



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



Office of the Schools Division Superintendent

February 3, 2025

Division Memorandum
 No. 55, s. 2025

PREPARATION AND PARTICIPATION TO 2025 CARAA MEET

To:

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

1. Relative to the Regional Memorandum No. 075 s. 2025, the Cordillera Administrative Region Athletic Association (CARAA) Meet with the theme "Fostering a United and Healthier Cordillera through Sports" shall be held on February 23-28, 2025 at the Benguet Sports Complex, Wangal, La Trinidad, Benguet.

2. The annual regional sports event shall be hosted by the Local Government Unit of Benguet and the Schools Division Office (SDO) of Benguet. The schedule of activities for the said event will be as follows:

ACTIVITY	PARTICIPANTS	DATE OF CONDUCT
Coaches' Cap-B on Sports Coaching	Coaches and Management Officials	January 16, 2025
Division Training of Sports Club Facilitators on the Teaching of Sports Specific Skills.	Coaches, Management Officials and Sports Facilitator	January 30-31, 2025
Medical and Dental Check-up of Athletes and Coaches	Coaches and Athletes	January 20-30, 2025 (Please refer to DM No. 35 s, 2025 for more details)
DSAC Final Screening of CARAA Athletes' and Coaches' Papers	DSAC	February 7-12, 2025 @ SDO Conference Hall
School Based Training	Coaches and Athletes	January 17-31, 2025
Deadline of submission of athletes' documents to RSAC	DSAC	February 13, 2025
Tune-up Games	Coaches and Athletes	February 1-12, 2025
Concentration Training	Coaches and Athletes	February 1-8, 2025 Live out (Except Swimming) February 9-19, 2025 In-house Training
Advance Party to Benguet	Dorothy Asingal and team	February 19-20, 2025





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Pre-departure program at TCNHS covered court	All Delegates	February 20, 2025 @ 1 PM
Departure	Tabuk City Delegation	February 20, 2025 @ 5 PM
Arrival in Benguet	Tabuk City Delegation	February 21, 2025
Screening	DSAC RSAC	February 21-22, 2025 at BSU
Accreditation/Refresher Course	Technical Officials	February 21-22, 2025 at Benguet Sports Complex
Solidarity Meeting	Coaches, and Technical Officials, Learners Rights and Protection Orientation and Guidelines on Eco-Friendly Billeting Schools for all delegations including parents, guardians and drivers and Medical Concern.	February 23, 2025, 8:30 am at Benguet Sports Complex
Meet and Greet (Lunch)		NEAP-R
Parade	Participants	February 23, 2025, 2 PM @Benguet Capitol to BSC
Opening Program		4pm-6pm at BSC
Governors' Night		February 23, 2025, 6 PM @ BSC
CARAA Meet	Tabuk City Delegation	February 24-28, 2025
RSAC Monitoring of Games and fielding of Athletes, Coaches, and Assistant Coaches		February 24-28, 2025 @ respective playing venues
Screening of NSAC for Palang Pambansa		February 27-28, 2025 @BSC
Awarding and closing Program		February 28, 2025, 2pm @ BSC
Home bound		February 28, 2025 @ 5pm
CARAA MEET Delegation Management Evaluation		TBA

3. To ensure the smooth organization, coordination, conduct and promotion of the regional sports event, attached is the list of the permanent composition of the Tabuk City Executive Board of Management and Technical Working Committees. (Enclosure 1).

4. Discipline, order, and cleanliness in billeting schools and playing venues (from concentration training to CARAA proper) shall be strictly monitored and implemented.

5. All Schools within the SDO Tabuk City are expected to supervise learning interventions for their respective athletes by any available means of Alternative Learning Modalities from the start of the concentration training (Febru-



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ary 1-19, 2025 and CARAA proper) to compensate for missed lessons. Likewise, school heads shall take responsibility in assigning competent teachers to handle the affected classes in compliance with the 180 days non-negotiable teacher-learners contact time.

6. Coaches, Assistant Coaches, Trainers, Chaperons and members of the division technical working committees shall observe the No Alcohol, No Smoking, and No Gambling policies of DepEd. Violators shall be dealt with accordingly.



7. Coaches, Assistant Coaches, Chaperons, Trainers, Delegation Officials, Officiating Officials, and members of the Technical Working Group Committees who will render services during weekends shall be given Service Credits and Compensatory Overtime Credits (COCs) for the non-teaching personnel based on the actual services rendered prior to and during the CARAA meet.

