



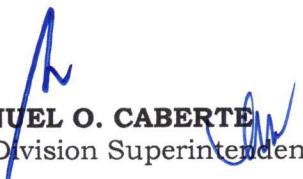
Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OF SIARGAO

DIVISION MEMORANDUM
No. 01-023 s, 2026

To: Assistant Schools Division Superintendent
SGOD Chief
CID Chief
Public Schools District Supervisors
Elementary and Secondary School Heads
This Division

COORDINATION MEETING FOR THE CONDUCT OF DIVISION IN HOUSE
TRAINING OF ATHLETES FOR THE CRAG 2026

1. There will be coordination meeting of the Chairpersons and select members of the Technical Working Committees and Tournament Managers on January 27, 2026, 9:00 o'clock in the morning at the Division Training Center, to discuss matters relative to the conduct of the Division In-House Training of Athletes.
2. The participants in this meeting are listed in enclosure no.1 of this memorandum.
3. 100% attendance is a must.
4. Wide and immediate dissemination of this memorandum is desired.


MANUEL O. CABERTE
Schools Division Superintendent

Reference: SDN Division Memorandum No. 395 s. 2025
To be indicated in the Perpetual Index
Under the following subjects:

SPORTS

SGOD/JTT
01/23/25



Address: Brgy. Osmeña, Dapa, Surigao del Norte, 8417
Contact No.: 09190040217
Website: sdosiargao.com
 siargao@deped.gov.ph



202601KD8HEZ72YLO

Enclosure no. 1 of Division Memorandum no. _____ s. 2026

TECHNICAL WORKING COMMITTEES
FOR THE CONDUCT OF DIVISION IN-HOUSE TRAINING OF ATHLETES

| | | | EXECUTIVE COMMITTEE | TERMS OF REFERENCE |
|---|-----------------------------|-----------------|--------------------------------------|---|
| 1 | Manuel O. Caberte | SDS | Head of Delegation | 1. Act as the over-all chairman |
| 2 | Roel T. Diamante, PhD, CESE | ASDS | Deputy Head of Delegation | 2. Provide supports in the operationalization of the sports event |
| 3 | Harem L. Taruc, PhD | Chief – SGOD | Delegation Team Manager | 3. Directs all concerned offices to prepare for the needs of the sports |
| 4 | Gemna G. Pobe, EdD, DPA | Chief – CID | Delegation Team Manager | 4. Monitors the progress of the sports preparation, actual conduct and post activities. 5. Reviews and approves documents relevant to sports . |
| | | | | 6. Provide moral support and inspiration to the whole delegation. |
| | | | SPORTS EVENT COMMITTEE | |
| 5 | Joselito T. Tokong | EPS- SGOD /DSO | Athletic Manager | 1. Oversee and manage the over-all training activities to ensure positive results of achieving the objectives of the training. 2. Monitor the progress of the various committees, as well as the athletes 3. Ensure that needs of the committees are provided properly. |
| 6 | Isagani B. Calidguid | DPO/Asst. DSO | Asst. Athletic Manager/Camp Chairman | 1. Assist the athletic manager, oversee and manage the camp operation particularly the strict compliance of safety protocols. |
| 7 | Mateo Intano, Jr. | Principal 1 | Training Director | 1. Ensure that all training activities is in accordance with the approved training matrix. 2. Oversee the health and wellness program including physical training, nutrition and injury prevention. |
| 8 | Arnel S. Rosende | Principal 1 | Training Director | 3. Analyze monitoring results submitted and recommend good points for appropriate action. 4. Work closely with the coaches, athletic officials to ensure comprehensive athletic program. |
| 9 | Michael Gonzales | Head Teacher II | Camp 1-DNHS - Member | 1. Ensures that athletes, coaches, and delegation officials have specific rooms to stay in the billeting quarter |

