



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

Office of the Schools Division Superintendent

June 30, 2025

DIVISION MEMORANDUM

No. 0151 s. 2025

**2025 CITY MEET AND DAVRAA MEET EVALUATION AND PLANNING
CONFERENCE**

To : Assistant Schools Division Superintendent
Chief ES, Curriculum Implementation Division (CID)
Chief ES, Schools Governance and Operations Division (SGOD)
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
Head of Delegations
Sports Committee Chairpersons
All Concerned

1. In connection with the successful staging of the 2025 Panabo City Athletic Association (PCAA) Meet and Davao Regional Athletic Association (DAVRAA) Meet, The Schools Division of Panabo City through the Curriculum Implementation Division (CID) shall conduct the 2025 City Meet and DAVRAA Meet Evaluation and Planning Conference on **July 11-12, 2025** at Chemas by the Sea, Island Garden City of Samal.
2. The objectives of this conference are:
 - a. Assess the conduct of the City Meet and participation to the DAVRAA Meet;
 - b. Address/thresh out the issues and concerns that cropped-up during the City/DAVRAA Meet and In-House Training;
 - c. Assess the screening and accreditation of athletes and coaches;
 - d. Assess the general athletic performance of athletes and coaches;
 - e. Recommend measures that will improve the conduct of City/DAVRAA Meet & In-House Training of athletes;
 - f. Discuss proposal for school sports program, training of athletes/coaches/technical officials, and funding allocation.
3. Attached are the list of participants, activity matrix, and evaluation sheet in this activity.



Address: City Hall Compound, Km 31,
JP Laurel, Panabo City
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4. This Office informs the granting of Compensatory Overtime Credits (COC) to the participants, for the services rendered on the dates that fall on Saturday in line with their participation to the 2025 City Meet and DAVRAA Meet Evaluation and Planning Conference subject to the existing CSC and CSC-DBM Joint Circular No. 2, s. 2004 or non-monetary remuneration for the overtime services rendered.
5. Travel and other incidental expenses relative to the attendance in this conference shall be charged to school/division MOOE or any local funds while board and lodging shall be charged against LGU-Special Education Funds subject to the usual accounting and auditing rules and regulations.
6. Immediate dissemination of this Memorandum is desired.


JINKY B. FIRMAN PhD, CESO VI
Schools Division Superintendent

RELEASED

JUL 04 2025

RECORDS SECTION - PANOBO CITY
BY 

CID-SPORTS/jey/arpjr



Schools Division Office of Panabo City
City Hall Compound, Km 31, Panabo City
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Republic of the Philippines
Region XI
Division of Panabo City
New City Hall Compound, Panabo City

PCAA/DAVRAA MEET EVALUATION AND PLANNING CONFERENCE MATRIX

Date: **July 11-12, 2025** (Friday & Saturday)

Venue: **Chemas by the Sea, Island Garden City of Samal**

DATE	TIME	ACTIVITY	INCHARGED
DAY 1			
July 11, 2025 (Friday)	9:00 - 12:00nn	Arrival, Registration, Snacks & Lunch	Secretariat
July 11, 2025 (Friday)	1:00 - 6:00pm	Prefatory & Evaluation Conference	DSO & Committee Chairperson
July 11, 2025 (Friday)	6:30 - 7:30pm	Solidarity Dinner	DSO, TMs, TOs, & TWG
DAY 2			
July 12, 2025 (Saturday)	7:00 - 9:00am	Water Break, Coffee, & Breakslow	Pax
July 12, 2025 (Saturday)	9:00 - 11:30am	Planning conference & workshop	DSO & Committee Chairperson
July 12, 2025 (Saturday)	11:30 - 12:00nn	Lunch Break	Pax
July 12, 2025 (Saturday)	12:30 - 2:30pm	Presentation of Workshop output	Committee Chairperson
July 12, 2025 (Saturday)	2:30 - 3:00pm	Synthesis and Mini closure	DSO & Secretariat
July 12, 2025 (Saturday)	3:00 - 5:00pm	Homeward Bound	Pax

