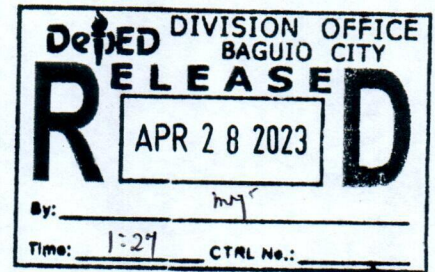




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



April 28, 2023

Division Memorandum
No. 166 s. 2023

HOSTING COMMITTEES FOR CARAA 2023

To: **ALL CONCERNED**

1. In support of Regional Memorandum 179 titled 2023 Cordillera Administrative Region Athletic Association (CARAA) Meet, the hosting committees listed herein are hereby organized to assist the regional office in the conduct of the said event.
2. Hosting Committees are hereby enjoined to give utmost support to their counterpart regional committees mentioned in RM 179 and shall directly or collectively report to their respective Chairpersons all pressing concerns for immediate action.
3. All teachers and non-teaching staff named in this memorandum who will render services on April 19, 30 and May 1, 2023 shall be entitled to service credits/COC provided they submit the requirements for the grant of Service Credits/COC.
4. Immediate dissemination of this Memorandum is desired.

SORAYA T. FACULO, PhD, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of Schools Division Superintendent





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BAGUIO CITY CARAA HOSTING COMMITTEES 2023

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</p> <p>Chairperson: Soraya T. Faculo Vice Chairperson: Christopher Benigno Members: Nino Tibangay Juliet Sannad</p> <p>Secretariat: Joanna Mae Villareal Don Jose Tolentino</p>	<ul style="list-style-type: none">• Provide directions in the conduct of the hosting of CARAA• Network with LGU on management of CARAA• Perform other functions as assigned by the CARAA Board/Chair
<p>2. ATHLETIC MANAGEMENT COMMITTEE</p> <p>Chairperson: Nino Tibangay Co-Chairperson: Jerry Ymson Members: Rosanna Dizon Augie Simangan Jimmy Santos</p> <p>Honorary Chairperson: Hon. Levy Lloyd Orcales Committee on Youth Welfare and Sports Development</p>	<ul style="list-style-type: none">• Coordinate the availability of the playing venues• Update the information services committee on issues and concerns on athletics management• Coordinate with tournament managers regarding game schedules• Supervise the preparation of the grounds for the competition• Coordinate with Regional





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	<ul style="list-style-type: none">• Assigns and supervises 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• Assign and coordinate with Cordillera winners in national or international competitions for their appropriate part in the CARAA program• Coordinate with other committees concerned on needs assistance services
<p>3. INFORMATION SERVICES COMMITTEE</p> <p>Chairperson: Nino Tibangay</p> <p>Members: Abra- Jayrerose Guevara Apayao- Francisco Copsiyan Baguio- Rosanna Dizon Benguet- Lourdes Lomas-e Ifugao- Nixon Elahe Kalinga- Brendalee Awingan MP- Marilyn Tamiing Tabuk City- Virginia Alindayo</p> <p>Honorary Chairperson: Vladimir Cayabas, Committee on Education</p>	<ul style="list-style-type: none">• Assist the Executive Committee in managing the Events Management 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- Medical Services• Assign focal persons to take charge of delegations in liaising with committee chairpersons• Provide and maintain communication lines for necessary supply of information of games to guests, visitors, participants and the general public• Secure CARAA information materials needed• Coordinate with other committees





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4. BILLETING COMMITTEE

Chairperson: Santiago Bugtong
Co-Chairperson: Samuel Bab-anga
Members:
Engr. Paul Lomas-e
Joseph Estigoy – Rizal ES
Leonardo Zambrano -Rizal NHS
Proserpina Estacio- Mabini ES
Whitney Dawayen- Baguio City NHS
Elizabeth Teng-eg – Josefa Cariño ES
Ellen Grande – SPED Learning Center
Valeriano Accad – Bonifacio ES
Ligaya Annawi – Quezon ES
Esther Litilit – Tabuk City

