



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. 287 s 2019

TO : Public and Private Elementary School Heads
Public and Private Secondary School Heads

FROM : **JESNAR DEMS S. TORRES, Ph. D., CESE**
Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent

SUBJECT: Delegation to the Northern Mindanao Regional Athletic Meet 2019

DATE : October 30, 2019

1. This is in reference to Regional Memorandum no. 649 that the Palarong Pampook will be hosted by the Provincial Government of Lanao del Norte and the Division of Lanao del Norte on December 8-12, 2019,
2. The aims of the regional sports activity are as follows:
 - a. Select qualified athletes to represent NMRAA to the Palarong Pambansa 2020
 - b. Promote the value of sportsmanship; and
 - c. Foster teamwork and camaraderie
3. In view of the aforementioned statement, this office directs the field of our participation in the said activity.
4. Delegation to the Northern Mindanao Regional Athletic Meet are directed to attend a Coordination Meeting on November 29, 2019, 8:00 AM at the El Salvador City Central Covered Court.
5. For your reference, attached is the final list of delegates to compose our team to participate in the Regional Meet 2019. The delegates are scheduled to leave El Salvador City on December 4, 2019 at 5:00 AM
6. Immediate and wide dissemination of this memorandum is desired.



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**PARTICIPATION TO THE 2019 NORTHERN MINDANAO
 ATHLETIC ASSOCIATION MEET**

*December 4-12, 2019
 Tubod, Lanao del Norte*

**NORTHERN MINDANAO ATHLETIC ASSOCIATION MEET
 (Actual Phase)**

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. AGRIPINO ESTRADA
 Vice Mayor

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

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

Division Sports Manager
Event Monitoring Director
Training/Camp Director 1
Assistant
Training/Camp Director 2
Assistant

Mr. Manuel A. Janubas
Mr. Roque Sabasaje
Mr. Roger E. Pagayon (4:00AM-3:00PM)
Mr. Jovel C. Labis
Mr. Ian Khay H. Castro (3:00PM-12:00MN)
Mr. Zigger E. Villahermosa

WORKING COMMITTEE

EVENT MONITORING/TEAM MANAGERS

Event Monitoring Director

Mr. Roque R. Sabasaje

EVENT/S

MONITORING PERSONNEL /TEAM MANAGERS

Arnis
Athletics
Billiard
Basketball
Badminton
Boxing
Chess
Swimming
Wushu
Wrestling
Volleyball
Dancesports
Ms. ESCDAA

Ms. Melanie Ligutom
Mr. Salvador Bendijo/Mr. Sammy Tres Reyes
Mr. Zigger Villahermosa
Mr. Jovel Labis
Mr. Raphy Bumaat
Mr. Ian Khay Castro
Lou lea Nob, Ph. D.
Lina C. Bejiga, Ph. D.
Ms. Jessica Marie Ramos
Ms. Marivic Torres
Mr. Roger Pagayon/ Ms. Letecia Pagayon
Ms. Annalyn Fabria
Ms. Sonia Pagapulaan



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PREFECT OF DISCIPLINE

Prefect of discipline for Girls
Prefect of discipline for Boys
Chairmen (Grievance committee)

Mr. Raphy B. Bumaat
Mr. Sammy S. Tres Reyes
Aster M. Gallega, Ph. D.
Mr. Jeffrey M. Martinez
Mr. Rosen Pacuma (5:00AM – 5:00PM)
Mr. Gilbert Oco
Mr. John Franklin Dresser
Mr. Rene Monto
Mr. Quirino Baculio
Mr. Mr. Renante Unabia
Mr. Jervie Gomez
Mr. Tino Salabsab
Mr Sherwin Oranio

Security (Gate and camp)

March 4 (5:00 PM – 11:00 PM)
March 5 (5:00 PM - 11:00 PM)
March 6 (5:00 PM - 11:00 PM)
March 7 (5:00 PM - 11:00 PM)
March 8 (5:00 PM - 11:00 PM)
March 9 (5:00 PM - 11:00 PM)
March 10(5:00PM - 11:00 PM)
March 11(5:00 PM - 11:00 PM)

Checker (Night time after curfew)

Mr. Zigger Villahermosa
Mr. Jovel Labis

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
- Submits attendance of athletes per event after curfew

MEDICAL TEAM/CLEAN AND GREEN

Supervising Personnel	Genevieve E. Lusterio, Ph.D.
Chairman:	Dr. Gladys Grace H. Cabeltes
Co-chair:	Ms. Cecille Z. Khobuntin
Member:	Ms. Vanessa Propres L. Tiad
	Franz Maybelle Gaid

Cleanliness and Orderliness of the Quarter, Surroundings, Mess Hall (Daily Monitoring) and signage/quotations, rules and regulations

Chairman	Ms. Marivic S. Torres
	Lina C. Bejiga, Ph. D.
Co-chairman	Ms. Rosemarie U. Saguing
Members	Ms. Letecia Pagayon
	All Coaches

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.)



