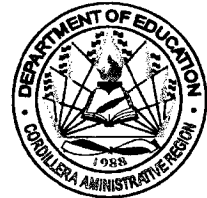
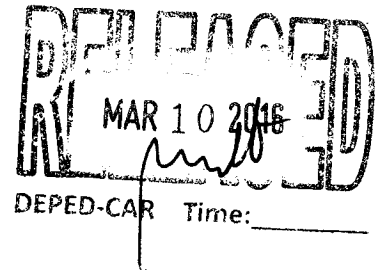




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
Wangal, La Trinidad, Benguet



Regional Memorandum
No. _____ s. 2016



CORDILLERA ADMINISTRATIVE REGION PARTICIPATION
TO THE 2016 PALARONG PAMBANSA

To: All Schools Division Superintendents

1. The 2016 Palarong Pambansa will be conducted at Albay Province, Region V on April 10-16, 2016.
2. All coaches, assistant coaches, chaperons, trainers, athletes, sports managers and working committees are advised to report at Mabini Elementary School, Baguio City for the In-House training on March 29-31, 2016. The first meal to be served will be dinner of March 29, 2016.
3. All participants to the Palarong Pambansa should bring their own beddings, clothings and eating paraphernalia.
4. Delegation Officials are requested to prepare the necessary tools/facilities on the performance of their task. All members of the technical working committees and coaches will go and stay with the delegation until the PALARO ends.
5. The CAR delegation will leave for Camalig South Central School and Camalig National High School, Albay as the billeting schools on April 1, 2016 at 1:00 PM. Assembly shall be at Mabini Elementary School. Coaches should coordinate with the transportation committee on their bus assignments to facilitate the start of the delegation.
6. The date of departure from Camalig, South Central School, Albay will be on April 16, 2016 at 9:00 PM. The expected time of arrival at the Benguet National High school will be around 7:00 AM on April 17, 2016.
7. The victory program will be at the Regional Office on April 18, 2016 at 9:00 AM.
8. Service/ compensatory overtime credits shall be granted to all teaching and non-teaching staff who will render services during the Palarong Pambansa subject to existing DepEd and CSC rules and regulations and CSC-DBM Joint Circular No.2 s. 2004, on Non-Monetary Remuneration for Overtime Services rendered. Those who will render services during the training period shall be entitled from April 2-16, 2016. All other delegation officials shall be granted from April 10-16, 2016.
9. Enclosed are the list of the athletic delegation, functions of the working committees, guidelines on the incentives to winning athletes, coaches, assistant coaches, trainers, chaperons and miscellaneous allowance/incidental expenses of the official delegates.

10. Traveling expenses of athletes, coaches, chaperons and working committees from their schools/stations to the division offices and vice versa will be charged to division funds while traveling expenses from the division office to Mabini Elementary School, Baguio City and to Albay province (vice versa) shall be charged against Regional funds. The Schools Division Superintendents, Assistant Schools Division Superintendents and Presidents of Universities/Colleges and Honorary Officials shall charge their transportation expenses against local funds or other available funds in accordance with accounting and auditing rules and regulations.

11. Immediate dissemination of this Memorandum is desired.


ELLEN B. DONATO, ED., D. CESO III
Director IV

Encl.: As stated

Reference:

To be indicated in the Perpetual Index
Under the following subjects:

CONTEST SPORTS

ESSD/abg

HONORARY OFFICIALS

1	Hon. Mauricio G. Domogan	Mayor, Baguio City
2	Hon. Edison Bilog	Vice-Mayor, Baguio City
3	Hon. Nicasio M. Aliping Jr.	Congressman, Lone District, Baguio City
4	Hon. Ma Jocelyn V. Bernos	Congresswoman, Lone District, Abra
5	Hon. Eleonor C. Bulut- Begtang	Congresswoman, Lone District, Apayao
6	Hon. Ronald M. Cosalan	Congressman, Lone District, Benguet
7	Hon. Teodoro B. Baguilat Jr.	Congressman, Lone District, Ifugao
8	Hon. Manuel S. Agyao	Congressman, Lone District, Kalinga
9	Hon. Maximo B. Dalog	Congressman, Lone District, Mt. Province
10	Hon. Eustaquio P. Bersamin	Provincial Governor, Abra
11	Hon. Elias C. Bulut Jr.	Provincial Governor, Apayao
12	Hon. Nestor B. Fongwan	Provincial Governor, Benguet
13	Hon. Denis B. Habawel	Provincial Governor, Ifugao
14	Hon. Jocel C. Baac	Provincial Governor, Kalinga
15	Hon. Leonard G. Mayaen	Provincial Governor, Mountain Province
16	Hon. Ferdinand B. Tubban	Mayor, Tabuk City
17	Rev. Father Gilbert B. Sales, CICM, Ph. D.	President, Saint Louis University
18	Dr. Ramon C. Cercado	President, University of the Cordilleras
19	Dr. Dhanna Kerina B. Rodas	President, University of Baguio
20.	Dean James Malaya	President, CCDC
21.	Dr. Jones Feliciano	OIC, President, BSU

