



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
SGOD-2023-0091

To: Assistant Schools Division Superintendent
Chief Education Program Supervisor, CID
Chief, Education Program Supervisor, SGOD
Education Program Supervisors, CID
Education Program Supervisor, SGOD
Public Schools District Supervisors
Concerned Public School Heads, Integrated, Elementary, Secondary Schools
Private Schools

Subject: **Division Committee for the Upcoming Davao Region Athletic Association Meet 2023**

Date: March 24, 2023

Herewith is the **List of Division Committees** for the upcoming **Davao Region Athletic Association Meet 2023**. The terms of reference for each committee are also stipulated in the said enclosure.

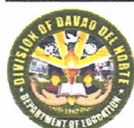
In line with this, all chairpersons/taskforce heads of each committee and members of the executive committee are advised to attend the following scheduled meetings:

<i>Date</i>	<i>Time</i>	<i>Venue</i>
March 30, 2022	9:00 a.m.	Division Conference Hall
April 4, 2022	9:00 a.m.	Division Conference Hall
April 13, 2022	9:00 a.m.	Division Conference Hall
April 18, 2022	9:00 a.m.	Division Conference Hall
April 20, 2022	9:00 a.m.	Division Conference Hall

Furthermore, all the subcommittees shall conduct pocket conference on their assigned tasks prior to the scheduled executive meetings.

It is emphasized that **no disruption** of classes shall be imposed in the conduct of the activity based on the DepEd Order No. 9 s. 2005 (Instituting Measures to Increase Engaged Time-On Task and Ensuring Compliance Therewith). Teachers who will take part in the activity are advised to prepare substitution forms duly signed but the School Principal.

In adherence to all policies, everyone is encouraged to continuously support and value equality and diversity (Equal Opportunity Principle) within the Department.





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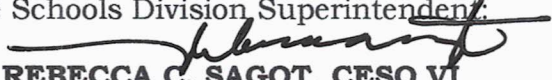
Immediate dissemination of this memorandum is desired.

ALLAN G. FARNAZO

Director IV

and Concurrent Officer-In-Charge
Office of the Schools Division Superintendent

For the Schools Division Superintendent:


REBECCA C. SAGOT, CESO VI

Assistant Schools Division Superintendent



Enclosed: As stated.
SGOD/ncj



DAVRAA MEET 2023

EXECUTIVE COMMITTEE

Chairperson	:	Allan G. Farnazo, CESO IV
Vice-Chairperson	:	Rebecca C. Sagot, CESO VI
Members	:	Ramel M. Pilo (Chief ES, SGOD) Eduard C. Amoguis (Chief ES, CID) All PSDS All EPS All Division Section Heads All SGOD PERSONNEL

ORGANIZING COMMITTEE

Chairperson	:	Allan G. Farnazo, CESO IV
Vice - Chairperson	:	Rebecca C. Sagot, CESO VI
Members	:	Eduard C. Amoguis (Chief ES, CID) Ramel M. Pilo (Chief ES, SGOD)
Executive Chairpersons	:	Clemente F. Timbal (Division Sports Officer) Ana N. Redaniel (Head Secretariat) Liezl S. Josol (Events Coordinator)

A. Technical Committees

Executive Chairperson	:	Allan G. Farnazo, CESO IV
Executive Co-Chairperson	:	Rebecca C. Sagot, CESO VI
Members	:	All Sub-Committee Chairpersons & Co-Chairpersons

1. *Games Preparation and Trainings*

Chairperson	:	Clemente F. Timbal
Co-Chairperson	:	Eric P. Indie Medos O. Jala

2. *Inspectorate Team (Equipment Standards and Compliance)*

Chairperson	:	Eric P. Indie
Members	:	Aldrin S. Gevila Herbert Miras

3. *Sports Equipment, Supplies and Fixtures*

Chairperson	:	Aldrin S. Gevila
Co-Chair	:	Edgar L. Manaran
Members	:	June Angelo A. Mercado Reynaly G. Santos Herbert Miras Roy Caccam Judy Besonia Juliet N. Carcallas Nerio Garcia