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- Provides recycle bins at strategic areas
- Drafts memo for the Tree Planting activities
- Secures seedlings from the local PENRO
- Prepares the Program for the TPA
- Documents the Tree Planting Activities

**BEAUTIFICATION (Mess Hall, Surroundings, Information Board)/
 SOCIALS/SPIRITUAL COMMITTEE**

**Supervising Personnel
 Chairmen**

**Ms. Fritzie C. Sillabe
 Ms. Melanie M. Ligutom**

Co-chairmen

**Ms. Mariel B. Ubaob
 Mr. Richard Sabellano**

Members

**Mr. Roy Abad
 Ms. Nemelie Ral
 Ms. Liza Mae Amarille
 Ms. Joy Bonayog
 Ms. Marites Lignes
 Ms. Geraldine Leah Bendijo
 Ms. Clember Lei Abasula**

FUNCTIONS

BEAUTIFICATION

- 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

SOCIAL/SPIRITUAL COMMITTEE

- Spearheads the social and spiritual programs
- Prepares program
- Facilitates the Talentadong Atleta
- Invites guests and visitors
- Prepares the tokens and give aways
- 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 6:00am/12:00 nn/6:00 pm –angelus/3:00pm Divine Mercy
- Facilitates send off program and return party

RECORDS/SECRETARIAT/NEWSLETTER/QUAME

SUPERVISING PERSONNEL

Helen E. Maasin, Ph. D.

RECORDS/SECRETARIAT

Chairman

Ms. Anna Mae Atillo

Members

**Ms. Sherrie Dungog
 Ms. Felanie Lim**

NEWSLETTER/DOCUMENTATION

Chairman

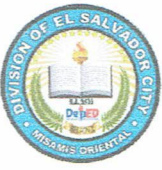
Ms. Karen Rose Serrania

Co-chairman

Ms. Annalyn Fabria

Members

Ms. Jurica Ethel Estanada



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QUAME

Chairman
CERTIFICATES
Chairman

Ms. Maricris Quismondo

Ms. Ruth Calubag
Ms. Kenneth Angel Guillena

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 returning athletes documents
- Gathers news and features, highlighting ESCDAA participation to the NMRAA
- Covers ESCDAA activities in the NMRAA
- Publishes 2 newsletter
- Evaluates performance of Management staff and other working committee
- Prepares certificates (appearance, recognition, appreciation etc.

TRANSPORTATION

Supervising Personnel
Over all chairman
Co-chair
Member

Ms. Grace P. Paculba
Mr. Nilo Lomongo
Mr. Kevin Asequia
Mr. Merogim Mugot
Mr. Jean de Los Reyes

FUNCTIONS

- Facilitates in transporting the delegation
- Prepares bus assignment for the delegation
- Contacts vehicles as mobile in transporting athletes form 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
Co-chair

Mr. Alan Saculingan
Mr. Dexter Carang carang

FUNCTIONS

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

SALUDO/PARADE/CHEERING SQUAD

Supervising Personnel
Over all chairman
Co-chair
Members

Mr. Manuel A. Janubas
Ms. Ms. Ronna Ann Bengar
Ms. Ms. Cheyenne Cabillon
Ms. Elerfe Kadile
Mr. Sherwin Oranio

ELSA to the future... El Salvador! Excellence @ Leadership • Services • Academics

Tayo
PARA SA
EDUKASYON



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All Coaches

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

FOOD SERVICE

Supervising Personnel
Chairman
Members

Rolly B. Labis, Ed. D.
Ms. Joyce B. Manabat
Ms. Eulita M. Castillo
Mr. Edgardo B. Taneo
Ms. Ana Marey M. Claudel
Ms. Misty Lou Prerocho
Mr. Edgar Abragan
Mr. Ramil Bahian
Ms. Nyssa Isobelle Macapayag
Mr. Teodoro T. Castillo
Ms. Gina Baculio
Ms. Lucia Duya

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

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



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DIVISION SCREENING AND ACCREDITATION COMMITTEE

Supervising Personnel	Mr. Jeffrey Martinez
Chairman	Mr. Salvador T. Bendijo
Co chair	Mr. Roque Labis
Member	Mr. Richard Sabellano

FINAL SCREENING AND EVALUATION

Chairman	Ms. Felanie Lim
Co-chairman	Mr. Esmael Malaco
Members	Mr. Adrian Gabriel Labadan

FINANCE/ATTENDANCE SHEETS FOR LIQUIDATION

Chairman	Ms. Rizan Sardane
Co-chair	Mr. Adrian Gabriel Labadan.
Member	Mr. Esmael Malaco, Jr.

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

MASS OFFICIATING PRIEST

FR. MAX CEBALLOS

Prepared:

MANUELA A. JANUBAS
Division Sports Coordinator

Noted :

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

Approved:

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