



Republic of the Philippines  
Department of Education  
REGION IX, ZAMBOANGA PENINSULA  
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

13 August 2025

**DIVISION MEMORANDUM**

No. 552, s. 2025

**CONDUCT OF DAPITAN CITY ATHLETIC ASSOCIATION (DACAA)  
QUALIFYING MEET 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. 451, s. 2025, "Division Schedule on the Conduct of Sports Activities S.Y. 2025-2026", this office announces the conduct of Dapitan City Athletic Association (DACAA) Meet on August 28-30, 2025 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 sports equipment for the competition.
4. A refresher course shall be conducted on August 21 and 23, 2025 and solidarity meeting on August 23, 2025 at 8:00 o'clock in the morning to be handled by the different Tournament Directors and facilitators of all events at the different venues.
5. Advance games shall be conducted on August 28, 2025 at 8:00 O'clock in the morning for those events with numerous games at the different venues and opening on the same date at 3:00 O'clock in the afternoon.
6. All required documents of the participating athletes shall be submitted to the *District Screening and Accreditation Committee (DistSAC) members* and be submitted to the Division Screening and Accreditation Committee (DSAC) on August 11-19, 2025 for evaluation and verification on August 20-23, 2025 at Dapitan City Experimental Elementary School.
7. Working Committees shall be created for the success of the activity, list of Officials (*Annex A*), Officiating Officials (*Annex B*) and Working Committees.



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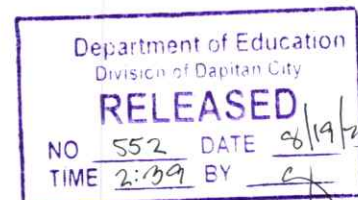
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8. Eligibility of the athletes is found in Enclosure 2, Section 6 of DepEd Memorandum Number 20, s. 2024, where athletes in the elementary level shall be born on or after January 1, 2013 and January 1, 2008 for the secondary level.
9. For the overall 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"
10. Schools shall uphold alternative delivery mode in the conduct of class to ensure continuity of instruction for schools that are not involved in the activities shall continue to hold class during the duration of the meet.
11. Travelling, food, sports supplies and equipment expenses relative to the participation to this activity shall be charged against School MOOE, SEF, downloaded program sports funds, PTA and other sources of funds subject to the usual accounting and auditing rules and regulations.
12. Teachers who will served during Saturdays, Sundays and Holidays shall be granted Vacation Service Credits subject to the provision stipulated under DO No. 013, s. 2024. 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.
13. 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.
14. For wide and immediate dissemination of this memorandum is desired.

**JAY S. MONTEALTO, CESO VI**  
Assistant Schools Division Superintendent  
OIC, Schools Division Superintendent







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Annex A

### TECHNICAL OFFICIALS

**1. ARNIS-ELEMENTARY & SECONDARY**

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

Technical Officials:

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

**2. ARCHERY -SECONDARY**

Tournament Director: Randolph C. Navaja

Technical Officials:

Ellen V. Tuyugon	Rhodora C. Dayna
Mac Alfred Malacat	
Analiza B. Viadnes	

**3. ATHLETICS-ELEMENTARY & SECONDARY**

Tournament Directors: Elbert Pon -Elementary  
 Julito Abne -Secondary

Technical Officials:

Concepcion Acaac	Mark S. Credo	Melvin H. Dagayloan
Teresa Ligutom	Jerome C. Segovia	Julito H. Abne
Merlyn P. Rasus	Loreto Eguia	Venus E. Zamoras
Jun Carlo P. Tenio	Joy E. Lagasca	Aileen T. Page
Teresita J. Cainta	Annie Santos	Carona Paez
Jessa Acaylar	Rona A. Nestal	Phoebe Hamoy
Arnel D. Penados	Eva Regencia	Rowena C. Malalis
Cherry Mie Baid	Dulce Y. Cabual	Alma Riza B. Jaralve
Jaira P. Cabilin	Grethel T. Baje	Ben Gracel M. Vituala
Silven Ferrater	Aibele A. Egay	Evangelina Tumapon
Hedeliza C. Caste	Annie B. Santos	Jude Chester E. Quines
Criselda C. Campilan	Roderick R. Luna	Marissa O. Tanodtanod
April P. Abila	Julro E. Gahisan	Michael Dame A. Eldian
Ronita A. Tagapan	Jane J. Maghinay	Flordemay P. Cadelanza
Riza T. Saldon	Maricar L. Rudas	Alvin Castillon
Liezl B. Taon	Glaiza N. Boligao	Maria Fe C. Engcol
Ronilo Cais	Arian Eleccion	Jessa Acaylar
Kareen Kier Laquihon	Mary Ann Diao	Sundae Grace Belhot
Susan Vertucio	Diane Mae Diao	



