



Republic of the Philippines  
Department of Education

REGION IX, ZAMBOANGA PENINSULA

SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

January 17, 2024

**DIVISION MEMORANDUM**

No. 36, s. 2023

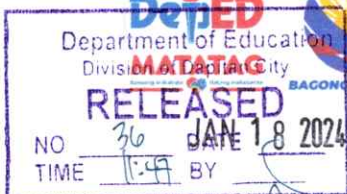
**2024 DAPITAN CITY ATHLETIC ASSOCIATION (DACAA) MEET**

TO: Assistant Schools Division Superintendent  
Chief Education Supervisors, CID and SGOD  
Education Program Supervisors  
PSDSs and PICDs  
All Private and Public Elementary and Secondary School Heads  
All District and School Sports Coordinators  
All School Sports Clubs Coaches and Facilitators  
This Division

1. Pursuant to Regional Memorandum No. 650, s. 2023 entitled "Conduct of Regional and Division Qualifying Meets in preparation for 2024 Palarong Pambansa and in Division Memorandum No. 472, s. 2023 "Proposed Schedule of School Sports Activities for School Year 2023-2024 in Connection with the 2024 Palarong Pambansa", this office announces the conduct of the 2024 Dapitan City Athletic Association (DACAA) Meet on January 24-27, 2024 at the different venues.
2. The objectives of the activity are the following:
  - a. To promote Physical Education and sports as an integral part of the Basic Education curriculum for holistic development of the youth.
  - b. To inculcate the spirit of discipline, teamwork, excellence, leadership, solidarity and sportsmanship.
  - c. To establish baseline for talent identification, selection, recruitment and exposure of athletes in the different sports events for the upcoming higher competitions.
3. The eligibility of the athletes and coaches is found in DepEd Memorandum Number 035, s. 2023, and the list of Working Committees and officials attached herein (See Annexes).
4. All required documents of athletes shall be submitted to the Division Screening and Accreditation Committee chaired by JR Joseph Simed B. Saguin, Principal 2 of Barcelona National High School on or before January 19, 2024.
5. Refresher Course shall be conducted for all Technical Officials of different sports events on January 20-21, 2024 which will be handled by the Tournament Managers of different events.
6. The Solidarity Meeting will be on January 24, 2024 at 8:00 o'clock in the morning.



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7. All participating delegates shall adhere to DepEd Order no. 66 s. 2017 "Implementing Guidelines on the Conduct of Off-Campus Activities" for safe and secured travel and participation of the event.
8. Teachers who will serve during Saturdays and Sundays shall be granted Service Credits subject to the provision stipulated under DECS Memorandum No. 143, s. 1997. Likewise, School Heads and non-teaching personnel shall be provided with Compensatory Overtime Credit (COC) per CSC and DBM Joint Circular No. 2, s. 2004.
9. Expenses incurred during the conduct of the activity shall be chargeable against SEF, Local Funds, School MOOE, downloaded Sports Funds and other funds, subject to the usual accounting and auditing rules and regulations.
10. For queries, please contact the Division Sports Coordinator, Noel P. Mangubat, through cellphone no. 0939 759 0755, and Assistant Division Sports Coordinator, Rey G. Campos through cellphone no. 0956 998 7637.
11. For wide and immediate dissemination of this memorandum is desired.

