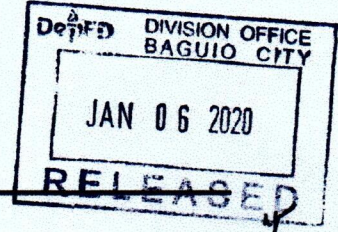




Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY



Office of the Schools Division Superintendent

January 6, 2020

DIVISION MEMORANDUM

No. 03, s. 2020

PRE-PLANNING ACTIVITIES FOR THE 2020 CARAA MEET

To: OIC-Assistant Schools Division Superintendent
 Core Members
 Committee Chairpersons
 Public Elementary and Secondary Schoolheads
 All others cornered

- Relative to the conduct of the 2020 CARAA Meet in Baguio City on February 16-21, 2020, pre-planning meetings will be conducted with the following schedules:

Activity	Date, Time and Venue	Participants	Number of Participants
a. Finalization of Billeting Schools	January 7, 2020 9:00am – 12:00nn Division Conference Hall	SDS	1
		OIC-ASDS	1
		CID Chief	1
		SGOD-EPS	1
		Administrative Officer V (Administrative Services)	1
		Legal Officer	1
		ITO	1
		Budget Officer	1
		Accountant	1
		Division Engineers	3
		Secretariat	2
		Schoolheads of billeting schools	11
		Mil-an NHS	
		Loakan ES	
		Rizal NHS	
Rizal ES			
Lucban ES			
Quezon ES			
Baguio Cental School			
Mabini ES			
Bonifacio ES			
Guisad NHS			
Baguio City NHS			
			TOTAL 25
b. CARAA Working Committees' Meeting	January 7, 2020 1:00pm – 5:00pm Division Training Center	SDS	1
		OIC-ASDS	1
		SGOD-EPS	1
		Secretariat	2
		Committee Chairpersons	17



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Activity	Date, Time and Venue	Participants	Number of Participants
		<i>(see enclosure)</i>	TOTAL 22
c. Finalization of SDO Baguio Delegation and activities in preparation for 2020 CARAA	January 8, 2020 1:00pm – 5:00pm Division Training Center	SDS OIC-ASDS SGOD-EPS Secretariat 2020 CARAA coaches <i>(please bring final list of athletes and sizes of uniform)</i>	1 1 1 2 80 TOTAL 85
d. Press conference/ Kapihan and Stakeholder Convergence relative to CARAA 2020	January 10, 2020 9:00am – 12:00nn El Cielito Inn	DepEd CAR Officials LGU Key Officials SDO Baguio City Officials Committee Chairpersons	TOTAL 60

2. Agenda of the activities are as follows:
 - a. Billeting schools;
 - b. Terms of reference of the committees;
 - c. Finalization of pertinent documents of athletes, coaches and procurement papers; and
 - d. Other matters.
3. Snacks/meals shall be charged to local^{MODE} or any other sources of funds subject to the usual accounting and auditing rules and regulations.
4. Wide and immediate dissemination of this memorandum is desired.

MARIE CAROLYN B. VERANO, CESO VI
Schools Division Superintendent

Encl.: As stated
Reference: N o n e
To be indicated in the Perpetual Index
under the following subjects:

SPORTS
ATHLETICS
MEETINGS

AKDN/DM- Pre-planning activities for the 2020 CARAA Meet/January 2, 2020



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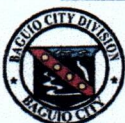
Enclosure No. 1 to Division Memorandum No. 03, s. 2020

BAGUIO CITY CARAA HOSTING 2020

Honorary Chairperson: The Honorary Chairperson is a City Councilor who acts as adviser and helps the committee in liaising with City management/agencies/Barangay and other CARAA stakeholders for speedy resolution of committee issues.

Chairperson: The Chairperson leads the working committee in its operations. Presents the plan of the committee and the workflows. The Chairperson attends meetings called by management and conducts planning and debriefing meetings in the committee assigned; accepts willingly and freely the committee work assignments in the spirit of true and selfless service; serves the committee by meeting satisfactorily the demands and hardships of duly assigned tasks in the spirit of cooperation and camaraderie.

