



Office of the Schools Division Superintendent

November 25, 2024

DIVISION MEMORANDUM

No. 607, s. 2024

**CONDUCT OF DAPITAN CITY ATHLETIC ASSOCIATION (DACAA)
QUALIFYING MEET FOR ZPRAA 2025**

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. Relative to the Division Memorandum No. 534, s. 2024, "Division Schedule of the Conduct of Sports Events S.Y. 2024-2025, this office announces the conduct of Dapitan City Athletic Association (DACAA) Meet on December 4-7, 2024 at the different venues of Dapitan City.
2. Participants to this activity are the private and public elementary and secondary schools qualified athletes, coaches, assistant coaches, and chaperons of different sport events at the different playing venues.
3. All clubs of the qualified athletes for the DACAA qualifying Meet shall bring their own equipment for the competition.
4. A refresher course shall be conducted on November 30 to December 1, 2024 and solidarity meeting on December 4, 2024 to be handled by the different Tournament Directors and facilitators of all events at the different venues.
5. All required documents of the participating athletes shall be submitted to the District Screening and Accreditation Committee (DSAC) members and be submitted to the Division Screening and Accreditation Committee (DSAC) on November 29, 2024 for evaluation and verification on December 1-3, 2024 at Dapitan City Experimental Elementary School.
6. Working Committees shall be created for the success of the activity, list of Officials (*Annex A*), Officiating Officials (*Annex B*) and Working Committees (*Annex C*).
7. Eligibility of the athletes is found in Enclosure 2, Section 6 of DepEd Memorandum Number 20, s. 2024, where athletes in the elementary level shall be born on or after January 1, 2012 and January 1, 2007 for the secondary level.



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8. For the overall welfare of the participants, all districts and schools shall strictly follow the provisions in the following:
 - a. DepEd Order No. 66, s. 2017 “Implementing Guidelines on the Conduct of Off-Campus Activities”
 - b. DepEd Order No. 32, s. 2017 “Gender-Responsive Basic Education Policy”
 - c. DepEd Order No 40, s. 2012 “DepEd Child Protection Policy”
9. Travelling, food, sports supplies and equipment expenses relative to the participation to this activity shall be charged against School MOOE, SEF, downloaded sports funds, PTA and other sources of funds subject to the usual accounting and auditing rules and regulations.
10. Teachers who will served during Saturdays, Sundays and Holidays 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.
11. 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. 0912 291 3304.
12. For wide and immediate dissemination of this memorandum is desired.

For the Schools Division Superintendent:

AURELIO A. SANTISAS, CESE

Assistant Schools Division Superintendent
Officer-In-Charge

Office of the Schools Division Superintendent





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Annex A

DAPITAN CITY ATHLETIC ASSOCIATION (DACA) OFFICIALS

Overall Tournament Director:	SDS Felix Romy A. Triambulo, CESO V
Overall Asst. Tournament Director:	ASDS Aurelio A. Santisas, CESE
Overseers:	CID Chief Vicente Jose V. Suarez II, Ed.D. SGOD Chief Sherlito E. Sagapsapan
Sports Consultant:	Mr. Germanico C. Malacat
Overall Tournament Manager:	Mr. Noel P. Mangubat
Overall Asst. Tournament manager:	Mr. Rey G. Campos
Chairperson, Secretariat:	Mrs. Rizza A. Daboda
Members:	Ms. Anna Prees A. Mangubat Ms. Evangeline Elcamel
Screening Committee Chair:	Mr. JR Simed Joseph B. Saguin
Asst. Chair. Screening Committee:	Mr. Jeffrey Jumalon
Finance Officer:	Ms. Marlyn Esmade
Asst. Finance Officer:	Ms. Edna Quimiguing
Chairperson, Records:	Ms. Janet O. Cadano
Members:	Mr. Roger Jr. F. Balignot Ms. Jessel Jasme
Chairperson, Awards:	Ms. Helen T. Calaguian
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:	Ms. Jidelle G. Garcia
Asst. Supplies and Equipment Coordinator:	Ms. April Rose O. Castor
Emergency Response:	Mr. Jonathan Reluya
Medical Team Chairperson:	Mr. Gwilym Elumba
Member	Mrs. Mary Rose C. Galan
Member	Mrs. Narcelle 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





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Annex B

OFFICIATING OFFICIALS

1. ARNIS-ELEMENTARY & SECONDARY

Tournament Directors: Ally A. Malacat -Elementary
May Love Arances -Secondary

Technical Officials:

