



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City
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October 22, 2019

Division Memorandum
No. 938 s. 2019

CONDUCT OF 2019 DIGOS CITY ATHLETIC MEET

TO : Public Schools District Supervisors
Secondary School Principals (Public and Private)

1. Pursuant to Section 2 and 3, Article 1 of R.A. 10588 known as Palarong Pambansa Act of 2013, the field is hereby informed that the DepEd Digos City Division, in coordination with the City Government of Digos, will conduct the Digos Athletic Meet on **November 21-23, 2019 at Don Mariano Marcos Elementary School Campus and the Digos City National High School grounds.**

2. The participants to the 2019 Digos City Athletic Association Meet shall consist of the following:

- 2.1) Digos Oriental District (Elementary & Secondary)
- 2.2) Digos Occidental (Elementary & Secondary)
- 2.3) Digos South District (Elementary & Secondary)
- 2.4) Mt. Apo District (Elementary & Secondary)
- 2.5) Digos City National High School (Secondary)
- 2.6) Private Schools (by school)

3. It is emphasized that the cut-off year on birthdate for elementary athletes is 2007 while 2002 for secondary athletes.

4. Enclosed are the following documents for your reference:

- 4.1. - Timeline to be observed for the Digos City Athletic Meet
- 4.2. - Schedule for Screening & Interview of Athletes & List of Playing Venues
- 4.3. - List of Delegation Officials & Support Staff
- 4.4. - List of Technical Officials
- 4.5. - Number of participants entitled for meals & snacks

5. Participants from public schools (Athletes, Tournament Managers, Technical Officials and Support Staff Members) are entitled to 7 meals and 6 snacks to be served on schedules below with instruction for the athletes to bring their own eating utensils.

- a. November 21, 2019- AM Snacks, Lunch, PM Snacks, Dinner
- b. November 22, 2019- Breakfast, AM Snacks, Lunch, PM Snacks, Dinner
- c. November 23, 2019- Breakfast, AM Snacks, Lunch, PM Snacks

6. Meals and snacks of participants are chargeable against Special Education Fund (SEF) while transportation and other expenses are chargeable against local funds, all subject to the usual accounting and auditing rules and regulations.

7. Teaching and non-teaching participants in this activity are entitled of service credits/ Compensatory Overtime Credits for services rendered on a weekend or holiday.

8. Immediate dissemination and compliance with this Memorandum is enjoined.


WINNIE E. BATON, Ed.D, CESO VI
Assistant Schools Division Superintendent
Officer In-Charge
Office of the Schools Division Superintendent

DepEd Schools Division Office - Digos City
RECORDS SECTION
RELEASED
44899
DATE: OCT 23 2019 TIME: 4:50 PM
BY: 

Inclusion: As stated
Reference: RA 10588
To be indicated in the Perpetual Index under the following subjects:
CURRICULUM SPORTS COMPETITION
Presto: Memorandum Title: Conduct of 2019 Digos City Athletic Meet
10/ 22/2019

2019 DIGOS CITY ATHLETIC MEET
Don Mariano Marcos Elementary School Ground & Digos City National High School
November 21-23, 2019

I - Timeline to be observed for the Digos City Athletic Meet

Date	Activity	Venue	Participants
Oct. 30- Nov. 12, 2019	Screening & Interview of Athletes & Coaches	(See attached Enclosure No.II)	Coaches, Chaperones & Athletes
November 14, 2019 (2 PM)	Meeting with the District/School Sports Officers & Tournament Managers	Division Conference Hall	Division Sports Officer, District/School Sports Officers & Tournament Managers
November 15, 2019 (2PM)	Meeting with the Technical Working Group	Division Conference Hall	All Delegation Officials & Support Staff
November 18-20, 2019	Preparation of Playing Fields	(See attached Enclosure No. III)	TM & Technical Officials
November 20 (2pm)	Solidarity Meeting	Digos City NHS Old Gym	Tournament Managers & Technical Officials
November 21, 2019	Parade- (6AM) Opening Program (7AM) Games Proper 1 PM- Dancesport Competition	Digos City Rizal Park Don Mariano Marcos ES Ground Different playing venues Cor Jesu College Gymnasium	Delegation Officials, Technical Officials, Coaches & Athletes
November 22-23, 2019 November 23,2019 (2PM)	Continuation of Games Closing Ceremony- Awarding of Prizes	Different playing venues Don Mariano Marcos ES Grounds	Athletes, Coaches & Technical Officials