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4. BADMINTON-ELEMENTARY & SECONDARY

Tournament Director: Gil Malacat  
Asst. TD -Elementary: Marlon S. Eguia -  
Asst. TD -Secondary: Gil Malacat  
Tournament Secretary: Anna Prees A. Mangubat -

Technical Officials:

Heddy E. Ruales	Jocel E. Icao	Jade Andag
Dana Cheney Yorong	Lydia kilapkilap	Analyn F. Varon
Gerald Ruiz	Nikko Enoy	Kimberly B. Uguis
Ellaine Bantillan	Ronald Esmade	Winda Fernandez
Mercy Calunsag	Joecy Sanggumay	Hazel Saldon
Arceli D. Palmero	Marilyn Caga-anan	Joel Baje
Joseph Glen Acaylar	Sharon Daganasol	Jay Sagario

5. BASEBALL/SOFTBALL-ELEMENTARY & SECONDARY

Tournament Directors: Jeffric D. Ruiz -Elementary  
Melvin R. Calasang -Secondary

6. BASKETBALL-ELEMENTARY & SECONDARY

Tournament Director: Juvy P. Pestañas  
Asst. TD -Secondary: Gil Javier  
Asst. TD -Elementary: Willer P. Agum  
Tournament Secretary: Edralen J. Daymiel

Technical Officials:

Katrina Declanan	Jemark Galves	July Binondo
Jeffric Ruiz	Ervin Jauculan	Rodrigo V. Hernane II
Felix Shilo Ferrater	Joseph Rocamora	Lourence Reyes
Roseller Lomongo	Gary Quiros	John Michael Molijon
Jomarich Gold Diao	Ryche Baes	Marlon Pagasian

7. BILLIARD -SECONDARY

Tournament Director: Adonis Borgonia

Technical Officials:

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

8. BOXING -ELEMENTARY & SECONDARY

Tournament Director: Saturnino Bayron  
Asst. TD: Marlon C. Andrada



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Tournament Secretary: Felix M. Napuecas

Technical Officials:

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

9. CHESS -ELEMENTARY & SECONDARY

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

Timer: Judith T. Bayron  
Judge: Randolph C. Navaja  
Judge: Ronald M. Alingal  
Judge: Ian Stephen Mah  
Judge: Ricardo Estopa

Technical Officials:

Rodello Peñez	James Ray Ondac	Lorraine B. Duhaylungsod
Zhiela Saavedra	Kimberly Jumuad	Gretchelle Ligutom
Jan Eduard Potoy	James Rey Undac	Marvin A. Recamara
Evelyn Luzarta	Kimberly J. Bureros	Welgae R. Adriatico

10. DANCE SPORTS

Tournament Director: Moises Eucogco -Elem/Sec

Tournament Officials:

Ivy Coca	Mikchael Donor	Analiza Viadnes
Alona Calsang	Sharon Salome Yap	

11. GYMNASTICS

Tournament Directors: Jessica S. Abellon -Secondary  
Delia C. Dubal -Elementary

Tournament Officials:

Jackilyn L. Academia  
Dea Dem Labadlabad  
Eziel G. Tagbacaola

12. FOOTBALL/FUTSAL -ELEMENTARY & SECONDARY

Tournament Directors: Felix Shilo L. Ferrater-Elementary  
Joseph E. Rocamora -Secondary  
Tito Elumba





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

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

Technical Officials:

Marlon Daganasol	Don David Cabilin
Jillord Fil Sumalpong	Meleus Royce Domenic Azucenas
Eliezer Cabalida	Illuminado Lagasca
Mark Embudo	Nova Love S. Saguin
Queenie S. Ulila	Maricel Jarapan

**14. SWIMMING -ELEMENTARY & SECONDARY**

Tournament Director:    Marie Xelty L. Enjambre    -Elementary  
   Chona Baradillo                      -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
Libertty C. Lumintac	Marian A. Andag	Medsfar
Marian A. Andag		

**15. TENNIS -ELEMENTARY & SECONDARY**

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

Technical Officials:

Alyssa Montefalcon	Aileen A. Cagatan	Marilou B. Mongcupa
Anisol M. Patangan	Ma. Luisa P. Laput	Ma. Rose Banglos

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

Tournament Directors:    Janeth P. Saldon                      -Elementary  
   Ronel L. Jamarolin                      -Secondary