DELEGATION OFFICIALS

1	Dr. Ellen B. Donato, CESO III, Regional Director	Head of Delegation
2	Mr. Francis Cesar Bringas, CESO VI, Asst. Regional Director	Assistant Head of Delegation
3	Mr. Ronald B. Castillo, CESO VI, OIC-SDS- Abra	Co Assistant Head of Delegation
4	Dr. Amador Garcia, OIC-SDS, Apayao	Co Assistant Head of Delegation
5	Mr. Felipe L. Ballitoc, OIC-SDS-Tabuk City	Co Assistant Head of Delegation
6	Dr. Federico P. Martin, CESO VI, SDS, Benguet	Co Assistant Head of Delegation
7	Ms. Sally B. Ullalim, CESO VI-SDS-Ifugao	Co Assistant Head of Delegation
8	Ms. Gloria B. Buya-ao, OIC SDS-Mt. Prov.	Co Assistant Head of Delegation
9	Ms. Marie Caroline B. Verano, SDS-Kalinga	Co Assistant Head of Delegation
10	Atty. Augustin P. Laban III, OIC ASDS-Baguio	Co Assistant Head of Delegation
11	Mr. Nestor Bulayo, ASDS- Benguet	Co Assistant Head of Delegation
12	Mrs. Benilda M. Daytaca, OIC-ASDS Tabuk City	Co Assistant Head of Delegation
13	Ms. Benedicta Gamatero, OIC ASDS-Apayao	Co Assistant Head of Delegation
14	Ms. Geraldine B. Gawi, OIC-ASDS Ifugao	Co Assistant Head of Delegation
15	Mr. Alfonso Estolas, OIC ASDS, Kalinga	Co Assistant Head of Delegation
16	Ms. Aida L. Payang, OIC ASDS, Abra	Co Assistant Head of Delegation
17	Ms. Irene S. Angway, OIC ASDS, Tabuk City	Co Assistant Head of Delegation

TECHNICAL AND WORKING COMMITTEES

	A. DELEGATION CHAPLAIN	Rev. Fenjie Degawan
	B. LEGAL MATTERS	Atty. Vanesa Flora, R.O.
	C. SPORTS MANAGERS	
1	Atty. Sebastian Tayaban -RO	General Operations Manager
2	Mr. Edgar T. Alos- RO	General Operations Manager
3	Dr. Agustin B. Gumuwang -RO	Athletic Manager

