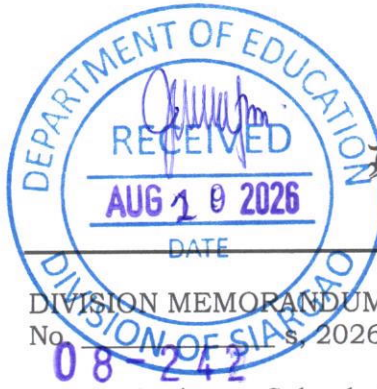




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DIVISION MEMORANDUM
No. **08-242** s. 2026

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

**CORRIGENDUM AND ADDENDUM TO DIVISION MEMORANDUM NO. 07-209
s. 2026 CONDUCT OF DIVISION ATHLETIC MEET**

1. This is to inform the field that there are changes in enclosure no. 4 of Division Memorandum No. 07-209 s. 2026 re: the list of the Technical Working Group.
2. In addition, hereto attached are the enclosures no. 7 and 8 (the criteria for the Saludo and other special awards) and the terms of reference.
3. Search for MISS SDAM is definitely cancelled; however, each delegation is required to have muse wearing any sports attire.
4. Other provisions in the memorandum are still in effect.
5. Wide and immediate dissemination of this memorandum is desired.

MANUEL O. CABERTE
Schools Division Superintendent

Reference: RA 10588 (Palarong Pambansa Act of 2013)
To be indicated in the Perpetual Index :

DIVISION ATHLETIC MEET

SGOD/JTT
08/13/2026



Address: Brgy. Osmeña, Dapa, Surigao del Norte, 8417

Contact No.: 09190040217

Website: sdosiargao.com

siargao@deped.gov.ph

DepEd



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Enclosure No. 4 of Division Memorandum No. _____ s. 2026

TECHNICAL WORKING GROUP

NO.	Committee		Name
1	Oversight Committee:	Over-all Chairman	Manuel O. Caberte - SDS
2		Co-Chair	Roel T. Diamante, PhD, CESO VI - ASDS
3		Members	Harem L. Taruc, PhD - Chief ES - SGOD
4			Gemna G. Pobe, EdD, DPA - Chief ES, CID
	Sports and Events Committee/		
5		Program Owner	Joselito T. Tokong, - EPS/DSO
6			Isagani B. Calidguid - DPO /Asst. DSO
7	Program, Communication, Documentation/ News letter publication Committee	Chairman	Edgar G. Gorgonio
8		Co-chair	Nathaniel Congreso
9		Members	Wilma Ravelo
10			Brian Paul E. Sta. Ana
11			Sol Jennedy V. Maglinte
12			Satchie T. Uyan
13			Precy Wella O. Lerog
14			Reca Irene T. Bilbao
15			Jhulie Carl B. Migullas
16			Queen L. Lim
17			Sarial Marieh M. Acop
18	Opening and Closing Program Committee	Chairman	Kem E. Abuton
19		Director	Dexter Consigna
20		Members	Charls Aster Ortojan
21			Harold Anjoben Espinile
22			Lauris Marx Congreso
23			Jorey Lisondra
24			Camille Martel Congreso
25			June Mark Solloso
26	Stage Decoration and Venue Preparation Committee	Chairman	Rex Mardy C. Labe
27		Co-Chair	Jerome D. Dingding
28		Members	Lorna F. Minglana
29			Mariecar R. Sulapas
30			Ma. Cristina L. Uy
31			Bernard D. Delgado
	Trophies, Medals and certificates/Lei, Plaques and token/Awards & Recognition Committee	Chairman	Aquino Garcia
		Co-Chair	Louwyn E. Gubaton
32		Members	Gemeniano T. Gemparo
33			Aprilou Amor Borja