8. The following documents are enclosed herewith for references:

Enclosure 1. Division Board of Management and Technical Working
Committees

Enclosure 2. List of Billeting Schools/ Training Venues

9. Immediate dissemination and compliance to this Memorandum is desired.


BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent 



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Enclosure # 1

LIST OF SDO TABUK CITY PARTICIPANTS

NO	NAME	DESIGNATION	FUNCTIONS
DIVISION BOARD OF MANAGEMENT			
1	Benedicta B. Gamatero PhD CESO V	Co – General Referee	Direct planning, implementation, monitoring, evaluation and rewarding relative to the preparation and actual participation to the 2025 CARAA Meet.
2	Jan Nowel E. Pena	Co – Asst. General Referee	
3	Sally P. Feken	General Athletic Manager – SDO Tabuk City SGOD Chief	
4	Ramonchito A. Soriano	Co – General Athletic Manager – SDO Tabuk City CID Chief	
TECHNICAL MANAGEMENT AND ADVISORY COMMITTEE			
5	Federico C. Flores, Jr.	Asst. General Athletic Manager – EPS SGOD	<ul style="list-style-type: none"> ●Oversee the operations of the technical and working committees of the 2025 City Athletic Meet from the preparation until the post evaluation phase' ●Coordinates with other committees on game participation and other related activities. ●Prepares/ submits an accomplishment report of committees to the management board.
6	Ferdinand A. Malagyab	Co – Asst. General Athletic Manager	
7	Eddie G. Rodriguez	Athletic Manager for Elementary	
8	Kenneth A. Atiwag	Member	
FINANCE COMMITTEE			
LGU TEAM			
MONITORING AND EVALUATION COMMITTEE			
9	*Kenneth A. Atiwag	Chairperson	<ul style="list-style-type: none"> ●Evaluate the overall conduct of the meet. ●Prepares and submit analysis of game results by sports events.
	Vincent Martinez	Co-Chair	
	*Eddie G. Rodriguez	Member	
	*Federico Flores Jr	Member	
	*Ferdinand Malagyab	Member	
SECRETARIAT, RECORDS AND GAME RESULT COMMITTEE			



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10	Joan M. Ranjo	Chairperson	<ul style="list-style-type: none"> •Keeps records and consolidates all reports of individuals and committees, minutes of meetings/ discussions, game results and other highlights of activities during the CAMeet •Report to the management the updates based on the official report. •Assist in the dissemination/posting of notice urgent matters/ instruction from the management. •Prepares the list of winners.
11	Allan Dumalsin	Co-Chair	
12	Arjay Gullod	Member	
13	Frances D. Gacuya	Member	
14	Deewaii B. Bagayao		
15	Vincent Martinez	Member	
CAMP MANAGEMENT COMMITTEE			
15	Dorothy Asingal	Camp Director/Dean of Women	<ul style="list-style-type: none"> •Promote environmentally sound methods which maximize the utilization of valuable resources and encourage resource conservation and recovery by directing all athletes, coaches, trainers participants, and officials to bring their own plates and kitchen utensils instead of using Styrofoam and other plastic materials. •Organize a team and devise a scheme in cleaning the surroundings including the boards, walls, toilets and other areas. •Conduct a search for the cleanest, greenest and most eco-friendly delegation if necessary.
16	Raul V. Dalilis	Dean of Men	
17	Frederick Pecua	Member	
18	Napoleon Mukay	Member	
19	Paul N. Palliso	Member	
20	Ruben Baliao	Member	
21	Rene Adong	Member	
22	Jonel Reyes	Member	
23	Robert Balneg	Member	
24	Gerald Baligod *Rommel Alcanzarine	Member Member	



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			<ul style="list-style-type: none"> ●Assign list of delegates to billeting schools/areas
MESS			
	*Menchie P. Gamongan	Chairperson	<ul style="list-style-type: none"> Assist in food distribution and help in the coordination of food preparation and menu requests by event delegation
	*Frances Gacuya	Co-Chair	
	*Vincent Martinez	Member	
	*Robert Balneg	Member	
ATHLETIC TEAM MANAGEMENT			
25	Nicasio Sumarita	Ball Games (Basketball, Sepak takraw, Futsal)	<ul style="list-style-type: none"> ●Provide technical assistance to all coaches within their respective district assignments. ●Look into the overall welfare of the event athlete, coaches, and trainers. ●Assist the different committees in addressing the concerns each of the event delegates. ●Report concerns, updates and game results during meetings.
	*Eddie Rodriguez, *Allan Dumalsin		
26	Rommel Alcanzarine	Batted Balls and Futsal	
	*Raul Dalilis		
27	Mark Malamnao, *Gerald Baligod	Racket Games and Arnis	
28	Melchor Langbisan,	Combative	
29	Robert Binhaon, *Frederick Pecua	Athletics	
30	Theresa Reglos, *Napoleon Mukay	Swimming	
31	Edgar Delgado, *Robert Balneg	Chess, billiards, and Dance Sports	
MEDICS/FIRST AIDERS			
Chairperson and Members c/o CLGU			
32	Dr. Rodolfo Niones Jr	Co-chair	<ul style="list-style-type: none"> ●Prepares medical health services needed for the City Meet participants (Medicines and materials) ●Provide medical and health services to City Meet. ●Assist in enforcing observance of the minimum health protocol, cleanliness, and sanitation.
33	Dr. Jeth Renz Oggang	Assist Co-chair	
34	Russelle S. Ngao-i	Nurse II-member	
35	Claire Rose A. Damian	Nurse II-member	
36	Shirley C. Sarmiento	Nurse II-member	
37	Janice Mangaoang	Nurse II-member	
38	Shirley P.Labawig	Nurse II-member	
39	Raquel B. Fafag	Nurse II-member	
40	Esmeralda P. Depagon	Nurse II-member	
41	Donna Lyn Vallejo	Nurse II-member	
42	Jocelyn L. Lomeng	Nurse II-member	
43	Michelle Banganan	Nurse II-member	
44	Malee Kaye Albert	Nurse II-member	



