



Republic of the Philippines
Department of Education
Region X
DIVISION OF EL SALVADOR CITY



Zone 3, Poblacion, El Salvador City
Telefax No: (088) 555-0475 | Email Address: elsalvador.city@deped.gov.ph | Website: depedelsalvadorcity.net

DIVISION MEMORANDUM
No. 380 s. 2018

To : Mr. Rigalad M. Pabololot
T-III, SIC Himaya National High School

Ms. Rebecca B. Namoc
Principal I, Molugan NHS

Mr. Ian Khay H. Castro
Principal I, Sinaloc Elementary School

Ms. Annalyn Fabria
HT-I, Kalabaylabay ES

Mr. Edwin L. Labis
HT-III, Sambulawan Elementary School

Ms. Sonia E. Pagapulaan
MT-I, Cogon NHS

Ms. Jackeline L. Ocon
HT-III, Kibonbon Elementary School

Ms. Marivic S. Torres
T-III/SIC, San Francisco de NHS

Ms. Rosemarie U. Saguing
HT, PSB Elementary School

Ms. Chuchie A. Quiring
T-III, Hinigdaan NHS

Ms. Doreen P. Martinez
T-III, El Salvador City National HS

Ms. Charlotte Ytang
PI, Hinigdaan ES

Ms. Helen Palasan
MT-I, Amoros Elementary School

Ms. Melanie M. Ligutom
Bolisong Elementary School

Lina C. Bejiga, Ph. D
Principal II, El Salvador City CS

Ms. Letecia Pagayon
MT-I, Himaya ES

Mr. Jose Salvo
PI, Taytay Elementary School

Mariel B. Ubaub
PII, Molugan Central School

Roger E. Pagayon
HTI, Ulaliman Elementary School

From : 
JESNAR DEMS S. TORRES, Ph. D., CESE
OIC, Schools Division Superintendent

Subject : Participation to the 2018 NMRAA MEET

Date : December 5, 2018

1. You are hereby informed of your assignment during the conduct of the 2018 Northern Mindanao Athletic Meet on December 16-20, 2018.



Republic of the Philippines
Department of Education
Region X
DIVISION OF EL SALVADOR CITY



Zone 3, Poblacion, El Salvador City
Telefax No: (088) 555-0475 | Email Address: elsalvador.city@deped.gov.ph | Website: depedelsalvadorcity.net

2. Abovementioned School Heads are requested to inform the teacher involved to attend a final briefing scheduled on December 7, 2018, 1 PM at the El Salvador City Central Covered Court.
3. Attached is the working committee for your reference.
4. For your information and guidance.



Republic of the Philippines
Department of Education
Region X
DIVISION OF EL SALVADOR CITY



Zone 3, Poblacion, El Salvador City
Telefax No: (088) 555-0475 | Email Address: elsalvador.city@deped.gov.ph | Website: depedelsalvadorcity.net

**PARTICIPATION TO THE 2018 NORTHERN MINDANAO
ATHLETIC ASSOCIATION MEET**

December 16-22, 2018

Tangub City

TEAM COMPOSITION

HEADS OF THE DELEGATION

Hon. EDGAR S. LIGNES
City Mayor

JESNAR S. TORRES, Ph. D., CESE
Schools Division Superintendent

ASST. HEADS OF THE DELEGATION

Hon. EDUARDO A. AYUNTING
Vice Mayor

ALIENA S. DAJAY, Ph.D., CESE
Asst. Schools Division Superintendent

ROLLY B. LABIS, Ed.D.
SGOD, Chief

Division Sports Coordinator
Training Director
Event Monitoring Director
Asst. Event Monitoring Director
Camp Director
Prefect of discipline (Boys)
Prefect of discipline (Girls)
Grievance Com. Chairman

Mr. Manuel A. Janubas
Mr. Roque R. Sabasaje
Mr. Roger E. Pagayon
Mr. Rigalad M. Pabololot
Mr. Ian Khay H. Castro
Mr. Raphy Buma-at
Mr. Edwin L. Labis
Mr. Jeffrey M. Martinez

WORKING COMMITTEE

FINANCE

Chairman Ms. Maricel B. Jangao
Co-chair Ms. Stephanie P. Saligumba
Member Ms. Rizan L. Sardane

FUNCTIONS

- Consults the Schools Division Superintendent on the adjustment of the approved budget
- Prepares the necessary documents for disbursement
- Disburses funds for the miscellaneous expenses
- Prepares documents for liquidation