II - Schedule for Screening & Interview of Athletes:

District/School	Date & Place of Screening & Interview of Athletes
Digos Oriental District	October 30, 2019-RMCES Gym
Mt. Apo District	October 31, 2019- G.Reusora ES
Digos City National High School	November 4, 2019-DICNHS Covered Court
Digos South District	November 5, 2019- Matti National HS
Digos Occidental District	November 6, 2019-Digos City Central ES
Dok Alternatibo	November 7, 2019- Division Office
Holy Cross Academy of Digos	November 8, 2019-Division Office
UM Digos College, DCAA & other Private Schools	November 11, 2019- Division Office
Cor Jesu College	November 12, 2019-Division Office

III - List of Playing Venues:

EVENT	PLAYING VENUE
Arnis	DICNHS (Old Gym)
Archery	DICNHS (Farm)
Athletics	Don Mariano Marcos ES School Grounds
Baminton	B-Star/DICNHS Old Gymnasium
Basketball	RMCES/HCAD (Elementary) DMMES (Secondary)
Billiards	Digos City National High School
Chess	AVR- Digos City NHS
Football	DMMES Grounds
Futsal	Ramon Magsaysay Central ES Gym
Gymnastics	Gaisano Grand Mall Atrium
Sepak Takraw	DICNHS Covered Court
Softball/Baseball	DICNHS School Grounds
Swimming	DICNHS Swimming Pool
Table Tennis	G-Mall of Digos City
Taekwondo	G-Mall of Digos City
Tennis	Digos City Tennis Court
Volleyball Elementary	Digos City Central ES Gym
Volleyball Secondary	DICNHS Covered Court
Wushu/Wrestling	DICNHS Covered Court
Dancesport	Cor Jesu College Gymnasium

IV - List of Delegation Officials & Support Staff:

A. Division Palaro Task Force:

Name	Role
Winnie E. Batoon, Ed.D, CESO VI	Over-all Chaiperson
Melanie P. Estacio, Ph.D	Assistant Chair
Zenaida G. Guya	Athletic Manager
Jessica G. Lucero	Member
Patriotiso Peñas	Member
Helen Casimiro	Member
Ely Cataluña	Member
Roger A. Manapol	Member
All Private School Principals	Advisory Members

B. Screening Committee:

Name	Role	School/District
Jerwin Granada	Chairperson	R. Saplala ES
Julieto Trazo	Co-Chairperson	P. Basalan ES
Jennifer Barsalote	Member	G. Reusora CES
Charlene Mai Bacaling	Member	Kapatagan NHS
Ellen Almerol	Member	Digos City NHS
Maylene P. Quimque	Member	Kapatagan NHS
Jeremae Marie Epe	Member	Digos City NHS

C. Secretariat/Program & Invitation:

Name	Role	School/District
Cherry Rossette Oliva	Chairperson	PSDS- SDO
Marvie Grace Carillo	Co-Chair	Digos City NHS
Myleen Robinos	Member	SDO
Amy Nulmasa	Member	Matti NHS
Antina Gerolaga	Member	Matti NHS
Juvy Altamera	Member	SDO
Sharon Eyog	Member	SDO-CID
Nerren Granada	Member	P. Basalan ES

D. Accommodation, Quarter Administration & Supervision:

Name	Role	School/District
Antonia Jumawan	Chairperson	Principal, DMMES
Harry Obenza	Co-Chair	AO V- DICNHS
Rodel Pagayon	Member	SST III- DICNHS

E. Finance: - **City Hall Personnel**

F. Supply & Inspectorate:

Name	Role	School/District
Marcelino Ranollo, Jr	Chairperson	Supply Officer- SDO
Reynante Pantonial	Member	SDO
Marvin Loioe Nulmasa	Member	Matti NHS

