



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

September 23, 2024

**REGIONAL MEMORANDUM**

No. **1124**, s. 2024

**2024 REGIONAL SCIENCE, TECHNOLOGY, AND  
MATHEMATICS FAIR (RSTMF)**

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

1. This Office, through the Curriculum and Learning Management Division and in coordination with Tacloban City Division as the host, announces the conduct of the 2024 RSTMF, dubbed as *PaSCIdungog han MATHkarit*, with the theme "Towards a Shared Vision: Exploring the Future for a Better Tomorrow," on November 5 - 8, 2024 in Tacloban City, Leyte.
2. The RSTMF is aligned to the Department's commitment in honing the learners' scientific and research skills. This year's fair envisions the participating learners to continue to come up with innovative solutions to promote environmental well-being. The event encourages forward-thinking and collaborative efforts to explore practical approaches to address global challenges underscoring the importance of shared responsibility and actionable steps in achieving long-term sustainable goals.
3. The RSTMF aims to:
  - a) promote and strengthen Science, Technology, Engineering, and Mathematics (STEM) 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.
4. 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.
5. 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. The other contextualized guidelines are attached herewith.

6. 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.

7. The Schools Division Superintendents must ascertain that classes left by the teacher-participants are taken over by substitute teachers, merged with other classes, or given an alternative instruction or delivery mode so that the learners still avail of the full benefit of classroom instruction.

8. The Division STF Coordinators are to submit on or before **October 25, 2024**, 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*)

9. 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 5, 2024 at the Registration Area in the RSTMF venue.

10. A registration fee of **Twenty-Five Thousand Pesos (P25,000.00)** only shall be collected from each Division charged against 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 Tacloban City.

11. The participants to the STF activities who travel or render services on days that fall on weekends and holidays can avail of the service credit, CTO, or COC equivalent to eight hours of service per day whichever is applicable per DepEd Order No. 67, s. 1988 and CSC Memo Circular No. 09, s. 1988.

12. All participants billeted in the schools are advised to bring their own sleeping gears, beddings, and toiletries and must ensure the cleanliness and orderliness of the area, thereafter. Since the registration fee does not cover the meals of the delegations, they are advised to take care of their own food provisions and may seek the assistance from the Host Division through the assigned contact persons;

13. Travel and other incidental expenses incurred by the participants shall be charged against 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.

14. For more information, all concerned may contact Ryan R. Tiu, EPS or Sarah S. Cabaluna, EPS at the [clmd.region8@deped.gov.ph](mailto:clmd.region8@deped.gov.ph).

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

  
**EVELYN R. FETALVERO CESO III**  
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



Enclosure No. 1 to the Regional Memorandum No. 1124, s. 2024**Official Participants to the 2024 RSTMF**

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

<b>Maximum Number of Learner-Participants per Division and EVRSHS</b>	
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 (4)	
Individual	1
Team	max of 3
<b>TOTAL</b>	<b>18</b>

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

<b>Maximum Number of Other Official Party per Division</b>	
Schools Division Superintendent	1
Chief Education Program Supervisor - CID	1
Division EPS – Science ( <i>as RTWG Member</i> )	1
Division EPS – Math ( <i>as RTWG Member</i> )	1
Division STF Coordinator / In-Charge	1
Adult Observers	2
Research Advisers or Coaches	10

- III. Regional Official Party

<b>Maximum Number of Official Party</b>	
Regional Director	1
Assistant Regional Director	1
Chief Education Program Supervisor - CLMD	1
Regional Technical Working Group & Secretariat	18

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

Enclosure No. 2 to the Regional Memorandum No. \_\_\_\_\_, s. 2022

**Regional Management Team (RMT)**

- Chairman: Evelyn R. Fetalvero, CESO III – Regional Director  
 Vice-Chairman: Ronelo Al K. Firmo, CESO IV – Assistant Regional Director  
 Members: Gertrudes C. Mabutin – OIC-Chief, 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  
 Margie S. Balledo - 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  
 Hydelyn N. Cinco - Librarian, CLMD  
 Edward Fumar - COS, CLMD  
 Peter Kim D. Ti-in – AdAs, CLMD  
 Jasmin F. Calzita - PAU  
 Floramay Bacus – PAU  
 Jim Albert Lagado - ITO

**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, John Patrick Lazaro, Gina Diloy, Roel Tugas
Physical Science	Dean Ric Endriano, Joy Saldana, Jennifer Ballena, Bruna Epiz, Hazel Maraviles, Robert Guira
Robotics & Intelligent Machines	Joy Bihag, Juliet Montebon, Nelida Lobos, Joshua Sherwin Lim, Santiago Fabula, Jr., So.Leyte EPS - Math



Mathematics and Computational Science	Dandy G. Acuin, Gina Palines, Charity Nogra, Zaldy Tabugoca, Beth Catherine Dongon, Edgar Calvadores
Science Innovation Expo	Ernani Fernandez, Rhea Coles, Socorro Ausa, Wilson Aureo, Manuel Lipata, Rommel Tan

**Logistics, Welfare, and Venue Committee**

- Host Division
- RMT & TWG

**Program and Documentation Committee**

- Host Division
- RMT
  - Margie S. Balledo
  - Hydelyn N. Cinco
  - Jasmin F. Calzita
  - Floramay Bacus

**Awards and Certificates Committee**

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

**Results and Documents Committee**

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

**Secretariat**

- Host Division
- RMT
  - Amenia Aspa
  - Floramay Bacus
  - Peter Kim Ti-In

**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



Enclosure No. 3 to the Regional Memorandum No. \_\_\_\_\_, s. 2024

### **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

### **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. \_\_\_\_\_, s. 2024

**Program of Activities**

Date: November 5 - 8, 2024

<b>DATE</b>	<b>ACTIVITY*</b>
Nov. 5, 2024 (Day 0)	AM: RMT & TWG Meeting and Preparations Registration Setting up of Poster Displays PM: Practice Presentation
Nov. 6, 2024 (Day 1)	AM: Opening Program and Poster Exhibit PM: STEM Congress Proper (TUKLAS & SIE Individual)
Nov. 7, 2024 (Day 2)	AM: STEM Congress Proper (TUKLAS & SIE Team) PM: STEM Congress (Continuation, if any), BOJ Final Deliberation
Nov. 8, 2024 (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.*

**RSTMF Contextualized Guidelines**

The following are some contextualized guidelines on the conduct of the RSTMF:

1. The Eastern Visayas Regional Science High Schools (EVRSHS) is expected to join the regional fair directly and as a separate delegation from SDO Catbalogan City. However, they are part in the division's registration fee.
2. EVRSHS may submit only one entry per category or a maximum of ten (10) projects in the regional fair. The entries must be endorsed by SDO Catbalogan City.
3. All division must ensure that a study/investigatory project is submitted as entry to **ONE category ONLY**. In case a project was submitted to two or more categories, it will be disqualified to participate in all categories.
4. All projects must be a **full or complete study** and not a proposal.
5. **Product-based** projects are highly encouraged.
6. The final products from the RIM and SIE categories are highly encouraged to be brought and presented during the Congress proper. In case of logistic challenges, a video presentation of the product can be utilized.
7. The code for the STEM Innovation Expo is **SIE** and color code is **white for Team** and **black for Individual** categories.
8. The poster exhibit shall use photo or sticker paper in tarp style. If this is not available, other paper such as illustration board, cartolina, manila paper, or recycled paper can be utilized. This must be lightweight considering that it will be clipped on a wire/string for exhibit.
9. The size of the poster display is **36 by 67 inches** for all categories.
10. The overall division winners will be identified through the consolidated rank system from all categories.