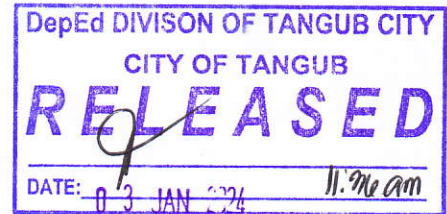




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January 3, 2024

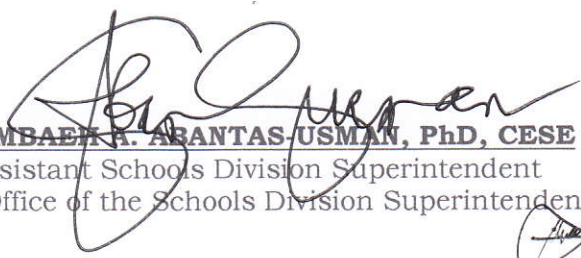
DIVISION MEMORANDUM

No. 02, s. 2024

**ADDENDUM TO THE COORDINATION MEETING ON DIVISION ATHLETIC MEET
2024**

To: Assistant Schools Division Superintendent
Chief Education Supervisors (CID and SGOD)
Education Program Supervisors
Public Schools District In-Charge (PSDICs)
Elementary and Secondary Teachers and School Heads
All Others Concerned
This Division

1. Addendum to Division Memorandum No. 01, s. 2024 titled **Coordination Meeting for the Division Athletic Meet 2024**, the list of division personnel, and members of Division Sports Core Group attached are enjoined to attend the meeting on January 3, 2024, 1:00 P.M., at the Division Conference Hall.
2. All other provisions stipulated in DM 01, s. 2024 shall remain in effect.
3. Attached are the list of personnel for the working committees and the members of the Division Sports Core Group.
4. For immediate dissemination and compliance.


SHAMBAEK A. ARANTAS-USMAN, PhD, CESE
Assistant Schools Division Superintendent
OIC-Office of the Schools Division Superintendent



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Division Athletic Meet 2024

Working Committees

Committee	In-Charge	Task
1. Steering	Dr. Shambaeh A. Abantas-Usman-SDS Lorena P. Serrano-ASDS Dr. Lorna C. Peñonal-SGOD Chief Dr. Angelina B. Buaron-CID Chief	<ul style="list-style-type: none">Oversee the preparation and conduct of the Division Meet 2023
2. Consultancy	Roger F. Duhaylungsod Redeemer D. Denapo Romel E. Huertas	<ul style="list-style-type: none">Assist and give technical assistance to the Division Sports Coordinator
3. Communication and Coordination	Shieldon F. Honculada	<ul style="list-style-type: none">Prepare the Memorandum for the City Meet 2024Coordinate with all the committees in the performance of specific tasks
4. Transportation	Wilfredo B. Cañete Jolito P. Vince PSDICs/Representatives	<ul style="list-style-type: none">Prepare request for transportation to the city and facilitate the travel of athletes from district pick-up areas to sports complex and vice-versa
5. Food	Loremie L. Lagaret Dorothy P. Neri	<ul style="list-style-type: none">Coordinate with the supplier and facilitate the distribution of food to the officiating officials
6. Parade	Romel E. Huertas Arniel B. Mehoy Rey P. Manlangit	<ul style="list-style-type: none">Coordinate with Police Station/CPAT for the assistance in leading the parade



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		<ul style="list-style-type: none"> Organize the participants in the order of the parade
7. Program	Liegh S. Enayo Ralf Rey O. Sultan Joford B. Magante Leah Fe T. Ordeniza	<ul style="list-style-type: none"> Prepare the program for the opening ceremony Facilitate and organize the flow of the Opening program
8. Screening	Gina L. Mandawe Marilou S. Galvez PSDICs	<ul style="list-style-type: none"> Coordinate with PSDICs in the submission of needed documents from athletes Screen the documents of athletes
9. Records	Clariza P. Catedral Alden M. Antonio Justine U. Fernandez	<ul style="list-style-type: none"> Record and consolidate the results of games
10. Awards (Trophies & Medals)	Liegh S. Enayo Dorothy P. Neri Bride Joy M. Candano Ronie E. Senarillos	<ul style="list-style-type: none"> Make designs and facilitate in the procurement of trophies and medals
11. Sounds	Alden M. Antonio Arniel B. Mehoy Rey P. Manlangit Wilson Ozaraga Mohamad T. Batingolo	<ul style="list-style-type: none"> Ensure the availability of sound system during the opening program at People's Gym and series of awarding ceremonies at Tangub City Sports Complex
12. Playing Venues	Wilfredo B. Cañete Wilson M. Ozaraga Mohamad T. Batingolo Rene Boy G. Roxas Redeemer D. Denapo Rey P. Manlangit	<ul style="list-style-type: none"> Inspect and evaluate the proposed playing venues and identify the needs Coordinate with the focal persons in every playing venue
13. Officiating	Roger F. Duhaylungsod Redeemer D. Denapo	<ul style="list-style-type: none"> Facilitate in the conduct of



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	Shieldon F. Honculada	solidarity and coordination meeting with tournament managers and coaches
14. Equipment	Redeemer D. Denapo Bride Joy M. Candano Ronie E. Senarillos Wilson A. Lopez	<ul style="list-style-type: none">• Facilitate in the inventory of existing sports equipment• Endorse the needs of equipment to Division Sports Coordinator• Distribute the sports equipment to specific events
15. Medical	Dr. Jun Clifford C. Estrella Winnie T. Mendoza Cecille Loullee A. Gulbe Stephen T. Amen	<ul style="list-style-type: none">• Coordinate with City Health Office for the presence of Medical staffs in events that are prone to accidents• Attend the medical needs of athletes before, during and after the course of the games
16. Documentation	Mohamad T. Batingolo Arniel B. Mehoy Engr. Wilson M. Ozaraga Stephen T. Amen	<ul style="list-style-type: none">• Document the activities from the opening ceremony, different games, and awardings
17. Monitoring and Evaluation	Redeemer D. Denapo Bride Joy M. Candano	<ul style="list-style-type: none">• Monitor and evaluate the conduct of the City Meet• Provide feedback for improvement
18. Help Desk	John Lyric D. Poligrates Arnold C. Montefalcon Arniel B. Mehoy Mohamad T. Batingolo Stephen T. Amen	<ul style="list-style-type: none">• Protect the rights of athletes and teachers• Ensure a safe and conducive playing



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		venues that are gender-sensible
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Division Athletic Meet 2024

Members Division Sports Core Group

Name	Designation
Herlyn Q. Senarillos	Secondary School Principal
Roger A. Baril	School Principal/PESPA President
Warren J. Canolo	Head Teacher/DAPSHII Representative
Wilson M. Ozaraga	Division Engr.
Reneboy G. Roxas	SEPS HRTD
Redeemer D. Denapo	SEPS M&e
Shieldon F. Honculada	EPS-1 SGOD



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