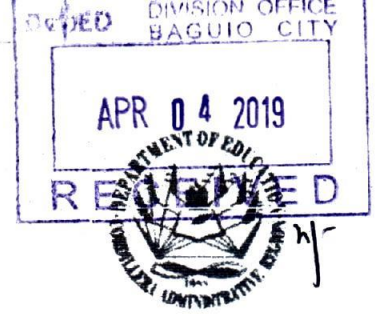




Republic of the Philippines
DEPARTMENT OF EDUCATION
CORDILLERA ADMINISTRATIVE REGION

Wangal, La Trinidad, Benguet, 2601
Website: www.depedcar.ph | Email: car@deped.gov.ph



March 29, 2019

Regional Memorandum
No. 120.2019

COMPOSITION OF THE CARAA DELEGATION TECHNICAL MANAGEMENT AND WORKING COMMITTEES TO THE 2019 PALARONG PAMBANSA

To: **Schools Division Superintendents**
All Divisions
All Others Concerned

1. In accordance to the conduct of the 2019 Palarong Pambansa in Davao City, Region 11, enclosed is the composition of the Cordillera Administrative Region Athletic Association (CARAA) delegation honorary and delegation officials and members of the various technical management and working Committees.
2. The members of the Technical Management and Working Committees shall serve the CARAA delegation without prejudice and shall ensure quality delivery of services and initiatives that redound to the utmost participation of all delegates. Hence, chairpersons and members may fulfill other obligations aside from those enumerated in the attached terms of reference to guarantee a more successful and note-worthy participation of the whole region to this year's biggest national sports event backed by this Department.
3. Chairpersons are advised to meet with their members and may immediately start their assigned tasks relative to the preparations, conduct, and participation of/to the 2019 Palarong Pambansa.
4. The names of members of said technical management and working committees with asterisks shall compose the **Advance Party that will travel on April 21, 2019** and shall prepare the identified billeting center of the CARAA delegation - Kapitan Tomas Monteverde Sr. Central Elementary School SPED Center, Cayetano Banggoy Street, Davao City.
5. Enclosed in this Memorandum are the following:
 - a. Enclosure No. 1: List of Honorary and Delegation Officials, Technical Management and Working Committees to the 2019 Palarong Pambansa
 - b. Enclosure No. 2: Organizational Structure of CARAA Delegation
 - c. Enclosure No. 3: Terms of Reference of Technical Management and Working Committees

6. Immediate dissemination and compliance of this Memorandum is desired.

To: All School Administrators, Principals & Teachers In-Charge
(Elementary & Secondary)

FOR YOUR INFORMATION & APPROPRIATE ACTION

MAY B. ECLAR, Ph.D., CESO V
Regional Director

FEDERICO P. MARTIN, Ed.D., CESO VI

Contact Numbers (Area Code: 0939) Schools Division Superintendent

Office of the Regional Director	422-1918	Administrative Division	422-1804	CLMD	422-7096	HRDD	422-8590
Fax	422-4074	Cash Section	423-2215	LRMDS	422-0615	NEAP-R	422-5500
Office of the ARD	422-9590	Payroll Section	424-3993	ESSD	423-2218	PPRD	422-9590
ICT Unit	422-1318	Records Section	423-2213	Finance Division	422-5155	QuAD	422-5187
Public Affairs Unit	422-1318	Supply Section	422-2198	FTAD	424-5187	COA	422-7434
Legal Unit	423-2214	General Services Unit	422-1804				

- q. Ensure the safety of the delegation by coordinating and working with the local peace and order personnel provided by the host; and
- r. Prepare/Submit accomplishment report with feedback and recommendations to management through the secretariat.
- The deans of men and women shall prepare a program of activities anchored on the region's innovative Life Skills Camp for athletes and coaches. The Life Skills Camp program, however, should not be in conflict with the schedule of games rather it should be another avenue for participants to enjoy their Palarong Pambansa experience.
- The GAD/PPP focal person shall ensure that all activities and even areas in the billeting center are GAD or PPP compliant.
- The prefect of discipline shall design a process to address disciplinary problems.
- The prefect of discipline should constantly update the management with regard disciplinary problems.