G. Press & Documentation:

Name	Role	School/District
Ida Juezan	Chairperson	PSDS, SDO
Ferna Renira Alde	Co-Chair	PSDS, SDO
Mary Joy Fortun	Member	EPS
Lelanie Señires	Member	MT-I, SHS of Digos City

H. Health & Medical:

Name	Role	School/District
Jasmine Asarak, DMD	Chairperson	SDO
Myracel J. Dalope, DMD	Co-Chair	SDO
Hazel L. Escabillas, RN	Member	SDO
Daissy Jane P. Sanoy, RN	Member	SDO
Frances Mellicent R. Durano	Member	SDO
Kristin Marie Bejarin, RN	Member	SDO
Joel Gomito, RN	Member	SDO
Ireene P. Dandoy, RN	Member	SDO
Raddi King Corpuz	Member	DICNHS
Shealene Ann Mayor, RN	Member	DICNHS

I. Food & Kitchen:

Name	Role	School/District
Gemma Salanga	Chairperson	SSHT V- DICNHS
Elizabeth Bueron	Co-Chair	Principal- SHS
Jacqueline Jaum	Member	Principal- I Abalayan ES
Virginita Jorolan	Member	Teacher- DCCES

J. Jury:

Name	Role	School/District
Winnie E. Batoon, Ed.D	Chairperson	SDS- Digos City
Melanie P. Estacio, Ph.D	Co-Chair	ASDS- Digos City

Sollie Oliver	Member	Chief, SGOD
Atty Glein Mark Bodiongan	Member	Legal Officer, SDO
Zenaida Guya	Member	PSDS
Francis Jude Alcomendras	Member	AO V- SDO
Patriotiso Penas	Member	PSDS
Helen Casimiro	Member	PSDS
Datu Roger A. Manapol	Member	Principal IV-DICNHS
President,Private School Org.	Member	

K. Parade, Light & Sounds:

Name	Role	School/District
Juvy Salise	Chairperson	SH- Matti ES
Edsel Nacua	Co-Chair	SH- Rizal Central ES
Dann Becamon	Member	SH- Necensio Isidro ES

L. Anchors:

Name	Role	School/District
Imelda Cardines	Chairperson	EPS- SDO
Aimee Amor Porto	Co-Chair	Principal- Matti NHS

M. General Services:

Name	Role	School/District
Engr. Helen Franconas	Chairperson	Division Engineer- SDO
Cesar Gevera	Co-Chair	SH- Marawer ES
Rowelem Rosima	Member	SH- Binaton ES

N. Security & Safety:

Name	Role	School/District
Wilson Catingub, Sr.	Chairperson	SH- F. Alferez ES
Renato Calipayan	Co-Chair	SH- Casildo Nonol ES
Sherwin Alonze	Member	Teacher-Dawis ES

O. Monitoring & Discipline:

Name	Role	School/District
Niel Bongcayao	Chairperson	PSDS- SDO
Helen Casimiro	Co-Chair	PSDS
Ely Cataluna	Member	PSDS
Jessica Lucero	Member	PSDS

V - List of Technical Officials

EVENTS	NAME	SCHOOL/DISTRICT
Archery	Erma Segismundo- TM	DICNHS
	Grace Polancos	DICNHS
	Novritz Bonilla	DINCHS
	Jeremae Marie Epe	DINCHS
Arnis	Annie Belen Abangan- TM (Sec)	DICNHS
	Lito Cagas –TM (Elem)	RMCES
	Precious Joy Villacastin	Badiang ES
	Cherry Joy Bodikey	DICNHS
	Lorelai Marabueno	Colorado ES
	Marjoni Raphna	Remedios Saplala ES
	Narciso Maranon	DICNHS
Athletics	Claudine Marie Trocio	Matti NHS
	Dennis Camanzo -TM	DINCHS
	Virgilio Abing	Pedro Basalan ES
	Allen Joseph Malahay	Principal-Dulangan ES