**DANNY B. CORDOVA, EdD, CESO VI**  
Schools Division Superintendent *g*



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Annex A

**DAPITAN CITY ATHLETIC ASSOCIATION (DACAA) OFFICIALS**

Overall Tournament Director	SDS Danny B. Cordova, EdD, CESO VI
Overall Asst. Tournament Director	ASDS Rosalio B. Conturno, Jr., PhD
Overseers	CID Chief Vicente Jose V. Suarez II, Ed.D. SGOD Chief Sherlito E. Sagapsapan
Overall Tournament Manager	Mr. Noel P. Mangubat
Overall Asst. Tournament manager	Mr. Rey G. Campos
Secretariat	Mrs. Rizza A. Daboda
Asst. Secretary	Ms. Anna Prees A. Mangubat
Screening Committee Chair	Mr. JR Simed Joseph B. Saguin
Asst. Chair. Screening Committee	Mr. Jeffrey Jumalon
Finance Officer	Mr. El B. Damo-ag
Asst. Finance Officer	Mr. Rey G. Campos
Members Finance Committee	Ms. Evangeline Elcamel
Members Finance Committee	Ms. Aljane Caylaluad
Playing Venue Coordinator	Mr. Jose Overa
Asst. Playing Venue Coordinator	Mr. Leonido J. Tabilon
Transportation Coordinator	Mr. Asisclo C. Carin
Asst. Transportation Coordinator	Mr. Jessie Caspe
Supplies and Equipment Coordinator	Mr. Lourence Reyes
Asst. Supplies and Equipment Coordinator	Mr. Jidelle G. Garcia
Emergency Response	Mr. Jonathan Reluya
Medical Team Chairperson	Mr. Gwilym Elumba
Member	Mrs. Mary Rose C. Galan
Member	Mrs. Narelle Bacatan
Member	Mrs. Joyce S. Martillano
Member	Ms. Elvie Page
Member	Mrs. Marita S. Gaburno
Member	Mr. Elmer Silvan Gemperoso
Dentist	Dr. Glen H. Mohametano

**OFFICIATING OFFICIALS**

**1. ARNIS – ELEMENTARY & SECONDARY**

Tournament Director:	Isagani M. Recamara
Tournament Manager:	Ally A. Malacat
Asst. TM.:	Jerlina O. Enguito

Members:	Rhoda May S. Ruiz	Eldrin Balase
	Ricky Arances	Donald S. Apa-ap
	Michelle Hamoy	Cecile B. Abetria
	Cristian Dalis	Irene A. Pequiro
	Delia Dubal	Rhoda May Ruiz



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## 2. ATHLETICS – ELEMENTARY & SECONDARY

Tournament Director: Eldie D. Robaro  
Tournament Manager: Elbert A. Pon  
Asst. TM: Aileen T. Page

Members:	Concepcion Acaac	Mark S. Credo	Amelia A. Caipang
	Teresa Ligutom	Jerome G. Segovia	Melba P. Benida
	Honeylene Martinez	Serlita Sasuman	Gretchen Ligutom
	Gemma C. Toytoy	Benlita T. Bagatua	Pia Baldosa
	Meleus Azucenas	Joy Lagasca	Nora B. Carollo
	Loreto Eguia	Venus E. Zamoras	Maureen Daquipil
	Jocelyn L. Sorela	Annielyn S. Saramenta	Ester Pardillada
	Teresita J. Cainta	Annie Santos	Carona Paez
	Jessa Acaylar	Jedda Tabliga	Aibelle G. Egay
	Rona A. Nestal	Cathrina Cadano	Phoebe Hamoy
	Colet	Lyra Magsayo	Eva Regencia
	Rowena C. Malalis	Jocelyn J. Racho	Nimfa Dinocot

## 3. BADMINTON – ELEMENTARY & SECONDARY

Tournament Director: Bobbie E. Gurabot  
Tournament Manager: Gil C. Malacat  
Asst. TM: Marlon S. Eguia

Members:	Dana Cheney Yorong	Emmanuel Verano	Lydia Kilapkilap
	Arceli D. Palmero	Vanessa Saldon	Heddy E. Ruales
	Joseph Glen Acaylar	Ronald Esmade	Marilyn P. Caga-anan
	Jade Andag	Mercy Calunsag	Analyn F. Varon
	Nikko Enoy	Hazel B. Dagpin	Shekinah Ruth Bayron
	Elma T. Pactol	Gerald Ruiz	Asisclo C. Carin