Medical Services

- Prepares medical and health services needed for the delegation including medicines and medical supplies;
- Prepares medical/dental certificates of athletes and coaches as needed;
- Provides medical and health services to members of the delegation from the training period until the end of the Palarong Pambansa; and
- Ensures all athletes including other members of the delegation are healthy and physically well to manage the climate or weather of the Palaro venue.
- Prepares a daily report or update on the well-being of all delegates for the management.

Finance

- Prepare payroll for transportation of athletes, coaches, chaperon, trainers and other related expenses relative to the Palaro;
- Give incentives of winning athletes, coaches, chaperons, trainers in accordance with the Guidelines on Incentives including the miscellaneous expenses of the CAR delegation for toiletries, laundry and other incidental expenses for the whole duration from training to the Palaro proper.

Transportation

- Coordinates and makes the necessary arrangements for the transport of the delegates to the Palarong Pambansa;
- Works with the BAC, Finance Division and other related offices in the procurement of necessary modes of transportation;
- Prepares a systematic listing of delegates with corresponding bus and plane arrangement;
- Coordinates with the host region/division/school/ re: transportation concerns;
- Takes charge of the transportation of athletes, coaches and other officials to and from the venues of activity or sports events;

Secretariat (Game Results, Records and Evaluation)

- Prepares and submits accomplishment report to management;
- Updates management and all participants regularly within the day the results of on-going games;
- Prepares the minutes of meetings conducted;

120.2019

Enclosure No. 1, Regional Memorandum No. _____, s. _____

**LIST OF HONORARY AND DELEGATION OFFICIALS,
TECHNICAL MANAGEMENT AND WORKING COMMITTEES
TO THE 2019 PALARONG PAMBANSA**

A. HONORARY OFFICIALS		
1	Hon. Mauricio G. Domogan	Mayor, Baguio City/ RDC Chairperson
2	Hon. Marquez O. Go	Congressman, Baguio City
3	Hon. Joseph Sto. Niño Bernos	Congressman, Abra
4	Hon. Eleanor C. Bulut - Batang	Congressman, Apayao
5	Hon. Ronald M. Cosalan	Congressman, Benguet
6	Hon. Teodoro B. Baguilat Jr.	Congressman, Ifugao
7	Hon. Allen Jesse C. Mangaoang	Congressman, Kalinga and Mt. Province
8	Hon. Maria Jocelyn V. Bernos	Provincial Governor, Abra
9	Hon. Elias C. Bulut	Provincial Governor, Apayao
10	Hon. Crescencio C. Pacalso	Provincial Governor, Benguet
11	Hon. Pedro Mayam-o	Provincial Governor, Ifugao
12	Hon. Jocel C. Baac	Provincial Governor, Kalinga
13	Hon. Bonifacio Lacwasan Jr.	Provincial Governor, Mt. Province
14	Hon. Ferdinand Tubban	Mayor, Tabuk City
15	DILG Representative	CARAA Board Member
16	PIA Representative	CARAA Board Member
	Mr. Cris Albolote	Provincial Sports Coordinator - Abra
	Mr. Vincent Talattag	Provincial Sports Coordinator - Apayao
	Mr. Deanmark Monang	Provincial Sports Coordinator - Baguio City
	Mr. Gaudencio Gonzales	Provincial Sports Coordinator - Benguet
	Mr. Jimmy Bad-angan	Provincial Sports Coordinator - Ifugao
	Atty. Valeriano Banggolay	Provincial Sports Coordinator - Kalinga
	Mr. Arnold Petten	Provincial Sports Coordinator - MP
	Mr. Elpidio Tubban	Provincial Sports Coordinator - Tabuk City

B. HEADS OF DELEGATION		
17	May B. Eclar, Ph.D., CESO V - Regional Director	Head of Delegation, Overall Chairperson
18	Bettina Daytec-Aquino - Assistant Regional Director	Assistant Head of Delegation, Overall Co-Chairperson

C. TECHNICAL ADVISORY COUNCIL		
19	Amador Garcia	OIC Schools Division Superintendent - Abra
20	Ronald B. Castillo, CESO	Schools Division Superintendent - Apayao
21	Federico P. Martin, CESO	Schools Division Superintendent - Baguio City
22	Marie Caroline Verano, CESO	Schools Division Superintendent - Benguet
23	Gloria B. Buya-ao	OIC Schools Division Superintendent - Ifugao
24	Benilda Daytaca	OIC Schools Division Superintendent - Kalinga
25	Sally B. Ullalim, CESO	OIC Schools Division Superintendent - Mt. Province
26	Benedicta B. Gamatero	Schools Division Superintendent - Tabuk City
27	Christopher Benigno	OIC- ASDS - Abra
28	Samuel Egsaen	OIC- ASDS - Apayao