Committees and Terms of Reference	
<p>1. EXECUTIVE COMMITTEE (6) Chairperson: Marie Carolyn B. Verano Vice Chairperson: Soraya T. Faculo Members: Juliet C. Sannad Jerry C. Ymson Secretariat: Arian C. Bangse-il Fevie Cosi</p>	<ul style="list-style-type: none">• Provide directions in the conduct of the hosting of CARAA• Networks with LGU on management of CARAA• Performs other functions as assigned by the CARAA Board/Chair
<p>2. ATHLETIC MANAGEMENT COMMITTEE (29) Chairperson: Jerry C. Ymson Co-Chairperson: Samuel F. Bab-anga Members: Tournament Managers (26)</p> <p>Honorary Chairperson: Hon. Levy Lloyd Braza Orcales Committee on Youth Welfare and Sports Development</p>	<ul style="list-style-type: none">• Coordinates the availability of the playing venues• Ensures smooth flow of all game schedules• Update the information services committee on issues and concerns on athletics management• Coordinates with tournament managers• Supervise the preparation of the grounds for the competition• assign and supervise staff to take charge of laying down markers, equipment, and other tools for the different games and events in a systematic manner• Coordinate with the committees on the equipment and supplies for necessary ground equipment



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	<ul style="list-style-type: none">• work on the installation of the conduit around the oval with four outlets or plugs at the four starting places and purchase portable speakers for starting purposes• Assign and coordinate with Cordillera winners in the SEA games• Coordinate with other committees concerned on needs assistance services
<p>3. INFORMATION SERVICES COMMITTEE (11) Chairperson: Soraya T. Faculo Co-Chairperson: Elaine B. Cabuag Members: Abra- Atty Annette Doyaoen Apayao- Francisco Copsiyan Baguio- Rosanna Dizon Benguet- Belen Tomin Ifugao- Amil Flaminiano Kalinga- Maribeth Cuaresma Mountain Province- Nick Carter Gonzalo Tabuk City- Christopher Oliva</p> <p>Honorary Chairperson: Hon. Isabelo Bastian Cosalan Jr. Committee on Ethics, Governmental Affairs, and Personnel</p>	<ul style="list-style-type: none">• Plan and manage the operation and communication center• Brief the executive chairperson on issues and concerns• Address administrative issues and concerns relative to:<ul style="list-style-type: none">- Athletic management- Billeting- Transportation- Medics- Tourism and cultural events• Assign focal persons to take charge of delegations in liaising with committee chairpersons• Provide a booth at the oval to assist the public on matters related to CARAA• Provide and maintain communication lines for necessary supply of information of games to guests, visitors, participants and the general public• Answer queries from media as necessary• Secure CARAA information materials needed• Coordinate with other committees



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<p>4. RECORDS COMMITTEE (6) Chairperson: Co-Chairperson: Harris Dizon Members: Rosemarie Labonete Josef Oliveres Nixon Elahe Helen Acop</p>	<ul style="list-style-type: none">• Record the results of games• Provide results to the Information Services Committee and other concerned• Establish a database for results• Coordinates with other committees
<p>5. BILLETING COMMITTEE (16) Chairperson: Fernando Eleponga Co-Chairperson: Jennifer Polido Members: Paul B. Lomas-e Fray O. Aliswag School Heads of Billeting Schools (11)</p> <p>Honorary Chairperson: Hon. Michael L. Lawana Committee on Barangay Affairs</p>	<ul style="list-style-type: none">• Accommodate the delegates in their respective billeting• Manage the repair and rehabilitation of billeting schools• Ensure the safety of delegates• Assist the delegation upon arrival• Coordinate with the barangay officials and PNP for provision of security during the event• Provide location map of billeting and playing venues, information on the opening, closing program and schedule of games• Coordinate with the host officials for the transportation to the game site• Provide emergency accommodations in the area to meet unforeseen exigencies• Coordinate with other committees
<p>6. PARADE COMMITTEE (22) Chairperson: Santiago L. Bugtong Co-Chairperson: Joeferino M. Guinumtad Members: All Public Schools District Supervisors (9) Whitney Dawayen with Selected Teachers (10)</p> <p>Honorary Chairperson: Hon. Elaine Dominguez Sembrano Committee on Tourism, Special Events, Parks, and Playgrounds</p>	<ul style="list-style-type: none">• Plan, supervise and direct a meaningful parade on the opening and closing day of the CARAA• Coordinate with BCPO, CEPMO and other agencies concerning the route of the parade, parade escorts and traffic plan• Coordinate with other committees

