



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

11974

October 6, 2023

REGIONAL MEMORANDUM

No. **1094**, s. 2023

2023 REGIONAL SCIENCE, TECHNOLOGY, AND MATHEMATICS FAIR

To: Schools Division Superintendents
Public and Private Secondary School Heads
All Others Concerned

1. This Office, through the Curriculum and Learning Management Division, announces the conduct of the 2023 Regional Science, Technology, and Mathematics Fair (RSTMF), dubbed as *PaSCIdungog han MATHkarit*, on November 8 - 11, 2023 in Baybay City, Leyte.
2. The RSTMF aims to:
 - a) promote Science, Technology, and Mathematics consciousness and a culture of innovation among the youth;
 - b) develop learners' essential research skills for academic success and future academic and career pursuits; and
 - c) identify the most creative and innovative student researchers from the Junior and Senior High Schools who shall represent the region in the national Science – Mathematics research fairs.
3. The official participants from each division shall only be the Rank 1 Division Winners in each of the different categories whose entries have been approved by the Regional Level Scientific Review Committee (SRC). Substitutes shall not be allowed. The description and number of Official participants and other Party members are attached herewith.
4. The guidelines, standards, parameters, and process stipulated in the SSTF, DSTF, RSTF, and NSTF Handbook shall guide student researchers, teachers, school heads, Division and Regional Math and Science Supervisors, Chief Education Program Supervisors, and Schools Division Superintendents in implementing and organizing Science and Technology Fairs.
5. The Division Level Math and Science Supervisors or assigned Focal Persons under the Curriculum Implementation Division shall lead the conduct of the school and division levels Science and Technology Fair. Each lead is empowered to come up with implementation mechanism to ensure no disruption of classes for the participating schools across all levels of STF.
6. The Schools Division Superintendents must ascertain that classes left by the teacher-participants are taken over by substitute teachers, merged with other



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classes, or given an alternative instruction or delivery mode so that the learners still avail of the full benefit of classroom instruction.

7. The Division STF Coordinators are to submit on or before **October 31, 2023**, 5:00 pm, through the division Google Drive sharing to clmd.region8@deped.gov.ph and ryan.tiu@deped.gov.ph, the files listed below. Failure to submit the complete report, documents, and projects on time shall be subject for disqualification.

- a) Endorsement by the Schools Division Superintendent (*scanned copy*)
- b) Official List of Participants (*in MS Excel format and following the format template in the NSTF Handbook*)
- c) End of Activity Report for the Division STMF
- d) Shoutout video
- e) Manuscripts and Forms (*arranged by folder per category*)

8. The hard copy of the manuscripts and Forms (in 3 copies, color coded, and soft bound), Learner Media Release Consent Form, Parent Consent Form, and Non-Disclosure Agreement (NDA) Form will be submitted on November 8, 2023 at the Registration Area in the RSTMF venue.

9. A registration fee of Twenty Thousand Pesos (Php 20,000.00) only shall be collected from each Division charged to local funds and/or division/school MOOE, subject to the usual accounting and auditing rules and regulations. This fee will cover expenses for the contest materials, certificates, medals and trophies, venue and equipment rental, board and lodging of the SRC, Board of Judges (BOJ), and the Technical Working Group (TWG), and other expenses incurred relative to the conduct of RSTMF. Registration shall be done in coordination with SDO Baybay City.

10. Travel and other incidental expenses incurred by the participants shall be charged to their respective local funds or other available sources, while the honorarium for the non-DepEd Board of Judges members shall be taken from the DepEd RO8 Fund and BEC Program Support Fund, subject to the usual accounting and auditing rules and regulations.

11. For more information, all concerned may contact Ryan R. Tiu, EPS or Sarah S. Cabaluna, EPS at the clmd.region8@deped.gov.ph.

12. Immediate dissemination of and compliance with this Memorandum are desired.

fr
EVELYN R. FETALVERO, CESO IV
Regional Director

Enclosures: As stated

References: As stated

To be indicated in the Perpetual Index under the following subjects:

FAIR

MATHEMATICS

SCIENCE TECHNOLOGY

CLMD-RRT



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Enclosure No. 1 to the Regional Memorandum No. 1094, s. 2023**Official Participants to the 2023 RSTMF**

- I. Learner-Participants. The description and maximum number of official participants are the following:

Maximum Number of Learner-Participants per Division and EVRSHS	
Life Science Category (4)	
Individual	1
Team	max of 3
Physical Science Category (4)	
Individual	1
Team	max of 3
Robotics and Intelligent Machines Category (4)	
Individual	1
Team	max of 3
Mathematics and Computational Science Category (4)	
Individual	1
Team	max of 3
STEM Innovation Expo (2-4) (Either 2 Individual or 1 Individual and 1 Team)	
Individual	1
Team	max of 3
TOTAL	18