| | | | | |
|----|--------------------------|----------------|--------------------------------|--|
| 10 | Raymart D. Ranara | Head Teacher I | Camp 2 - SNSHS - Member | 2. Checks and monitors the whereabouts of the delegates |
| 11 | Clinton Mazo | Head Teacher I | Camp 3 - Dapa CES - Member | 3. Conducts head counting every night at the billeting quarter at 8:00 pm |
| 12 | Glenn B. Resnera | Head Teacher 1 | Camp 4 - DENMS - Member | 4. Ensures that everyone observes curfew hour at the billeting quarter. |
| 13 | Julietta E. Sapuras | Master Teacher | Arnis - Tournament Manager | 1. TMs shall serve as trainer in the absence of hired/official trainer |
| 14 | Jerry P. Dulguime | Principal 1 | Athletics - Tournament Manager | 2. Ensure close monitoring and submission of training progress report weekly |
| 15 | Dorren Minette G. Laugo | Master Teacher | Badminton- TM | 3. Ensure that daily training is in accordance with the training matrix per sports event. |
| 16 | Nephtali D. Beto | DPO/Asst. DSO | Pencak Silat- TM | |
| 17 | Jovanie Enago | T-III | Basketball Secondary - TM | 4. TMs shall submit training matrix on day 0 |
| 18 | Rolbert Sumaylo | T-III | Basketball Elementary - TM | 5. Give feedback and recommendation based on the accomplished training progress report form for appropriate action. |
| 19 | Oscar Recto | T-III | Archery- TM | |
| 20 | Florame Melano | Teacher III | Billard - TM | 6. TMs for measurable events, shall ensure that athletes can meet the qualifying standard in a specific period of time in the training as agreed upon. |
| 21 | Angelito Congreso | Teacher III | Boxing - TM | |
| 22 | Jonas Dumanjog | Master Teacher | Chess - TM | 7. TMs shall inform athletes and coaches who will not reach the QS and shall not be allowed to participate in the CRAG |
| 23 | Gessa M. Capistrano | Master Teacher | Dance Sports - TM | |
| 24 | Kristine Bernadeth Taruc | Teacher | Aerogymnastics - TM | 8. Ensure the safety of the athletes at all times. |
| 25 | Mark Anthon V. Nohara | Teacher 1 | Football (Soccer) - TM | |
| 26 | Isagani B. Calidguid | DPO/Asst. DSO | Futsal - TM | 9. Do other related task relative to the training as required. |
| 27 | Giovanette D. Espejon | P-IV | Gymnastics WAG -TM | |
| 28 | Juary Mondragon | T-III | Gymnastics RG -TM | |
| 29 | Chanda M. Sinday | Master Teacher | Gymnastics MAG- TM | |
| 30 | Marilyn Murillo | Master Teacher | Sepak Takraw - TM | |
| 31 | Jonathan Gubantes | P-III | Swimming-TM | |
| 32 | Grennel C. Capillanes | Principal 1 | Table Tennis -TM | |
| 33 | Gerry Congreso | Teacher III | Taekwondo - TM | |

| | | | | |
|----|-------------------------|---------------|-----------------|--|
| 34 | Francis Al C. Esparrago | Teacher III | Volleyball - TM | |
| 35 | Christopher Donoso | Teacher III | Wrestling - TM | |
| 36 | Jegger P. Rudela | HT-II | Wushu - TM | |
| 37 | Maricris O. Sulapas | Chairman | | 1. Ensure that in-house training related expenditures are appropriately provided. 2. Take charge of disbursing, cash advances for the training. 3. Ensure that cash advances are properly liquidated. |
| 38 | Louela G. Villegas | Member | | |
| 39 | Genesis A. Arcular | AO-IV/Cashier | | |
| 40 | Carlo Borris G. Oraliza | Chairman | | 1. Ensure that procurement activity relative to the training is properly implemented. |
| | | | | |
| 41 | Ferosana D. Tesiorna | Chairman | | 1. Inspect all items that are procured for the trainings of athletes 2. Counter check receipts of all procured items. 3. Do other related task relative to the training as required . |
| | | | | |
| 42 | Girly Jane Cavite | Chairman | | |
| 43 | Francis Albert C. Golo | Chairman | | 1. Facilitate the attendance of all delegates in a daily basis. 2. Ensure that official receipts and ARs are properly secured. 3. Ensure on time submission of liquidation report. |
| | | | | |
| | | | | |
| 44 | Catherine B. Landao | Chairman | | 1. Buys food and other training-related items as approved 2. Ensures that official receipts are available for all items procured. 3. Conduct daily liquidation to avoid clogging of receipts in possession. 4. Prepare daily market list. |
| | | | | |
| | | | | |
| | | | | |
| 45 | Pilarita S. Pomoy | Chairman | | 1. Ensures the safety of the athletes, coaches, and delegation officials. 2. Ensures that first aid kits and medicines are available at the billeting quarter/training venues. |
| 46 | Haide T. Arciga | Member | | |

