



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
SGOD-2023-0160

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 2023 Pre-National Qualifying Meet – Cluster 4**

Date: May 31, 2023

1. This has reference with the forthcoming **2023 Pre-National Qualifying Meet – Cluster 4” on June 4-9, 2023** at the Davao del Norte Sports and Tourism Complex (DNSTC). Attached herewith is the **List of Division Committees** and **Venue Managers**.
2. In line with this, the members of the committees are advised to attend the meeting on **June 1, 2023, 9:00am** at the Division Conference Hall.
3. Further, members of the committees who will work in the preparation of the said upcoming event shall assume functions starting June 1, 2023.
4. 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 by the School Principal.
5. The teaching personnel involved in this activity are entitled to service credits for the services rendered during the weekends and holidays as stipulated in DepEd Order No. 53, s. 2003. On the other hand, non-teaching personnel shall be provided Compensatory Overtime Credit (COC) as per Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. 2 s. 2004.





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6. Travel, meals, and other expenses incurred in the aforementioned activity shall be charged to local fund subject to the usual accounting and auditing rules and regulations.
7. In adherence to all policies, everyone is encouraged to continuously support and value equality and diversity (**Equal Opportunity Principle**) within the Department.
8. Immediate dissemination of this memorandum is desired.

REYNALDO B. MELLORIDA
Schools Division Superintendent



For the Schools Division Superintendent

REBECCA C. SAGOT, CESOWI
Assistant Schools Division Superintendent

Enclosed: As stated.

SGOD/jaam



2023 PRE-NATIONAL QUALIFYING MEET - CLUSTER 4

DIVISION COMMITTEES

EXECUTIVE COMMITTEE

Chairperson	:	Reynaldo B. Mellorida, CESO V
Vice-Chairperson	:	Rebecca C. Sagot, CESO VI
Members	:	Ramel M. Pilo (Chief ES, SGOD) Eduard C. Amoguis (Chief ES, CID)

A. Organizing Committee

Chairperson	:	Ramel M. Pilo
Co-Chair	:	Clemente E. Timbal
Member	:	Gay P. Taguiran

B. Technical Committees

1. Secretariat

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

1a. Correspondences (Letters and Memorandum)
Danilo Jr. Q. Lumayno

1b. CA/CP Preparations
Norhan C. Jalmaani

1c. Plaques Preparations
Jillian April A. Casal

1d. Certificates of Recognition (Top 1&2 per event)
June Angelo A. Mercado

1e. Certificates of Commendation (TM/TO/TWG)
Janeth L. Delgado

1f. Certificates of Recognition (Winning coaches and athletes)
Rhiza Mae Alilaya

1g. Lay-out Artists
Saulo Dumdum
Vincent Garsuta
Cherwel Jake Maque

1h. Attendance, Tallying
Lorelie Sesaldo
Nimfa Alfar
Alma Consencino
Joan Castro

1i. Program
Mary Kristine C. Sagot

C. Facilitating Committees

1. *Billeting Preparation*
Chairperson : Arnel F. Labasan
Members : Danilo Q. Lumayno, Jr.
Elvin A. Anajao
Jan N. Gabero
Ryan Ang
2. *Construction, Repair and Rehabilitation Works*
Lead : Engr. Elielou P. Jumawan
3. *Lights and Sounds*
Lead : Paul E. Arsolon
Member : Franklin N. Maynucas
4. *Disaster Preparedness and*
Lead : Mary Kristine C. Sagot
5. *Child Protection*
Members : Jillian April A. Casal
Elvin A. Anajao
6. *Governor's Night in-charge*
Members : Ana N. Redaniel
Dominic M. Dizon
7. *Ushers/Usherette*
Members : Mary Kristine C. Sagot
June Angelo A. Mercado
Jay Tanguan
8. *Health and Medical*
Chairperson : Dr. Angeline C. Paulma
Members : All School Health Services Personnel
9. *Transportation*
Chairperson : Christopher B. Gonzales
Co-Chair : Elvin A. Anajao
Members : Bayani Escoton
Ronnelo T. Jalbuna
Marlon Arroccena
10. *Logistics*
Chairperson : Gay P. Taguiran
Member : Myra M. Udi
11. *Ways and Means*
Chairperson : Romela T. Pangandoyon
Member : Norhan C. Jalmaani
12. *Accommodation*
Members : April Julie Mae P. Gonzaga
Joanna Mari C. Borbon
Judy Mae Bahena
Ma. Juliet N. Carcallas

D. Tasks and Functions

1. 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 Pre-National Qualifying Meet – Cluster 4
 - ✓ Take charge in the registration of participants
 - ✓ Takes charge in the lay outting and printing of certificates and IDs
 - ✓ Perform other tasks that may be assigned by the Executive Committee
1. Billeting Preparation
 - ✓ Prepares and assigns the Davao Region billeting quarters for each event
2. Construction
 - ✓ Supervises the construction of additional infrastructure for the billeting venues
 - ✓ Implements the construction/rehabilitation and repair of any damage in the billeting to ensure its utmost quality
3. Transportation
 - ✓ Ensures that all TOs and TMs are safely transported to and from the playing venues
 - ✓ Arrange trip schedules and routes following the game event timelines and location
4. Health and Medical
 - ✓ Sets up medical team in all playing and Davao Region billeting venues
5. Lights and Sounds
 - ✓ Sets up and supervises sound system at the Davao Region and TMs/TOs billeting quarters
6. Logistics
 - ✓ Oversees all the physical materials of the event, the equipment necessary to produce the event and the outside vendor team required to staff the event.
7. Ways and Means
 - ✓ Complements the shortages of resources, if any, of the delegation
 - ✓ Forges partnerships in support to the delegation

VENUE MANAGERS - 2023 PRE-NATIONAL QUALIFYING MEET

Event	Category	Playing Venue	Person in-charge
Baseball Boys	Elementary	E-Park Apokon	Dante Tud
Baseball Boys	Secondary	E-Park Apokon	Elpedio Dupitas
Basketball 5x5 Boys	Elementary	Robinsons Place	Restituto A. Digal Jessie Fortuna
Basketball 5x5 Boys	Secondary	DavNor Gym, DNSTC	Elden Derutas
Basketball 5x5 Girls	Secondary	Brgy. La Filipina Gym	Ian Flor Dosado
Basketball 3x3 Boys	Secondary	DavNor Gym, DNSTC	Ariel Macalde
Basketball 3x3 Girls	Secondary	DavNor Gym, DNSTC	Windel Maglente
Football Boys	Elementary	Pitch-B DNSTC	Ronel Ignalig
Football Boys	Secondary	Pitch-A DNSTC	Eugene Villagracia
Futsal Girls	Secondary	E-Park Apokon	Rodel Jalbuna Leopoldo Robles
Sepak Takraw Boys	Secondary	DavNor Training Center, DNSTC	Anthony Jehu Pasa, Maximo Besinga
Sepak Takraw Girls	Secondary	DavNor Training Center, DNSTC	
Sepak Takraw Junior	Elementary	DavNor Training Center, DNSTC	
Softball Girls	Elementary	E-Park Apokon	Rolina Sorono
Softball Girls	Secondary	E-Park Apokon	Liza Monteroso
Volleyball Boys	Elementary	Rotary Gym	Rihcard Cia
Volleyball Girls	Elementary	Rotary Gym	Gerlie Limbadan
Volleyball Boys	Secondary	DavNor Training Center, DNTSC	Raul Concencino Jessie Lamsin
Volleyball Girls	Secondary	DavNor Training Center, DNTSC	Juvic Saguing Rhoda Rosete