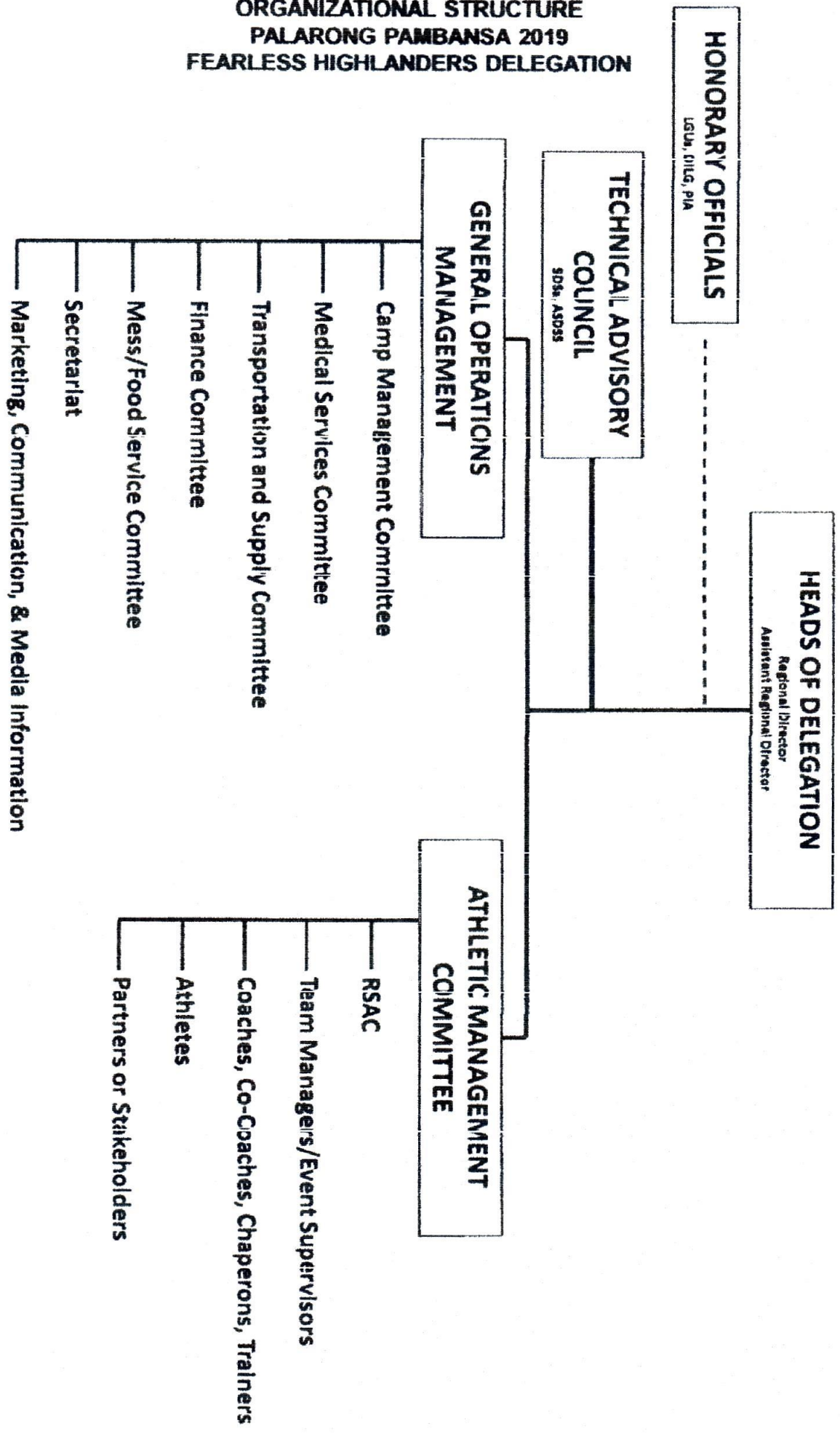
29	Soraya T. Faculo	OIC-ASDS - Baguio City
30	Nestor Bolayo	OIC-ASDS - Benguet
31	Geraldine Gawi	OIC-ASDS - Ifugao
32	Ginadine L. Balagso	OIC-ASDS - Kalinga
33	Irene Angway	OIC-ASDS - Mt. Province
34	Virginia Batan	OIC-ASDS - Tabuk City

