

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 Inhouse 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 Palarong 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





Addres Email:

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Enclosure # 1

LIST OF SDO TABUK CITY PARTICIPANTS

NO	NAME	DESIGNATION	FUNCTIONS	
		N BOARD OF MANAG	Annual Control of the	
1	Benedicta B. Gamatero PhD CESO V		Direct planning, implementation, monitoring,	
2	Jan Nowel E. Pena	Co – Asst. General Referee	evaluation and rewarding relative to the prepara-	
3	Sally P. Feken	General Athletic Manager – SDO Tabuk City SGOD Chief	tion and actual participa- tion to the 2025 CARAA	
4	Ramonchito A. Soriano	Co – General Athletic Manager – SDO Tabuk City CID Chief	Meet.	
	TECHNICAL MANAG	GEMENT AND ADVI	SORY COMMITTEE	
5	Federico C. Flores, Jr.	Asst. General Athletic Manager – EPS SGOD	•Oversee the operations	
6	Ferdinand A. Malagyab	Co – Asst. General Athletic Manager	of the technical and working committees of	
7	Eddie G. Rodriguez	Athletic Manager for Elementary	the 2025 City Athletic Meet from the	
8	Kenneth A. Atiwag	Member	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.	
	FINANCE COMMITTEE			
	LGU TEAM			
		G AND EVALUATION		
	*Kenneth A. Atiwag	Chairperson	•Evaluate the overall	
9	Vincent Martinez	Co-Chair	conduct of the meet.	
	*Eddie G. Rodriguez	Member	•Prepares and submit	
	*Federico Flores Jr	Member	analysis of game results by sports events.	
	*Ferdinand Malagyab	Member		
	SECRETARIAT, RECOR	RDS AND GAME RES	SULT COMMITTEE	





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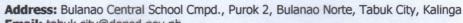
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	Schools Division Superintent			
10	Joan M. Ranjo	Chairperson		•Keeps records and
11	Allan Dumalsin	Co-Chair		consolidates all reports
12	Arjay Gullod	Member		of individuals and committees, minutes of
13	Frances D. Gacuya	Member		meetings/ discussions,
14	Deewaii B. Bagayao			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 or notice urgent matters/instruction from the management. •Prepares the list of win ners.
15	Vincent Martinez	Member		ners.
	CAMP	MANAGEME	NT COM	MITTEE
15	Dorothy Asingal	Camp	Direc-	●Promote
		tor/Dean Women	of	environmentally sound methods which
16	Raul V. Dalilis	Dean of Me	252	maximize the utilization
17	Frederick Pecua		211	of valuable resources
		Member		and encourage resource
18	Napoleon Mukay Paul N. Palliso	Member		conservation and
		Member		recovery by directing all
20	Ruben Baliao	Member		athletes, coaches, trainers participants,
21	Rene Adong	Member		and officials to bring
22	Jonel Reyes	Member		their own plates and
23 24	Robert Balneg Gerald Baligod	Member		kitchen utensils instead
	*Rommel Alcanzarine	Member Member		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.