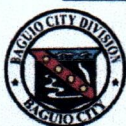


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<p>7. GENERAL SERVICES COMMITTEE (35) Chairperson: Simeon Yangyang Co-Chairperson: Leonard N. Dawaton Members: Sports Tournament Managers (26) Selected Personnel</p> <p>Honorary Chairperson: Hon. Joel Alison Alangsab Committee on Health and Sanitation, Ecology, and Environmental Protection</p>	<ul style="list-style-type: none">• Manage the cleanliness of the Athletic bowl and other playing venues during the entire CARAA period• Coordinate with BENECON on schedule of power interruption• Take charge of clean and green activities• Put up welcome banners/tarpaulin and flaglets along the strategic location including the sports complex and the quarters of guests, officials and regional delegations• Inspect availability of welcome streamers at billeting/playing venues• Ensure availability of streamers and banners to be used in the parade and during the opening• Coordinate with other committees
<p>8. OPENING AND CLOSING PROGRAM COMMITTEE (11) Chairperson: Juliet Sannad Co-Chairperson- Ellen Grande Members: Lourdes Lomas-e Brenda Lee Awingan Susana Aliping Rosalia Ocyaden Rufina Suanding Esther Melecio Jacqueline Lampac Don Tolentino Christorey Simangan</p>	<ul style="list-style-type: none">• Prepare impressive meaningful and properly timed program and rites• Assign, brief and rehearse all individuals and groups participating in the ceremonies• Prepare stage decoration• Coordinate with City Tourism and other committees• Takes charge of the after care of materials and equipment• Coordinate with the General Services Committee
<p>9. REFRESHMENTS AND PERKS COMMITTEE (8) Chairperson: Belen Tomin Co-Chairperson: Olivia Gomez Members: Sherold Salazar Fevie Cosi Robert Alban Conrad Aguilar Lance Dawaton Berzon Billy</p>	<ul style="list-style-type: none">• Manage the distribution of snacks during the opening and closing program for key officials• Coordinate and distribute the lechon, apples and drinks in the different billeting areas• Coordinate with other

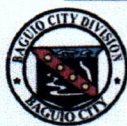


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<p>10. SAFETY AND DISASTER COMMITTEE (8) Chairperson: Jimmy Santos Co-Chairperson: Eddah Grace De Vera Members: Jowelrey Orpilla Christorey Simangan Don Jose Tolentino Edward Oliver Aspuria Omar Olba</p> <p>Honorary Chairperson: Hon. Francisco Roberto Alcaraz Ortega VI Committee on Public Protection and Safety, Peace, and Order</p>	<p>committees concerned</p> <ul style="list-style-type: none"> • Coordinate with the City DRRMC, DND, Red Cross EMS, PNP, Army and other agencies • Activate Emergency Operation Center in schools • Coordinate with other committee
<p>11. PRIZES AND AWARDS COMMITTEE (31) Chairperson: Lolita Manzano Co-Chairperson: Jovelyn T. Balantin Members: Asuncion Saguid Michealle Saganib Jehan Kimbongan Tournament Managers (at the playing venues) (26)</p>	<ul style="list-style-type: none"> • Plan an efficient awarding process • Secure prizes, trophies and awards • Categorize and label the awards to facilitate speedy awarding • Assist the officials who will award • Coordinate with other committees
<p>12. SOCIALS AND ENTERTAINMENT (5) Chairperson: Marilyn Api-it Co-Chairperson: Belen Tomin Members: Nora Dalapnas Lilibeth Degsi</p> <p>Honorary Chairperson: Hon. Maria Mylen Victoria Guirnalda Yaranon Committee on Public Works</p>	<ul style="list-style-type: none"> • Prepare an appropriate program for the City Night • Inspect the readiness of the venue and the food • Assign, brief and rehearse all individuals and groups participating in the City Night • Usher guests to their assigned tables • Coordinate with SPA on 2 presentations fit for the evening • Coordinate with other committees
<p>13. NEWS AND DOCUMENTATION COMMITTEE (17) Chairperson: Lillian Pagulongan Co-Chairman: Harris Dizon Members: Selected School Paper advisers (10) Josef Oliveros Victor Fernandez Lester Libangen</p>	<ul style="list-style-type: none"> • Organize online publication of the CARAA daily news (website, social media) • coordinate with Information Services Committees for announcements, bulletins and other pronouncements