	Orlando Movida	RMCES
	Avy Elle Bacugan	Marawer ES
	Meriam Lagunsay	DMMES
	Lyndon Deiparine	DMMES
	Niel Michael Carillo	DICNHS
	Evelyn Fernandez	DCCES
	Aldwin Escalona	Kapatagan NHS
	Venerando Tungal	Alferez ES
	Jovelyn Aleria	RCES
	Lorna Superioridad	DCCES
	Charlene Mai Bacaling	Kapatagan NHS
	Ruel Sismar	RMCES
	Jennifer Barsalote	G. Reusora CES
	Teofila Porras	Aplaya ES
	Noriegen Amacio	Damias ES
	Esther Buenaventura	Arcaflor ES
	Ricky Jay Bucar	Ruparan NHS
	Maila Delos Reyes	Marawer ES
	Fermin Galo	RMCES
	Maie Ann Elvenia	Alferez ES
	Alfonso Itang	Colorado ES
	Hilda Palmero Fabroa	Matti ES
	Felden Charity Manuales	Kibanban ES
	Venus Flores	Pedro Basalan ES
	Bryan Matugas	SHS of Digos City
	Virginia Rabusa	Badiang ES
	Lecile Reusora	Binaton ES
	Anan Ronquillo	Pedro Basalan ES
	Renato Sampaga	Balabag ES
	Leah Torralba	Pedro Basalan ES
	Edna Visiata	Dulangan ES
	Pauline Marie Yray	San Miguel ES
	Venus Babalcon	San Miguel ES
	Jocoh Romero	Rizal Central ES
Billiards	Wilmer Mabalod- TM	Digos City CES
	Ryan Hernan	DICNHS
	Florencio Butaslac, Jr	DICNHS
	Romulo Pan	DICNHS
	Iran Dalen	DICNHS
	Rio Peralta	DICNHS
Badminton	Rehuel T. Fabillar- TM (Sec)	DINCHS
	Eduardo Paller- TM (Elem)	Aplaya ES
	Boots Liwayway Relampago	RNMCES
	Martiallou Organiza	RMCES
	Ariel Arinas	Arcaflor Maniapao ES
	Mary Liezel Jumawan	DMMES
	Myrell Movida	Remedios Saplala ES
	Peter Paul Galagate	DICNHS
	Greco Dasmarinas	DCCES
	Kristine Jane Federico	Matti NHS
	Marive Alcomendras	Pedro Basalan ES
	Jennilyn Punay	Aplaya ES
	Yancy Bacugan	ALS
	Jimuel Quiday	Alferez ES
	Merian Estrada	DICNHS
	Rosemarie Soriano	RMCES
	Christian Titong	Cogon ES
Basketball	Apolinar Juban –TM (Elem)	Remedios Saplala ES

