



Republic of the Philippines  
 DEPARTMENT OF EDUCATION  
 CORDILLERA ADMINISTRATIVE REGION

Wangal, La Trinidad, Benguet, 2601  
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April 4, 2018

Regional Memorandum  
 No. 117-2018

**RELEASED**  
 APR 06 2018

DEPED-CAR Time:

**Addendum and Corrigendum to Regional Memorandum NO. 95 s. 2018  
 (Participation to the 2018 Palarong Pambansa)**

- Athletes, coaches, assistant coaches, trainers, chaperones, and working committees shall arrive at Sto. Domingo North Central School, Sto. Domingo South Central School, and Benito Soliven Academy, Sto. Domingo, Ilocos Sur on April 8, 2018 instead of April 7, 2018. First meal to be served will be PM snacks.
- Only athletes and coaches from selected private schools who are affected by their midterm examination schedule shall travel not later than April 12, 2018.
- Athletes and coaches must be present in the billeting schools during the scheduled days of interview by the National Screening and Accreditation Committee.
- To ensure the best preparation of the aforementioned billeting schools, the Camp Management Committee members together with the members of the Food Services Committee from Baguio, Benguet, and Abra to be led by the Education Support Services Division – DepEd CAR RO shall travel on April 7, 2018. Other members of said committees from the other divisions are expected to travel with their respective delegations on April 8, 2018.
- With three billeting schools to house the delegation, ALL members of the delegation most especially members of the different technical management and working committees must help in the camp management, clean, green and camp beautification efforts.
- The two-day seminar on motivational coaching and mentoring for coaches, co-coaches, chaperones, and trainers scheduled April 8 to 9 will not push through, instead, a solidarity celebration will be held on April 14, 2018 which includes a Eucharistic mass, a session on spirituality and motivation, DRRM and CPP Orientation.
- For the safety of Palarong Pambansa 2018 delegates and as directed by the host province of Ilocos Sur, athletes ARE NOT ALLOWED to go to the beaches and curfew is 9:00 P.M. Likewise, all members of the delegation must observe the NO ALCOHOL, NO SMOKING, and NO GAMBLING policies of the Department. (Refer to Enclosure No. 1 for the Camp Rules and Guidelines)
- In consideration of the workloads of assistant schools division superintendents identified as camp management members and as per agreement during the Palarong Pambansa Planning Conference last March 22, 2018, the Division Sports Coordinators are hereby tasked to be assistant camp directors and assistant prefects of discipline on top of their other functions and duties during the duration of the competition.
- With reference to Enclosure No. 2 of RM NO. 95, s. 2018 re: List of Delegation Officials, Management and Technical Working Committees, Athletes, Coaches, Chaperones, and Trainers to the 2018 Palarong Pambansa, the following are hereby replaced due to varied reasons:

Athlete/Coach/Co-Coach/Chaperone/Trainer/Working Committee Member to be replaced	Division	Event/Committee	Replacement/Division
Esther K. Lilit	Baguio City	Co-chairperson, Clean and Green, Orderly, Most Eco-Friendly Committee	Arlito Pecay, Baguio City

Contact Numbers (Area Code: 074):

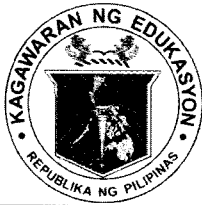
Office of the Regional Director 422-1318  
 Fax 422-4074  
 Office of the ARD 422-9590  
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 Public Affairs Unit 422-1318  
 Legal Unit 423-2214

Administrative Division  
 Cash Section 422-1804  
 Payroll Section 423-2215  
 Records Section 424-3993  
 Supply Section 423-2213  
 General Services Unit 422-2198  
 422-1804

CLMD  
 LRMDS 422-0615  
 ESSD 423-2218  
 Finance Division 422-5155  
 FTAD 424-5187

