



Republic of the Philippines  
**Department of Education**  
Region XI  
SCHOOLS DIVISION OF PANABO CITY

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

CID – 2024 – 0120

To : Asst. Schools Division Superintendent  
Chiefs of Curriculum Implementation Division and Schools  
Governance and Operations Division  
Panabo Private Schools Association (PPSA) President  
Public Elementary and Secondary School Heads  
All Others Concerned

Subject : **2023 PCAA MEET SECRETARIAT AND STAGE DECORATION  
COMMITTEES PREPARATION**


Date : 20 February 2024

As form part of the preparation for the up-coming 2024 Panabo City Athletic Association (PCAA) Meet comes February 28 to March 2, 2024, the **Secretariat and Stage Decoration (Opening & Closing)/Restoration Committees** will convene on **February 26-27, 2024**, at Panabo Central Elementary School SPED Center and Panabo Multi-Purpose Tourism, Cultural and Sports Center, Panabo City, for the following purposes:

- Prepare the stage area for the Opening of the 2024 PCAA Meet;
- Prepare and produce pertinent documents such as attendance forms, daily result forms, certificate of appearance and participations, and etc;
- Layout and set-up bulletin, and Over-all Tally Board;
- Layout and set-up an electronic version of the Over-all tally for easy and fast access of the all the game results; and
- Set-up the Secretariat quarter including the equipment and materials needed for its operation.

The participants of this activity are the Chairman, Co-chairman, and members of this committee as stipulated in the Division Memorandum No. CID-2024-0113.

For immediate dissemination and compliance.

  
**JINKY B. FIRMAN PhD, CESO VI**  
OIC, Schools Division Superintendent

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**RELEASED**

**FEB 21 2024**

RECORDS SECTION-SDO PANABO CITY  
BY 



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