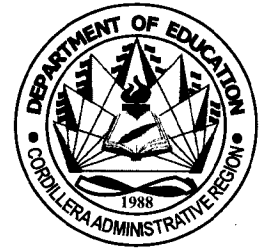


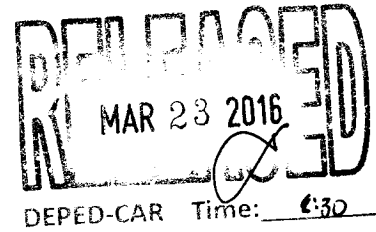


Republic of the Philippines  
 Department of Education  
 CORDILLERA ADMINISTRATIVE REGION  
 Wangal, La Trinidad, Benguet



Regional Memorandum  
 No. 078, 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 on 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 Thanksgiving 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. Enclosures 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. Travel 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 and

Telephone Numbers:

Office of the Director IV	-422-4074	Budget and Finance Division	-422-5155	Cash Section	-309-3017	Record Section	-309-3015
Fax Machine	-422-1318	Elementary Education Division	-422-7096	Physical Facilities Unit/ICT	-309-3011	Payroll Services Unit	-424-3993
Office of the Director III	-309-3013	Non Formal Education Division	-422-5187	Regional Planning Unit	-309-1234	Special Services Division	-424-5167
Administrative Division	-422-1804	Secondary Education Division	-309-3014				
		Supply Unit	-422-2198				

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. Feliciano Calora Jr.	President, BSU
22	Hon. Hector Ruel D. Pascua	Vice Gov. & Prov'l. Sports Coordinator, Apayao
23	Hon. Catalina C. Galleon	Prov'l. Council Com. Chair on Education, Apayao
24	Hon. Leonard Andanan	Prov'l. Council Com. Chair on Education, Abra
25	Mr. Cris Albolote	Prov'l. Sports Coordinator, Abra
26	Hon. Peter Fianza	City Council Com. Chair on Education, Baguio City
27	Mr. Gaudencio Gonzalez	City Sports Coordinator, Baguio City
28	Hon. Johnny D. Waguís	Prov'l. Council Com. Chair on Education, Benguet
29	Mr. Denmark Monang	Prov'l. Sports Coordinator, Benguet
30	Hon. Ricky Dulnuan	Prov'l. Council Com. Chair on Education, Ifugao
31	Mr. Rudy Dulnuan	Prov'l. Sports Coordinator, Ifugao
32	Hon. Jerry Puday	Prov'l. Council Com. Chair on Education, Kalinga
33	Hon. Antonio Bakilan	City Council Com. Chair on Education, Tabuk City
34	Hon. Francis Tauli	Prov'l. Council Com. Chair on Education, Mt. Province

35	Mr. Arnold Petten	Prov'l. Sports Coordinator, Mt. Province
36	Atty. Valeriano Banggolay	Prov'l. Sports Coordinator, Kalinga
37	Mr. Elpidio Tubban	City Sports Coordinator, Tabuk City
<b>DELEGATION OFFICIALS</b>		
1	Dr. Ellen B. Donato, CESO III, Regional Director	Head of Delegation
2	Mr. Francis Cesar Bringas, CESO VI, OIC, Asst. Regional Director	Assistant Head of Delegation
3	Mr. Ronald B. Castillo, CESO VI, 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 V, 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 L. Bolayo, OIC, ASDS, Benguet	Co Assistant Head of Delegation
12	Mrs. Benilda M. Daytaca, OIC, ASDS Mt Province	Co Assistant Head of Delegation
13	Ms. Benedicta Gamatero, Acting 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
<b>TECHNICAL WORKING COMMITTEES</b>		
1	Rt. Rev. Joel A. Pachao	Delegation Chaplain
2	Rev. Fenjie Degawan	Delegation Chaplain
<b>SPORTS MANAGERS</b>		
1	Atty. Sebastian Tayaban -RO	General Operations Manager
2	Mr. Edgar T. Alos- RO	General Operations Manager
3	Dr. Agustin B. Gumuwang -RO	General Athletic Manager
4	Dr. Fernando Eleponga, Baguio City	Assistant General Athletic Manager, Team Manager ( Taekwondo)
5	Dr. Cresencio T. Gamay- RO	National Screening Committee Member
6	Mr. Alfredo Alcos – Abra	Team Manager ( Swimming and racquet games)
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, Arnis )
10	Mr. Alfredo Budaden- Kalinga	Team Manager (Softball, WUSHU)