	Michael Timtim- TM (Sec)	DICNHS
	Dinah Marie Saliot	DCCES
	Juvic Sucayre	Colorado ES
	Ranel Lou Montefalcon	RMCES
	Raul Baron II	RMCES
	Hazel Ann Cahiles	DICNHS
	Rodolfo Osorno II	RMCES
	Glent Ian Delima	DICNHS
	Reggee Razonable	DICNHS
	Salvador Galaraga	D. Abawag ES
	Junar Binag	Balabag NHS
	Janeth Grande	Pedro Basalan ES
	Mark Permangil	DICNHS
	Florencio Allawan	Pedro Basalan ES
	Recarido Gabrillo	Isaac Abalayan ES
	Saturnino Abellona	DICNHS
	Charlon Ypil	Balabag NHS
	Vanessa Juanillo	Remedios Saplala ES
	Stephen Bohol	Igpit ES
	Ruby Paderanga	RMCES
	Jocelyn Marata	Pedro Basalan ES
Baseball/Softball	Lourdes Angelica Famulagan- TM –(Softball)	DICNHS
	Riza Mae Binag- TM (Baseball)	DICNHS
	Sheila May Bravo	DICNHS
	Grace Monteliza	Soong NHS
	Sergio Castro	DINCHS
	Cathelene Cabras	DICNHS
	April Mac Fabroa	DICNHS
	Justine Lois Sarmiento	DICNHS
	Jennifer Rosima	DINCHS
Boxing	Mario Andales- TM	Aplaya ES
	Herlito Tumala	RMCES
	Lovella Mediodia	DICNHS
	Rafael Mediodia	DICNHS
Chess	Melvin Anthony Sabio-TM (Sec)	DICNHS
	Enrique Cabalquinto-TM (Elem)	San Miguel ES
	Joven Gultiano	Ruparan NHS
	Bernadette Polancos	DCCES
	Clarissa Laco	DINCHS
	Domeliza Jemenez	DMMES
Gymnastics	Shayne Sorongon-TM (WAG)	DICNHS
	Jayson Abellon- TM (MAG)	RMCES
	Honeylene Cabano –TM(RG)	DICNHS
	Grace Labano	DICNHS
	Cherilyn Montefalcon	RMCES
	Elma Grace Duroha	RMCES
	Ma. Cristina Brigole	G. Reusora Central ES
Football	John Baptist Presto-TM (Sec)	DICNHS
	Nelson Lucero –TM (Elem)	DICNHS
	Sherrie Ragus	RMCES
	Rod Rechie Sacedor	Bagumbuhay ES
	Yoshiko Morato	DICNHS
	Arnold Selgas	Lungag ES
Futsal	Al Fernandez- TM	DMMES
	Christy Rosauo	DICNHS
	Kirt Allen Florida	Matti NHS
	Jake Gonora	DMMES
Sepak Takraw	Delmar Abadia –TM (Sec)	Pedro Basalan ES

	Ramil Magaway –TM (Elem)	DCCES
	Geoffrey Andrade	Pedro Garcia ES
	Sherwin Alonzo	Dawis ES
	Nelly Salise	Cogon ES
	Pacificar John Silver	Matti NHS
	R-Jhon Alag	DINCHS
	Jupalloyd Arellano	Ruparan ES
	Ordaliza Almacin	G. Reusora CES
	Jaymar Llanos	RMCES
	Aurene Hernan	San Roque ES
	Jardy Fuentes	Ruparan NHS
Swimming	Ronald Jim Dugay–TM (Elem/Sec)	DICNHS
	Lorelai Casonete	DMMES
	Lorina Bacus	Pedrto Basalan ES
	Myrna Nasibog	RMCES
	Cecilia Ramos	Remedios Saplala ES
	Sarahdiv Sevilla	RMCES
	Lolita Enfesta	RMCES
	Gemma Dano	Dawis ES
	Daisy Banzon	RMCES
	Clejean Dinglasa	Aplaya ES
	Jason Bisnar	Ruparan NHS
Table Tennis	Rex Sayson –TM (Secondary)	RMCES
	Joel Cartagena- TM (Elem)	Balabag ES
	Analiza Diacosta	RMCES
	Veronica Boqueda	Domingo Abawag ES
	Gime de Mesa	San Miguel ES
	Laarni Monteverde	RMCES
	Jessa Marie Talingting	Binaton ES
	Nedymar Andrade	Cogon ES
	Michelle Gumanan	RMCES
	Anne Casilac	DMMES
	Sheila Joy Fondevilla	RMCES
	Dionesia Ruiz	DMMES
Taekwondo	Felzev Lloyd Sayson-TM (Sec)	Lungag ES
	Noryleth Virtudazo-TM (Elem)	DCCES
	Sally Soriano	DCCES
	Doryl Gloria	RMCES
	Lilybeth Sayson	DINCHS
	Juliet Adolfo	RMCES
	Annie Escoton	DMMES
	Jonabeth Bangay	RMCES
	Liza Cagas	DINCHS
	Merlie Pasco	RMCES
	Jave Endar	DINCHS
	Florence Panay	Domingo Abawag ES
	Monet Derecho	Cor Jesu College
	Lydia Nuevo	RMCES
	Soralin Jaitoni	DCCES
	Jeriel Caminade	Mahayahay ES
Tennis	Irving Jude Devilleres-TM (Elem)	Kapatagan NHS
	Ma. Luz amaro-TM (Sec)	DICNHS
	Iris Ereso	DMMES
	Arlyn Lianda	DMMES
	Alvisa Calipayan	RMCES
Volleyball	Jonathan Almacin-TM (Sec)	Soong ES
	Christian Granada-TM (Elem)	Apolandia ES
	Nelia Binoya	DCCES