- II. Division Official Party. The description and maximum number of other official participants are the following:

Maximum Number of Other Official Party per Division	
Schools Division Superintendent	1
Chief Education Program Supervisor - CID	1
Division EPS – Science (as RTWG Member)	1
Division EPS – Math (as RTWG Member)	1
Division STF Coordinator / In-Charge	1
Research Advisers or Coaches	10

- III. Regional Official Party

Maximum Number of Official Party	
Regional Director	1
Assistant Regional Director	1
Chief Education Program Supervisor - CLMD	1
Regional Technical Working Group & Secretariat	16

- IV. Regional Scientific Review Committee and Board of Judges - 15



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Enclosure No. 2 to the Regional Memorandum No. 1094, s. 2023

Regional Management Team (RMT)

Chairman: Evelyn R. Fetalvero, CESO IV – Regional Director
 Vice-Chairman: Ronelo Al K. Firmo, CESO V – Assistant Regional Director
 Members: Harvie D. Villamor - CES, CLMD
 Ryan R. Tiu – EPS, CLMD
 Sarah S. Cabaluna - EPS, CLMD
 Mrs. Fe Gerona - Chief Accountant
 Dandy G. Acuin - EPS, CLMD
 Ernani S. Fernandez, Jr. - EPS, CLMD
 Gertrudes Mabutin - EPS, CLMD
 Dean Ric Endriano - EPS, CLMD
 Amenia C. Aspa - EPS, CLMD
 Nova P. Jorge - EPS, CLMD
 Alfredo Café - EPS, CLMD
 Joy B. Bihag – EPS, CLMD
 Hydelin N. Cinco - Librarian, CLMD
 Edward Fumar - - COS, CLMD
 Jasmin F. Calzita - PAU
 Floramay Bacus - PAU

Technical Working Groups

Registration Committee

- Host Division TWG
- Regional Management Team (RMT)
 - CLMD and Host CID Chiefs
 - CLMD and Host CID Science and Math EPSs
 - other RMTs
- Each Division Coordinator or in-charge

Science Congress and Poster Exhibit Committee

Chairman: Ryan R. Tiu
 Co-Chair: Sarah S. Cabaluna
 Members: CLMD EPSs and Division Science and Math EPSs

CATEGORY	MEMBERS
Life Science	Nova P. Jorge, Carmen Lim, Luteshane Gutierrez, Emily Adarayan, Gina Diloy, Roel Tugas
Physical Science	Dean Ric Endriano, Joy Saldana, Aurora Amboy, Bruna Epiz, Hazel Maraviles, Robert Guira
Robotics & Intelligent Machines	Joy Bihag, Socorro Ausa, Juliet Montebon, Joshua Sherwin Lim, Santiago Fabula, Jr., Carlito Labine
Mathematics and Computational Science	Gertrudes Mabutin, Gina Palines, Charity Nogra, Elizabeth Deligero, Glendo Carido, Miguel Dumas



Science Innovation Expo

Alfredo Café, Arnulfo Banzon, Rhea Coles, Manuel Lipata, Ma. Teresa P. Rabanos, Rommel Tan

Logistics, Welfare, and Venue Committee

- Host Division
- RMT & TWG

Program and Documentation Committee

- Host Division
- RMT
 - Jasmin F. Calzita
 - Floramay Bacus

Awards and Certificates Committee

- Host Division
- RMT
 - Amenia Aspa
 - Hydelyn N. Cinco
 - Dandy G. Acuin

Results and Documents Committee

- Host Division
- RMT
 - Ryan R. Tiu
 - Sarah S. Cabaluna
 - Ernani Fernandez Jr.

Secretariat

- Host Division
- RMT
 - Amenia Aspa
 - Floramay Bacus
 - Hydelyn N. Cinco

Special Committees of Host Division

- ❖ Invitation & Communication
- ❖ Accommodation
- ❖ Opening and Closing Program
- ❖ Protocol
- ❖ Contest Venues
- ❖ Physical Facilities/Arrangement
- ❖ Security and Disaster Mgt.
- ❖ Transportation
- ❖ Food and Catering
- ❖ Finance Procurement
- ❖ Health Safety & Sanitation



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Enclosure No. 3 to the Regional Memorandum No. 1094, s. 2023