D. GENERAL OPERATIONS MANAGEMENT		
35	Atty. Sebastian G. Tayaban, - RO	General Operations Manager
36	Edgardo T. Aios - RO	Asst. General Operations Manager
D.1. CAMP MANAGEMENT COMMITTEE		
<i>(Clean, Green, Orderly, Most Eco-friendly, Camp Beautification, Sanitation, Security, Parade Marshals)</i>		
37	Lolita Manzano - Baguio City ***	Camp Director
38	Walter Dumaguig - Ifugao ***	Assistant Camp Director
39	Faustino Visitacion - Apayao ***	Assistant Camp Director
40	Atty. Vanessa B. Flora - RO ***	GAD & CPP Focal Person/Prefect of Discipline
41	Joven Agtani - Benguet ***	Dean of Men/ Life Skills Advocate
42	Karen Grace Cascayan - Apayao ***	Dean of Women/ Life Skills Advocate
43	Wilfredo Capuyan - Baguio City ***	Member
44	Richard Aggalao - Kalinga ***	Member
45	James Piao-ag- Mt. Province ***	Member
D.2. MEDICAL SERVICES COMMITTEE		
46	Dr. Angeline F. Calatan - RO***	Chairperson
47	Dr. Maria Clotilde Corazon H. Zosa - Baguio***	Co-Chairperson
48	Dr. Manuel Dangawen - RO***	Member
49	Japhet B. Basan - Apayao	Member
50	Arvin M. Doman - Benguet	Member
D.3. TRANSPORTATION AND SUPPLY COMMITTEE		
51	Romulo B. Basa - RO ***	Chairperson - Transpo
52	Daisy P. Eswat - RO***	Co-Chairperson - Supply
53	Engr. Christopher B. Hadsan - RO	Member - Transpo
54	Joseph Bañares - RO	Member - Transpo
55	Marvin John Flores - RO***	Member - Supply & Media Info Member
D.4. FINANCE COMMITTEE		
56	Cristina L. Paquit - RO	Member
57	Marites Calica - RO	Member
D.6. SECRETARIAT (Game Results, Evaluation, Documentation)		
58	Florence Balictan - RO ***	Chairperson
59	Jumar Yago-an - RO	Co-Chairperson
60	Vandolph Flora - RO	Member
61	Airah Kay D. Naron - Baguio	Member
D.8. MESS/FOOD SERVICES COMMITTEE		
62	Aida L. Payang, CES - RO***	Chairperson
63	Abraham Ulep, DMD, - Benguet***	Co - Chairperson
64	Michelle B. Andaya - RO***	Nutritionist/Dietician
65	Dennis Gazmen - Baguio***	Member
66	Melchor Gacula - Benguet***	Member
67	Dario Baltazar - Benguet***	Member

68	Norman Doco - Mt. Province***	Member
69	Anderson A. Siano - Benguet***	Member
<i>Note: Other members will be hired from Davao City (20 pax)</i>		