422-7096  
 HRDD 422-0615  
 NEAP-R 423-2218  
 PPRD 422-5155  
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<b>Athlete/Coach/Co-Coach/Chaperone/Trainer/Working Committee Member to be replaced</b>	<b>Division</b>	<b>Event/Committee</b>	<b>Replacement/Division</b>
Asuncion C. Saguid	Baguio City	Member-Camp Management Committee	Jojo Ambros, Baguio City
Arnold De Vera	Baguio City	Member-Camp Management Committee	Miguel Dapli, Baguio City
Alan Mina	Baguio City	Member-Camp Management Committee	Alejo Pacalso, Baguio City
Wilfredo Capuyan	Baguio City	Member-Camp Management Committee, Parade Marshal and Security	Albert Baguiwen, Baguio City
Lourdes Lomas-e	Baguio City	Team Manager - Athletics	Genar Tacay, Baguio City
Niño Tibangay	Baguio City	Team Manager - SPED	Sosimo Leal, Baguio City
Charlie Basali	Baguio City	Coach – Special Games	Nardo E. Aliba, Benguet
Froilan Aroco	Benguet	Member – Food Services Committee	Melchor Gacula, Benguet
Faviola Garcia	Benguet	Member – Food Services Committee	Dario Baltazar, Benguet
Kenneth Kelchu	Benguet	Member – Food Services Committee	Wong Felix, Benguet
Constancio Buasen	Baguio City	Team Manager - Softball	Benson Moga, Baguio City
Divine M. Wally	Baguio City	Trainer - Wushu	Daryll Chulipas, Baguio City
Lolita Manzano	Baguio City	Team Manager - Badminton	Cesar Luma-ang, Benguet
Celso Tacanay	Abra	Member – Food Services Committee	Fernando Ambrosio, Abra
To be included in the delegation:		Chaperone/Coach – SPED Swimming	Imelda Lingbanan, Benguet

10. For reference of all working committees and all other delegates, Enclosure No. 2 enumerates the functions and duties of each participant or committee.

11. Immediate dissemination of and compliance with this Memorandum is desired.

**MA/B. ECLAR, Ph.D., CESO V**  
**Regional Director**

**Contact Numbers (Area Code: 074):**

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Office of the Provincial Director 422-4074  
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ICT Unit 422-1318  
Public Affairs Unit 422-1318  
Legal Unit 423-2214

Administrative Division 422-1804  
Cash Section 423-2215  
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CLMD 422-7096  
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ESSD 423-2218  
Finance Division 422-5155  
FTAD 424-5187

HRDD 422-9590  
NEAP-R 422-5500  
PPRD 422-9590  
QUAD 422-5187  
COA 422-7434

### **CAMP RULES AND REGULATIONS**

#### **A. DISCIPLINE OF ATHLETES, COACHES AND ALL OTHER OFFICIALS**

1. Coaches, Co-coaches, trainers and chaperones are held responsible for the attendance and discipline of their respective athletes, in the same manner, team managers and prefects of discipline of the different events/levels are directly responsible for the attendance and discipline of their coaches, chaperones and delegation officials.
2. No athlete is allowed to leave the quarters without prior approval/permission of the Coach/Co-coach. Likewise, coach/co-coach/chaperon is not allowed to leave the quarters without prior approval/permission of the team manager.
3. Males are not allowed inside the quarters of females and vice versa nor loiter in the vicinity.
4. Gambling, drinking alcoholic beverages, smoking and chewing/spitting of momma are absolutely not allowed inside and around the quarters or in the athletic grounds.
5. Carrying of deadly weapons is strictly prohibited.
6. Observe courtesy and respect at all times.
7. Conserve water and electric energy. Always put off the faucets and lights when not in use. Unplug all the gadgets/equipment before leaving the quarters.
8. All Officials, coaches, chaperons and athletes should act as true "Ambassador of goodwill" in the Palarong Pambansa.

#### **B. SLEEPING AND WAKING-UP TIME**

1. Curfew hour is at 9:00 PM. All Officials, coaches and athletes should be inside the billeting compound.
2. Sleeping time is 10:00 PM and absolutely no loitering or making noise. All lights inside the quarters shall be turned off.
3. Daily activities start at 5:00 AM (or as agreed upon by coaches and delegation officials)
4. Maintain a safe and clean sleeping quarter. Observe well-arranged beddings, well-kept clothing, clean and orderly room; properly arranged, and well-kept eating paraphernalia.

#### **C. FOOD SERVICES COMMITTEE GUIDELINES**

1. All members of the athletic delegation are required to bring/use their own spoons, forks, bowl, plates/lunch boxes, drinking cups and glasses.
2. Discipline should be observed when taking snacks, meals by forming lines and waiting for one's turn to be served.
3. Avoid wasting of food and observe proper food waste segregation in the designated trash bins. Wash dishes in designated washing area only.
4. Coaches should notify the FOOD SERVICES COMMITTEE ahead of time (the night before) if early breakfast or packed snacks or lunch will be served to athletes in their playing venues.
5. Coaches and chaperons should be with their athletes when meals are served.
6. Eating place shall be at the designated area only.
7. Snack/meal schedules shall be as follows:

Breakfast	6:00	-8:00 AM
AM Snacks	10:00	-10:30AM
Lunch	11:30	-1:30AM
PM Snacks	3:00	-3:30PM
Dinner	6:00	-8:00PM
8. Observe "CLEAN AS YOU GO" policy.