Honorary Chairperson: Hon. Michael L.
Lawana
Committee on Barangay Affairs

- 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
- Release an official directory of billeting schools to DSOs and Management for ready reference

5. PLAYING VENUES COMMITTEE

Chairperson: Rosanna Dizon
Co- Chairperson: Augie Simangan
Members:
Jimmy Santos
Engr. Paul Lomas-e
Asuncion Saguid
Jocelyn Coldeg
14 Overseers
Maria Magdalena C. Balao- Archery
Alejo Pacalso- Arnis
Francis Lumiwes- Athletics
Daniel Salvador – Athletics
Brainly Mangatam- Athletics
Greg Parrocha – Billiards
Carla Gangpao – Boxing
Dave Fiangaan- Futsal
Melvin Dogaong – Gymnastics
Erwin Shim Fonite- Swimming
Danilo Cong-o- Swimming

- Identify playing venues
- Prepare communications for the reservation of playing venues
- Identify alternative venues for contingency
- Provide a directory of playing venues and contact persons/details to the DSOs for reference
- Coordinate with the Transportation Committee for arrangements of public transportation from billeting area to playing venues, vice versa.
- Coordinate with General Services Committee for the hauling of materials to and from the playing venues





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<p>Jaynina Mae Bugtong- Taekwondo Richard Parrocha – Tennis Arlito Pecay – Wrestling Joshua Lingwayon – Wushu Anna Lissa Dangbis – Paragames – Bocce</p> <p>Honorary Chiaperson: Hon. Vladimir Cayabas Committee on Education</p>	
<p>6. PARADE AND OPENING PROGRAM COMMITTEE</p> <p>Chairperson: Danilo Gayao Co-Chairperson: Joeferino Guinumtad Members: Head Teachers of PCNHS</p> <p>Honorary Chiaperson: Lilia Fariñas Committee on Tourism, Special Events, Parks and Playground</p>	<ul style="list-style-type: none">• Plan, supervise and direct an orderly parade on the opening day of the CARAA• Coordinate with BCPO, CEPMO and other agencies concerning the route of the parade, parade escorts and traffic plan• Prepare a meaningful opening program, in coordination with the Regional TWG• Coordinate with other committees
<p>7. GENERAL SERVICES COMMITTEE</p> <p>Chairperson: Nieves Ebanio Co-Chairperson: Olivia Gomez Members: Tournament Managers Helen Pondales Ferdinand Sapalong Christorey Simangan Event Overseers</p> <p>Honorary Chairperson: Hon. Lourdes Tabanda Committee on Health and Sanitation</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 BENECO on schedule of power interruption• Take charge of clean and green activities• Put up welcome banners/tarpaulin 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





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<p>8. CLOSING PROGRAM COMMITTEE</p> <p>Chairperson: Whitney Dawayen Co-Chairperson- Edith Laop Members: All Head Teachers of BCNHS</p> <p>Honorary Chairperson: Fred Bagbagen Committee on Ethics, Affairs and Personnel</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 COMMITTEE</p> <p>Chairperson: Belen Tomin Co-Chairperson: Lilibeth Degsi Members: Olivia Gomez Oliver Aspuria Aira Onggad Sarah Sebastian Berson Billy Joan Baldo Alma Gayob Alice Milan</p>	<ul style="list-style-type: none">• Manage the distribution of snacks during the opening and closing program for key officials• Coordinate the distribution of perks(lechon, apples and drinks) in the different billeting areas• Coordinate with other committees concerned
<p>10. PSYCHO SOCIAL DEBRIEFING AND SAFETY COMMITTEE</p> <p>Chairperson: Reynalyn Padsuyan Co-Chairperson: Jimmy Santos Members: Dr. Sito Dr. Celino Dr. Awing</p> <p>Honorary Chairperson: Hon. Isabelo Cosalan</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