E. ATHLETIC MANAGEMENT COMMITTEE		
70	Agustin B. Gumuwang, CES-RO***	General Athletic Manager
71	Georaloy I. Palao-ay, PAO-RO	Asst. Athletic Manager
72	Arthur Tiongson, CES - Baguio City	Asst. Athletic Manager
E.A. SCREENING COMMITTEE		
73	Cresencio T. Gamay - RO***	National Screening and Accreditation Committee (NSAC) - Member
74	Cyrille Gaye Miranda - RO***	RSAC Member & Secretariat Member
	<i>Dr. Angeline F. Calatan</i>	RSAC
	<i>Dr. Manuel Dangawen</i>	RSAC
E.B. PUBLIC RELATIONS COMMITTEE		
	<i>Georaloy I. Palao-ay, PAO-RO</i>	Chairperson
75	Karen L. Bosaing - Benguet	Member
76	Diane Mae M. Abbugao - Baguio	Member
SPORTS JOURNALISM TEAM		
<i>(included as members of Public Relations Committee)</i>		
77	Bobby S. Licudine - Tabuk City	School Paper Adviser
78	Bea Masque Alejaga - Benguet	Sports Writer in English
79	Ezra Cyrus D. Dumalleg - Tabuk City	Photojournalist
80	Jade Anne Dalere - Tabuk City	Feature Writer
81	Jasmin P. Alos - Tabuk City	Sports Writer in Filipino
E.D. TEAM MANAGERS/EVENT SUPERVISORS		
82	Ronilo Gracia - Abra	Badminton, Table Tennis, Lawn Tennis
83	Marlon Trumpo - Apayao	Gymnastics, Aero Dance and Dance Sports
84	Jerry Ymson - Baguio City	Arnis and Taekwondo
85	Cesar Luma-ang - Benguet	Athletics (Track and Field)
86	Anthony Gallangi - Ifugao	Wrestling and Boxing
87	Alfredo Budaden - Kalinga	Softball and Baseball
88	Rosendo Cacap - Mt. Province	Sepaktakraw and Billiard
89	Ramonchito Soriano - Tabuk City	Swimming and SPED
90	Arnold Tomas - Apayao	Chess and Archery
91	Geoffrey B. Palao-ay Sr. - Benguet	Pencak Silat and Wushu
92	Danilo Cong-o - Baguio City	Basketball and Volleyball
93	Joseph Estigoy - Baguio City	Football and Futsal

**ORGANIZATIONAL STRUCTURE
PALARONG PAMBANSA 2019
FEARLESS HIGHLANDERS DELEGATION**



120.2019

**Terms of Reference for Technical Management and Working Committees
including Coaches, Asst. Coaches, Trainers, Chaperones, and Athletes**

PALARONG PAMBANSA 2019

A. GENERAL OPERATIONS MANAGEMENT

General Operations Manager

- Oversee the operations of the technical and working committees for camp management, medical services, transportation, supply, finance, mess/food services, secretariat, and the marketing, communication, and media information;
- Coordinate with host school or host local government unit as to administrative matters and other delegation concerns and related activities;
- Facilitate the preparation and submission of an evaluation/accomplishment report of committees to Management Board/Delegation Officials;

Assistant General Operations Manager

- Assist the General Operations Manager in the management and smooth operations of the technical and working committees under the General Operations Management Committee; and
- Shall act as alternate in the absence of the General Operations Manager

Camp Management Committee (camp directors, prefects of discipline, deans of men and women, security, clean and green, sanitation, and parade)

- The camp directors together with the assigned members for clean and green or sanitation and security shall:
 - a. Ensure proper drainage in the washing areas;
 - b. Ensure sufficient garbage disposal for biodegradable and non-biodegradable waste in the camp;
 - c. Set up the kitchen area with clean and spacious food storage and dining area/s;
 - d. Assign sleeping quarters for all members of the delegations;
 - e. Assign comfort and bathrooms equitably to the members of the delegation;
 - f. Enforce the observance of the camp rules and regulations at all times;
 - g. Coordinate with the host school re: billeting and other related concerns; and
 - h. Assist management in entertaining guests/visitors of the delegation.
 - i. Prepare camp rules and regulations and discuss these with the members of the delegation;
 - j. Post final copies of the camp rules and regulations in strategic areas in the camp;
 - k. Report to Operations Management re: problems/issues resolved or that needs yet to be resolved and other accomplishments, feedback and recommendations.
 - l. Direct all the athletes, chaperons, coaches, trainers, participants and officials on the efficient use of water and lightings;
 - m. Practice the proper waste segregation, collection and disposal of solid waste management and strict implementation on non-use of Styrofoam in the whole duration of the Palaro; and
 - n. Observe proper potable water sanitation and food safety measures.
 - o. Formulate the formation of delegates in the parade;
 - p. Set schedule of practice necessary to the parade;

- Makes a comparative report on the performance of CAR athletes based on the Palaro results (online) for the last three years;
- Prepares certificates needed during the Palarong Pambansa;
- Provide updates and other information to the **General Operations Management and Athletic Management**;
- Assists in the dissemination or posting of notices on urgent matters and/or instruction from management;
- Prepares a tool to evaluate the CAR participation to the Palarong Pambansa from the start of practice to the competition proper through questionnaires;
- Submits accomplishment/evaluation report with feedback and recommendations to management;
- Prepares necessary communications or correspondence as well as other documents like release forms of athletes, consents, etc.
- Keeps records and consolidates all reports of individuals and committees, minutes of meetings/discussions, game results and other highlights of activities during Palarong Pambansa.