4. *Secretariat*

Chairperson	:	Dr. Ana N. Redaniel
Co-Chair	:	Romela T. Pangandoyon

4a. *Registration, Attendance, and Tallying*

Lorelie Sesaldo
Nimfa Alfar

Alma Consencino
Joan Castro

4b. Production of IDs and Athletic Bibs, Certificates

Janeth Delgado
Rhiza Alilaya
Ruby Jane Rebote

4c. Correspondences (Letters, Invitations, Memorandum, Minutes)

Danilo Jr. Q. Lumayno
June Angelo A. Mercado

4d. Coordination

Norhan C. Jalmaani
Jillian April A. Casal
Elvin A. Anajao

4e. Photographers/ Lay-out Artists (Saturdays and Sundays only)

Cherwel B. Maque
Cheryl S. Rayon
Ervin S. Abao
Joey Mamon
Dexter Mariveles
Walter Willy Batosalem
Vincent Garsuta

B. Facilitating Committees

Executive Chairperson : Allan G. Farnazo, CESO IV
Executive Co-Chairperson : Rebecca C. Sagot, CESO VI
Executive Vice-Chairpersons: Ramel M. Pilo (Chief ES, SGOD)
Eduard C. Amoguis (Chief ES, CID)
Members : All Sub-Committee Chairpersons &
Co-Chairpersons

1. Billeting Preparation, Operation and Management

Chairperson : Gay P. Taguiran
Co-Chairpersons : Engr. Elielou P. Jumawan

Members : Arnel F. labasan
Danilo Jr. Q. Lumayno
Raquel Tagalinao
Evelyn Lucas
Arlyn Murillo
Ricardo Olmedo Jr.
Aser Samsona
Lordelyn Buyo
Oliver Emata
Dominador Alagdon Jr.
Henry Tuna

1.a. Construction, Repair and Rehabilitation Works (*include in the billeting)

Lead : Engr. Elielou P. Jumawan
Members : Christopher B. Gonzales
Elvin A. Anajao

1.b Water

Lead : Christopher B. Gonzales
Members : Efren Javines
Ronnell Ignalig
Leopoldo Robles
Richard Cia

1.c Sanitation and Garbage (Clean and Green Program)

Lead : Jillian April A. Casal
Members : Elvin A. Anajao
Norhan C. Jalmaani
Mercy dela Cruz
Mae Ann Llana
Rodillo Galvez
Dominador Dayson Jr.
Geric Bryle Lascaña

1.d Lights and Sounds

Lead : Paul Arsolon
Members : Franklin Maynucas
Herbert Miras
Ruben Palomata
Pete Butal

1.e Disaster Preparedness and Child Protection

Lead : Romela T. Pangandoyon
Members : Mary Kristine C. Sagot
Melanie O. Mandin
Norhan C. Jalmaani
Jillian April A. Casal
Elvin A. Anajao

1.f Peace and Order (Internal and External)

Lead : Cristopher B. Gonzales
Members : Bernard Mallorca
Dante Tud
Robert Sabaysabay
Restituto Digal
Levy Molina
Jeovan Bryle Tumale
Aries Gamino

2. *Hall/Stage/ground/Arches Preparation, Decoration & Restoration*

Chairperson : Gloria B. Subong
Co-Chairperson : Ernie M. Aguan
Members : Oliver Ponsades
Ignacio Lasco
Henry Tuna

3. *Traffic, Security, and Transportation*

Chairperson : Elvin A. Anajao
Co-Chair : Jim Roy P. Cubar
Members : Bayani Escoton
Jomar Tumale

Nicodemus Chinilla
Rendel Miranda
Suriel Butihin
Junrey Rapul
Earl Jay Mar Estrada
Jorynel Tampos

4. Communication

Chairperson : Peter B. Gaum
Members : Leigh Jay P. Cubar
Demosthenes C. Tabugoc
Marlon Arroccena

5. Food Security and Distribution

5.a Food Preparation and Distribution

Chairperson : Gloria B. Subong
Co-Chair : Ernie M. Aguan
Members : Divina P. Dela Cueva
Vivien Alerta
April Dan S. Borromeo
Olivia A. Rosete
Marites Tocmo
Elda Dela Cruz
Elizabeth Ledesma
Dinah Salazar
Mary Joy Martinez
Andres Modoc
Efren Jabines
Roland Abao
Reynaldo Glodove
Rhaciel Pablo
Ruben Montesclaros
Dianne O. Catubigan
Kenny Rose Alabado