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<p>Selected Illustrators (2)</p> <p>Honorary Chairperson: Hon. Betty Lourdes Flores Tabanda Committee on Laws, Human Rights, and Justice</p>	<p>of concern to the guest, officials and participants of the CARAA</p> <ul style="list-style-type: none">• Video and photo documentation of events for publishing on social media and website• design information materials and advertisement• Design presentation materials or infographics to make the event memorable• prepare CARAA CAR Stickers for vehicles and IDs• Coordinate with other committees
<p>14. MEDICS COMMITTEE (34) Chairperson: Rufina Gracia Dela Cruz, MD Co-Chairman: Dr. Wally Jolly Conge Members: School Health and Nutrition Services Section</p> <p>Honorary Chairperson: Hon. Lilia Aromin Fariñas Committee on Social Services, Women, and Urban Poor</p>	<ul style="list-style-type: none">• Examine and provide medical assistance to participants• Coordinate with BGH on Special Lane for the Athletes• Coordinate with universities for volunteer medics• Coordinate with other committees
<p>15. GOODS, EQUIPMENT AND SOUND SYSTEM (13) Chairperson: Nieves Ebanio Co-Chairman: Sofia Bermudez Members: Selected SDO Personnel (10)</p> <p>Honorary Chairperson: Hon. Arthur Lapaan Allad-iw Committee on Employment, Livelihood and Cooperatives, and Persons with Disabilities</p>	<ul style="list-style-type: none">• Secure a list of supplies and equipment needed for the operations and management of the games in the CARAA• Conduct an inventory of supplies and equipment• Coordinate with City Sports Office and the Procurement Committee• Issue supplies and equipment needed by the different committees and officials of the different games and events as necessary• Distribute T-shirts/vests to the technical working committee• Distribute tokens to delegations• Prepare procurement for meals and snacks during CARAA meetings



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	<ul style="list-style-type: none">• Ensure that reports to the City are in order• Coordinate with other committees
<p>16. PROCUREMENT COMMITTEE (8) Chairperson: Elaine Cabuag Co-Chairperson: Samuel Bab-anga Members: Rachelle Flordeliza Dennis Daniwis Raquel Ticgangay Joy Kimayong Helen Pondales</p> <p>Honorary Chairperson: Hon. Vladimir Diamsay Cayabas Committee on Education, Culture, Creativity, and Historical Research</p>	<ul style="list-style-type: none">• Prepare documentary requirements for procurement in the City• Coordinate with other committees
<p>17. USHERING COMMITTEE (22) Chairperson: Lilibeth Degsi Co-Chairperson: Louella Moncada Members: Selected SDO Personnel (20)</p>	<ul style="list-style-type: none">• select and organize an adequate number of presentable ladies and gentlemen to act as ribbon pinners and usherettes during the CARAA opening, closing and city night• Assign them to wear uniforms for their respective roles and duties• Orient and train them on their respective roles and duties• Prepare a time table for their respective assignments• Coordinate with other committees
<p>18. INSPECTORATE COMMITTEE (40) Chairperson: Jerry C. Ymson Co-Chairperson: Nieves Ebanio Members: Technical Officials School Heads</p> <p>Honorary Chairperson: Hon. Philian Louise Weygan-Allan Committee on Market, Trade and Commerce, and Agriculture</p>	<ul style="list-style-type: none">• Coordinate with City Administrative Officer• Inspect goods, materials and equipment• Submit required inspection reports• Ensure the proper turnover of equipment is done• Coordinate with other committees
<p>19. CORRESPONDENCE COMMITTEE (6) Chairperson: Loida Mangangay</p>	<ul style="list-style-type: none">• Prepare letters of the committee chairs: invitation/request