Terms of Reference

Registration Committee

- Ensures the smooth and systematic enlistment of participants, advisers and guests
- Provides basic information to the participants, such as billeting areas, contest and activity venues, & other pertinent information of the place
- Ensures the accuracy, completeness, and timely the distribution of IDs and other relevant materials (if any) to be given during the registration
- Ensures that all participants have signed the Attendance Sheets from Day 0 to Day 3
- Coordinates with the program lead to provide a complete and exact registered number of participants
- Ensures distribution of the Certificate of Appearance at the end of the entire activity

Science Congress and Poster Exhibit Committee

- Quality assures the compliance of the displays to the guidelines
- Checks and provide corrections on the poster display (size, content, and other standards)
- Arranges and assign areas for the poster display of each entry
- Checks and corrects (if any) codes assigned per manuscript / presenter
- Ensures that judges, finalists, and observers are in the congress venue
- Ensures that all participants in the room adheres with the house rules
- Facilitates the presenters use of LCD projector or gadget(s) for presentation
- Keeps time on task and adheres to the time schedule
- Provides scoresheet and other needed materials to the BOJ
- Traffics the flow of the presenters from holding to presentation area
- Helps tabulate the scores of all judge, if needed
- Secures all scoresheets and manuscripts after congress and submit to the Records and Documentation Committee
- Observe CLAYGO policy (clean as you go)
- Coordinates with Welfare Committee for the billeting and transportation concerns of the BOJs to/from venue & hotel

Logistics, Welfare, and Venue Committee

- Ensures that contest-proper hall/rooms and holding areas/rooms are prepared for the activity
- Labels all rooms and areas used for the activity
- Designs the setup of plenary hall and poster exhibit area
- Ensures that all needed facilities such as but not limited to chairs, tables, LCDs, sound system, signages, etc. are available and functioning well
- Makes arrangement for the room assignment (accommodation) of the judges, management team, TWG, and guests
- Makes arrangement for the provision of land services needed in the activity
- Makes arrangement for the meals for the whole duration of the activity
- Coordinates with the program committee on the schedule of meals
- Ensures that all breakout rooms are provided with meals
- Ensures that meal stubs (if needed) are provided



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Program and Documentation Committee

- Ensures an organized and well-executed program flow (practice to actual opening and closing programs)
- Prepares invitations and letters for the guests, VIPs and delegates
- Ensures that contests' schedule is being followed
- Coordinates with other committees regarding the schedule of events, meals, and other program arrangements
- Ensures that emcee(s) is/are ready
- Arranges the flow of the program accordingly
- Ensures that all AVP's (shoutout, introduction, house rules) are prepared for the activity

Awards and Certificates Committee

- Ensure the accuracy, adequacy and availability of all medals, trophies and tokens
- Ensures that all certificates are printed out
- Creates the slide decks/presentation of results
- Coordinates closely with the Program Committee regarding the distribution of awards and the needed ushers and usherettes
- Safeguards the unclaimed medals or trophies
- Ensures that extra medals, trophies, and tokens are available in case the need for replacement arises
- Ensures that Certificate of Recognition is available and properly distributed

Results and Documents Committee

- Keeps complete records as to name of participants on the results of the contest.
- Reviews, tabulates, and consolidates the results for each contest submitted by the board of judges.
- Ensures that all results are exactly computed reflecting some deductions, if applicable.
- Announces the results of the contests
- Coordinates with Awards Comm. for the giving of awards

Secretariat

- Serves as Information Desk as needed for the whole duration of the activity
- Compiles all documents (registration sheets, attendance and other papers from the participants, and BOJs)
- Serves as runners as the need arises
- Ushers participants going to venue and to their proper seating arrangement
- Prints all necessary documents (judges forms, evaluation forms, attendance sheets, programs etc.)
- Ensures that the materials needed by the Management Team are prepared
- Shall prepare all certificates needed in the activity (appearance, participation, and recognition)



Enclosure No. 4 to the Regional Memorandum No. 1094, s. 2023**Program of Activities**

Date: November 8 - 11, 2023

Venue: Baybay City, Leyte

Host SDO: Baybay City

DATE	ACTIVITY*
Nov. 8, 2023 (Day 0)	AM: RMT & TWG Meeting and Preparations Registration Setting up of Poster Displays PM: Practice Presentation Opening Program
Nov. 9, 2023 (Day 1)	AM: Poster Exhibit PM: STEM Congress Proper (TUKLAS Individual, SIE 1 st Set)
Nov. 10, 2023 (Day 2)	AM: STEM Congress Proper (TUKLAS Team, SIE 2 nd Set) PM: STEM Congress (Continuation, if any), BOJ Final Deliberation
Nov. 11, 2023 (Day 3)	Congress Continuation Closing and Awarding Ceremony Post Activity Meeting

**Activities' schedule is subject to change. Participants are advised to keep posted for announcements of adjustments.*

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