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34			Luvel Lyka O. Quiban
35	Billeting Quarters and Accommodation Committee	Chairman	Leah G. Mones
36		Co-Chair	Regemie A. Alburo
37		Members	Grennel C. Capillanes
38			Shin Mark J. Engroba
39			Rolan C. Raza
			Rex Mardy C. Labe
40			Alda G. Minorca
	Playing venue, Sound System and lay-outing Committee	Chairman	Joselito T. Tokong
		Co-Chair	Isagani B. Calidguid
		Members	All TMs
41	Supplies and Equipment Committee	Chairman	Francisco Albert C. Golo
42		Members	Daniel Anasco
43			Rodel Tokong
44			Aljie Sinday
45			Jay B. Arco
46	First Aide and Emergency Response Committee with Provincial ASSERT	Chairman	Pilarita S. Pomoy
47		Co-Chair	Haidy T. Arciga
48		Members	Rosennette E. Libay
49			Juvy C. Arreza
50			Jonathan Tayapad
51			Jerlyn B. Gopico
52			Carl Christian Tan
53			Joe Pete Tiu
54			Babie Grace G. Joaquin
55	Food Committee	Chairman	Reyelle E. Agatep
56		Co-Chair	Daisy G. Sumaylo
57		Members	Aljie Sinday
58			Genelou D. Urot
59			Annie Jane Petallo
60			Jeanette Gocela
61			Margie Borlagdan
62			Cherryl Estrella
63			Fatima Literato
64	Transportation Committee	Chairman	Engr. Dave Betita
65		Co-Chair	Glenn Dale T. Boncaros
66		Members	Jerlie Belmart Sulapas
67			Rodrigo Zaballero
68			Racker Chembee Mascardo
69	Finance Committee	Chairman	Maricris O. Sulapas, CPA
70		Co-Chair	Louela G. Villegas



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71		Members	Genesis A. Arcular
73			Ann Gladys B. Omas-as
74	Police/Security and Parade Committee	Chairman	Rolando T. Sapuras
74		Co-Chair	Grennel C. Capillanes
76		Members	Eres Navarro
77			Irwin E. Gocela
78	Games Secretariat/Tabulation committee	Chairman	Lowela B. Espanto
		Member	Glenda R. Dadap
			Levin Delapena
			Christine Joy C. Dulguime
79	Learners Rights and Protection Disk	Chairman	Glenda R. Dadap
80		Member	Christine Joy C. Dulguime
	Jury of Appeals Committee	Chairman	Roel T. Diamante, PhD, CESO VI
		Co-Chair	Atty Jeddah May C. Nangcas
		Members	Catherine B. Landao
81			Fernando A. Dones
82	Division Screening and Accreditation Committee (DSAC)	Chairman	Atty Jeddah May C. Nangcas
		Co-Chair	Lowela B. Espanto
		Members	Glenda R. Dadap
83			Eva T. Penecitos - Dapa East District
84			Raymart D. Ranara - Dapa West District representative
85			Marflor Arlan - Sapao District representative
86			Elfreyun P. Flores - Gen. Luna District representative
87			Bebelyn Tokong - Pilar District representative
88			Mayeth Q. Guma, PhD - Socorro East District representative
89			Cherry Joy G. Consigna - Socorro West District representative
90			May Shiela S. Agad - Numancia District representative
91			Raffy E. Dolor - San Isidro District representative
92			John Mark Dominios - Burgos/San Benito District representative
93		Chairman	Catherine B. Landao
		Members	Girly Jane T. Cavite
94			Melissa Japson
95			Dexah Marie S. Pontivedra
			Shalami Diadula
			Clint John Libay
96	Monitoring and Evaluation Committee	Chairman	Aquino Garcia
		Member	Louwyn E. Gubaton
	DRRM and Solid Waste Management Committee	Chairman	Engr. Dave Betita
		Co-Chair	Gemeniano T. Gemparo
97		Members	Joselito Ortojan



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			Jerlie Belmart Sulapas
98	Procurement Committee	Chairman	Carlo Borris G. Oraliza
99		Member	Girly Jane T. Cavite
	Inspection Committee	Chairman	Isagani C. Calidguid
			Clint Jones Libay
			Joselito Ortojan
100	Hospitality Committee <i>(Team will also assist in food committee)</i>	Chairman	Louwyn E. Gubaton
101		Usherretes	Judy Ann B. Marcos
		Usherretes	Dexah Marie S. Pontivedra
102		Usherretes	Ailaine Grace P. Omas-as
		Usherretes	Aprilou Amor Borja
103	Special Awards Evaluators	Chairman	Dr. Relyn D. Raza
104		Co-Chair	Florangel S. Arcadio
105			Ferosana D. Ttesiorna
106	Photo and Video Coverage Committee	Chairman	John Eric Jabines
		Co-Chair	Francis Albert C. Golo
107		Members	John Orquin Nohara
108			Norsaima Pancatan
			Clint John Libay



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Enclosure no. 7 of Division Memorandum No. _____ s. 2026

CRITERIA AND MECHANICS OF SPECIAL AWARDS

BEST IN SALUDO

Mechanics:

1. Eligibility :

- a. The contest is open to all participating athletic delegation in Siargao.

2. Entrance:

- a. Delegation must bring the prescribed banner for identification.
- b. A brief introduction of the delegation shall be read during the entrance, acknowledging delegation officials and heads.