4	Dr. Fernando Eleponga, Baguio City	Assistant Athletic Manager, Team Manager (Taekwondo)
5	Dr. Cresencio T. Gamay- RO	National Screening Committee Member
6	Mr. Alfredo Alcos – Abra	Team Manager (Lawn Tennis, Swimming)
7.	Mr. Pablo Khayog, Benguet	Team Manager (Baseball, Sepak Takraw)
8.	Mr. Elfred Dalang, RO	Team Manager (Softball, Athletics)
9	Mr. Marlon Trumpo - Apayao	Team Manager (Volleyball, Table Tennis)
10	Mr. Alfredo Budaden- Kalinga	Team Manager (Softball, WUSHU)
11	Mr. Anthony Galangi-Ifugao	Team Manager (Volleyball, Gymnastics, Wrestling)
12	Mr. Rosendo Cacap - Mt. Province	Team Manager (Boxing, Arnis, Badminton)
13	Engr. Christopher Hadsan, RO	Team Manager (Basketball, Archery, Facilities)
14	Dr. Nino Tibanggay, Baguio City	Screening and Team Manager- Special Games
15	Dr. Pio Ecuán, RO	Team Manager (Chess, Wrestling),
16	Mr. Ferdinand Malagyab, Tabuk City	Team Manager (Billiards, Tennis, Supply;)
17	Mr. Ceasar Luma-ang, Benguet	Team Manager (Tennis, Swimming, Chess)
18	Mr. Arnold Petten, Mt. Prov.	Team Manager (Boxing, Wushu)
D. DEANS OF DISCIPLINE BOYS AND GIRLS		
1	Dr. Elma D. Donaál, Baguio City	Over-all Chairperson
2	Dr. Evelyn Gabot, RO	Chairperson Women- Elem. & Sec.
3	Roger Gawidan, Mt. Province	Co-Chairperson, In-Charge of Parade
4	Erwin Shim Fonete, Baguio City	Ass't. –Chairperson & Supply member
E. CLEAN, GREEN AND ECO-FRIENDLY		
(Most Clean, Discipline & Most Organized Delegation)		
1	Mr. Marcelo Talamayan -RO	Chairperson
2	Ms. Evangeline P. Malag-RO	Co-Chairperson
3	Mr. Maksim Botilas, Baguio City	Member, Supply & In Charge of Socials
F. CAMP DIRECTORS		
1	Mr. Sosimo Leal, Baguio City	Chairperson, Elem. & Sec.
2	Mr. Teofilo Piggangay, Baguio City	Ass't. Chairperson, Clean & Green
3	Mr. Madison Kiong, Benguet	Ass't. Chairperson, Clean & Green
4	Mr. Antonio Amado, Ifugao	Ass't. Chairperson, Clean & Green
G. MEDICAL, HEALTH & SANITATION		
1	Dr. Jocelyn De Jesus- Baguio City	Chairperson
2	Dr. Joan Bumanghat-Benguet	Ass't. Chairperson
3	Ms. Beverly Donaál, Nurse - Baguio City	Member
4	Mr. Marilino Cabanday Nurse- Abra	Member
5	Ms. Karen Otagalon, Nurse- Ifugao	Member
6	Ms. Charlemaine Killip, Nurse, Mt. Prov.	Member
7	Ms. Jocelyn Dakiwag, Nurse, Tabuk City	Member
8	Ms. Marivic Gervero, Nurse, Baguio City	Member
9	Mr. Perfecto Manuel Jr., Nurse, Apayao	Member
H. TRANSPORTATION		
1	Mr. Daniel Gonayon, RO	Transportation Chairperson
2	Rudee Dolipas, Mt. Province	Transportation Officer

2	Rudee Dolipas, Mt. Province	Transportation Officer
3	Mr. Raul Dalilis- Kalinga	Transportation Officer
4	Mr. Peter Lid-ayan, RO	Transportation Support
5	Roberto Catap Jr., Baguio City	Transportation Support
6	Mr. Bonifacio Dalapnas RO	Transportation Support
7	Edwin Balingawan, RO	Transportation Support
I. SECRETARIAT, RECORDS & DOCUMENTATION		
1	Jumar Yago-an, RO	Chairperson, Game Results Analyst
2	Georaloy Palao-ay, R.O	Co-Chairperson, Information Officer and Photographer
3	Daisy Eswat, RO	Vice Chairperson
4	Vandolf Flora, RO	Member
5	Manilyn Botilas, RO	Member, Photographer
J. FINANCE		
1	Ms. Cristina L. Paquit, RO	Chairperson, Inspection
2	Ms. Cornelia Adaci-Dulnuan, RO	Co-Chairperson Chairperson, Inspection
3	Ms. Marites Calica- RO	Member
4	Ms. Susielou Colas, R.O	Member, Inspection
K. AUDIT		
1	Ms. Isidora E. Fernandez, Audit Team	Chairperson
2	Mr. Verano L. Ludaes, Auditor	Member
3	Ms. Lourdes Tumbaga, Auditor	Member
L. SUPPLY		
1	Ms. Rosita Sakiwat, Supply Officer- RO	Chairperson
2	Ms. Selma Kanongkong, RO	Ass't. Chairperson, and Dean of Girls
3	Mr. Stephen Salinas, RO	Member
M. EVALUATION VOMMITTEE		
1	Ms. Soraya Faculo, RO	Chairperson
2	Ms. Emmanuela Gabol, RO	Ass't. Chairperson , and Clean and Green
3	Ms. Janelle Dogao, RO	Member, Clean and Green
O. FOOD COMMITTEE- 30		
1	Michelle Andaya, R.O	Chairperson
2	DAYDAY, CORAZON, Baguio city	Ass't. Chairperson
3	Joseph Banares, R.O.	Purchaser
4	Anguluan, Flordelizo- Apayao	Mess Member
5	Jaime Cacayuran, Ifugao	Mess Member
6	Norman Doco - Mt. Province	Mess Member
7	Milagrose Tabadeza- Abra	Mess Member
8	Willy Pascua, Kalinga	Mess Member
9	Dennis Gazmen - Baguio City	Mess Member
10	Awas Ponso, Baguio City	Mess Member
11	Borja, Romulo, Baguio City	Mess Member
12	Anulacion, Jun, Baguio City	Mess Member
13	Ydeo, Romico, Baguio City	Mess Member
14	COTTONG, DANTE, Baguio City	Mess Member
15	Melchor Gacula - Benguet	Mess Member
16	Nabus, Wilma	Mess Member