| | | | | |
|----|-----------------------------|----------|--|--|
| 47 | Jonathan S. Tayapad | Member | Nursing Services | 3. Ensures that every training venue per event shall have the presence of the nurses. |
| 48 | Joerlyn V. Gopico | Member | | |
| 49 | Rosenette E. Libay | Member | | |
| 50 | Juvy C. Arreza | Member | | |
| 51 | Carl Christian T. Tan | Member | | |
| 52 | Joe Pete G. Tiu | Member | | |
| 53 | Bebie Grace G. Juaquino | Member | | |
| 54 | Atty. Jeddah May C. Nangcas | Chair | Learner's Rights and Protection Desk/Legal Services | 1. Establish learner's protection desk in all billeting quarter. |
| 55 | Glenda R. Dadap | Co-Chair | | 2. Ensures that no learners shall be bullied. |
| 56 | Christine Joy S. Camingue | Member | | 3. Ensures that billeting rooms is genderized. |
| 57 | Maria Odette Mutia Solloso | Chairman | Kitchen Hub Head Food Committee (Mess Hall) | |
| | | | | 1. Ensures that food to be served is in accordance with the approved menu |
| | | | | 2. Ensure safety and hygienic handling preparation and serving of foods |
| | | | | 3. Ensure that food are prepared and serve on time. |
| | | | | 4. Ensures that kitchen environment, utensils, and materials are well maintained and properly sanitized at all times. |
| | | | | 5. Ensures that foods to be prepared and distributed are enough for delegates. |
| | | | | 6. Notifies the marketing committee of immediate items to be procured , if there are any. |
| 58 | Reggy C. Asupre | Chairman | Storage | 1. Ensures that procured items are properly stored and stocked and are safe. |
| | | | | 2. Monitors the ins and outs of items to be cooked or to be given to coaches as requested (<i>certain events only</i>) |
| | | | | 3. Conducts daily inventory of the procured items. |
| | | | | 3. Maintain the cleanliness and orderliness of the storage |
| | | | | the daily market list. |

| | | | | |
|----|-------------------------|----------|-----------------------------|--|
| 59 | Aquino Garcia | Chair | Monitoring and Evaluation | 1. Provide daily evaluation links for the delegates. 2. Post results of End of Program Evaluation. 3. Does training related tasks. |
| | | | | |
| | | | | |
| 50 | Chevee Arlan | Chairman | Saludo Committee | 1. Train and choreograph the delegation for the Saludo |
| 51 | Bonifacio M. Decoy | Member | | 2. Lead the delegates in the SALUDO presentation |
| 52 | Leah G. Mones | Chairman | | 1. Ensure that billeting rooms is assigned by gender by event |
| 53 | Shinmark Engroba | Member | Billeting Quarter Committee | 2. Ensure that all billeting rooms has available comfort rooms and water |
| 54 | Virginchita A. Gorgonio | Member | | 3. Ensure that all athletes shall be assigned in a secured billeting rooms |
| 55 | Rex Mardy Labe | Member | | 4. Ensures that athletes, coaches, and delegation officials have specific rooms to stay in the billeting quarter |
| 56 | Alda G. Minorca | Member | | |