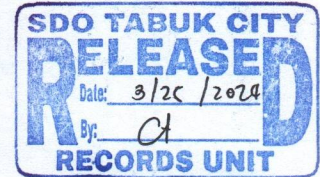




Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Tabuk City



Office of the Schools Division Superintendent

25 March, 2024

Division Memorandum

No. 114, s. 2024

PREPARATION AND PARTICIPATION TO 2024 CARAA MEET

To:

OIC-ASDS
CID and SGOD Chiefs
Public and Private School Heads
All Concerned

1. Relative to RM 172, s. 2024 on the conduct of the 2024 CARAA Meet in Apayao from April 16 to 20, 2024, the Schools Division Office shall field learner-athletes and personnel as part of Tabuk City delegation.
2. Enclosed are the schedule of activities, venues and list of DepEd participants.
3. The schools are advised to exercise prudence and consider the most appropriate Flexible Learning Options (FLOs) to be implemented by involved teacher-coaches in their classes and subject teachers for the learner-athletes to observe continuity of learning and comply with DepEd Order No. 9, s. 2005 on instituting measures to increase engaged time-on-tasks during the whole duration of the concentration training and CARAA Meet.
4. All non-teaching and teaching personnel participants shall be entitled to vacation service credit or COC as applicable pursuant to DepEd Order No. 53, s. 2003 and DO 30, S. 2016 - Policies and Guidelines on Overtime Services and Payment in the Department of Education and CSC & DBM Joint Circular No. 2 s. 2004. on Non-monetary Remuneration for Overtime Services Rendered.
5. Personnel's travel expenses relative to the preparation to and conduct of the 2024 CARAA Meet can be charged against local funds subject to fund availability, and usual accounting and auditing rules and regulations.
6. Should you have any concern regarding this memorandum, please contact Education Program Supervisor and Division Sports Officer thru mobile number 09156185054, or email doddiemarie.duclan@deped.gov.ph.
7. The immediate dissemination of this memorandum is required.

Enc'l: as stated

BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent



Address: Bulanao Central School Cmpd., Purok 2, Bulanao Norte, Tabuk City, Kalinga
Email: tabuk.city@deped.gov.ph
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SCHEDULE OF CARAA MEET RELATED ACTIVITIES

Activity	People / Committee Responsible	Mar 24-30	Mar 31- Apr 6	Apr 7-13	Apr 14-19
Coaches' Cap-B March 23, 24, April 5, Combative event coaches (March 23,24 ,April 6, 7,8) Output: Training Plan, Insights	CLGU, DSAC,Awards Comm.				
Ocular inspection at Apayao State College, Luna, and St. Joseph, Flora, Apayao	Benedicta B. Gamatero, Ferdinand Malagyab Federico C. Flores Romeo Agagon	25			
DSAC Final Screening of CARAA Athletes' and Coaches' Papers	DSAC: I.Odan, DM Bucao; A Gullod, J. Taynan Additional TWG: R. Cabanes, A. Ismael,A. Galanza, F. Gacuya	26-27	3		
Meeting with parents (school- based)	School heads/school sport manager				
Concentration Training April 6-12; (13-15)	Team Managers, Coaches, co- coaches, trainers, athletes, management and advisory committee chairperson, co-chairperson, monitoring committee				
April 11 Advance Party to Apayao	Engr. Paul Palliso Dorothy Asingal Federico C. Flores Romeo Agagon Joselito Cabello		11		
Pre-departure program at the SDO Gym April 12@ 1:PM	C/O Doddie Marie Ducan All delegates		12		
Departure (April 13) @7:30 AM	(Travel Order c/o Secretariat) Transportation Committee All Tabuk City delegation				
Arrival in Apayao -Mass	All Tabuk City delegation; C/O Nicasio Sumarita				
Screening April 14 AM 2024	DSAC-RSAC				
-Solidarity Meeting on April 15					5
-Parade (8:00 am) April 15/16	Participants: All				
CARAA MEET April 16-19	All Tabuk City delegation				