3. Musical Accompaniment:

- a. Any musical accompaniment is allowed during the actual Saludo performance.

4. Performance Duration:

- a. The actual Saludo performance shall have a maximum duration of 2 minutes (excluding entrance and exit).
- b. Performance exceeding 2 minutes will be automatically disqualified.

5. Movements and Props:

- a. The actual saludo performance shall have a maximum duration of 2 minutes (excluding entrance and exit).
- b. Performances exceeding 2 minutes will be automatically disqualified.
- c. Oversized props exceeding 1.5 meters are prohibited.

6. Safety Regulations:

- a. Pyrotechnics, fire, and fireworks are prohibited before, during and after the performance.

Criteria	Percentage
Uniformity of movements (mastery of movements/choreography and yells)	30%
Discipline (following rules, alignment, coordination in marching and synchronization)	30%
Public display/show-off (visual impact to the presentation)	40%
TOTAL	100%



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BEST BILLETING QUARTER

Mechanics:

1. Eligibility:

- a. All billeting quarters assigned to participating athletic delegation are eligible for evaluation.

Evaluation Period:

- a. Assessment will be conducted unannounced within September 2-5, 2026 to ensure accurate and unbiased evaluation.

3. Inspection and Assessment:

- a. A designed assessment team will inspect each billeting quarter based on discipline, eco-friendly practices, and organization.

Criteria	Indicators	Weight
Discipline	Compliance with curfew and quiet hours	5%
	Noise kept at acceptable levels; no loud music, shouting, or disturbance.	10%
	Respectful interaction with neighbors, staff, and officials.	5%
	No reported disciplinary incidents during the evaluation period.	10%
Eco-Friendly Practices	Proper waste segregation and disposal.	10%
	Cleanliness of rooms and common areas (kitchen, mess hall, toilets, etc.)	10%
	Energy and water conservation.	5%
	Tree planting and gardening initiatives	5%
	Prohibition of single-use plastics	5%
Organization	Neat arrangement of sleeping and common areas	10%
	Efficient use of space	10%
	System for tracking the in-and-out movement of players	5%
	Clear labeling of rooms or areas	5%
	Accessibility and functionality of facilities	5%
	TOTAL	100%



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TERMS OF REFERENCE

COMMITTEE	TERMS OF REFERENCE
Oversight Committee	1. Acts as the over-all chair/manager of the athletic games at the division level.
	2. Leads in the planning of activities of the athletic games.
	3. Provides support in the operationalization of sports events.
	4. Directs all concerned offices to prepare for the needs of the sports.
	5. Monitors the progress of sports preparation, actual conduct, and post-activities.
	6. Reviews and approves documents relevant to sports.
	7. Provides moral support and inspiration to the whole delegation.
Sports and Events Committee/Program Owner	1. Acts as the overall overseer of the activities of the athletics games.
	2. Prepares the schedules of activities and needs of the series of events in the preparation for the SDAM.
	3. Spearheads the proposals, PRs and monitors the procurement progress.
	4. Ensures that supplies /equipment required are following the set specifications.
	5. Monitors the progress of activities of the various committees.
	6. Ensures the needs of the committees are provided for.
Program, Communication, Documentation/News letter publication Committee	1. Prepare the program of the SDAM and distribute.
	2. Liaise with media partners and other stakeholders on information on current events (running scores, ongoing games, etc.)
	3. Facilitate write-ups of the events, videos, and other collateral.
	4. Invite media partners to cover the events and facilitate the press conference.
	5. Draft and submit a documentation report of the entire event.
	6. Coordinate with the host on the creation of social media pages/online platforms for streaming of events.
Opening and Closing Program Committee	1. Facilitate the flow of the program from opening to closing.
	2. Ensure that all participating delegations and officials are recognized.
	3. Coordinate the entrance of the delegation.
	4. Do other concerns related to the SDAM.



