



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

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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

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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.



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, SDO PANABO CITY  
BY 

CID-SPORTS/jey/arpjr



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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, Isaland Garden City of Samal

| DATE                     | TIME            | ACTIVITY                              | INCHARGED                   |
|--------------------------|-----------------|---------------------------------------|-----------------------------|
| <b>DAY 1</b>             |                 |                                       |                             |
| 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        |
| <b>DAY 2</b>             |                 |                                       |                             |
| 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**

|    | <b>NAME</b>                    | <b>DESIGNATION</b>  | <b>OFFICE</b>           |
|----|--------------------------------|---|-------------------------|
| 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) ,<br>City Meet Hall & Venue Comm.,<br>DAVRAA Entrance Gate Comm | New Visayas CES         |
| 16 | Manuel M. Esperanza            | Head of Delegation (BULLS) &<br>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 &<br>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 | Irhyn 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 Sector Superintendence



Republic of the Philippines  
Department of Education  
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:<br><ul style="list-style-type: none"><li>• Venue</li><li>• Invitation Program</li><li>• Stage Decoration</li><li>• Hall Preparation</li><li>• Banner Hoisting</li><li>• Pole for Banners</li><li>• Cauldron In-charge</li><li>• Torch Bearer</li><li>• Guest Speaker</li><li>• Emcee</li><li>• Sound System</li><li>• Program Flow</li><li>• Parade &amp; Saludo</li><li>• Presentations</li><li>• Number of Athletes</li><li>• Delegation Uniform</li><li>• others</li></ul> |                     |                 |
| 5. Closing Program<br><ul style="list-style-type: none"><li>• Venue</li><li>• Invitation Program</li><li>• Stage Decoration</li><li>• Hall Preparation</li><li>• Parade of Delegation</li><li>• Awarding</li><li>• Presentation of DAVRAA qualifiers</li><li>• Emcee</li><li>• Others</li></ul>   |                     |                 |
| 6. TM & Technical Officials<br><ul style="list-style-type: none"><li>• Attendance</li><li>• Performance</li><li>• Uniform</li></ul>   |                     |                 |

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

**B. 15-DAY IN-HOUSE TRAINING:**

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

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

**C. DAVRAA MEET:**

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

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