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CARAA MEET Closing program April 19 (4pm) (Homeward bound)	All Tabuk City delegation				
CARAA MEET Activities and Delegation Management Evaluation (TBA)	All management and game/event committees				

TABUK CITY TRAINING VENUE AND, BILLETING SCHOOLS (April 6-12, 2024)

EVENT	TRAINING VENUE (ELEM. & SEC.)	BILLETING SCHOOL FOR LIVE-IN CAMP
Arnis	SDO Gym	KSPED/BCS
Athletics	TCNHS	TCNHS
Billiards	TCNHS	Live out
Badminton	Tabuk City CS	Live-out (Except for 1 athlete)
Basketball	Tabuk City Gym St. William	TCNHS
Chess	Tabuk City CS	Tabuk City CS
Dancesport	Tabuk City NHS Gym	TCNHS
Futsal	Agbannawag NHS	Agbannawag NHS
Gymnastics WAG/ MAG, RG, AERO	Ilocos	Ilocos
Taekwondo	Grand MAO Building/Westgate Bldg	Live-out
Table Tennis	SWA/Casigayan ES	Live out
Tennis	Tabuk Tennis Court	Live -out
Sepak Takraw	Elem (Agbannawag CS) HS (Tabuk City NHS)	Elem (Agbannawag CS) HS (Tabuk City NHS)
VOLLEYBALL	Elem (Nambaran ES) Sec (St. Tonis) TCNHS	Live-out
Baseball	Sec (TCNHS)	TCNHS
Softball	Agbannawag CS	Agbannawag CS
Swimming	Villa Rosalina Resort ,March-April 12	Villa Rosalina Resort
Boxing	Rizal	Rizal Central School
Wrestling	BCS gym	BCS
Wushu	BCS gym	Live out
Pencak Silat	BCS gym	BCS girls- 5 Live out (5)
Muay Thai	Tribu Banwar Gym	Live out



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LIST OF DEPED PARTICIPANTS

NO	NAME	DESIGNATION	Functions
Executive Committee			
1	Benedicta B. Gamatero PhD, CESO V	Co- Head of Delegation Schools Division Superintendent	Direct planning, implementation, monitoring, evaluation and rewarding relative to the preparation and actual participation to the 2024 CARAA Meet
2	Jan Nowel E. Peña	Co- Asst. Head of Delegation/ OIC-ASDS	
3	Sally P. Feken	Co- General Athletic Manager	
4	Ramonchito A. Soriano	Co- General Athletic Manager	
Technical Management and Advisory Committee			
5	Doddie Marie L. Duclan	Chairperson	Oversee the operations of the technical and working committees of the 2024 CARAA Meet from the preparations until the post evaluation phase.
6	Federico C. Flores	Assistant Chairperson	
7	Ferdinand A. Malagyab	Co-Assistant Chairperson	
8	Feliciano L. Agsaoay Jr.	Member	
9	Kenneth A. Atiwag	Member	Coordinates with other committees on training and game participation and other related activities. Prepares/Submits an evaluation/accomplishment report of committees to Management Board.
Finance Committee			
LGU Team			Oversees the financial concerns relative to the conduct of the 2023 CARAA Meet.
Monitoring and Evaluation Committee			
*	Kenneth A. Atiwag	Chairperson	Monitor game and venues during the conduct of CARAA Meet;
*	Feliciano L. Agsaoay Jr.	Co-chairperson	
*	Federico C. Flores	member	Evaluate the overall conduct of the Meet. Prepares and submit analysis of game results by Sports Event
*	Ferdinand A. Malagyab	member	