Supply

- Takes charge of the procurement and distribution of uniforms, supplies and other materials needed in the Palarong Pambansa participation in constant coordination with the management;
- Participates in the mess inspection; and
- Prepares and submits accomplishment report with feedback and recommendations to Management thru the secretariat.

Mess/Food Services Committee

- Prepares the menu in adherence to D.O 13 Series 2017 for the delegation from the training up to the end of the Palarong Pambansa;
- Prepares a separate menu for combative events players from the training period up to the competition proper in consultation with the dietician or nutritionist including the coaches.
- Prepare and serves food for the delegation;
- Assigns purchasers of food supplies for the delegation; and
- Submits receipts/documents of purchase to Finance Committee which are validated by the inspectors.

Marketing, Communication and Media Information Committee

- Market to the public through various media the participation of CAR in the prestigious Palarong Pambansa;
- Ensure the publication of at least 4 issues of the official newsletter of CARAA, the CARAA Beat and such to be equally distributed to the billeting centers of all participating regions;
- Facilitate the participation of student-journalists in the Palarong Pambansa;
- Guide student-journalists as they experience press work during the Palarong Pambansa; and
- Act as official spokesperson of the CARAA delegation.

B. ATHLETIC MANAGEMENT

General Athletic Manager

- Coordinate all activities relevant to the management of the coaches' and athletes' participation to the Palarong Pambansa;
- Coordinate with Palarong Pambansa Management re: Game Management, schedule and other related activities;
- Represent the CAR delegates to the Palarong Pambansa Management meetings and functions as required;
- Ensure all procurements as to transportation, supplies, etc. are in proper order and all delegates shall receive the best treatment as ambassadors of the region;
- Report/Update Management Board re: CAR Standing/Accomplishment on Game Results, assessment and analysis of athletes' performance and other pertinent matters re: participation to the Palarong Pambansa.

Assistant General Athletic Manager

- Assist the athletic manager;
- Report/Update to the Athletic Manager on game results and other matters re: participation to the Palarong Pambansa; and
- Perform other related functions

Team Managers

- Monitor the performance of athletes and coaches during training and actual games and note strengths and weaknesses;
- Provide technical assistance to coaches during the training and between games based on noted observations; and
- Prepare/Submit reports on highlights of observations and game analysis technical assistance provided, feedback, and recommendations to athletic manager/s through secretariat.

Screening

- Coordinate with Division Sports Coordinators and coaches in ensuring the accuracy, up datedness, and completeness of all the documents of athletes and coaches;
- Represent the CAR delegates in the National Screening processes;
- Assists the management in ensuring accurate, update and complete documents of athletes and coaches;
- Prepare/Submit reports to Operations Management;

Coach

- Guide, take care, and ensure the wellbeing of athletes entrusted to them at all times from the training period until the return trip from the host venue;
- Coach, update, inspire and defend the athletes in and out of the playing field;
- Relate with athletic managers, team managers and officiating officials constantly for updates regarding playing schedule, venues and other Palaro related matters; and
- Ensure that their athletes abide by the rules and regulations in the camp, playing areas and in other activities where they participate in.
- Coordinate with the nutritionist/food service committee on food requirements ahead of time.

Assistant Coach/Co-Coach

- Assist the coach during/or from the training to the implementation of game plans;
- Assist the coach in the scheduled games and all rules/activities set by the management; and
- Take over the coach in case of emergency.

Trainer

- Train the athletes in accordance with the training plan and inculcate the values of honesty, respect and discipline among athletes, coaches and officials.
- The role of the trainer ends after the training of the athletes and should only act as consultant during the game proper, not as another coach.

Chaperone

- Accompany the athletes and assist the coach in ensuring the wellbeing of athletes entrusted to them especially during rest periods, eating time, bedtime, and other activities where they are involved;
- Ensure that athletes help in keeping their quarters and surroundings clean and sanitary and abide by the camp rules and regulations; and
- Attend to the safekeeping of the athletes' baggage's and personal belongings.
- Coordinate with the Food Services Committee in the provision of food needed by the team.