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COMMITTEE ON LEARNERS' RIGHTS AND PROTECTION			
	*Deewai Bagayao	Chairperson	<ul style="list-style-type: none"> •Orient the delegation on Learner Rights and protection. •Set-up a Learners' rights and protection help desk And assign a duty personnel who shall be always available at the billeting camp. •Update the Technical Management on any case of rights' violation •Submit accomplishment report with feedback.
45	Atty. Ringgo Sumedca	Co-chair (Legal Officer)	
46	*Nicasio Sumarita Jr	Member	
TRANSPORTATION COMMITTEE			
47	Moses Sawad	Chairperson	<ul style="list-style-type: none"> •Prepare a systematic listing of schedules with corresponding transportation arrangements •Coordinate with the host schools re: Transportation concerns
48	Rey Tumapang	Co-chair	
	*Rommel Alcanzarine	Member	
	*Napoleon Mukay	Member	
	*Robert Balneg	Member	
	*Gerald Baligod	Member	
	*Edgar Delgado	Member	
	*Rommel Alcazarine	Member	
SCREENING AND ACREDITATION COMMITTEE			
49	Daise May Bucao	Chairperson	<ul style="list-style-type: none"> •Chairperson to coordinate with the Dis SACs and coaches in ensuring the accuracy, update and complete documents of athletes and coaches. •Members to assist the chairperson in ensuring accurate, update and complete documents of athletes and coaches. •Prepare and submit reports to operation managers
	*Arjay Gullod	Co-chair	
50	Allan Galanza	Member	
	*Frances D. Gacuya	Member	
	*Menchie P. Gamongan	Member	
PROCUREMENT AND SUPPLY COMMITTEE			
51	James Cesar Dayao	Chairperson	<ul style="list-style-type: none"> •Prepare distribution list of uniforms, meal stubs
	*Menchie Gamongan	Co-chair	



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	*Gerald Baligod	Member	and sports equipment needed in the sports events. ●Distribute the all the needed materials according to lists.
	*Frances D. Gacuya	Member	
	*Vincent Martinez	Member	
	DELEGATION DRIVER		
52	George Nagoy	Van Driver	Help transport athletes and coaches from Tabuk City- Benguet and vice versa. Transport athletes from billeting school to playing venues and vice versa.



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Enclosure # 2

**TABUK CITY TRAINING VENUE AND BILLETING SCHOOLS FOR THE CONCEN-
TRATION TRAINING**

EVENT	TRAINING VENUE	BILLETING SCHOOL
ARNIS	TABUK CITY CS	TABUK CITY CS
ATHLETICS	TCNHS	TCCS
BASKETBALL	PEOPLES' GYMNASIUM	TCCS
BOXING	Super Foot	Super Foot
CHESS	YOUTH HUB, CITY HALL BUILDING	TCCS
DANCE SPORTS	TCNHS OPEN GYM	TCCS
SOFTBALL ELEM	AGBANNAWAG CS	AGBANNAWAG CS
SOFTBALL SEC	AGBANNAWAG NHS	AGBANNAWAG NHS
SWIMMING	VILLA ROSALINA	VILLA ROSALINA RESORT
TAEKWONDO	TBA	TCCS
TABLE TENNIS	NASGUEBAN, MAG-SAYSAY	CASIGAYAN ES
TENNIS	TABUK TENNIS COURT/LAYA IS	TCCS
BILLIARD	TCNHS BILLIARD HALL	TCCS
WRESTLING	Super Foot	Super Foot
WUSHU	Super Foot	Super Foot
FUTSAL	TBA	AGBANNAWAG NHS
SEPAK TAKRAW	TCCS	TCCS
MUAY THAI	TRIBU BANWAR	TRIBU BANWAR
PENCAK SILAT	SUPER FOOT	SUPER FOOT