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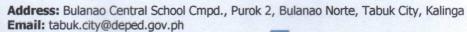
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			•Assign list of delegates to billeting schools/areas	
	MES	S		
	*Menchie P. Gamongan	Chairperson	Assist in food distribu-	
	*Frances Gacuya	Co-Chair	tion and help in the coor-	
	*Vincent Martinez	Member	dination of food prepara-	
	*Robert Balneg	Member	tion and menu requests by event delegation	
	ATH	LETIC TEAM MANAGE		
25	Nicasio Sumarita	Ball Games (Basket-		
	*Eddie Rodriguez,	ball, Sepak takraw,		
	*Allan Dumalsin	Futsal	•Provide technical assis-	
26	Rommel Alcanzarine	Batted Balls and	tance to all coaches	
	*Raul Dalilis	Futsal	within their respective	
27	Mark Malamnao, *Gerald Baligod	Racket Games and Arnis	district assignments.	
28	Melchor Langbisan,	Combative	•Look into the overall welfare of the event athlete, coaches, and trainers.	
29	Robert Binhaon, *Frederick Pecua	Athletics	•Assist the different committees in address-	
30	Theresa Reglos, *Napoleon Mukay	Swimming	ing the concerns each of	
31	Edgar Delgado, *Robert Balneg	Chess, billiards, and Dance Sports	•Report concerns, updates and game results during meetings.	
		MEDICS/FIRST AIDER	S	
	Chairperson and Member			
32	Dr. Rodolfo Niones Jr	Co-chair	•Prepares medical	
33	Dr. Jeth Renz Oggang	Assist Co-chair	health services needed	
34	Russelle S. Ngao-i	Nurse ll-member	for the City Meet	
35	Claire Rose A. Damian	Nurse ll-member	participants (Medicines	
36	Shirley C. Sarmiento	Nurse ll-member	and materials) • Provide medical and	
37	Janice Mangaoang	Nurse ll-member	health services to City	
38	Shirley P.Labawig	Nurse ll-member	Meet.	
39	Raquel B. Fafag	Nurse ll-member	•Assist in enforcing ob-	
40	Esmeralda P. Depagon	Nurse ll-member	servance of the minimum	
41	Donna Lyn Vallejo	Nurse ll-member	health protocol, cleanli-	
42	Jocelyn L. Lomeng	Nurse II-member	ness, and sanitation.	
43	Michelle Banganan	Nurse ll-member		
44	Malee Kaye Albert	Nurse 11-member		













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	COMMITTEE ON LEARNERS' RIGHTS AND PROTECTION			
	*Deewai Bagayao	Chairperson	Orient the delegation	
45	Atty. Ringgo Sumedca	Co-chair (Legal Of-		
		ficer)	protection.	
46	*Nicasio Sumarita Jr	Member	•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 accomplish-	
			ment report with feed-back.	
	TRANSPORTATION COM	IMITTEE	buon	
47	Moses Sawad	Chairperson	•Prepare a systematic	
48	Rey Tumapang	Co-chair	listing of schedules with	
	*Rommel Alcanzarine	Member	corresponding	
	*Napoleon Mukay	Member	transportation	
	*Robert Balneg	Member	Coordinate with the host schools re: Trans-	
	*Gerald Baligod	Member		
	*Edgar Delgado	Member	portation concerns	
	*Rommel Alcazarine	Member		
40	SCREENING AND ACRE			
49	Daise May Bucao	Chairperson	•Chairperson to	
F0.	*Arjay Gullod	Co-chair	coordinate with the Dis	
50	Allan Galanza	Member	SACs and coaches in ensuring the accuracy,	
	*Frances D. Gacuya	Member	update and complete	
	*Menchie P. Gamongan	Member	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 man-	
			agers	
	PROCUREMENT AND SU	PPLY COMMITTEE	1 -9-7	
51	James Cesar Dayao	Chairperson	•Prepare distribution list	
	*Menchie Gamongan	Co-chair	of uniforms, meal stubs	









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	*Gerald Baligod	Member	and sports equipment
	*Frances D. Gacuya	Member	needed in the sports
	*Vincent Martinez	Member	events. •Distribute the all the needed materials according to lists.
	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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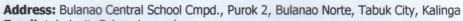
Office of the Schools Division Superintendent Enclosure # 2

TABUK CITY TRAINING VENUE AND BILLETING SCHOOLS FOR THE CONCENTRATION TRAINING

EVENT	TRAINING VENUE	BILLETING SCHOOL
ARNIS	TABUK CITY CS	TABUK CITY CS
	TCNHS	TCCS
ATHLETICS		
BASKETBALL	PEOPLES' GYMNASIUM	TCCS
BOXING	Super Foot	Super Foot
	YOUTH HUB, CITY HALL	TCCS
CHESS	BUILDING	
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-	CASIGAYAN ES
	SAYSAY	
TENNIS	TABUK TENNIS	TCCS
	COURT/LAYA IS	
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







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