18	SALIBAD, ERNESTO, Baguio City	Mess Member
19	LONGBOAN, ANTONIO, Baguio City	Mess Member
20	Lomas-E, Lourdes, Baguio City	Mess Member
21	Millo, Jacinto, Baguio City	Mess Member
22	MACAO, AGOSTO, Baguio City	Mess Member
23	Millo, Mariano, Baguio City	Mess Member
24	RAZO, RODOLFO, Baguio City	Mess Member
25	SALAZAR, ERWIN, Baguio City	Mess Member
26	Mismisen, Max, Baguio City	Mess Member
27	TACADENA, Peping, Baguio City	Mess Member
28	Tamiing, Marilyn, Baguio City	Mess Member
29	Aguilar, Conrado, Baguio City	Mess Member
30	Alban, Robert, Baguio City	Mess Member

TOTAL-723

- 21 (Honorary Officials)
- 17 (Officials- RD, ARD, SDS, ASDS)
- 95 (Working Committees)
- 590 (athletes, coaches, chaperons)

FUNCTIONS OF THE WORKING COMMITTEES FOR THE 2016 PALARONG PAMBANSA

General Operations Manager

- Oversee the operations of the technical and working committees of the CAR delegations from the preparations of coaches and athletes documents, training, participation of the athletes in the events and operations of the delegation working committees;
- Coordinate with Host school re delegation concerns and other related activities;
- Entertain delegation guests/visitors; and
- Prepare/Submit an evaluation/accomplishment report of committees to Management Board

Athletic Manager

- Coordinate all activities relevant to the management of the coaches and athletes participation to the Palarong Pambansa;
- Coordinate with Palarong Pambansa Management re: game management, schedule and other related activities;
- Represent the CAR delegates to the Palarong Pambansa Management meetings and functions as required; and
- Report/Update Management Board re: CAR Standing/Accomplishment on Game Results, assessment and analysis of athletes performance and other pertinent matters re: participation to the Palarong Pambansa.

Assistant Athletic Manager

- Assist the athletic manager;
- Report/Update to the Athletic Manager on game results and other matters re: participation to the Palarong Pambansa
- Perform other related functions

Screening

- Coordinate with Division Sports Coordinators and coaches in ensuring the accuracy, dated and complete documents of athletes and coaches;
- Represent the CAR delegates in the National Screening processes;
- Members to assist the chairperson in ensuring accurate, update and complete documents of athletes and coaches; and
- Prepare/Submit reports to Operations Management.

Dean of Men/Women

- Oversee the discipline of athletes & coaches (curfew, cleanliness, unnecessary noise, gambling, drinking hard liquor, smoking inside the rooms) within the camp;
- Assist the camp director/s in enforcing proper waste segregation and disposal within the camp; and
- Prepares/Submit reports to Operations Management.

TEAM MANAGERS and Game Analysts

- Monitor the performance of athletes and coaches during training and actual games and note strengths and weaknesses;
- Provide technical assistance to coaches during the training and between games based on noted observations; and
- Prepare/submit reports on highlights of observations and game analysis technical assistance provided, feedback, and recommendations to athletic manager/s through secretariat

Camp Director

- Oversee the preparation of the camp/billeting area such as the ff:
 - a. Ensure proper drainage in the washing areas;
 - b. Provide sufficient garbage disposal for biodegradable and non-biodegradable waste in the camp;
 - c. Set-up the kitchen area with clean and spacious food storage and dining area/s;
 - d. Assign sleeping quarters for all members of the delegations;
 - e. Assign comfort and bathrooms equitably to the members of the delegation;
 - f. Enforce the observance of the camp rules and regulations at all times;
 - g. Coordinate with the host school re: billeting and other related concerns; and
 - h. Assist management in entertaining guests/visitors of the delegation.
- Prepares camp rules and regulations and discuss these with the members of the delegation;
- Post final copies of the camp rules and regulations in strategic areas in the camp; and
- Report to Operations Management re problems/issues resolved or that needs yet to be resolved and other accomplishments, feedback and recommendations.