## 4. BASKETBALL – ELEMENTARY & SECONDARY

Tournament Director: Juvy P. Pestanas  
Tournament Manager: Willer P. Agum  
Asst. TM: Gil Javier

Members:	Ritz Rhei Alingal	Arniel Banawa	Otto Von L. Borbon
	Jazzy Acorin	Joseph Rocamora	Ervin Jauculan
	Lourence Reyes	James B. Narvacan	John Michael Molijon
	Edwin Acojedo	Richie Baes	Kathrina Declanan
	Wenchur Agum	Juniel Amores	Edralin Daymiel
	Yushico M. Tuala	Lonie S. Labisig	



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**5. BILLIARDS – SECONDARY**

Tournament Director: Belmor A. Debaloy  
Tournament Manager: Adonis Borgonia  
Asst. TM: Azmabeth Hamoy

Members : Melfe Recha                      Therese June Buñao                      Mary Lyndie Borgonia  
                    Jessyl Sygaco                      Mary Jean Revil

**6. BOXING – SECONDARY**

Tournament Director: Riza A. Penaso  
Tournament Manager: Saturnino Bayron  
Asst. TM: Marlon Andrada

Members: Benjie Calasang                      Reynaldo Galleposo                      Felix M. Napuecas  
                    Judith T. Bayron                      Carlo Paloma                      Ian Stephen Mah  
                    Garry Quiros

**7. CHESS – ELEMENTARY & SECONDARY**

Tournament Director: Lyra L. Balladares  
Tournament Manager: Clarencio Elumba, IV  
Asst. TM: Lorraine B. Duhaylungsod

Members: James Rey Undac                      Zhiela Saavedra                      Kimberly Jumud  
                    Rodelio Peñes                      Evelyn Luzarita

**8. SIPA/SEPAK TAKRAW - ELEMENTARY & SECONDARY**

Tournament Director: Jofrey Malana  
Tournament Manager: Rey I. Jatico  
Asst. TM: Marlon V. Daganasol

Members: Bernabe P. Borgonia                      Iluminado Lagasca, Jr.                      Luzilito Daan  
                    Dawn David Cabilin                      Jilord Fil M. Sumalpong                      Eliezer Cabalida  
                    Mark Anthony Embudo                      Nona Love S. Saguin                      Maricel B. Jarapan  
                    Carmela E. Pacaro                      Meleus Royce Dominic                      Azucenas



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**9. SWIMMING - ELEMENTARY & SECONDARY**

Tournament Director: Belen R. Talic  
Tournament Manager: Minerva G. Palar  
Asst. TM: Anna Fiela Quimiguing

Members:	Mercedes P. Bantilante	Joel Q. Ruiz	Annabella Dagpin
	Benjie Calago	Haidee A. Bastasa	Marilou P. Jamolod
	Chona Baradillo	Mercy Acoymo	Grace Ogoc
	Marilyn P. Jumuad	Edgardo Hamoy	Gueen Medija
	Alleth D. Galicia	Ma. Fe B. Busico	Aileen Adrias
	Josephine R. Balladares	Roselyn Sagang	Rossane T. Eguia
	Mary Joyce July B. Galleposo	Fe S. Quimiguing	

**10. TENNIS - ELEMENTARY & SECONDARY**

Tournament Director: Leonido J. Tabilon  
Tournament Manager: Jexter P. Lear  
Asst. TM: Reyna Amor D. Ruiz

Members :	Jomar L. Antonio	Aileen A. Cagatan	Sarah Jean J. Eleccion
	Marilou B. Mongcupa	Jean C. Quiñones	Anisol M. Patangan
	Ma. Jeanie R. Quimiguing	Ma. Luisa P. Laput	Aloha R. Lear
	Elmer Silvan Gemperoso	Marilou T. Recamara	Elvie Page
	Lora Wenela Amores		

