



Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
**DIVISION OF BAGUIO CITY**  
#82 Corner Military Cut-off, Baguio City



**DIVISION MEMORANDUM**

No. 01, s. 2013

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

**FROM : ATTY. AUGUSTIN P. LABAN III**  
*(Signature)*  
Administrative Officer V  
Office of the Schools Division Superintendent

**SUBJECT : TRAINING OF BAGUIO CITY ATHLETES FOR 2013 CARAA**

**DATE : January 2, 2013**

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1. In preparation for the Cordillera Administrative Region Athletic Association (CARAA) with the Province of Apayao as host on February 2013, 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 7, 2013 to February 2013. 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. 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.
4. The deadline for submission of required documents/papers of athletes, coaches and chaperons is on January 15, 2013. Kindly submit the complete set of documents to Mr. Joseph Estigoy (09212809572) or Mr. Maksim Botilas (09475530145)
5. The full support and cooperation of all concerned is earnestly enjoined.