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<p>Co-Chairperson: Julia Biligan Members: Jayrerose Guevara Arian Bangse-il Jesusa Yado Waren Ambat</p>	<ul style="list-style-type: none">• follow-up and confirm attendance of invited guests (Opening and Closing and City Night Program)\• Distribute letters one month before the event• Coordinate with other committees
<p>20. TRANSPORTATION (6) Chairperson: Andias F. Kimbongan Co-Chairperson: Dexter Andres Members: Bonifacio Dalapnas Jojo Ambros Marciano Pasigon</p> <p>Honorary Chairperson: Hon. Benny Olowan Bomogao Committee on Public Utilities, Transportation, and Traffic Legislation</p>	<ul style="list-style-type: none">• Arrange needed land transportation facilities to delegates and officials to and from playing venues• Orient delegation representatives on transportation plan• Provide transportation facilities to guest and officials as necessary• Coordinate with delegation on parking and other transportation matter• Coordinate with other committees
<p>21. CARAA LOGO AND SONG COMMITTEE (10) Chairperson: Lolita Manzano Co-Chairperson: Selected Special Program for the Arts advisers (9)</p>	<ul style="list-style-type: none">• conduct competitions for the selection of the CARAA logo and song• Prepare prizes for winners• Submit to the executive chairperson the winning entries• Coordinate with other committees
<p>22. SECURITY COMMITTEE (13) Chairperson: Lorraine P. Agustin Co-Chairman: Oliver Aspuria Members: Sosimo Leal Elizabeth Espinosa Selected ALS teachers (9)</p> <p>Honorary Chairperson: Hon. Fred Longboan Bagbagen Committee on Urban Planning, Lands, and Housing</p>	<ul style="list-style-type: none">• Oversee the security concerns in billeting (9) and playing venues (25)• Assist the school heads of billeting schools and tournament managers in the security of the premises• Coordinate with PNP, Reserved AFP and other peace-keeping entities for additional provision of security during the event• Coordinate with other committees



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<p>23. MONITORING AND EVALUATION COMMITTEE (8) Chairperson: Sharon Castillo Co-Chairman: Jacqueline Lampac Members: Rose Melody Flores Jayrerose Guevara Lucia Casim Jocelyn Coldeg Jane Marie Ngolab Grace Domingo</p>	<ul style="list-style-type: none"> • Develop a monitoring and evaluation system (daily in the opening, closing, playing venues, billeting) in the hosting and participation • Conduct monitoring and evaluation of the event • Present findings and analysis to management (ASDS) • Coordinate with committees
<p>24. RECEPTION COMMITTEE (9) SDS Carol Verano: RD May B. Eclar and Guest Speaker Amil S. Flamiano: ARD Florante Vergara Rosie Beel Marzo - Apayao SDS Nancy Dumalili - Benguet SDS Esther Gallotan - Ifugao SDS Rose Melody Flores - Tabuk SDS Jane Marie Ngolab - Abra SDS Edward C. Vicente - Kalinga SDS Marina Tabangcura - Mt. Province SDS</p>	<ul style="list-style-type: none"> • Act as protocol officers for key officials from DepEd and LGU officials during their attendance/stay • Coordinate with each SDO on the list of LGU officials attending the opening program • Ensure correctness of names and designations of officials and proper sitting arrangement • Ensure proper welcome and reception of DepEd and LGU officials • Project hospitality and cheerfulness as a trademark of the city • Exercise poise and interpersonal skills • Coordinate with committees

Prepared:

SORAYA T. FACULO

Officer-in-charge
 Office of the Assistant Schools Division Superintendent

APPROVED:

MARIE CAROLYN B. VERANO, CESO VI

Schools Division Superintendent



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