



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



December 29, 2017

UNNUMBERED DIVISION MEMORANDUM

## TRAINING OF BAGUIO CITY ATHLETES FOR 2018 CARAA

TO: Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
Private Elementary and Secondary School Heads  
Coaches

1. This is to inform the field that the Baguio City athletes will undergo an intensive training for the 2018 CARAA starting **January 3, 2018** and will last on **February 3, 2018**. The intensive training will be from **3:00 to 6:00 in the afternoon** during school days, whole day training on Saturdays and half day training on Sundays and holidays.
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 or improve their scholastic standing. To attain this purpose, local arrangement should be made with all teachers whose pupils/students are involved in this activity.
3. All athletes, coaches, chaperons, trainers, support staff and officials shall be given training, uniform and other allowances for CARAA purposes. Athletes, coaches, trainers, chaperons, athletic managers and other officials may look for their chosen tailors for their athletic uniforms. Receipts of these items must be submitted for reimbursement purposes. Please see design of the uniform at [depedpines.com](http://depedpines.com). Athletes are entitled of insurance.
4. Public school teachers shall be entitled to service credits and compensatory overtime credits (COC) for the administrators and non-teaching personnel who are assigned to serve during this athletic endeavor.
5. The deadline for submission of required documents/papers of athletes, coaches and chaperons is on **January 15, 2018**. Kindly submit the complete set of documents to Mr. Joseph Estigoy.
6. The **"NO COACH, NO PRACTICE, NO PLAY"** policy will be strictly observed.
7. Wide and immediate dissemination of this memorandum is desired.

  
**FEDERICO P. MARTIN, Ed. D., CESO VI**  
Schools Division Superintendent