



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



**DIVISION MEMORANDUM**

No. 01-023s, 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  
M siargao@depd.gov.ph



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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.
8	Arnel S. Rosende	Principal 1	Training Director	2. Oversee the health and wellness program including physical training, nutrition and injury prevention.
				3. Analyze monitoring results submitted and recommend good points for appropriate action.
				4. Wrok 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	Julieta 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	
23	Gessa M. Capistrano	Master Teacher	Dance Sports - TM	7. TMs shall inform athletes and coaches who will not reach the QS and shall not be allowed to participate in the CRAG
24	Kristine Bernadeth Taruc	Teacher	Aerogymnastics - TM	
25	Mark Anthon V. Nohara	Teacher 1	Football (Soccer) - TM	8. Ensure the safety of the athletes at all times.
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	Finance Committee	1. Ensure that in-house training related expenditures are appropriately provided.
38	Louela G. Villegas	Member		2. Take charge of disbursing, cash advances for the training.
39	Genesis A. Arcular	AO-IV/Cashier		3. Ensure that cash advances are properly liquidated.
40	Carlo Borris G. Oraliza	Chairman	Procurement Committee	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
			Inspection Committee	2. Counter check receipts of all procured items.
				3. Do other related task relative to the training as required .
42	Girly Jane Cavite	Chairman	Attendance and Liquidation Committee	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.
43	Francis Albert C. Golo	Chairman	Supply	1. Distribute supplies and equipment to all events in need.
				2. Conducts inventory of supplies and materials for all items as approved.
				3. Prepare inventory report of supplies, materials, and equipment after the Regional Meet.
44	Catherine B. Landao	Chairman	Marketing	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.
46	Haide T. Arciga	Member		2. Ensures that first aid kits and medicines are available at the billeting quarter/training venues.

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	Rosnette 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	Billeting Quarter Committee	1. Ensure that billeting rooms is assigned by gender by event
53	Shinmark Engroba	Member		2. Ensure that all billeting rooms has available confort rooms and water
54	Virinchita 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
56	Alda G. Minorca	Member		specific rooms to stay in the billeting quarter