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<p>Committee on Public Protection and Safety, Peace, and Order</p>	
<p>11. PRIZES AND AWARDS COMMITTEE</p> <p>Chairperson: Vima Cadungong Co-Chairperson: Asuncion Saguid Members: Natalie Binay-an Cyrus Vallejo Milagrosa Galera</p> <p>Honorary Chair: Isabelo Cosalan Committee on Market, Trade and Commerce, Agriculture</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. USHERING AND LUNCHEON</p> <p>Chairperson: Rosie Beel Marzo Co-Chairperson: Jovelyn Balantin Members Sharon Christianie Castillo Jacqueline Fianza Estrella Bulay Rubielyn Garcia Ivy Gay Batay-an Juliana Cabutaje Rudelyn Waguis Amherstya Djoanna Diaz Juna Dawaton</p> <p>Honorary Chairperson: Hon. Maria Mylen Victoria 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</p> <p>Chairperson: Armi Victoria Afalla Members:</p>	<ul style="list-style-type: none">• Coordinate with the DepEd CAR Media Relations Committee for assignment of events• Assist in the publication of at least three issues of CARAA Beat





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<p>Andy Villamnor Jeffrey Jay Bagasol Baron Paulo Aquino Charlene Favis Christopher Oliva Jerichko Bauer Laroco</p> <p>Frank Lloyd De Guzman</p> <p>Crisanta Lingbanan Maricel Mendoza</p> <p>Mary Angeli Fiangaan</p> <p>Jeffrey Munar</p> <p>Melanie Lumasok</p> <p>Florhiza Cayat</p> <p>Sharleen Kim Longi</p> <p>Honorary Chairperson: Peter Fianza Hon. Committee on Laws, Human Rights, and Justice</p>	<ul style="list-style-type: none">• Create a system of storage for all pictures and videos on all sports and events covered• Design information materials for CARAA as needed• Organize an online publication of the CARAA daily news (website, social media)• Coordinate with Information Services Committees for announcements, bulletins and other pronouncements of concern to the guest, officials and participants of the CARAA• Design presentation materials or infographics to make the event memorable• Coordinate with other committees
<p>14. GOODS, EQUIPMENT AND SOUND SYSTEM</p> <p>Chairperson: Nieves Ebanio Co-Chairman: Harris Dizon Members: All Utility Workers</p> <p>Honorary Chairperson: Hon. Arthur Allad- iw</p> <p>Hon. 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• Ensure that reports to the City are in order





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<p style="text-align: center;">15. PROCUREMENT COMMITTEE</p> <p>Chairperson: Chair: Don Jose Tolentino Co-Chair: Joanna Mae Villareal</p> <p>Members:</p> <p>Arlani Buccat Aira Onggad</p> <p>Honorary Chairperson: Hon. Faustino Olowan, Vice Mayor Committee on Appropriations</p>	<ul style="list-style-type: none"> • Coordinate with other committees • Prepare documentary requirements for procurement in the City • Follow up procurement documents lodged in the different offices • Informs the management and working committee of the completed procurement • Inform the Inspectorate Committee for the conduct of the inspection and acceptance • Coordinate with other committees
<p style="text-align: center;">16. INSPECTORATE COMMITTEE</p> <p>Chairperson: Jerry C. Ymson Co-Chairperson: Rosanna Dizon</p> <p>Members:</p> <p>Tournament Managers</p> <p>Honorary Chairperson: Isabelo Cosalan</p> <p>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 style="text-align: center;">17. TRANSPORTATION</p> <p>Chairperson: Christorey Simangan Members: Jojo Ambros, Rolando Galvez Ferdinand Sapalong</p> <p>Honorary Chairperson: Hon. Benny 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





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<p>18. SECURITY COMMITTEE Chairperson: Nixon Elahe Co-Chairman: Oliver Aspuria Members: Selected ALS Teachers</p> <p>Honorary Chairperson: Leandro Yangot Jr. Hon. 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
<p>19. MONITORING AND EVALUATION COMMITTEE Chairperson: Asuncion Saguid Co-Chairman: Jocelyn Coldeg</p> <p>Members: Jayrerose Guevara, Lucia Casim, Jane Marie Ngolab, Grace Domingo, Julia Biligan</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