#### **D. QUARTERS AND SURROUNDINGS**

1. It is the responsibility of the coaches, chaperons and athletes to keep their quarters and surroundings clean at all times. Absolutely no littering.
2. Vandalism or any Act of Damage will not be tolerated.
3. Toilets and bathrooms should be used properly.
4. It shall be the responsibility of everyone in the quarter to ensure that segregated garbage/wastes (biodegradable, non-biodegradable and recyclable) are to be collected regularly on or before 7:00 am. No garbage bags/cans inside the quarters.
5. Washed/wet clothes should be hanged for drying in designated areas only.
6. Follow/observe cleaning schedule in each assigned zone.
7. The Camp Director and all officials concerned should monitor the observance of the above.

## **FUNCTIONS OF WORKING COMMITTEES AND DELEGATES FOR THE 2018 PALARONG PAMBANSA**

### **General 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 General Athletic Manager**

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

### **Team Managers**

- 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.

### **Screening**

- Coordinate with Division Sports Coordinators and coaches in ensuring the accuracy, up datedness, and completeness of all the documents of athletes and coaches;
- Represent the CAR delegates in the National Screening processes;
- Assist the chairperson in ensuring accurate, update and complete documents of athletes and coaches;
- Prepare/Submit reports to Operations Management; and
- Assist the camp director/s in enforcing proper waste segregation and disposal within the camp;

### **Coach**

- Guide, take care, and ensure the wellbeing of athletes entrusted to them at all times from the training period until the return trip from the host venue;
- 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.
- Coordinate with the nutritionist/food service committee on food requirements ahead of time.

### **Assistant Coach/Co-Coach**

- Assist the coach during/or from the training to the implementation of game plans;
- Assist the coach in the scheduled games and all rules/activities set by the management; and
- Take over the coach in case of emergency.

## **Trainer**

- Train the athletes in accordance with the training plan and inculcate the values of honesty, respect and discipline among athletes, coaches and officials.
- The role of the trainer ends after the training of the athletes and should only act as consultant during the game proper, not as another coach.

## **Chaperon/Chaperone**

- Accompany the athletes and assist the coach in ensuring the wellbeing of athletes 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; and
- Attend to the safekeeping of the athletes' baggage's and personal belongings.
- Coordinate with the Food Services Committee in the provision of food needed by the team.

## **General Operations Manager**

- Oversee the operations of the technical and working committees for camp management, medical and DRRM services, secretariat, food services, supply, transportation, finance, and public relations;
- Coordinate with Host school re delegation concerns and other related activities;
- Prepare/Submit an evaluation/accomplishment report of committees to Management Board.

## **Assistant General Operations Manager**

- Assist the General Operations Manager in the management and smooth operations of the technical and working committees under the General Operations Management Committee.

## **Camp Management Committee (camp directors, clean and green, security, parade)**

- Oversee the participation of the camp/billeting area such as the following:
  - 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.
- Prepare 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.
- Direct all the athletes, chaperons, coaches, trainers, participants and officials on the efficient use of water and lightings;
- Practice the proper waste segregation, collection and disposal of solid waste management and *strict implementation on non-use of Styrofoam* in the whole duration of the Palaro; and
- Observe proper potable water sanitation and food safety measures.
- Formulate the formation of delegates in the parade;
- Set schedule of practice necessary to the parade;
- Refer to the management concerns on transportation; and
- Prepare/Submit accomplishment report with feedback and recommendations to management through the secretariat.

## **Medical Services & DRRM**

- Prepares medical and health services needed 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 Palarong Pambansa; and
- Ensure disaster ready billeting schools

## **Finance**

- 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 the 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.

## **Transportation**

- 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;

## **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; and
- Prepare/Submit report to Management Board.

## **Secretariat (Game Results, Records and Evaluation)**

- Prepare 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)
- Prepare/Submits accomplishment report to operations management through the secretariat; • Updates management regularly within the day of the results/issues and other Palaro concerns.
- 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;
- Relate with Operations and Athletic Management to get and provide updates based on official reports;
- Assist in the dissemination or posting of notices on urgent matters and/or instruction from management;
- Prepares a tool to evaluate the CAR participation to the Palarong Pambansa from the start of practice to the competition proper through a questionnaire;
- Submit accomplishment/evaluation report with feedback and recommendations to management;
- Keep records and consolidate all reports of individuals and committees, minutes of meetings/discussions, game results and other highlights of activities during Palarong Pambansa.

**Supply**

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

**Food Services Committee**

- Prepare the menu in adherence to D.O 13 Series 2017 for the delegation from the training 'till 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 purchase to Finance Committee which are validated by the inspectors.

**Public Relations Committee**

- Provide coverage of the Palarong Pambansa via the Quad Media
- Develop communication and marketing plan for the Region's participation
- Provide Media information relative to the preparation, conduct, and results of the Palarong Pambansa