	Ma. Hilda Lourdes Maung	Aplaya ES
	Emily Igcalinos	RMCES
	Rosemarie Bagtaso	Ruparan ES
	Helen Quirit	Ruparan NHS
	Sundew Francisco	Dawis ES
	Jay Geyrozaga	DMMES
	Veljun Cuizon	Soong NHS
	Janet Claro	Federico Alferez ES
	Rosel Remegio	Arcaflor Maniapao ES
	Pedro Roble	Ranao ES
	Rene Eran	Rizal Central ES
	Johannes Sabio	DICNHS
	Aljun Rollan	Lungag ES
	Marjun Rebosquillo	Balabag ES
	Marvin Riscocho	G. Reusora CES
	Grenalyn Granada	G. Reusora CES
	Ailyn Joy Almacin	Bagumbuhay ES
	Roxan Tabanao	Aplaya Ext.
	Mary Anthonette Geyrozaga	Igpit ES
	Elcita Llemit	Digos Oriental District
	Leo Verula	Isaac Abalayan ES
	Denzel Aquino	Digos South District
Wushu	Roel Pantinople –TM Wushu	RMCES
	Renevic Policarpio	DICNHS
	Jenelyn Palpita	DICNHS
	Elem Almerol	DICNHS
	Divina Cobias	DICNHS
	Darell Estabaya	RNHS.
	Roy Dela Cruz	RNHS
Wrestling	Reziel Gutierrez- TM	DICNHS
	Charlene Eloise Gian	DICNHS
	Ricky Toquero, Sr.	Dok Alternatibo Res.&Found.Inc
Dancesport	Marvic Alburo-TM	DICNHS
	Narciso Maranon	DICNHS
	Raymark Orbita	Matti NHS
	Ella F. Bangcal	Cogon ES
	Krishna Marie Relampago	Polytechnic College of DS
	Gracety D. Failma	Marawer ES
	Rubelyn M. Lamoste	DICNHS
	Aileen Beit	RMCES
	Jenny D. Corpuz	DMMES
	Stephanie Anne Valendez	G. Reusora Central ES

VI- Number of participants entitled for meals & snacks

School/District	No. of Coaches /Chap- erons	No. of Athletes	Total
Mt. Apo District	23	92	115
Digos Oriental District	28	147	175
Digos Occidental District	37	203	240
Digos South District	42	242	284
DiCNHS	37	272	309
Technical Officials			222
Delegation Officials &Support Staff			155
TOTAL			1,500

TERMS OF REFERENCE FOR DIFFERENT COMMITTEES IN SPORTS ACTIVITIES

A. SCREENING COMMITTEE:

Duties and Functions

1. Evaluates the authenticity of the athletes' records.
2. Accredits athletes found qualified to participate in the Digos City Athletic Meet.
3. Considers replacement for disqualified athletes only during the period of screening.
4. Gathers and keeps all the lists of Division Athletic Delegations for safe keeping and ready reference.
5. Addresses complaints regarding athletes' documents.
6. Returns documents to the athletes and coaches after the Athletic Meet.
7. Updates the Division Palaro Task Force on issues and concerns that need to be addressed.