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Stage Decoration and Venue Preparation Committee	1. Facilitate the preparation of the backdrop and tables on the stage are decorated.
	2. Ensure that all corners of the stage are decorated.
	3. Do other concerns related to the SDAM.
Trophies, Medals, and certificates/Lei, Plaques and token/Awards and Recognition Committee	1. Lead the printing of certificates and ensure the correctness of printed certificates/medals/plaques prior to the awarding.
	2. Ensure that enough medals and trophies are ready for the awarding.
	3. Lei and tokens are available for distribution if there are any.
Billeting Quarters Committee	1. Ensure that billeting rooms are enough and gender-segregated.
	2. PNP, PA and Security safeguard Billeting Quarters.
	3. Ensure that there are available trash bins in all classrooms.
	4. Kitchen, Mess Hall, Water and others shall be available.
Playing Venue, Sound System and Lay-outing Committee	1. Ensure that all playing venue is ready before the scheduled game or day 1.
	2. Sound system is ready before the program.
	3. Do other concerns related to SDAM,
Supplies and Equipment Committee	1. Facilitate the timely distribution and retrieval of supplies before, during, and after the event.
	2. Prepare and maintain inventory records, issuance logs, and accountability reports.
First Aid and Emergency Response Committee	1. Identifies and deploys medical and health personnel to the different playing venues.
	2. In coordination with the local host, establishes emergency hotlines.
	3. Provides medical reports of cases when athletes are allowed to continue to play or not.
	4. Ensures that health and safety measures are in place in all billeting quarters and playing venues.
Food Committee	1. Ensure that all LGU officials and committees are provided with enough food, snacks, and water every day.
	2. Provide the TWG and technical officials with their food, snacks, and water.
Finance Committee	1. Provide financial advice and oversight on the proper charging and utilization of budget allocations for sports event needs.
	2. Ensure proper documentation requirements for the approval of any sports-related procurement.
	Ensure fast distribution of cash advances as may be applicable or necessary.



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Police Security and Parade Committee	1. Facilitate the coordination with the PNP, Army, and Scouts during the parade.
	2. Request the PNP and/or ARMY to safeguard all billeting quarters.
	3. Facilitate the parade on time.
Games Secretariat/Tabulation Committee	1. Receive officials' results from the field.
	2. Facilitate the up-to-date posting of the medal count.
	3. Create official score sheets for each event to be used by the event.
	4. Establish a database of running scores of each event.
	5. Ensure that submitted scores are authenticated or validated,
Learners Rights and Protection Committee	3. Share the validated results with the awards and recognition committee for awarding of medals and certificates.
	1. Ensures that the sports event has safeguarding guidelines to minimize risks, guarantee a safe space, and ensure a positive experience for all delegates
	2. Establishes hotlines and LRP desks/stations in every billeting quarter and playing venues for any report of child abuse, bullying, and other violent circumstances involving the learner-athlete..
	3. Establishes coordination and referral mechanisms with the local child protection desk (MSWD/PNP) should the case require immediate response.
	4. Maintains a database of learner-athletes' emergency contacts of parents/guardians should the child be pulled out from the sports event due to the severity of the case.
Jury of Appeals Committee	1. Receives complaints, grievances, and protests of the delegation.
	2. Assesses and investigates the complaints, grievances, or protests and calls in involved personnel/delegation, referee/TMs, etc.
	3. Provides resolutions or agreements for further action on the case.
Division Screening and Accreditation Committee (DSAC)	1. Evaluate and verify the authenticity of the documents of athletes, coaches, assistant coaches, and chaperones submitted by the Head of Delegation for the Division Meet.
	2. Accredited qualified athletes, coaches, assistant coaches, and chaperones and submit the master list to the RSAC, as the case may be.
	3. Monitor the technical officials for the athletes fielded by the coaches during the actual competition.



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	4. Provide technical assistance in the screening and accreditation of athletes. Coaches and chaperones.
Registration, Attendance and Liquidation Committee	1. Facilitate the up-to-date attendance of the committees.
	2. Ensure safekeeping of receipts for the liquidation.
	3. Do other concerns for the SDAM.
Monitoring and Evaluation Committee	1. Develop a mechanism or system to monitor and evaluate daily the conduct of the Division Meet.
	2. Submit the reports/findings of the evaluation to the program owner for appropriate action.
	3. Do other concerns related to SDAM.
DRRM and Solid Waste Management Committee	1. Monitor all billeting quarters to ensure they are compliant with DRRM and Solid Waste Management.
	2. Conduct technical assistance to all billeting quarters.
	3. Do other concerns related to SDAM.
Procurement Committee	1. Facilitate the procurement of supplies and equipment for sports.
	2. Do other concerns related to SDAM.
Inspection Committee	1. Ensure that all procured items are properly inspected.
	2. Do other concerns related to SDAM
Hospitality Committee	1. Ensure that all LGU officials are given chairs and lei.
	2. Facilitate the visitors with snacks and dinner.
	3. Do other concerns related to SDAM.
Special Awards Evaluators	1. Facilitate the judging of the Saludo and the best billeting quarter.
	2. Do other concerns related to SDAM.
Photo and Video Coverage Committee	1. Facilitate the live coverage of the Division Athletic Meet.
	2. Coordinate with other media coverage to cover the event.
	3. Ensure that every sporting event has photos and video.