



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2025-0074

To: Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division
Education Program Supervisors, CID
Education Program Supervisor, SGOD
All Public Schools District Supervisors
School Heads of Elementary, Secondary and Integrated Schools
All Others Concerned

Subject: **EVENT COORDINATORS FOR THE 2025 DAVRAA MEET**

Date: February 28, 2025

1. In relation to this Division's hosting of the 2025 Davao Regional Athletic Association (DAVRAA) Meet, event coordinators are hereby selected to help monitor and provide logistical and other support to the different playing venues during the 2025 DAVRAA Meet on March 9-15, 2025 in Tagum City, Davao del Norte.
2. A coordination meeting in preparation for the said undertaking is scheduled on March 3, 2025 at 2:00 p.m. at the Grandstand of the Davao del Norte Sports and Tourism Complex, Mankilam, Tagum City, Davao del Norte.
3. Enclosed is the list of event coordinators and their assigned events/games and playing venues, including the terms of reference.
4. In adherence to the DepEd's commitment to quality education, this Office advises all concerned school heads to assign a school-in-charge through a school memorandum, so as not to deprive the school of continuous service delivery even during the time when the school heads perform the above deliverables.
5. Travel, meals and other incidental expenses shall be charged against school MOOE subject to the usual accounting and auditing rules and regulations.
6. Compensatory Overtime Credits (COC) for non-teaching personnel and Service Credits for teaching personnel shall be granted for the services rendered during Saturdays, Sundays or Holidays, in accordance with Deped Order 53, s. 2003.
7. In adherence to all policies, everyone is encouraged to continuously support and value the Equal Opportunity Principle (EOP).
8. Immediate dissemination of this memorandum is directed.



REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent

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Enclosure 1: Event Managers and their Terms of Reference

2025 DAVRAA EVENT COORDINATORS

EVENT	PLAYING VENUES	NAME	CONTACT NUMBER
Archery	DNSTC	Bernard Eugenio	09190999219
		Levi C. Molina	09677526275
Arnis	City Mall of Tagum	Kinnee Jay G. Calumba	09556485041
Sepak Takraw Sec.	Apokon Brgy Gym	Gabriel Angelo G. Dadula	09606491177
		Richel C. Anucop	09056900931
Sepak Takraw Elem.	Apokon ES Gym	Edwin Luceno	09193261490
		Mauro Daite III	09199219788
Athletics	DNSTC	Gerlyn Carpina	09462634922
		Reggie R. Balaba	09600645109
Badminton Elem./Sec.	DAVNOR Gym	Daisy Jane C. Alinsub	09075772173
		Amie Glee P. Duclayan	09778074731
Basketball Sec. Boys	Rotary Gym	Leopoldo Robles	09922026324
		Rendel Miranda	09947261092
Basketball Sec. Girls	La Filipina Brgy Gym	Elden Derutas	09564071784
		Romeo Dugenio	09294740246
Basketball Elem	Robinsons Mall	Jay Ar Tanguan	09127030094
		Rey Aguelo	09690252696
Basketball Boys/Girls 3 X 3	JS Gaisano	Nick Guilbert T. Pocon	09265214951
		Judith Asenjo	09664876193
Billiards	NCCC Mall	Ruben M. Palomata	09267236456
		Ramil M. Torsino	09178657312
Chess	Bulwagan ng Karunungan	Rolando Bughao	09639570649
		Jimmy D. Esponilla	09087005572
Football Sec.	DNSTC Pitch B	Albert Alvillar	
		Rose Angeline Centina	
Football Elem.	DNSTC Pitch A	Romel Francisco	
		Jomar T. Madrigal	09566832536
Futsal	Epark	Rodel Fernandez	09261711719



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Volleyball Sec.	Training Center Court 2	Levi C. Molina	09677526275
		Juvic Saguing	09276459764
Volleyball Elem.	Training Center Court 1	Gerlie M. Limbadan	09975992386
		Henry Tuna	
Swimming	DNSTC	Junmar Laab	09636982140
		Junnel Masaluon	09700299951
		Julie Famisaran	09635354479
Boxing	DAVNOR Coliseum	Bren Colita	09124967377
		Ricardo Jr. M. Olmedo	09102052037
Dance Sports	DAVNOR Gym	Julie Ann Cortez	
		Ave Ramos	09123453140
Aero	Atrium	Ophelia A. Roca	09939499311
		Ma. Narcisa S. Gallaza	09478267188
RG	Atrium	Aser M. Samsona	09088621361
		John Carlo M. Pacana	09368987206
MAG/WAG		Ligaya Bolo	09772131618
		Gerlyn Bacongga	09976803927
Pencak Silat	NCCC Mall	Eufemia Saga	09286215748
		Ric Michael Morales	09277619459
Table Tennis	G-Mall	Dexter Baldonado	09260767349
		Marjorie Orocio	
Taekwondo	G-Mall	Diovenil Polestico	09486609839
		Bayani Escoton	09388534958
Tennis	DNSTC	Ener M. Judit	09503225063
		Ligaya A. Bolo	09772131618
Wrestling	Robinsons Mall	Charisse Paragoso	09679482853
		Liza Monteroso	09075379527
Wushu	NCCC Mall	Glen Butuanon	09517945723
		Maricho Pontillas	09606409471
Baseball Elem./Sec.	Epark	Allan Matunhay	09463542935
		Nino A Fernandez	09072655802
Softball	Epark	Marry Ann Agonia	09517239956
		Delna Cagulang	09514505341
Goal Ball	Max Mirafuentes Academy	Jocelyn C. Cadiente	09602461992
		Elizabeth S. Diesca	09957937337
BOCCE	DNSTC	Glenda C. Sibonga	09369409473
		Joselito F. Gudio	09094159116



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Terms of Reference:

- Collaborate with the organizing committee regarding schedules, venue layouts, and resource allocation.
- Coordinate with venue managers to ensure facilities are prepared and meet safety and operational standards.
- Oversee distribution of equipment, materials, and supplies required for the games.
- Liaise with concerned committees, delegations, and stakeholders ensure harmony.
- Provide support for potential challenges, such as weather disruptions or technical issues.
- Help on the setup and breakdown of event venues, ensuring compliance with timelines and safety protocols.
- Help on the on-site operations, including registration, crowd control, and emergency response coordination.
- Observe scheduling and execution of athletic events, ensuring adherence to the official program.
- Act as the primary point of contact for athletes, coaches, officials, committees, and volunteers, addressing concerns and resolving issues promptly.
- Monitor and ensure the availability of essential services, such as medical support, transportation, and catering.
- Conduct a thorough evaluation of the event, including feedback from participants and stakeholders.
- Oversee the dismantling of event infrastructure and ensure venues are restored to their original condition.
- Prepare and submit a post-event report, if any, highlighting successes, challenges, and recommendations for future events.