**11. TABLE TENNIS - ELEMENTARY & SECONDARY**

Tournament Director: Weney Amores  
Tournament Manager: Ronel L. Jamarolin  
Asst. TM: Janeth P. Saldon

Members:	Joseph Quimiguing	Philip Mary Sagario	Julie Anne Lacay
	Marvin Jauculan	Friedrich Chiong	Nemia Dengal
	Camilo Bustaliño	Ellem N. Antivo	Shaira Duhaylungsod
	Ivy Coca	Glenda Mugot	

**12. TAEKWONDO - ELEMENTARY & SECONDARY**

Tournament Director: Allan Bendaño  
Tournament Director: Jose Icamina Jr.  
Asst. TM: Mary Jane B. Avarico



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Members: Persius Malacat Mary Cris Carilla Myrna Lumongsod  
Cleofe Alabata Elvie T. Dagotdot Judith V. Dagayloan  
Judith D. Bolasco Jeanelou C. Sario

**13. VOLLEYBALL - ELEMENTARY & SECONDARY**

Tournament Director: Marilou Monding  
Tournament manager: Gerardo C. Jalosjos  
Asst. TM: Roel S. Elcamel

Members: Rosie Malacat Edelyn Baguio Mary Joy B. Villaroman  
Felix A. Gentiles Cherry May C. Jauculan Roland Alingal  
Edso Quizo Ruben Escudero Eljean Laclac  
Jessie Caspe Glenn Ford Aranzhuiz Felix Solatorio  
Estrellita D. Patay Lucy P. Ocay Flocerfida Eleccion  
Myrna Verano Myrna Mongupa Elisa C. Acabal  
Henry R. Acaylar



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Annex B

**WORKING COMMITTEES**

Over-All Chair: SDS DANNY B. CORDOVA, EdD., CESO VI  
 Co-Chair: ASDS ROSALIO B. CONTURNO, JR., PhD  
 Members: CID CES Vicente Jose V. Suares II, EMD  
 SGOD CES Sherlito E. Sagapsapan  
 AO Geordito T. Olario

DIFFERENT WORKING COMMITTEE/S	PERSON-INCHARGE	RESPONSIBILITIES
<b>TECHNICAL COMMITTEE</b>		
Chairperson Co-chairperson Member/s	Jose Overa Cristina Villoria Joy I. Cagbabanua Elsa Q. Aranas Jimmy B. Gahuman	<ul style="list-style-type: none"> <li>Ensures that all sports are conducted according to the rules and regulations of each respective sports.</li> <li>Check &amp; ensure that all necessary equipment is available and meets the required standards and manage the distribution &amp; return of equipment.</li> <li>Assign and check the officiating officials in all events.</li> <li>Resolve disputes</li> <li>Ensures that all games and events adhere to safety standards to prevent injuries.</li> </ul>
<b>SUPPLY COMMITTEE</b>		
Chairperson Co-chairperson Member/s	Lourence Reyes Jidelle G. Garcia Francisco Jatiko	<ul style="list-style-type: none"> <li>Make a list of all necessary supplies, equipment, materials or refreshments for the activity.</li> <li>Purchase or rent the required items. Ensure they are of good quality and meet the needs of the activity.</li> <li>Hand-out supplies, materials, equipment or refreshment to the appropriate persons or set them up at the activity location.</li> <li>Briefly check that all equipment is safe and functioning correctly before the activity starts.</li> <li>Note down all supply transactions for reference and accountability.</li> <li>After the activity, ensure all supplies, materials, equipment are accounted for, cleaned, returned and stored properly.</li> </ul>
<b>RECORDS &amp; DOCUMENTATION</b>		
Chairperson Co-chairperson Member/s	Janet O. Cadano Love J. Abello Jessel S. Jasme Kathleen T. Busico Jona Villavito	<ul style="list-style-type: none"> <li>Responsible for the recording the scores and results of each game, this will include maintaining a record of wins, losses, and draws for each team or individual.</li> </ul>