PREFECT OF DISCIPLINE



Republic of the Philippines
 Department of Education
 Region X
DIVISION OF EL SALVADOR CITY



Zone 3, Poblacion, El Salvador City
 Telefax No: (088) 555-0475 | Email Address: elsalvador.city@deped.gov.ph | Website: depedelsalvadorcity.net

Prefect of discipline for Girls
 Prefect of discipline for Boys
 Chairman (Grievance committee)
 Security (Gate and camp)

Mr. Edwin L. Labis
 Mr. Raphy Buma-at
 Mr. Jeffrey Martinez
 Mr. Kent Saculingan
 Mr. Rosen Pacuma
 Mr. Lolito D. Bejiga

Watcher (Night time after curfew)

FUNCTIONS

- Facilitates Peace and Order inside the billeting quarter/camp
- Imposes House Rules strictly to be followed by the members of the delegation
- Advocates Scouting activities and be visible during the entire duration of the activity
- Promotes child protection policy
- Facilitates investigation of any violation of the imposed Camp House Rules
- Accounts warm bodies during curfew time inside the quarter
- Promotes clean, Green and Eco-friendly Regional Meet
- Grants waiver if parents/adults pull out their child/ren from the camp
- Facilitates log in and out of the members of the delegation using logbook
- Inspects assigned rooms and accounts the occupants during night time
- Submits daily time report to the management

CLEAN AND GREEN

Chairman: Dr. Gladys Grace H. Cabeltes
 Co-chair: Ms. Cecille Z. Khobuntin
 Member: Ms. Vanessa Propres L. Tiad

Cleanliness and Orderliness of the Quarter and Surroundings (monitoring)

Chairman Ms. Sonia E. Pagapulaan
 Co-chair Ms. Marivic S. Torres

Mess Hall (Cleanliness and orderliness monitoring)

Ms. Rosemarie U. Saguing

FUNCTIONS

- Advocates Clean, Green and Eco-friendly Regional Meet
- Leads in the cleanliness of the camps surrounding
- Encourage coaches to put sayings/quotations on Clean and Green; to decorate their quarter
- Checks daily cleanliness and orderliness of every sleeping quarter
- Conducts contest for the Most Outstanding Room for male and female quarter (Elem. and Sec.)
- Provides recycle bins at strategic areas
- Drafts memo for the Tree Planting activities
- Secures seedlings from the local PENRO



Republic of the Philippines
Department of Education
Region X
DIVISION OF EL SALVADOR CITY



Zone 3, Poblacion, El Salvador City
Telefax No: (088) 555-0475 | Email Address: elsalvador.city@deped.gov.ph | Website: depedelsalvadorcity.net

MEDICAL TEAM

Over all Chairman Dr. Gladys Grace H. Cabeltes
Co-chair Ms. Cecille Z. Khobuntin
Member: Ms. Vanessa Prores L. Tiad

FUNCTIONS

- Checks the good health conditions of the members of the delegation
- Monitors health problems of athletes, coaches and other officials in the delegation
- Assists delegates with severe Health problems
- Assists in the cleanliness of the surroundings
- Requests medicines
- Collects Medical Certificates of the delegation officials and gives recommendation if found unfit

TRANSPORTATION

Over all chairman Mr. Nilo Lomongo
Co-chair Mr. Kevin Asequia
Member Mr. Lolito Bejiga
 Ms. Charlotte Ytang

FUNCTIONS

- Facilitates in transporting the delegation
- Prepares bus assignment for the delegation
- Contacts vehicles as mobile in transporting athletes from the quarter to the playing venues
- Submits budget and does the liquidation thereafter
- Adopts standard procedures in using/requesting of vehicles
- Arranges the vehicles to be used by the office as service vehicle of the Regional Director and key Deped officials
- Facilitates and orients the delegation of the Contingency Plan

SUPPLY

Over all chairman Mr. Alan Saculingan
Co-chair Mr. Rhandy Capistrano
Member Mr. Glenn Suguilon

FUNCTIONS

- Distributes uniform to the delegates
- Provides equipment to the coaches
- Retrieves equipment from the trainers/coaches after the games



Republic of the Philippines
 Department of Education
 Region X
DIVISION OF EL SALVADOR CITY



Zone 3, Poblacion, El Salvador City
 Telefax No: (088) 555-0475 | Email Address: elsalvador.city@deped.gov.ph | Website: depedelsalvadorcity.net