ANTONIO JR. R. PASQUITO
PSDS- DSO

PCAA/DAVRAA MEET EVALUATION AND PLANNING CONFERENCE PARTICIPANTS

	NAME	DESIGNATION	OFFICE
1	Jinky B. Firman, PhD, CESO VI	SDS	OSDS
2	Basilio P. Mana-ay Jr. CESO VI	ASDS	OSDS
3	Ailene B. Anonuevo, Phd	SGOD-Chief	SGOD
4	Janwario E. Yamota	CID- Chief	CID
5	Antonio Jr. R. Pasquito	Division Sports Officer (DSO)	CID
6	Ramil Jacky P. Firman	Alternate DSO & M&E	CID
7	Julius B. Juen	Liason Officer & Training Director	Katipunan ES
8	Kathryn Gay D. Jayoma	Finance Officer - SDO Cashier	OSDS
9	Erna O. Lumandong	Procurement Officer	SGOD
10	Ana Liza Mendoza	Linkages and Networking Officer	SGOD
11	Diego G. Matao	Marketing Officer	Panabo Christian School
12	Lizle Y. Delos Reyes	Head of Delegation (Red Cardinals)	San Francisco ES
13	Roberto C. Candelasa	Head of Delegation (Golden Dragons)	Mabunao ES
14	Cyrus C. Cachuela	Head of Delegation (North Falcons)	AOF ES
15	Johanna P. Linterna	Head of Delegation (Dos Vanguard) , City Meet Hall & Venue Comm., DAVRAA Entrance Gate Comm	New Visayas CES
16	Manuel M. Esperanza	Head of Delegation (BULLS) & DAVRAA Mess Hall Décor Comm	PCNHS
17	Chonalyn C. Doctora	Head of Delegation (Tamaraws)	AOF NHS
18	Myrna M. Purificacion	Head of Delegation (Unicorns)	PC SHS
19	Glenn A. Patriarca	Head of Delegation (South Defenders)	Kauswagan NHS
20	Mariven P. Espinosa	Head of Delegation (North Thunder Hawk)	So. Davao NHS
21	Engr. Rudy Adlaon	Head of Delegation (PSAA Blue Eagles)	FALI
22	Maya Flaminda G. Juanich	Supply Officer	OSDS
23	Avelino D. Bitang	City Meet Stage Décor Comm & DAVRAA Kitchen Comm	CID
24	Reynaldo C. Deocampo	Billeting Quarter Comm	CID
25	Peter A. Mijares	Transportation Comm	CID
26	Ylcy B. Manguilimotan	Secretariat Comm	CID
27	Marissa Y. Manginsay	Security & discipline Comm	CID
28	Irbyn E. Petalcorin	Docu & Publication Comm, Sportify Comm	CID
29	Armando O. Aguilon Jr.	Docu & Publication Comm, City Meet Opening Program Comm, Parade & Saludo Comm	CID
30	Dr. Arlene L. Choi	Health & Medical Comm	SGOD
31	Atty. Annalene A. Dacumos	Screening & Accreditation Comm	OSDS
32	Ronmar V. Jayoma, RN	QAME	SGOD
33	Glady C. Noel	Learners Right Protection Comm	SGOD
34	Rosemarie S. Patriarca	In-House Training Billeting Quarter	Rizal ES
35	Marlou P. De Asis	TWG	CID
36	John Carlo Ceniza, RN	TWG	CID
37	Michelle Ann T. Villarubia	TWG	CID
38	Rodrigo Casona Jr.	TWG	OSDS
39	Jaynard Cuñado	TWG	OSDS

ANTONIO R. PASQUITO JR.
Public Schools District Supervisor



Republic of the Philippines
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REGION XI
SCHOOLS DIVISION OF PANABO CITY

2025 CITY MEET AND DAVRAA MEET EVALUATION SHEET

A. CITY MEET:

PARTICULARS	ISSUES AND CONCERNS	RECOMMENDATIONS
1. Date:		
2. Time:		
3. Memorandum		
4. Opening Program: <ul style="list-style-type: none">• Venue• Invitation Program• Stage Decoration• Hall Preparation• Banner Hoisting• Pole for Banners• Cauldron In-charge• Torch Bearer• Guest Speaker• Emcee• Sound System• Program Flow• Parade & Saludo• Presentations• Number of Athletes• Delegation Uniform• others		
5. Closing Program <ul style="list-style-type: none">• Venue• Invitation Program• Stage Decoration• Hall Preparation• Parade of Delegation• Awarding• Presentation of DAVRAA qualifiers• Emcee• Others		
6. TM & Technical Officials <ul style="list-style-type: none">• Attendance• Performance• Uniform		

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7. Technical Working Committees <ul style="list-style-type: none"> • DSAC • Secretariat Committee • Food Committee • Sports Supplies Comm. • Program Committee • Documentation Comm. • Stage Committee • Monitoring Committee • QAME • Playing Venue Comm. • Health & Medical Comm. • Billeting Quarter Comm. • others 		
8. Food Subsidy by Delegation: 9 Delegations <ul style="list-style-type: none"> • 6 sacks rice • 30 kilos dressed chicken • 20 kilos tuna • 20 kilos beef 		
9. Sports Supplies <ul style="list-style-type: none"> • Uniform Distribution • Sports Supplies Distribution • Sports Supplies retrieval • Inventory of sports Supplies, Materials, & Equipment 		
10. Secretariat: <ul style="list-style-type: none"> • Preparation of Memo & Letters • Sports Data Bank • Posting of Games Schedule & Result • Preparation of Certificates (CA & Recognition) • Preparation of Attendance Sheet • Committee preparation of documents 		