B. Secretariat/ Program & Invitation:

Duties and Functions:

1. Prepares the program and invitations.
2. Distributes the programs to all concerned.
3. Does other related tasks as maybe required.
4. Provides all the necessary forms and templates to be used by the Tournament Managers, officiating officials, coaches and working committees during Digos City Athletic Meet
5. Submits consolidated report of results to the Athletic Manager right after the last event.
6. Records, documents and informs management on the results of Athletic events
7. Prepares tokens and distribute the same to the concerned parties.
8. Prepares certificate of appearance for all the participants.
9. Does other related tasks as maybe required

C. Accommodation, Quarter Administration and Supervision

Duties and Functions

1. Disciplines the athletes and coaches.
2. Coordinates with the local officials in securing the needs of the delegation.
3. Prepares schedule and conducts inspection of the whole billeting quarters regularly.
4. Maintains the cleanliness and orderliness inside and outside the quarters.
5. Protects and maintains the physical plant and facilities of the living quarters of the delegation

D. Supply and Inspectorate

Duties and Functions:

1. Releases and retrieves supplies, equipment and accessories for Digos City Athletic Meet
2. Procures emergency supplies needed during the activity.
3. Retrieves all non-consumable equipment and accessories.
4. Prepares and submits reports on status of supplies, equipment, accessories for the Athletic Meet.
5. Report to the Division Palaro Task Force unused supplies, equipment and uniforms.
6. Update the Division Palaro Task Force on issues and concerns that need to be addressed.
7. Does other related tasks as maybe required

E. Press and Documentation

Duties and Functions

1. Takes pictures and video coverage of the games during the athletic meet proper.
2. Takes picture of athletes' actual performance during their play to be used in the preparation of the portfolio
3. Develops a video presentation summarizing the District/School's participation in the different level of athletic meet.
4. Coordinates with the Secretariat for the updates of the delegation to the media (broadcast and prints)
5. Serves as delegation's linkage to media (broadcast and prints) for information dissemination and updates
6. Releases information to the media re: results of games
7. Updates the Division Palaro Task Force regularly
8. Does other related tasks as maybe required

F. Health and Medical

Duties and Functions

1. Reports to the playing venues of athletes on the schedule to be arranged by the chair of the health/ medical committee. (Shall offer 24/7 medical service).
2. Attends to the physical and dental needs of the delegation.
3. Provides medicines/vitamins if and when needed.
4. Assists in maintaining clean living quarters and sanitary preparation of food.
5. Inspects quarters-mess hall for cleanliness and proper disposal of garbage.
6. Provides facilities and availability of medical staff in 24 hours.
7. Ensures their presence during game time specially for combative sports events and ball games.
8. Updates the Division Palaro Task Force regularly and does other related tasks as required.

G. Food and Kitchen

Duties and Functions

1. Determines the appropriate food for the delegation.
2. Purchases of food, water and other nutrients.
3. Supervises the preparation of food, ensure that food is appropriate for the athletes.
4. Prepares daily menu for the Delegation participants.
5. Assures safe and nutritious foods for the delegation.
6. Provides/serves officials and members of the delegation their meals and snacks on schedule.
7. Ensures a clean and pleasant environment in the dining hall areas
8. Updates the Division Palaro Task Force regularly
9. Does other related tasks as maybe required

H. Jury

Duties & functions:

1. The Jury, may take any immediate action they consider necessary to deal with circumstances which would prevent proper conduct of competition at any session.
2. Should an athlete commit a serious and deliberate offense that is contrary to the spirit of sportsmanship, the Jury has the right to recommend the Division Palaro Task Force to declare him/her ineligible for competition for a specific period of time. The Division Palaro Task Force may deprive him/her of a medal or prize already won in that competition.

I. PARADE, LIGHT & SOUNDS COMMITTEE

Duties and Functions:

1. Secures Mayor's permit for the parade .
2. Installs the Light and Sounds ahead of time.
3. Assists athletes during the parade.

J. Anchors

Duties and Functions

1. Serves as Master of Ceremony during the programs.
2. Calls all the games to be played.
3. Announces all the games results.

K. General Services Committee

Duties and Functions

1. Mounts the poles for the flag raising of every delegation.
2. Coordinates with the Tournament Managers with respect to the playing venues
3. Does other related tasks as maybe required.

L. SECURITY AND SAFETY COMMITTEE

Duties and Functions

1. Secures the vicinity of the quarters and playing areas.
2. Periodically visits the sleeping quarters of the athletes and coaches.
3. Coordinates with the PNP and Barangay Tanod for the proper monitoring.