- Prepares the Program for the TPA
- Documents the Tree Planting Activities

BEAUTIFICATION

Over all Chairman (for Mess Hall and VIP lounge and delegation camp)	Ms. Doreen P. Martinez
Co-chair	Mr. Roy Abad
Members	Ms. Jocelyn Bonayog Ms. Liza Mae Amarille
Over all chairman (for Information Center, Reception area and gate)	Ms. Rebecca B. Namoc
Co-chair	Ms. Nemelie Ral
Members	Ms. Icel Jane Bete Mr. Richard Sabellano

FUNCTIONS

- Facelifts the entrance part of the billeting quarter and delegation mess hall including VIP lounge
- Beautifies the strategic areas of the camp
- Applies HRM touch (table skirting, floral arrangement, etc.)
- Installs buntings and the like in the billeting school premises for festive atmosphere
- Receives and prepares tokens, give aways of guests and visitors

RECORDS/SECRETARIAT

(Delegation documents, certificates, daily and over all results posting, daily attendance sheets, announcements, Tarpaulin etc.)

Over all chairman	Ms. Anna Mae Atillo
Co-chair	Ms. Ruth Calubag
Members	Ms. Sherrie Dungog Mr. Merogim Mugot Ms. Felanie Lim

FUNCTIONS

- Prepares Sports Manual for Operation and information for the delegation
- Updates Coaches and Team Managers of the playing venues
- Prepare forms for Game Results and Incentives for winning team
- Claims hard copy of daily game results from National Secretariat
- Posts daily game results in the bulletin board
- Coordinates with the Social Committee for awarding every night to recognize the Achievers of the Day
- Announces important concerns for the information of the delegation
- Facilitates in the evaluation of athletes and coaches
- Facilitates in returning athletes documents



Republic of the Philippines
 Department of Education
 Region X
DIVISION OF EL SALVADOR CITY



Zone 3, Poblacion, El Salvador City
 Telefax No: (088) 555-0475 | Email Address: elsalvador.city@deped.gov.ph | Website: depedelsalvadorcity.net

SALUDO/PARADE/CHEERING SQUAD

Supervising Personnel	Mr. Manuel A. Janubas
Over all chairman	Ms. Christine Capundag
Co-chair	Ms. Marilou Nacua

Assigned coaches in charge (order and discipline)

Mr. John Franklin Dresser
 Mr. Raphy Bumaat
 Mr. Lemuel Linan
 Mr. Renante JUnabia
 Mr. Jervie Gomez

FUNCTIONS

- Facilitates the rehearsal/practice of saludo
- Makes props for the parade
- Submits budget for props and liquidates accordingly
- Leads morning hataw
- Serves as announcer in the camp
- Organizes cheering squad for the support of the team

NEWSLETTER/PUBLICATION

Supervising Personnel	Ms. Anayn Fabria
Chairman	Mr. Eljior Estrada
Co-chair	Ms. Maristel Calapiz
Member	Ms. Mae Amor Penaso

FUNCTIONS

- Gathers news and features, highlighting ESCDAA participation to the NMRAA
- Covers ESCDAA activities in the NMRAA
- Publishes 2 newsletter

FOOD SERVICE

Supervising Personnel	Rolly B. Labis, Ed. D.
Chairman	Ms. Joyce B. Manabat
Members	Ms. Eulita M. Castillo
	Ms. Misty Lou A. Perocho
	Ms. Nyssa Isabel M. Macapayag
	Ms. Marissa B. Saguing
	Ms. Gina Baculio
	Ms. Eva Mae S. Baculio
	Mr. Demmer B. Bacasnot



Republic of the Philippines
Department of Education
Region X
DIVISION OF EL SALVADOR CITY



Zone 3, Poblacion, El Salvador City
Telefax No: (088) 555-0475 | Email Address: elsalvador.city@deped.gov.ph | Website: depedelsalvadorcity.net

Mr. Deodoro T. Castillo
Mr. Edgar Abragan
Mr. Rommel C. Bahian
Mr. Natalio A. Bongcas

FUNCTIONS

- Selects food and beverages that will meet athletes needs
- Ensures food is ready when needed and looks attractive and palatable
- Ensures that food is safe and wholesome
- Buys the right quality and quantity of food at the best price
- Ensures food is stored properly once received
- Avoids wastages of food and beverages
- Ensures that kitchen/mess hall is clean and safe and meets safety requirements
- Consults the nutritionist for the menu of the day
- Observes cleanliness in the food preparation
- Supervises in the entire activities of food preparation
- Wears apron and hairnet for hygiene
- Observes and maintains cleanliness of the area
- Leads in packing of food
- Establishes good relationship with reliable suppliers
- Ensures that plans are in place in case of emergencies