5.b Food Safety and Security

Chairperson : Dr. Angielyn Paulma
Members : Nurse on-duty

6. Ways and Means

Chairperson : Romela T. Pangandoyon
Members : Norhan C. Jalmaani
Jillian April A. Casal
June Angelo A. Mercado

7. Media & Documentation

Chairperson : Allen T. Guilaran
Co-Chair : Excelsis Deo A. Deloy
Members : Neil Edward Diaz
Jerlyn S. Baconga
Gertrudes Donato
Vicente Pines
Ryan Poliran
Richel Japay
Shiela Marie Agudera

Jeffrey Solidarios
 Darwin Pasalgon
 Aubrey Pacifico
 Mary Queen Cabanilla
 Regine Martinez
 Seath Yuri Quilla
 Avril Shien Tamayo
 Trisha Dyle Nasayao
 Kirby Josh Quilla
 Paul Rex Manile
 Gil Christ Nathan Cuñado
 Jay Lloyd Viloría
 John Caster Yoldi
 Erica Salumbides
 Norr Clifford Rosel
 Denrick Rosel
 Kyle Cezar Dela Cueva
 Carl Allen Mancao
 Glenn Balgoma
 Clide Lester Apresa
 Nestor Mangallan
 Hilda Ermias

8. Health and Medical Committee

Chairperson : Dr. Angielyn Paulma
 Members : All School Health Services Personnel

9. Legal

Chairperson : Atty. Vevirlie O. Gallo
 Co-Chairperson : April Julie Mae Gonzaga
 Rogelio Jurada
 Ronnie Publico
 Joart Cervera

10. Drivers

: Rey B. Mascariñas
 Arturo A. Salva
 Guillermo L. Cadusale Jr.
 Peter B. Gaum
 Dennis Dueñas

C. Event Committee

Executive Chairperson : Allan G. Farnazo, CESO IV
 Executive Co-Chairperson : Rebecca C. Sagot, CESO VI
 Members : All Sub-Committee Chairpersons & Co-Chairpersons

1. Events and Programs

Chairperson : Liezl Moquia
 Members : June Angelo Mercado
 Paul Arsolon
 Franklin Maynucas
 Joanna Mari Borbon
 Mary Grace Banzon
 Queen Claire Arena
 Jeremiah Cubar
 Wendy Cagadas
 Joey Mamon

Marianne Calma
Rene Marco Sulamin
Vivien Gaston
Ervin Rey Abao
Shemaiah Concepcion
Ismael Ilagan Jr.

2. Creative Presentations and Parade

Chairperson : Eric P. Indie
Co-Chair : Dominic Dizon
Members : Bernard Mallorca
Marianne Calma
Jay-ar Tanguan
Danilo Jr. Q. Lumayno
Richard Cia

3. Thanksgiving Mass

Chairperson : Gloria B. Subong
Members : Melanie O. Mandin
June Angelo O. Mercado

4. Tiangge and Booth Display

Chairperson : Dr. Grace Santa T. Daclan
Members : Evelyn Grace H. Daclan
Medos O. Jala

Section 3. Tasks and Functions

A. TECHNICAL COMMITTEES

1. Games Preparation and Trainings
 - ✓ Coordinates with the different coaches regarding the training and preparation of the athletes
 - ✓ Oversees the training program and participation in all events during the DAVRAA Meet
 - ✓ Ensure the welfare of the athletes and coaches during the training and DAVRAA Meet
2. Inspectorate Team
 - ✓ Checks if the sports equipment, supplies and fixtures follow the required standards and specifications
3. Sports Equipment, Supplies and Fixtures
 - ✓ Makes an inventory of all sports equipment and recommends the procurement if the need requires
 - ✓ Ensures the availability of all needed sports equipment, supplies, fixtures, and add-ons prior to the start of the games
 - ✓ Ensure the timely and organized distribution of sports equipment, supplies and fixtures
4. Secretariat
 - ✓ Take charge in the coordination with other offices and dissemination and sending out of letters and communications
 - ✓ Draft letters, invitations, and other correspondence in view of the hosting of the 2023 DAVRAA
 - ✓ Take charge in the registration of participants
 - ✓ Takes charge in the lay outting and printing of certificates, IDs, and Athletic Bibs
 - ✓ Perform other tasks that may be assigned by the Executive Committee