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40	Janice Mangaoang	NURSE II- member	
41	Mallee Kaye Albert	NURSE II- member	
42	Shirly Labawig	NURSE II- member	
43	Gigi Banawag	NURSE II- member	
44	Jane Michelle Banganan	NURSE II- member	
Media Relations Committee			
CLGU Team			Prepares a meaningful photo documentation of the highlights of the CARAA Meet with corresponding stories for publication. Publish pertinent articles.
Committee on Learner Rights and Protection SDO GAD Focal			
*	Deewaii B. Bagayao	Chairperson (RO designated)	Orient the delegation on Learners' Rights and Protection; Set-up a Learners' rights and protection help desk and assign a duty personnel who shall be available at the billeting camp at all times; Update the Technical Management on any case of rights' violation; Submit accomplishment report with feedback and recommendations to management through the secretariat.
45	Daisy May Bucao	Member (RO designated)	
46	Mary Jasmin P. Pimentel	Member (RO designated)	
47	Nicasio C. Sumarita Jr.	Member (SDO GAD Focal)	
48	Atty Ringo Sumedca	Member (SDO Legal Officer)	
Transportation Committee			
49	Eddie G. Rodriguez	Co-Chairperson	Prepare a systematic listing of schedules with corresponding transportation arrangements. Coordinate with the host division/school/ LGU re transportation concerns. Keep a manifesto of the transportation used by the
50	Moses Sawad	Member	
*	Joselito Cabelio	Member	
*	Robert Balneg	Member	
*	Gerald Baligod	Member	



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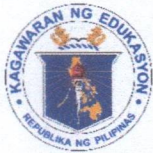
			coaches, chaperons, trainer's participants and officials to bring their own plates and kitchen utensils instead of using Styrofoam and other plastic materials.
	Mess		
24	Menchie Gamongan	Chairperson	Assist in food distribution and help in the coordination of food preparation and menu requests by the event delegation
25	Vincent B. Martinez	Co-chairperson	
*	Frances Gacuya	Member	
	Athletic Team Management		
26	Danilo Daluping	Ball Games (Basketball, Volleyball, Futsal, Sepak Takraw)	Provide technical assistance to coaches;
27	Emmanuel C. Ubuan	Batted Balls (Baseball, Softball)	
28	Mark Malamnao	Racket Games(Tennis, Table Tennis, Badminton)	
29	Melchor B. Langbisan	Combative Games (Arnis,, Taekwondo, Pencak Silat, Wushu, Wrestling, Boxing, Muay Thai)	Look into the overall welfare of the event athletes, coaches, and trainers, assist the different committees in addressing the concerns of each of the event delegates;
30	Robert Binhaon	Athletics & Billiard	
31	Theresa D. Reglos	Swimming	
*	Kelvin Kurt Calipay	Gymnastics (Coach-TM) ;	Reports concerns, updates, and game results during meetings
*	Shiela Toledo	Dancesport (Coach-TM)	
	MEDICS/ FIRST AIDERS		
	Chairperson and Members c/o CLGU		
32	Dr. Jeth Renz L. Oggang	DENTIST II- Co-chairperson	
33	Russelle S. Ngao-i	NURSE II- Asst. Co-chairperson	
34	Claire Rose A. Damian	NURSE II- member	
35	Shirley C. Sarmiento	NURSE II- member	
36	Racquel B. Fafag	NURSE II- member	
37	Esmeralda B. Depagon	NURSE II- member	
48	Donna Lyn Vallejo	NURSE II- member	
39	Jocelyn Lomeng	NURSE II- member	