B. 15-DAY IN-HOUSE TRAINING:

PARTICULAR	ISSUES AND CONCERNS	RECOMMENDATIONS
1. Date:		
2. Venue: 1. Rizal Elem. School 2. Panabo Central Elem School SPED Center		
3. Billeting Quarters: <ul style="list-style-type: none"> • Number of Rooms for every event and TWG • Lighting fixtures • Water containers • Comfort Rooms • Shower Rooms • Beddings • Clothes line • Garbage Disposal • Monitoring of Athletes/coaches staying & leaving at the Quarter 		
4. Training Venue: <ul style="list-style-type: none"> • Classrooms • School Gym • Barangay Gym • Venue rental 		
5. Training Supplies, Materials, & Equipment: <ul style="list-style-type: none"> • Sports Supplies Distribution • Sports Supplies retrieval • Inventory of Sports Supplies, Materials, & Equipment • Sizing of Uniforms 		
6. Transportation: <ul style="list-style-type: none"> • Jeepney Service Contract • Van Service Contract • Loading of Athletes and coaches to and from BQ to training/playing venue • Delivery of snacks & lunch 		
7. Secretariat: <ul style="list-style-type: none"> • Number of Secretariat Members • Preparation of Memo & Letters 		

<ul style="list-style-type: none"> • Sports Data Bank • Posting of Games Schedule & Result • Preparation of Certificates (CA, Participation, & Recognition) • Preparation of Attendance Sheet • Preparation of Athletes, coaches, TWG Payroll for signature • Preparation of Delegation ID • Secretariat Supplies & Materials 		
8. Food Safety, Preparation and Distribution, & Kitchen Committee: <ul style="list-style-type: none"> • Number of Kitchen Cabinet Members • Food Safety • Food Preparation • Food Distribution • Kitchen Supplies & Materials • Kitchen Sink & Lavatory • Mess Hall Arrangement • Kitchen Cabinet Quarter • Kitchen Cabinet Health (CHO) Requirement expenses • Garbage Disposal 		
9. Learners Right Protection: <ul style="list-style-type: none"> • Monitoring & Reporting Mechanism • Policies concerning protection of Athletes in all forms of abuse, neglect, & bullying 		
10. QAME: <ul style="list-style-type: none"> • Posting of QAME Link • Gathering of QAME Results • Feedback on QAME Results 		

C. DAVRAA MEET:

PARTICULAR	ISSUES AND CONCERNS	RECOMMENDATIONS
Delegation & Event Uniform: <ul style="list-style-type: none"> • Design • Cloth & Materials • Allocation of Uniforms (TWG & TO) • Delivery 		
Billeting Quarters: <ul style="list-style-type: none"> • Number of Rooms & Room Assignment of Delegation • Light • Water • Comfort Rooms • Shower Rooms • Beddings • Clothes line • Garbage Disposal • Athletes/coaches staying at the Quarter • Parents visit • Number of BQ Comm. Members 		
Sports Supplies, Materials, & Equipment: <ul style="list-style-type: none"> • Sports Supplies Distribution • Sports Supplies retrieval • Delegation Uniform Distribution • Inventory of Sports Supplies, Materials, & Equipment • Number Supply Comm. Members 		
Transportation & Communication Comm. <ul style="list-style-type: none"> • Bus rental contract • Jeep Rental contract • Van Rental contract • Transporting of Athletes To and Fro • Number of Transportation Members 		
Food Safety, Preparation and Distribution, & Kitchen Committee: <ul style="list-style-type: none"> • Number of Kitchen Cabinet Members • Food Safety • Food Preparation 		

<ul style="list-style-type: none"> • Food Distribution • Kitchen Supplies & Materials • Kitchen Sink & Lavatory • Mess Hall Arrangement • Kitchen Cabinet Quarter • Kitchen Cabinet Health (CHO) Requirement expenses • Garbage Disposal 		
Health & Medical Comm. <ul style="list-style-type: none"> • Screening of Athletes & Coaches • Drugs & Medicine availability • Medical Expenses of Athletes • Monitoring of Athletes & Coaches Health Condition • Number of Health & medical Comm. Members • Vitamin Distribution 		
Security, Discipline, & Peace & Order Comm. <ul style="list-style-type: none"> • Number of Security Comm. Members • Monitoring of Athletes & Coaches at the BQ • Visit of parents at BQ • Policies concerning Discipline of Athletes, Coaches, & Visitors • Athletes & Coaches leaving the BQ 		
Mess Hall Decoration <ul style="list-style-type: none"> • Number of Comm. Members • Concepts & Designs • Materials Needed • Budgetary requirement • Restoration 		
Entrance Gate Decoration <ul style="list-style-type: none"> • Number of Comm. Members • Concepts & Designs • Materials Needed • Budgetary requirement • Restoration 		