SOCIAL/SPIRITUAL SERVICE

Supervising Personnel
Chairman
Members

Ms. Melanie M. Ligutom
Ms. Pureza Oco
Ms. Katherine Florendo
Ms. Ronna Ann Bengar
Ms. Eden Mae Lazon

FUNCTIONS

- Spearheads the social and spiritual programs
- Prepares program
- Facilitates the talentadong atleta
- Invites guests and visitors
- Prepares the tokens and giveaways
- Invites priest for the thanksgiving mass
- Organizes choir for the mass
- Coordinates with the records committee for the awarding of athletes
- Leads the daily prayer 6:00 AM/12:00 nn/ 6:00 P.M. – angelus
3:00 P.M. Divine Mercy
- Facilitates send off program and return party



Republic of the Philippines
 Department of Education
 Region X
DIVISION OF EL SALVADOR CITY



Zone 3, Poblacion, El Salvador City
 Telefax No: (088) 555-0475 | Email Address: elsalvador.city@deped.gov.ph | Website: depedelsalvadorcity.net

SOUND SYSTEM/BARKERS

In charge Mr. Gilbert Oco Mr. Sherwin Oranio

FUNCTIONS

- Coordinate with the School Principal of our billeting quarter to use the school sound system
- Announce important information of the day
- Coordinate with the record/secretariat of the result of the game to be officially announced
- Always check the sound system ready for use

SIGNAGE INCHARGE/QUARTER SET UP
 (sayings/quotations, rules and regulations)
 Ms. Letecia Pagayon

FUNCTIONS

- Post sayings/quotations in mess hall and other places inside the camp.
- Checks quarter set up and prepare daily report
- Post rules and regulation in all athletes and officials quarters

DIVISION SCREENING AND ACCREDITATION COMMITTEE

Chairman Mr. Roger E. Pagayon
 Co chair Mr. Ian Khay Castro
 Member Mr. Salvador Bendijo

SCHEDULE OF ACTIVITIES

DATE/TIME	ACTIVITIES
• DECEMBER 3-5	Final Evaluation
• DECEMBER 7, 2018	
1:00 PM	Final briefing
3:00 PM	Mass
6:00 PM	Send off Program
• DECEMBER 9, 2017	Home/packing up
• DECEMBER 10, 2018	Departure (time:5:00 AM
• DECEMBER 11-15, 2018	Training resume in Tangub
• DECEMBER 14, 2018	Ms. NMRAA
• DECEMBER 15, 2018	Solidarity Meeting
• DECEMBER 16, 2018	Opening Program
• DECEMBER 16-20, 2018	Game Proper



Republic of the Philippines
 Department of Education
 Region X
DIVISION OF EL SALVADOR CITY



Zone 3, Poblacion, El Salvador City
 Telefax No: (088) 555-0475 | Email Address: elsalvador.city@deped.gov.ph | Website: depedelsalvadorcity.net

OFFICER OF THE DAY

- December 11, 2018
- December 12, 2018
- December 13, 2018
- December 14, 2018
- December 15, 2018
- December 16, 2018
- December 17, 2018
- December 18, 2018
- December 19, 2018
- December 20, 2018

- MR. MANUEL A. JANUBAS
- MR. ROQUE R. SABASAJE
- MR. ROGER PAGAYON
- MR. IAN KAYE CASTRO
- MR. EDWIN LABIS
- MR. MANUEL A. JANUBAS
- MR. ROQUE SABASAJE
- MR. ROGER PAGAYON
- MR. IAN KAYE CASTRO
- MR. EDWIN LABIS

MORNING ACTIVITY INCHARGE

- December 11, 2018
- December 12, 2018
- December 13, 2018
- December 14, 2018
- December 15, 2018

- BASKETBALL BOYS (Sec.)
- VOLLEYBALL BOYS (Sec.)
- ARNIS TEAM (b & g Elem. and Sec.)
- ATHLETICS GIRLS (Sec.)
- BADMINTON TEAM (Elem. & Sec.)

Coaches: In charge of the activity

Prepared:

MANUEL A. JANUBAS
 Division Sports Coordinator

Noted :

ROLLY B. LABIS, Ed. D
 SGOD Chief
 Special Event Supervisor

Approved:

JESNAR DEMS S. TORRES
 Officer in charge, Schools Division Superintendent