Medical, Health & Sanitation

- Prepares medical and health services needs for the delegation (drug and materials);
- Prepares medical certificates of athletes and coaches as needed;
- Provide medical and health services to members of the delegation from the training period until the end of the Pambansang Palaro; and
- Assist in enforcing observance of cleanliness and sanitation within the camp.
- Prepares/Submits accomplishment report to operations management through the secretariat.

Coach

- Guide, take care, and ensure the well-being of athletes entrusted to them at all times from the training period to the going home;
- Coach, update, inspire and defend the athletes in and out of the playing field;
- Relate with athletic managers, team managers and officiating officials constantly for updates regarding playing schedule, venues and other Palaro related matters; and
- Ensure that their athletes abide by the rules and regulations in the camp, playing areas and in other activities where they participate in.

Chaperon

- Accompany the athletes and assist the coach in ensuring the well-being of the girls entrusted to them especially during rest periods, eating time, bedtime, and other activities where they are involved;
- Ensure that athletes help in keeping their quarters and surroundings clean and sanitary and abide by the camp rules and regulations;
- Attend to the safekeeping of the athlete's baggage's and personal belongings.

Public Information Officer & Photo Documentation

- Prepares a meaningful photo documentation of the highlights of CAR participation and performances during the Palarong Pambansa and submit to secretariat and Management Board; (Events in action not staged, with proper captioning)
- Assist the delegation media officer in publishing pertinent articles re: CAR participation in the Palarong Pambansa Publication and other print and mass media; and
- Prepares/Submits accomplishment report to operations management through the secretariat.

Transportation & Parade

- Coordinate and make the necessary arrangements for the transport of the delegates to the Palarong Pambansa;
- Prepare a systematic listing of delegates with corresponding transportation arrangement;

- Coordinate with the host region/division/school re transportation concerns;
- Takes charge of the transportation of athletes, coaches and other officials to and from the venue of activity;
- Formulate the formation of delegates in the parade;
- Refer to management concerns on transportation; and
- Prepares/Submit accomplishment report with feedback and recommendations to management through the secretariat.

Inspection

- Check authenticity and validity of receipts/documentations of purchases;
- Inspect goods/materials purchased;
- Supervise servings;
- Coordinate with Mess Chairperson/s on observations, feedback and recommendations re procurement of food supplies, management of mess committee, preparation and serving of food.
- Prepare/Submit report to Management through the secretariat

Secretariat, Records and Documentation

- Keep records and consolidate all reports of individuals and committees, minutes of meetings/discussions, game results and other highlights of activities during the Palarong Pambansa;
- Make a comparative report on the performance of CAR athletes based on the Palaro results (online) for the last three years;
- Attend all meetings and other functions as required by Operations athletic management;
- Prepares certificates needed during the Palarong Pambansa;
- Stay at the Information Desk to assist/provide or relay information as needed;
- Relate with Operations and Athletic Management to get and provide updates based on official reports; and
- Assist in the dissemination/posting of notice urgent matters/ instruction from management.
- Prepare a list of winners/payroll as basis of the cashier to give incentives
- Submit accomplishment report with feedback and recommendations to management

Supply Officer

- Takes charge of the procurement and distribution of uniforms, supplies and other materials needed in the Palarong Pambansa participation;
- Participates in the mess inspection;
- Prepares/Submits accomplishment report with feedback and recommendations to Management thru the secretariat.

CLEAN, GREEN AND ECO-FRIENDLY COMMITTEE

- * Promote environmentally sound methods which maximize the utilization of valuable resources and encourage resource conservation and recovery by:
 - Directing all athletes, coaches, chaperons, trainer's participants and officials to bring their own plates and kitchen utensils instead of using Styrofoam and other plastic materials,
- * Assist in keeping records of athlete's attendance, officials and other participants of the Palaro assigned to the classroom occupied and / or transportation used by the .
delegation.
- * Organize a team and devise a scheme in cleaning the surroundings, including the boards, walls, toilets and other are
- * Submit accomplishment report with feedback and recommendations to management through the secretariat.

Mess Committee

- Prepare the menu for the delegation from the training to the end of the Palarong Pambansa;
- Prepare and serve food for the delegation;
- Assign purchasers of food supplies for the delegation; and
- Submit receipts/documents of purchases to Budget Officer validated by inspectors.
- Submit accomplishment report with feedback and recommendations to management through the secretariat.