Tournament Secretary:    Nemia Dengal

Technical Officials:

Joseph D. Quimiguing	Julie Ann Lacay	Fielyn Mary Sagario
Fredrich Chiong	Camilo Bustaliño	



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**17. TAEKWONDO -ELEMENTARY & SECONDARY**

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

**18. VOLLEYBALL -ELEMENTARY & SECONDARY**

Tournament Director:	Roel S. Elcamel	-Elementary
	Gerardo C. Jalosjos	-Secondary
Technical Officials:		
Henry Acaylar	Elisa C. Acabal	Ruben Escudero
Cherry May C. Jauculan	Jessie Caspe	Myrna Verano
Myrna Mongcupa	Lucy P. Oday	Felix Solatorio
Mary Joy B. Villaroman	Bamie A. Lantaca	Eljean Laclac
Estrellita D. Patay	Edso Quizo	Fey Ann G. Diao
Divina Quitoy	Flocerfida Eleccion	Bellven Galleposo
Felix A. Gentiles		

**19. WUSHU -SECONDARY**

Tournament Director:	Bernabe P. Borgonia	-Secondary
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**20. PARAGAMES**

Tournament Directors:	Diana Gracia F. Amiler Anna Lee A. Solatorio
Tournament Secretary:	Ma. Jean Riza B. Jamolod

Technical Officials:		
Haide Bastasa	Viviene Quiros	Elsie Rubio
Mark Leo Mejos		



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Annex B

### WORKING COMMITTEES

Overall Chair: SDS Jay S. Montealto, CESO VI  
 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  
 DSO: Noel P. Mangubat  
 Asst. DSO: Rey G. Campos

DIFFERENT WORKING COMMITTEE/S	PERSON-INCHARGE	RESPONSIBILITIES
<b>TECHNICAL COMMITTEE</b>		
Chairperson: Co-chairperson:  Members:	Jose Overa Elsa Q. Aranas  Joy I. Cagbabanua Rizza A. Daboda 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.
<b>SECRETARIAT</b>		
Chairperson: Co-chairperson:  Members:	Rizza A. Daboda Jessel Jasme  Anna Prees Mangubat Evangeline Elcamel	-Handles communication, documentation, minutes of meetings, official correspondence and records.  -Prepare, receive, and distribute official communications to committees, delegations, and partner agencies.  -Provide necessary forms to the different committees.  -Coordinate with committees for updates, schedules, and announcements.  -Serve as the event's help desk or info hub.  -Prepare the final accomplishment report after the meet.





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<b>SUPPLY COMMITTEE</b>		
Chairperson: Co-chairperson:  Member/s:	Jidelle G. Garcia April Rose O. Castor  Francisco Jatico	<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 are 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.</li> </ul>
<b>PUBLICITY, RECORDS AND DOCUMENTATION</b>		
Chairperson: Co-chair:  Member/s:	Janet O. Cadano Johann A. Ladera  Lourence Reyes Luzilito Daan Nesa B. Sagapsapan Roxen Abapo June Rey Abila Edgardo Jamilar, Jr. Joel Baje Marvin Jauculan Ian Stephen Mah	<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> <li>- Take photos and videos of activities, games, and ceremonies for reports and archives.</li> <li>-Promote the Division Meet through announcements, posters, tarpaulins, social media, and press releases.</li> <li>-Provide real-time updates on schedules, results, and highlights via bulletin boards and online platforms.</li> <li>-Assist in opening/closing ceremonies publicity (script writing, AV presentations, public address system).</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> </ul>



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		<p>-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 results.</p>
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**MEDICAL, EMERGENCY AND SANITATION COMMITTEE**

Chairperson:	Gwilym C. Elumba	<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> <p>-Advise to athletes on hydration and nutrition to prevent heat-related illnesses and ensure optimal performance.</p> <p>-Educate athletes, coaches, and officials about injury prevention, proper stretching techniques, hydration, and other health related topics.</p> <p>-Maintain medical records of injuries and treatments.</p> <p>-Facilitate and monitor cleanliness and sanitation of all billeting quarters.</p> <p>-After the event, they may provide post event care to athletes.</p>
Co-chairpersons:	Dr. Roderick Hamsirani Jonathan D. Reluya	
Member/s:	Marita S. Gaburno Joyce Martillano Mary Rose C. Galan Elmer Silvan Gemperoso Elvie Page Narcelle Bacatan Dr. Glenn Mohametano	