11	Mr. Anthony Galangi- Ifugao	Team Manager (Volleyball, Wrestling)
12	Mr. Rosendo Cacap - Mt. Province	Team Manager (Boxing, Archery)
13	Dr. Nino Tibanggay, Baguio City	Screening and Team Manager for Special Events
14	Dr. Pio Ecuán, RO	Team Manager ( Chess, game result analyst)
15	Mr. Ferdinand Malagyab, Tabuk City	Team Manager (Billiards, Gymnastics,)
16	Mr. Ceasar Luma-ang, Benguet	Team Manager ( Basketball, Swimming)
<b>DEANS OF DISCIPLINE BOYS AND GIRLS</b>		
1	Ms Nora Dalapnas, Baguio City	Chairperson-Dean of Discipline, Girls Elem. And Sec. & Clean and Green Com. Member
2	Mr. Danilo Gayao, Baguio City	Chairperson-Dean of Discipline, Boys Elem. & Sec. & Clean & Green Com. member
3	Mr. Roger Gawidan, Mt. Province	Ass't. Dean of Discipline, Boys & Chairperson of Parade & Clean & Green Com. member
4	Mr. Erwin Shim Fonete, Baguio City	Ass,t. Dean of Discipline, Girls & parade & Clean & Green Com. member
<b>CLEAN, GREEN AND ECO-FRIENDLY</b>		
<b>( Most Clean, Disciplined &amp; Most Organized Delegation)</b>		
1	Mr. Marcelo Talamayan -RO	Chairperson
2	Ms. Evangeline P. Malag-RO	Co-Chairperson
3	Mr. Maksim Botilas, Baguio City	Member, & In-charge of parade & Clean & Green com. member
<b>CAMP DIRECTORS</b>		
1	Mr. Sosimo Leal, Baguio City	Chairperson, Secondary & Clean & Green Com. member
2	Mr. Teofilo Piggangay, Baguio City	Ass't. Chairperson, and Clean & Green Com. member
3	Mr. Madison Kiong, Benguet	Chairperson, Elem, and Clean & Green com. member
4	Mr. Walter Dumaguing, Ifugao	Ass,t. Chairperson, and Clean and Green com. member
<b>MEDICAL, HEALTH &amp; SANITATION</b>		
1	Dr. Jocelyn De Jesus, Medical Officer - Baguio City	Chairperson
2	Joan Bumanghat, Dentist - Benguet	Vice Chairperson
3	Ms. Beverly Donaal, Nurse - Baguio City	Member
4	Mr. Marlino Cabanday, Nurse- Abra	Member
5	Ms. Karen Otagalon, Nurse- Ifugao	Member
6	Ms. Charmaine Gay A. Killip, Nurse, Mt. Prov.	Member

7	Ms. Jocelyn Dakiwag, Nurse, Tabuk City	Member
8	Ms. Marivic Gervero, Nurse, Baguio City	Member
9	Alvin Duman, Nurse - Benguet	Member
<b>TRANSPORTATION</b>		
1	Mr. Daniel Gonayon, RO	Transportation Chairperson
2	Mr. Rudee Dolipas, Mt. Province	Transportation Officer
3	Mr. Raul Dalilis- Tabuk City	Transportation Officer
4	Mr. Peter Lid-ayan, RO	Transportation Support & supply member
5	Mr. Roberto Catap Jr., Baguio City	Transportation Support
6	Mr. Bonifacio Dalapnas RO	Transportation Support
7	Mr. Edwin Balingawan, RO	Transportation Support & supply member
8.	Mr. Anthony Bagano, RO	Transportation support & supply member
<b>SECRETARIAT, RECORDS &amp; DOCUMENTATION</b>		
1	Jumar Yago-an, RO	Chairperson, Game Results
2	Vandolph Flora, RO	Vice Chairperson
3	Manilyn Botilas, RO	Member
		Member
<b>PUBLIC INFORMATION &amp; PHOTO DOCUMENTATION</b>		
1	Georaloy Palao-ay, RO	Chairperson
2	Daisy Eswat, RO	Ass't. Chairperson
<b>FINANCE</b>		
1	Ms. Cristina L. Paquit, RO	Chairperson, Inspection
2	Ms. Cornelia Adaci-Dulnuan, RO	Co-Chairperson, Inspection
3	Ms. Marites Calica- RO	Member
4	Ms. Susielou Colas, R.O	Member
<b>AUDIT</b>		
1	Ms. Isidora E. Fernandez	Audit Team
2	Mr. Verano L. Ludaes	Member
<b>SUPPLY</b>		
1	Ms. Rosita Sakiwat, Supply Officer- RO	Chairperson
2	Mr. Stephen Salinas, RO	Ass't. Chairperson
3	Ms. Lyka Lumpio	member
<b>EVALUATION COMMITTEE</b>		
1	Atty. Vanesa Flora	Chairperson
2	Ms. Emmanuela Gabol, RO	Ass't. Chairperson , and Secretariat and supply com. member
3	Mr. Marvin Flores	Member, and secretariat & public information & documentation Com. member