Elementary	Secondary
Ricky Arances	Fatima Malicay
Rhoda May Ruiz	Lowell Quezon
Jerlina Enguito	Michelle Hamoy
Cecil Abetria	Edwin Balase
Donald Apa-ap	Cristian Dalis
	Cris Hamoy

2. ATHLETICS-ELEMENTARY & SECONDARY

Tournament Directors: Elbert Pon -Elementary
Julito Abne -Secondary

Technical Officials:

Concepcion Acaac	Mark S. Credo	Amelia A. Caipang
Teresa Ligutom	Jerome C. Segovia	Julito H. Abne
Honeylene Martinez	Serlita Sasuman	Gretchen Ligutom
Merlyn P. Rasus	Benlita T. Bagatua	Pia Baldosa
Jun Carlo P. Tenio	Joy E. Lagasca	Aileen T. Page
Loreto Eguia	Venus E. Zamoras	Maureen Daquipil
Jocelyn L. Sorela	Ester Pardillada	Annielyn S. Saramenta
Teresita J. Cainta	Annie Santos	Carona Paez
Jessa Acaylar	Jedda Tabliga	Aibelle G. Egay
Rona A. Nestal	Cathrina Cadano	Phoebe Hamoy
Arnel D. Penados	Lyra Magsayo	Eva Regencia
Rowena C. Malalis	Jocelyn J. Racho	Nimfa Dinocot

3. BADMINTON-ELEMENTARY & SECONDARY

Tournament Directors: Marlon Eguia -Elementary
Gil Malacat -Secondary

Technical Officials:

Dana Cheney Yorong	Lydia kilapkilap	Elma T. Pactol
Arceli D. Palmero	Vanessa Saldon	Heddy E. Ruales
Joseph Glen Acaylar	Ronald Esmade	Jade Andag
Marilyn P. Caga-anan	Mercy Calunsag	Analyn F. Varon
Shekinah Ruth Bayron	Hazel B. Dagpin	Nikko Enoy
Emmanuel Verano	Gerald Ruiz	Asisclo C. Carin
Therese June Bunao	Jocel Icao	Anna Prees A. Mangubat
Winda Fernandez	Kimberly B. Uguis	Ellaine Bantillan





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4. BASKETBALL-ELEMENTARY & SECONDARY

Tournament Directors: Juvy P. Pestañas -Overall
Willer P. Agum -Elementary
Gil Javier -Secondary

Technical Officials:
Lourence Reyes Ervin Jauculan Rodrigo Hernane
Joseph Rocamora Katrina Declanan John Michael Molijon
Edralin Daymiel Jazzy Acorin Archie Lloyd Melendres
Andrada Ritz Rhei Alingal Gary Quiros

5. BILLIARD -SECONDARY

Tournament Director: Adonis Borgonia

Technical Officials:
Azmabeth Hamoy Melfe Recha Therese June Buñao
Marie Jean G. Revil Jessyl Sygaco Mary Lundie Borgonia

6. BOXING -ELEMENTARY & SECONDARY

Tournament Director: Marlon Andrada

Technical Officials:
Saturnino Bayron Riza A. Penaso Reynaldo Galleposo
Benjie Calasang Judith T. Bayron Felix M. Napuecas
Carlo Paloma Ian Stephen Mah Ronelo H. Cagais

7. CHESS -ELEMENTARY & SECONDARY

Tournament Directors: Clarendio A. Elumba IV -Secondary
Lyra L. Balladares -Elementary

Technical Officials:
Rodello Peñez James Ray Ondac Loraine B. Duhaylungsod
Zhiela Saavedra Kimberly Jumoad Evelyn Luzarta
Jan Eduard Potoy

8. SIPA/SEPAK TAKRAW -ELEMENTARY & SECONDARY

Tournament Director: Rey I. Jatico -Elementary
Joffrey Malana -Secondary

Technical Officials:
Marlon Daganasol Don David Cabilin Josephine Cabasag
Carmela E. Pacaro Yvonne Sagang Eliezer Cabalida
Mark Anthony Embudo Luzilito Daan Bernabe P. Borgonia
Nona Love S. Saguin Maricel B. Jarapan Illuminado Lagasca, Jr
Jilord Fil M. Sumalpong





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9. SWIMMING -ELEMENTARY & SECONDARY

Tournament Director: Marie Xelty L. Enjambre -Elementary
Anna Feila Quimiguing -Secondary

Assistant Tournament Director: Belen R. Talic

Technical Officials:

Mercedes P. Bantilante	Joel Q. Ruiz	Annabella Dagpin
Benjie Calago	Haidee A. Bastasa	Marilou P. Jamolod
Chona Baradillo	Mercy Acoymo	Grace Ogoc
Marilyn C. Jumuad	Edgardo Hamoy	Gueen Medija
Alleth D. Galicia	Ma. Fe B. Busico	Aileen Adrias
Josephine R. Balladares	Roselyn Sagang	Rossane T. Eguia
Fe S. Quimiguing	Ardie C. Bendaño	Leizel C. Jaictin
Liberty C. Lumintac	Marian A. Andag	

10. TENNIS -ELEMENTARY & SECONDARY

Tournament Director: Reyna Amor D. Ruiz -Elementary
Leonido J. Tabilon -Secondary

Technical Officials:

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	Elvie Page	Marilou T. Recamara
Jan Hope S. Verano	Diosme J. Elumba	Mikhael Q. Donor
Jestoni E. Cagabanua		

11. TABLE TENNIS -ELEMENTARY & SECONDARY

Tournament Director: Janeth P. Saldon -Elementary
Ronel L. Jamarolin -Secondary
Weney Amores -Overall

Technical Officials:

Joseph D. Quimiguing	Julie Ann Lacay	Fielyn Mary Sagario
Marvin Jauculan	Fredrich Chiong	Nemia Dengal
Camilo Bustaliño	Ellem N. Antivo	Shaira Duhaylungsod
Ivy Coca	Glenda Mugot	Marlie E. Gallemit
Alfredo H. Ferolino		

12. TAEKWONDO -ELEMENTARY & SECONDARY

Tournament Director: Persues Malacat -Elementary
Jose Icamina, Jr. -Secondary

Technical officials:

Mary Jane B. Abarico	Mary Cris Carilla	Myrna Lumongsod
Cleofe Alabata	Elvie T. Dagotdot	Judith V. Dagayloan
Judith D. Bolasco	Jeanelou C. Sario	





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13. VOLLEYBALL -ELEMENTARY & SECONDARY

Tournament Director: Roel S. Elcamel -Elementary
Gerardo C. Jalosjos -Secondary

Technical Officials:

Rosie Malacat	Edelyn C. Baguio	Mary Joy B. Villaroman
Cherry May C. Jauculan	Felix A. Gentiles	Roland Alingal
Edso Quizo	Ruben Escudero	Eljean Laclac
Jessie Caspe	Felix Solatorio	Glenn Ford Aranhui
Estrellita D. Patay	Lucy P. Ocay	Floerfida Eleccion
Myrna Verano	Myrna Mongcupa	Elisa C. Acabal
Fey Ann G. Diao	Bamie A. Lantaca	

14. ARCHERY -SECONDARY

Tournament Director: Randolph C. Navaja

Technical Officials:

Ellen V. Tuyugon
Mac Alfred Malacat
Analiza B. Viadnes

15. DANCESPORTS -ELEMENTARY & SECONDARY

Tournament Director: Moises Eucogco

Technical Officials:

Delia A. Dubal
Sharon Salome Yap

16. PARAGAMES

Tournament Director: Diana Gracia F. Amiler

Technical Officials:

Helen T. Calaguian	Marisel Rollinas	Mark Leo Mejos
Haide Bastasa	Viviene Quiros	Ma. Jean Riza Jamolod
Elsie Rubio	Ryvie Olario	





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Annex C

WORKING COMMITTEES

Overall Chair: SDS Felix Romy A. Triambulo, CESO V
 Overall Vice Chair: ASDS Aurelio A. Santisas, CESE
 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
TECHNICAL COMMITTEE		
Chairperson Co-chairperson Member/ s	Jose Overa Cristina Villoria Joy I. Cagbabanua Elsa Q. Aranas Jimmy B. Gahuman	-Ensures that all sports are conducted according to the rules and regulations of each respective sports. -Check & ensure that all necessary equipment is available and meets the required standards and manage the distribution & return of equipment -Assign and check the officiating officials in all events. -Resolve disputes -Ensures that all games and events adhere to safe standards to revert in injuries.
SUPPLY COMMITTEE		
Chairperson Co-chairperson Member/s	Jidelle G. Garcia April Rose O. Castor Lourence Reyes Francisco Jatiko	-Make a list of all necessary supplies, equipment, materials or refreshments for the activity. -Purchase or rent the required items. Ensure they are of good quality and meet the needs of the activity. -Hand-out supplies, materials, equipment or refreshment to the appropriate persons or set them up at the activity location. -Briefly check that all equipment are safe and functioning correctly before the activity starts.





