Division Memorandum
No. 283 s. 2019

Planning Conference for the Setting Up of Senior High School Booth for the 2019 Palarong Pambansa

To:  Aimee Amor C. Porto, School In-Charge, Matti NHS
     Edberto A. Real, Ed.D., Principal II, Ruparan NHS
     Elizabeth R. Bueron, MAVED, Principal I, Kapatagan NHS
     Raquel L Cedeño, Ed. D., Principal II – SHS in Digos City

1. In pursuance to an Unnumbered Regional Memorandum dated April 4, 2019, entitled “Additional Information re: 2019 Palarong Pambansa”, each Schools Division is directed to set up Senior High School Booth as part of deliverables during the 2019 Palarong Pambansa.

2. In this connection, a conference with the Senior High School Principals will be conducted on April 15, 2019 at 1:00 PM at the CID Office. The following will be discussed during the conference:
   a. Plan for the setting up of the booth; and
   b. Schedule of teachers to man the booth.

3. Traveling expenses of the participants are chargeable against school MOOE/local funds subject to the usual accounting and auditing rules and regulations.

4. For information, guidance and compliance.

WINNIE E. BATOON, Ed. D.
Officer-in-Charge
Office of the Schools Division Superintendent

Encls: Unnumbered Regional Memorandum, dated April 9, 2019
Reference: Unnumbered Regional Memorandum, dated April 9, 2019
To be indicated in the Perpetual Index under the following subjects:
CURRICULUM SENIOR HIG SCHOOL
By: planning conference for the setting up of senior high school booth for the 2019 palarong pambansa
12 April, 2019
MEMORANDUM

To: OIC – Assistant Regional Director
   All Schools Division Superintendents
   Chiefs, Regional Office Divisions
   Chair, DAVRAA Committees

Subject: ADDITIONAL INFORMATION
   RE: 2019 PALARONG PAMBANSA

Date: April 9, 2019

In pursuance to the conduct of the 2019 Palarong Pambansa, this Regional Office advises all Schools Division Offices (SDOs) and concerned Regional Office personnel on the following timelines and deliverables, to wit:

<table>
<thead>
<tr>
<th>DATE TIME / CY 2019</th>
<th>CONCERNS</th>
<th>Terms of Reference</th>
<th>PERSONS / OFFICES INVOLVED</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 10- April 24</td>
<td>Palarang Pambansa Operations Center</td>
<td>The NEAP (old HRDD office) shall be used by all 2019 Palaro Committees as Operations Center.</td>
<td>2019 Palaro Committees</td>
</tr>
<tr>
<td>April 10- April 24</td>
<td>Decoration / Embellishment of the DAVRAA Billering Quarter</td>
<td>The concerned SDOs must assign their best people who were involved in the conceptualization of their respective entrance gates during the DAVRAA. The team shall coordinate with Dr. Danilo R. Dohinog for the decoration of the two (2) main entrance gates at Mental CES.</td>
<td>Conval Mati City Davao Oriental IGACOS</td>
</tr>
<tr>
<td>April 10- April 24</td>
<td></td>
<td>The concerned SDOs shall enhance the school pathways with bonsai plants. The team must coordinate with Dr. Danilo Dohinog.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>The identified SDOs shall take charge of the Mess Hall and ensure for a very presentable and well-organized skirting of the tables. The assigned team must coordinate with Dr. Pedelina Huevo.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>The concerned SDO shall take charge of the monument and embellish the said area.</td>
<td>Davao City</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The assigned SDOs shall take charge of the oval and ensure cleanliness of the area.</td>
<td>Davao del Sur, Davao Occidental and Tagum City</td>
</tr>
</tbody>
</table>

Empowerment  Adaptability  Goal-oriented  Leadership  Excellence
| April 24 - May 4 | Protocol Officers of DepED Key Officials | Davao City Division will provide 12 Tents (11 for SDOs and 1 for DepED RO XI) as booths for Senior High Schools and Regional Office XI's Best Programs respectively. All SDOs

- All SDOs will use the said tents to put up the booths that will showcase the SHS best products and performances.
- It is encouraged that each SDO will prepare freebies for visitors in their respective booths.
- The BEST Booth will be given the following prizes:
  - First Place: 15,000
  - Second Place: 10,000
  - Third Place: 5,000
  - Consolation Prizes: 2,500/ each

| April 27 - May 4 | SDS will serve as Event Incharge/Manager | The SDSs will join with their respective Division Sports Officers (DSOs) who are assigned to oversee the participation of the athletes, coaches and chaperones in the 2019 Palarong Pambansa. The following are the assignments per DSO:
  - Convval: Gymnastics, Dance sports
  - Davao City: Pencak Silat
  - Davao del Norte: Swimming, Football
  - Davao del Sur: Arnis, Wrestling, Wushu
  - Davao Occidental: Sped Events
  - Davao Oriental: Chess, Taekwondo
  - Digos City: Athletics, Billiards
  - IGACOS: Badminton, Table Tennis
  - Mati City: Basketball, Tennis
  - Panabo City: Archery, Boxing, Futsal, Sepak Takraw
  - Tagum City: Football, Softball, Volleyball

| April 27 - May 4 | ASDS will serve as Officers of the Day (OD) | They are to organize and ensure that the scheduled games for the day are attended by the DAVRAA delegation. They will also attend to administrative tasks and concerns that require attention of the DAVRAA Executive Committee. Below is the schedule of the ASDSs:
  - Convval: April 24
  - Davao City: April 25
  - Davao del Norte: April 26
  - Davao del Sur: April 27
  - Davao Occidental: April 28
  - Davao Oriental: April 29
  - Digos City: April 30
  - Mati City: May 2
  - Panabo City: May 3
  - Tagum City: May 4

| April 24 - May 4 | Protocol Officers of DepED Key Officials | The SDSs shall ensure that RDs are assisted during the entire duration of their stay in Davao City.

