



DIVISION MEMORANDUM

No. 01, s. 2012

**TO : All Public Schools District Supervisors
School / PEHM Heads
Public & Private Secondary and Elementary Schools**

**FROM :  ELLEN B. DONATO, Ed.D., C.E.S.O. IV
Schools Division Superintendent**

SUBJECT : TRAINING OF BAGUIO CITY ATHLETES FOR 2012 CARAA

DATE : January 2, 2012

1. In preparation for the Cordillera Administrative Region Athletic Association (CARAA) with the Province of Kalinga as host on February 7-11, 2012, there is a need for Baguio City athletes to have an intensive training from 3:00 to 6:00 in the afternoon during school days, whole day training during Saturdays and half day training during Sundays and holidays from January 2, 2012 to February 02, 2012. Likewise, all support groups and other officials are enjoined to start planning and prepare the necessary assistance to help Baguio City Athletic Delegation retain its Elementary and Secondary Championship titles.
2. Athletes, coaches, trainers and chaperons shall be excused from their classes for this purpose. Make-up classes and contractual assignment must be provided to all athletes to maintain and improve their scholastic standing in the second grading period. To attain this purpose, local arrangement should be made with all teachers whose pupils/students are involved in this activity.
3. The following CARAA allowances (training-P60.00/day from January 2, 2012 to February 2, 2012, food-P210.00/day from February 3 to February 12, 2011, uniform-P1,390.00 for athletes and P890.00 for coaching & support staff and officials, miscellaneous-P100.00 for pictures and insurance) and other financial assistance will be granted to athletes, coaches, co-coaches, trainers, chaperons, support staff and other officials for the purpose of this sports activity. All allowances and other expenditures shall be charged against SEF subject to usual accounting and auditing procedures
4. Public school teachers shall be entitled to service credits and certificate of overtime credits (COC's) for the administrators and non-teaching personnel who are assigned to serve during this athletic endeavor.
5. All 2012 CARAA-Baguio coaches, trainers, chaperons and athletic managers are invited to a meeting on Friday, January 6, 2012 at 3:00 pm at Baguio Central School. This is also the deadline for submission of required documents/papers of athletes, coaches and chaperons. Attendance is a must.
6. The full support and cooperation of all concerned is earnestly enjoined.