B. FACILITATING COMMITTEES

1. Billeting and Playing Venues Preparation, Operation and Management
 - ✓ Supervises the construction of additional infrastructure for the billeting venues
 - ✓ Ensures that the number is sufficient to accommodate all delegations
 - ✓ Conducts site inspection to evaluate the conduciveness of the billeting venues for housing delegates and recommends action(s) to address it
 - ✓ Implements the construction/rehabilitation and repair of any damage in the billeting and playing venues to ensure its utmost quality
 - ✓ Ensures that all billeting venues are well provided with sufficient electricity and water supply and garbage receptacles to maintain sanitation in the surroundings
 - ✓ Assigns maintenance personnel who will enforce cleanliness in every billeting and playing venue
 - ✓ Assigns an Officer-in-Charge who will oversee the daily use of the individual billeting venue to ensure that whatever concern that may arise is immediately attended to by the proper concerned, viz. *transportation, electricity and water supply, among others*
2. Hall/Stage/ground/ Arches Preparation, Decoration & Restoration
 - ✓ Takes charge in the maintenance of the Physical Preparation and Restoration
 - ✓ Coordinates with the Creative, Programs, and Events Committee as to the requirements of the stage, grounds, and venues for the event(s)
 - ✓ Prepares ground, hall, stage, and other physical and logistical requirements
 - ✓ Prepares checklist to ensure that all requirements/needs of the function are well attended to prior to the function
 - ✓ Coordinates with the responsible office(s) and person(s) for the preparation of the venue

- ✓ Ensures that all equipment, paraphernalia, fixtures, add-ons, etc. used during the function are well accounted after the function
3. Traffic, Security, and Transportation
 - ✓ Ensures that all delegates are safely transported to and from the playing venues
 - ✓ Arrange trip schedules and routes following the game event timelines and location
 - ✓ Assign one (1) TST committee personnel for each trip to escort the delegates to the scheduled game event.
 4. Food Security and Distribution
 - ✓ Coordinates with local suppliers and producers to ensure sufficient supply of agricultural products and meats
 - ✓ Comes up with a practical and efficient scheme for food distribution and briefs concessionaires/caterers and other office(s) concerned as to the implementation of the scheme to ensure orderliness during food distribution
 - ✓ Ensures the provision of food/meals for the delegation
 - ✓ Coordinates with the Health and Medical Committee to ensure the food safety and quality
 5. Ways and Means
 - ✓ Complements the shortages of resources, if any, of the delegation
 - ✓ Forges partnerships in support to the delegation
 6. Media & Documentation
 - ✓ Publishes the latest updates and events played by the delegates in the 2023 DAVRAA in the official social media platforms
 - ✓ Takes charge in the picture and video coverage of the games and events of the 2023 DAVRAA
 7. Health and Medical
 - ✓ Sets up medical team in all playing and billeting venues
 - ✓ Coordinates with the referral hospitals and other hospitals
 - ✓ Works with the food security and distribution committee in helping ensure food safety and quality
 8. Legal
 - ✓ Prepares Memorandum of Agreement (MOA)
 - ✓ Renders legal opinion vis-à-vis MOA draft
- C. EVENT COMMITTEES
1. Events and Program
 - ✓ Takes charge in the overall coordination of the 2023 DAVRAA events viz. *Opening Program*
 2. Creative Presentations and Parade
 - ✓ Takes charge of the parade presentation of the delegation during the Opening Program of 2023 DAVRAA Meet
 3. Thanksgiving Mass
 - ✓ Takes charge of the preparation of the Thanksgiving Mass for the 2023 DAVRAA Meet
 4. Tiangge and Booth Display
 - ✓ Takes charge of the preparation of the delegation's Tiangge and Booth Display at the billeting venue