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		<p>-Note down all supply transactions for reference and accountability.</p> <p>-After the activity, ensure all supplies, materials, equipment are accounted for, cleaned, returned and stored.</p>
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RECORDS & DOCUMENTATION

Chairperson Co-chairperson Member/s	Janet O. Cadano Roger Jr. F. Balignot Jessel S. Jasme Edgardo Jamilar, Jr. Joel Baje Marvin Jauculan Ian Stephen Mah	<p>- 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.</p> <p>-Prepare and manage all necessary documents., including meeting minutes, reports, and other official paperwork.</p> <p>-Documents any incidents or issues that occur during the competition, such as injuries, disputes, or rule violation.</p> <p>-Keep athletes' records -Ensure that records and documents are accessible to authorized individuals when needed.</p> <p>-Prepare and present reports summarizing the competitions' results and key highlights.</p> <p>-They provide daily update of game result.</p> <p>-Prepares tarpaulin for all venues, billeting quarters and opening ceremony.</p>
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HEALTH AND SAFETY COMMITTEE

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	<p>-Coordinate with local authorities to have medical personnel on standby and facilitate for the accomplishment of medical record of athletes.</p> <p>-Develop and implement an emergency response plan.</p> <p>-Conduct pre-event medical check-ups for athletes and coaches to assess their fitness level and identify any potential health risks.</p> <p>-Provide immediate medical care in case of injuries or illness.</p>
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		<ul style="list-style-type: none"> -Advise to athletes on hydration and nutrition to prevent heat-related illnesses and ensure optimal performance. -Educate athletes, coaches, and officials about injury prevention, proper stretching techniques, hydration, and other health related topics. -Maintain medical records of injuries and treatments. -After the event, they may provide post event care to athletes.
PROGRAM & INVITATION		
OPENING CEREMONY/SOLIDARITY CONFERENCE/CLOSING PROGRAM		
Chairperson Co-chairperson	Marlyn E. Esmade Jephone P. Yorong	<ul style="list-style-type: none"> -Prepares the program for every activity in the event. -Serve as the Host of all the programs.
PARADE/TRAFFIC MANAGEMENT/SECURITY/CROWD CONTROL		
Chairperson Co-chairperson Member/ s	Isagani M. Recamara Joffrey Malana Rey Jatiko Juvy Pestanas Rene Acabal PNP Traffic Division BSP Scouts	<ul style="list-style-type: none"> -Plan the route of parade and determine the best ways to manage the traffic and crowd flow. -Manage the road closure and detours, and ensure that traffic is flowing smoothly in and around the event area. -Manage the crowd to ensure everyone's safety. -Communicate with the public, event organizers, and other officers to ensure everyone is aware of what's happening and what they need to do. -Respond to emergencies and coordinate it with Medical Team. -After the event, they may be responsible for clearing the area and ensuring that eve in returns to normal.
ACCOMODATION COMMITTEE		
Chairperson Co-chairperson Member/ s	Ma. Perga A. Cadiente Randolph Navaja Jidelle G. Garcia	<ul style="list-style-type: none"> -Provide tables and chairs for the opening ceremony for the SDO guest and visitors. -Book for hotel accommodation for the regional visitors
DECORATION COMMITTEE		
Chairperson Co-chairperson Member/ s	Rene Acabal Yvonne Sagang	<ul style="list-style-type: none"> -Decide the theme, plan the layout and design of the event space.





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		<ul style="list-style-type: none"> -Responsible for setting up the decorations. -Coordinate with other committees to ensure their decoration plans align with the overall event plans. -Ensure all decorations are safe and won't pose a risk to use. - After the event, they are responsible for taking down the decorations and cleaning up the venue.
LIGHT AND SOUNDS COMMITTEE		
Chairperson Co-chairperson Member/ s	Rey G. Campos Lourence Reyes	<ul style="list-style-type: none"> -Responsible for the negotiation for lights and sounds for rental or to borrow. -Coordinate with the event organizers to understand the specific lighting and sound needs of the event -Responsible for setting up all the necessary equipment, such as microphones, mixers, amplifiers, lighting fixtures, and more. -Ensure everything is set up correctly and -Responsible for the sound and light control. -They must work closely with other committees to ensure their sound and lighting needs are met. -After the event, they are responsible for packing up all the equipment and ensuring its stored safely.
AWARDS & CERTIFICATES COMMITTEE		
Chairperson Co-chairperson Member/ s	Helen T. Calaguian Shiela Mae Perigura Aillen Bantilan Jasmine Balladares	<ul style="list-style-type: none"> -Prepares the certificates of the Technical Officials, participants and winning school club. -Prepares the medals for all winners and certificates. -Work closely with other committees to ensure the awards and certificates are properly accounted in every event. -Keep records of the awards and certificates given out. -Responsible for announcing the winners.



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