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	Edgardo P. Jamilar, Jr.	<ul style="list-style-type: none"> <li>• Prepare and manage all necessary documents., including meeting minutes, reports, and other official paperwork.</li> <li>• Documents any incidents or issues that occur during the competition, such as injuries, disputes, or rule violation.</li> <li>• Keep athletes' records</li> <li>• Ensure that records and documents are accessible to authorized individuals when needed.</li> <li>• Prepare and present reports summarizing the competitions' results and key highlights.</li> <li>• They provide daily update of game result.</li> <li>• Prepares tarpaulin for all venues, billeting quarters and opening ceremony.</li> </ul>
<b>HEALTH AND SAFETY COMMITTEE</b>		
Chairperson Co-chairperson Member/s	Gwilym C. Elumba Jonathan D. Reluya Marita S. Gaburno Joyce Martillano Mary Rose C. Galan Elmer Silvan Gemperoso Elvie Page Narcelle Bacatan	<ul style="list-style-type: none"> <li>• Coordinate with local authorities to have medical personnel on standby and facilitate for the accomplishment of medical record of athletes.</li> <li>• Develop and implement an emergency response plan.</li> <li>• Conduct pre-event medical check-ups for athletes and coaches to assess their fitness level and identify any potential health risks.</li> <li>• Provide immediate medical care in case of injuries or illness.</li> <li>• Advise to athletes on hydration and nutrition to prevent heat-related illnesses and ensure optimal performance.</li> <li>• Educate athletes, coaches, and officials about injury prevention, proper stretching techniques, hydration, and other health-related topics.</li> <li>• Maintain medical records of injuries and treatments.</li> <li>• After the event, they may provide post-event care to athletes.</li> </ul>
<b>PROGRAM &amp; INVITATION - OPENING CEREMONY/MAYOR'S NIGHT/SOLIDARITY CONFERENCE/CLOSING PROGRAM</b>		
Chairperson Co-chairperson Member/s	Florence S. Gallemit Jephone P. Yorong	<ul style="list-style-type: none"> <li>• Prepares the program for every activity in the event.</li> <li>• Serve as the Host of all the programs.</li> </ul>



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<b>PARADE/TRAFFIC MANAGEMENT/SECURITY/CROWD CONTROL</b>		
Chairperson Co-chairperson Member/s	Isagani M. Recamara Joffrey Malana Rey Jatico Juvy Pestanas Rene Acabal PNP Traffic Division BSP Scouts	<ul style="list-style-type: none"> <li>• Plan the route of parade and determine the best ways to manage the traffic and crowd flow.</li> <li>• Manage the road closure and detours, and ensure that traffic is flowing smoothly in and around the event area.</li> <li>• Manage the crowd to ensure everyone's safety.</li> <li>• Communicate with the public, event organizers, and other officers to ensure everyone is aware of what's happening and what they need to do.</li> <li>• Respond to emergencies and coordinate it with Medical Team.</li> <li>• After the event, they may be responsible for clearing the area and ensuring that everything returns to normal.</li> </ul>
<b>RECEPTION (Opening, Mayor's Night, Solidarity Conference)</b>		
Chairman Co-Chair Members	Ann J. Agda Erna C. Gasatan Edna C. Quimiguing All ALS teachers	<ul style="list-style-type: none"> <li>• Welcome &amp; assist any special guests or dignitaries as they arrive.</li> <li>• They may introduce guests to each other and initiate conversations to help create a friendly atmosphere.</li> <li>• Guide the guest to their seats, restrooms, or other facilities.</li> <li>• Prepares and arrange food and drinks for all the guest/participants.</li> <li>• After the event, the committee may be responsible for thanking guests for their attendance, asking for feedback, or even helping with clean-up.</li> </ul>
<b>ACCOMODATION COMMITTEE</b>		
Chairperson Co-chairperson Member/s	Ma. Perga A. Cadiente Randolph Navaja Jidelle G. Garcia	<ul style="list-style-type: none"> <li>• Provide tables and chairs for the opening ceremony and Mayor's Night for the SDO guest and visitors.</li> <li>• Book for hotel accommodation for the Regional visitors</li> </ul>
<b>DECORATION COMMITTEE</b>		
Chairperson Co-chairperson Member/s	Rene Acabal Yvonne Sagang	<ul style="list-style-type: none"> <li>• Decide the theme, plan the layout and design of the event space.</li> <li>• Responsible for setting up the decorations.</li> <li>• Coordinate with other committees to ensure their decoration plans align with the overall event plans.</li> <li>• Ensure all decorations are safe and won't pose a risk to guest.</li> </ul>