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	Secretariat, Records and Game Result Committee		
10	Joan M. Ranjo	Chairperson	Monitors and keeps updated records of results by sports event.
11	Frances Gacuya	Co chairperson	
12	Erecson Matias	Member	Post updated game results Coordinates with the Tournament Managers on facilitating the timely submission of game results.
13	Rhazelle Lomeng	Member	
14	Ana Marie Bucahan	Member	
15	Arjay Gullod	Member	Stay at the Information Desk to assist/provide or relay information as needed. Relate with to management updates based on official reports. Assist in the dissemination/posting of notice urgent matters/ instruction from management. Prepares a list of winners/payroll as basis of the cashier to give incentives if any. Submit accomplishment report with feedback and recommendations to management. Prepares service credit claim documents, and certificates of TWGs and coaches
16	Deewaii B. Bagayao	Member	
	CAMP MANAGEMENT COMMITTEE		
17	Dorothy Asingal	Camp Director/ Dean of Women	Ensure coordination of all needed supplies in the billeting school during the period of stay;
18	Joselito C. Cabello	Dean of Men	
19	Romeo Agagon	member	Assign occupants to given rooms and keep a record of their attendance;
20	Harriet Buslig	Member	
21	Paul N. Palliso	Member	Ensure discipline, observance of guidelines, cleanliness and orderliness in the billeting school; Promote environmentally sound methods which maximize the utilization of valuable resources and encourage resource conservation and recovery by directing all athletes,
22	Ruben Baliao	Member	
23	Robert L. Balneg	Member	
24	Rene Adong	Member	
25	Jonel Reyes	Member	
26	Gerald Baligod	Member	



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			coaches, chaperons, trainer's participants and officials to bring their own plates and kitchen utensils instead of using Styrofoam and other plastic materials.
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*	Joselito Cabelio	Member	
*	Robert Balneg	Member	
*	Gerald Baligod	Member	



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			Delegations Prepares/Submit accomplishment report with feedback and recommendations to management through the secretariat.
	Procurement and Supply Committee		
	CLGU 10 personnel	Chairperson and Members	To ensure the effective, efficient procurement and delivery of supplies, materials and equipment needs for the CARAA Meet.
	* Harriet C. Buslig	Member (in charge of distribution)	
	* Romeo A. Agagon	(in charge of distribution)	
	Screening and Accreditation Committee		
51	Joy A. Taynan	Member	Chairman to coordinate with coaches in ensuring the accuracy, updated and complete documents of athletes and coaches.
	* Daisy May Bucao	Member	
			Members to assist the chairperson in ensuring accurate, updated and complete documents of athletes and coaches.
	* Arjay Gullod	Member`	Prepare/Submit documents/reports to Operations Management.
	DepEd Drivers and Errand Personnel		
52	Alkane Manaol	Driver	Ensure safe and timely arrival and transport of SDO identified contingents, serve other assignments
53	John Paul Carbonel	Driver	
54	Jaylord Pugal	Driver	



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Event	No.	Resource Speaker -Trainer for Tabuk City Sports Coaches' CapB Day 3 for Non-Combative Sports; Day 3-5 for Combative Sports
Arnis	1	Brendalyn D. Dumalleg
Athletics	2	Ernesto Cabanes
	3	Bebot Y. Mamanao
	4	Elvis T. Cawa
	5	Robert Binhaon
Badminton	6	Leah Mae B. Dawadao
Baseball	7	Jerry M. Rodriguez
Basketball	8	Allan R. Galanza
Billiards	9	Jeffrey Lumiqued
Boxing	10	Ferdinand M. Espita
Chess	11	Jay-Ar C. Dalimag
	12	Rudy Paul L. Taguibao
Dancesport	13	Richelle L. Gunayon
	14	Jayson B. Aduca
	15	Celso U. Paguel Jr.
Futsal	16	Juanito R. Gomgom-o
Gymnastics	17	Adelaida C. Ignacio
	18	Armilyn C. Leones
Pencak Silat	19	TBA
Sepak Takraw	20	Reynaldo Sangdaan
	21	Dionisio Pascua
	22	Eddie Rodriguez
Softball	23	Rafael Alcodia
	24	Raul Dalilis
Swimming	25	Amado B. Danao
	26	Rosalina P. Ayang-ang
Table Tennis	27	Cesar Ranjo
Taekwondo	28	Shanamarie Rebolledo
	29	TBA
Tennis (April 8, availability of RS)	30	Bobby Licudine
Volleyball	31	Carel Dungdungan
Wrestling (April 6-8)	32	Elemer B. Dulay
Wushu	33	Estherliza G. Baguiyon
Muay Thai	35	Thea Shivonne T. Baculi