FOOD COMMITTEE		
1	Michelle Andaya, R.O	Chairperson
2	DAYDAY, CORAZON, Baguio city	Ass,t. Chairperson
3	Joseph Banares, R.O.	purchaser
4	Aguilar, Conrado, Baguio City	purchaser
5	Venancio Illag, Ifugao	member
6	Norman Doco - Mt. Province	Member
7	Milagrose Tabadeza- Abra	Member
8	Willy Pascua, Kalinga	Member
9	Anguluan, Flordelizo- Apayao	Member
10	Joan Soliba, Baguio City	Member
11	Romulo Borja, Baguio City	Member & Driver
12	Jun Anulacion, Baguio City	Member
13	Roiue Rico Ydeo, Baguio City	Member
14	DANTE COTTONG, Baguio City	Member
15	Melchor Gacula, Benguet	Member
16	Wilma Nabus, Baguio City	Member
17	ELIZABETH ESPINOZA, Baguio City	Member
18	ERNESTO SALIBAD, Baguio City	Member
19	ANTONIO LONGBOAN, Baguio City	Member
20	Allen Borio, Baguio City	Member
21	Jacinto Nillo Baguio City	Member
22	Leticia Baguilat, Baguio City	Member
23	Mario Nillo, Baguio City	Member
24	RODOLFO RAZO, Baguio City	Member
25	Randay Ambatang , Baguio City	Member
26	Mismisen, Max, Baguio City	Member
27	TACADENA, Jose, Baguio City	Member
28	Generoso Rullusta, Baguio City	Member
29	Edmund Mendoza, Baguio City	Member
30	Dennis Gazmen - Baguio City	Member

## **FUNCTIONS OF THE WORKING COMMITTEES FOR THE 2016 PALARONG PAMBANSA**

### **General Operations Managers**

- 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;
- Coordination 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, up datedness, and completeness of all documents of athletes and coaches;
- Represent the CAR delegates in the National Screening processes;
- Member 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.



### **Events Supervisors & Game Analysts**

- Monitor 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. Ensuring proper drainage in the washing areas;
  - b. Placing sufficient garbage disposal for biodegradable and non-biodegradable waste in the camp;
  - c. Setting up the kitchen area with clean and spacious food storage and dining area/s;
  - d. Assigning sleeping quarters for all members of the delegations;
  - e. Assigning 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 ; and
- Assist in enforcing observance of cleanliness and sanitation within the camp.

### **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.

### **Ass.t. Coach**

- To assist the coach from training to the implementation of game plans
- Assist the coach in the scheduled games and all rules/activities set by management
- To take over the coach in case of emergency

### **Trainer**

- To train the athletes in accordance with the training plan and inculcate the values of honesty, respect and discipline among athletes, coaches and officiating officials.

### **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 athletes' baggage's and personal belongings.

### **Finance Committee**

- Prepare payroll for transportation of athletes, coaches, chaperon, trainers and other related expenses relative to the palaro;
- Give incentives of winning athletes, coaches, chaperons, trainers in accordance with guidelines on incentives including the miscellaneous expenses of the CAR delegation for toiletries, laundry and other incidental expenses in the amount of 2,000 pesos each for the whole duration from training to the palaro proper.

### **Evaluation Committee**

- Prepares a tool to evaluates the CAR participation to the Palarong pambansa from the start of practice to the competition proper through a questionnaire.
- Submits evaluation report operations management through the secretariat.

### **Public Information & 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)
- 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 bus and ship 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;

- Set schedule of practice
- 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 Board.

#### **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 Paloro 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.
- Submit accomplishment report with feedback and recommendations to management

#### **Supply Officer**

- Take charge of the procurement and distribution of uniforms, supplies and other materials needed in the Palarong Pambansa participation;
- Participate in the mess inspection;
- Prepare/Submit accomplishment report with feedback and recommendations to Management thru 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 these are validated by inspectors.

**GUIDELINES ON INCENTIVES/ALLOWANCE OF THE WINNING  
ATHLETES COACHES, ASSISTANT COACHES, CHAPERONS,  
TRAINERS AND DELEGATION OFFICIALS**

1. The following cash incentives will be given to the following:

a.. Athletes:

1. GOLD MEDAL----- PhP 1,000.00
2. SILVER MEDAL----- PhP 750.00
3. BRONZE MEDAL----- PhP 500.00

4. In every win, an incentive of 100.00 pesos per athlete, coach, chaperon and trainer whether team or individual including athletes who qualify for the semi-finals and finals in swimming, athletics and other events .

b. Coaches, Ass't. coaches, Trainers and Chaperons: The highest cash incentive taken by his/her athlete will be received also by the coach, chaperon and trainer. ( Combative sports, Athletics, swimming, gymnastics, ball games, raquet games:

c. For combative sports ( Taekwondo: Like: a. Kyurogi- 1,000 is the highest amount that the coach, Ass't. coach, chaperon, trainer will get if the players have golds and not the number of golds received by all athletes ; b. Pumsae- it follows the same including wushu, Arnis, Gymnastics, wrestling and the like).

d. An allowance of PhP 2,000 will be given to each member of the official delegation for toiletries, laundry, and other incidental expenses from the training period to the palarong pambansa proper except the honorary officials.