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		<ul style="list-style-type: none"> <li>• After the event, they are responsible for taking down the decorations and cleaning up the venue.</li> </ul>
<b>LIGHT AND SOUNDS COMMITTEE</b>		
Chairperson Co-chairperson Member/s	Rey G. Campos Lourence Reyes	<ul style="list-style-type: none"> <li>• Responsible for the negotiation for lights and sounds for rental or to borrow.</li> <li>• Coordinate with the event organizers to understand the specific lighting and sound needs of the event.</li> <li>• Responsible for setting up all the necessary equipment, such as microphones, mixers, amplifiers, lighting fixtures, and more.</li> <li>• Ensure everything is set up correctly and safely.</li> <li>• Responsible for the sound and light control.</li> <li>• They must work closely with other committees to ensure their sound and lighting needs are met.</li> <li>• After the event, they are responsible for packing up all the equipment and ensuring it's stored safely</li> </ul>
<b>FOOD COMMITTEE</b>		
Chairperson Co-chairperson Member/s	Ann J. Agda Gemma C. Padoo Emma L. Recamara Glens H. Sapuan July G. Binondo Ever Bagatua	<ul style="list-style-type: none"> <li>• Menu planning</li> <li>• Budget management</li> <li>• Cooked and prepare snacks and meal for the guest and coordinate with the caterer, if any.</li> <li>• Oversee the food and drink areas.</li> <li>• Ensure the quality of the food and drink served.</li> <li>• They may involve in serving food and drinks to the guests.</li> <li>• After the event, they are responsible for overseeing the clean-up of the food, drink areas, cooking and dining areas, utensils, disposing of waste, and ensuring leftover food is handed properly.</li> </ul>
<b>AWARDS &amp; CERTIFICATES COMMITTEE</b>		
Chairperson Co-chairperson Member/s	Helen T. Calaguian Shiela Mae Perigura Aillen Bantilan Jasmine Balladares	<ul style="list-style-type: none"> <li>• Prepares the certificates of the Technical Officials, participants and winning school club.</li> <li>• Prepares the medals for all winners and certificates.</li> <li>• Work closely with other committees to ensure the awards and certificates are properly accounted in every event.</li> <li>• Keep records of the awards and certificates given out.</li> </ul>



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		<ul style="list-style-type: none"> <li>• Responsible for announcing the winners.</li> </ul>
<b>TRANSPORTATION COMMITTEE</b>		
Chairperson Co-chairperson Member/s	Asisclo C. Carin Jessie Caspe	<ul style="list-style-type: none"> <li>• Plan for transportation logistics. This includes determining the transportation needs, selecting the appropriate modes of transport, and planning the routes and schedules.</li> <li>• Coordinate with transport providers, for rentals.</li> <li>• Ensure that transportation services are reliable, safe, and meet the event's needs.</li> <li>• Manage the transportation resources, such as vehicles, drivers, and fuel. Ensure that the resources are used efficiently and effectively.</li> <li>• Ensure all transportation services are safe.</li> <li>• Communicate with other committees and district delegation about the transportation arrangements.</li> <li>• Responsible to resolve transportation – issues.</li> <li>• Use of trip ticket and gas slip must be observed.</li> </ul>



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