**PROGRAM & INVITATION**

**OPENING CEREMONY/SOLIDARITY CONFERENCE/CLOSING PROGRAM**

Chairperson	Marlyn E. Esmade	<p>-Prepare the program for every activity in the event.</p> <p>-Draft and finalize the official invitation letters for guests, dignitaries, partner agencies, and sponsors.</p>
Co-chairpersons	Lindo O. Adasa Perga A. Cadiente	





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		<p>-Suggest for the reception, seating, and provide acknowledgment of VIPs during the programs.</p> <p>-Serve as the Host of all the programs.</p>
<b>PARADE/TRAFFIC MANAGEMENT/SECURITY/CROWD CONTROL</b>		
<p>Chairperson</p> <p>Co-chairperson</p> <p>Member/ s</p>	<p>Joffrey B. Malana</p> <p>Rey I. Jatiko</p> <p>Juvy Pestañas</p> <p>Rene Acabal</p> <p>Edgardo Jamilar</p> <p>Rey G. Campos</p> <p>PNP</p> <p>Traffic Division</p> <p>BSP Scouts</p>	<p>-Plan the route of parade and determine the best ways to manage the traffic and crowd flow.</p> <p>-Arrange and distribute band in all delegation.</p> <p>-Manage the road closure, detours, and ensure that traffic is flowing smoothly in and around the event area.</p> <p>-Manage the crowd to ensure everyone's safety.</p> <p>-Communicate with the public, event organizers, and other officers to ensure everyone is aware of what's happening and what they need to do.</p> <p>-Respond to emergencies and coordinate it with Medical Team.</p> <p>-After the event, they may be responsible for clearing the area and ensuring that everything returns to normal.</p>
<b>ACCOMODATION AND BILLETING COMMITTEE</b>		
<p>Chairperson:</p> <p>Co-chairperson:</p> <p>Member/s:</p>	<p>Ma. Perga A. Cadiente</p> <p>Jerry M. Perong</p> <p>Jidelle G. Garcia</p> <p>Acisclo Carin</p> <p>Juvy Pestañas</p> <p>Belen R. Talic</p> <p>Anna Lee A. Solatorio</p> <p>Allan D. Bendaño</p> <p>Randolph Navaja</p> <p>Rey Jatiko</p>	<p>-Provide tables and chairs for the opening ceremony for the SDO guest and visitors.</p> <p>-Facilitate the accommodation for the regional visitors.</p> <p>-Welcome delegations and guide them to assigned quarters.</p> <p>-Coordinate with the host school and designate billeting quarters for participating delegations</p>
<b>DECORATION COMMITTEE</b>		
<p>Chairperson</p> <p>Co-chairperson</p> <p>Member/s</p>	<p>Rene Acabal</p> <p>Yvonne Sagang</p>	<p>-Decide the theme, plan the layout and design of the event space.</p> <p>-Responsible for setting up the decorations.</p>





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		<ul style="list-style-type: none"> <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 use.</li> <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</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 safety.</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>-Distributes certificates of the Technical Officials, participants, working committees, winning school clubs and athletes.</li> <li>-Prepares awards, 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> <li>-Responsible for announcing the winners.</li> </ul>
<b>FINANCE COMMITTEE</b>		
Chairperson: Co-chairperson: Member:	Olga P. Miranda Rosa Belinda P. Gemperoso  Anthony Kestrel L. Medija	<ul style="list-style-type: none"> <li>-Handles Budgeting and procurement of supplies.</li> <li>-Keeps records of Expenses.</li> </ul>



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	Danilo M. Santiago Accounting and Bdget Staff	-Prepare financial reports.
<b>SCREENING AND ACCREDITATION COMMITTEE</b>		
Chairperson	JR Simed Joseph B. Saguin	-Screen athletes against DepEd rules and meet guidelines.
Co-chairperson	Jeffrey Jumalon	-Approve the official list of qualified athletes, coaches, and delegation members.
Member/ s	Annie Lyn Trumata Rani Magtuba Camille S. Gaburno Jennifer Gregorio Marenel Salido Junnefe J. Quimiguing May B. Saguin Mark B. Recamara Geraldine P. Bulay-og Carleen M. Cardeno Cheynee Gayle L. Eguia Katherine S. Balladares Jenrose Andos Erlyn N. Lapodye Magnolia C. Capati Carol J. Bael Zarah Jay A. Jaralve Medar E. Padao Anna Prees A. Mangubat Janen O. Potoy Ritchel Q. Abila Melisa B. Cagbabanua Jheana Mae E. Jatico	-Hear and decide on eligibility-related protests before and during the comhhpetition.