  
   October 19 (F), 2012  
   20 (S), 2012  
   25, 26, 27  
   (THU)(FRI)(SAT)

c. Division Level  
   November 16, 2012  
   Friday

2. To ensure a thorough preparation for the said activities, a planning conference will be conducted on October 12, 2012 at 8:00 A.M. for Elem. at the Grandstand, D.O.

3. Participant to this STEP Planning Conference are as follows

   a. Principal / School Head of the School who will be hosting the 2012 STEP Congressional & Division competitions.

   b. To attend conferences are the Division STEP Organization Officers, Division Team Members Principal / School Head of the Host School.

   c. Inclosed are the lists of the Division STEP Organization Officers Division Team Members.
4. All School Heads in Elementary who will host the Competition should submit proposals for the lower level STEP Competition so that budget will be released by the Division Officers.

5. For the Congressional Level Competitions the following schools have been identified as hosts:

   1st  Ragay Central  -  October 19, 2012
   2nd  Libmanan North -  October 20, 2012
   3rd  Calabanga Central -  October 25, 2012
   4th  Tigaon Central -  October 26, 2012
   5th  Buhi Central -  October 27, 2012

6. For the Division Competition, Bula Central will be the host on November 16, 2012.

7. Travel expenses of the participants shall be charged against local funds subject for the usual accounting rules and regulation.

8. For immediate & wide dissemination and guidance of all concerned.

[Signature]
GILBERT P. SAOSSAD
Schools Division Superintendent