Note: In case the SDSs/ASDSs cannot personally serve as protocol officer, they may assign any of their two (2) Division Chiefs of CID and SGOD.

Empowerment  Adaptability  Goal-oriented  Leadership  Excellence
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
<th>Responsible Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 25, 2019</td>
<td>Welcome of DAVRAA delegation</td>
<td>Davao City Division</td>
</tr>
<tr>
<td>April 26</td>
<td>Simultaneous Welcome Program for the 2019 Palaro Delegations</td>
<td>All SDOs</td>
</tr>
<tr>
<td>April 12-22 at 1:00 p.m.</td>
<td>Production Number Practice of Mancom Members (RD, ARD, SDS, ASDS &amp; Regional Chiefs)</td>
<td>RD ARD SDS, ASDS &amp; Regional Chiefs</td>
</tr>
</tbody>
</table>

- Division of Davao City will assign protocol officers for the EXECOM members and other DepED Central Office officials.
- The Davao City Division will take charge of the Welcome Program for the DAVRAA delegation.
- The concerned SDOs are to report at the billeting schools where they have to tender a Welcome Program to their assigned Regional Delegations.
- SDOs are free to choose their desired tokens to be provided to the delegates.
- All Mancom Members are advised to attend all schedules of Production Number practice.
- Ms. Jeselyn B. Dela Cuesta and Dr. Dexter A. Cequilia will facilitate the practice.

Attached hereto is the update on Dates of Arrival and Departure of the 17 delegations for reference.

All expenses relative to the materials and the participation of the teachers and other Division personnel from the SDOs in all cited deliverables shall be charged to local funds / school MOOE, all subject to the usual accounting and auditing rules and regulations.

For information, reference and proper guidance.

ATTY. ALBERTO T. ESCOBARTE, CESO III
Regional Director

BOC/Un

Empowerment, Adaptability, Goal-oriented, Leadership, Excellence

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Version Number: 1.0
Revision Number: 0
Date of Effectivity: February 13, 2019
<table>
<thead>
<tr>
<th>Trip</th>
<th>Mode</th>
<th>Departure Time</th>
<th>Destination</th>
<th>Date</th>
<th>Region</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boat</td>
<td>8am</td>
<td>12:00pm</td>
<td>Honolulu</td>
<td>May 4</td>
<td>21</td>
</tr>
<tr>
<td>Bus</td>
<td>8am</td>
<td>2:00pm</td>
<td>Honolulu</td>
<td>April 20</td>
<td>20</td>
</tr>
<tr>
<td>Bus</td>
<td>12am</td>
<td>5:00pm</td>
<td>Honolulu</td>
<td>May 5</td>
<td>21</td>
</tr>
<tr>
<td>Car</td>
<td>1pm</td>
<td>1:00pm</td>
<td>Honolulu</td>
<td>April 21</td>
<td>20</td>
</tr>
</tbody>
</table>

ARRIVAL AND DEPARTURE OF THE 2019 PAPAYONG PASSENGERS
<table>
<thead>
<tr>
<th>Time</th>
<th>Port</th>
<th>Meals</th>
<th>Region</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:00am</td>
<td>Port</td>
<td>1:30pm</td>
<td>Pier 4</td>
<td>11</td>
</tr>
<tr>
<td>2:30pm</td>
<td>Port</td>
<td>1:30pm</td>
<td>Pier 4</td>
<td>4</td>
</tr>
<tr>
<td>9:30am</td>
<td>Davao City</td>
<td>1:30pm</td>
<td>Pier 4</td>
<td>4</td>
</tr>
<tr>
<td>2:30pm</td>
<td>Davao City</td>
<td>1:30pm</td>
<td>Pier 4</td>
<td>4</td>
</tr>
<tr>
<td>10:00am</td>
<td>Davao International Airport</td>
<td>12:00pm</td>
<td>Pier 4</td>
<td>4</td>
</tr>
<tr>
<td>9:00am</td>
<td>Davao</td>
<td>12:00pm</td>
<td>Pier 4</td>
<td>4</td>
</tr>
<tr>
<td>9:00am</td>
<td>Davao</td>
<td>12:00pm</td>
<td>Pier 4</td>
<td>4</td>
</tr>
<tr>
<td>9:00am</td>
<td>Davao City</td>
<td>12:00pm</td>
<td>Pier 4</td>
<td>4</td>
</tr>
<tr>
<td>7:00am</td>
<td>Davao City</td>
<td>2:00pm</td>
<td>Land Trip by Bus</td>
<td>4</td>
</tr>
<tr>
<td>7:00am</td>
<td>Davao City</td>
<td>2:00pm</td>
<td>Land Trip</td>
<td>11</td>
</tr>
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