



Republic of the Philippines
 Department of Education
 Region X
DIVISION OF MALAYBALAY CITY
 Purok 6, Casisang, Malaybalay City
 Telefax #088-314-0094



DIVISION MEMORANDUM
 NO. 671 S. 2017

To: Chief Education Supervisors and Staff, CID & SGOD
 Public & Private Elementary and Secondary School Heads
 This Division

From: 
EDILBERTO L. OPLENARIA, CESO VI
 Schools Division Superintendent

2017-12-360
 DIVISION OFFICE
 RECEIVED
 DATE: DEC 08 2017 TIME: 3:57
 BY: Telle

Date: December 6, 2017

Subject: **LIST OF DELEGATION OFFICIALS TO THE 2017 PALARONG PAMPOOK**

- The field is hereby informed of the list of Delegation Officials and Working Committees of the Division of Malaybalay City to the 2017 Palarong Pampong on December 13- 16, 2017, Cagayan de Oro City.
- Members of the Working Committees shall not only focus on the assigned committee but also observe multi-tasking.
- Working Committees shall be entitled to service credits in accordance with DepEd Order 53, s. 2003: **Updated Guidelines on the Grants of Vacation Service Credit to Teachers**. On the other hand, non-teaching personnel including the management staff shall be provided with Compensatory Time Off (CTO) as per Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. 2, s. 2004 on Non-Monetary Renumeration for Overtime Service Rendered.

MALAYBALAY CITY DIVISION ATHLETIC ASSOCIATION (MCDAA) DELEGATION		
"D' MOUNTAINEERS"		
A. HONORARY DELEGATION OFFICIALS		
Hon. Ignacio W. Zubiri	Mayor	Honorary Head of Delegation

Hon. Roland F. Detecio	Vice Mayor	Asst. Honorary Head of Delegation	
Nicolas C. Jurolan	Councilor	City Councilor EdCom Chairman	
Rogelio R. Marte	Treasurer	City Treasurer	
Carlito R. Juarez	Accountant	City Accountant	
Arlene A. Ho	Budget Officer	City Budget Officer	
DELEGATION OFFICIALS			
No.	Name	Position	Assigned Task
	Edilberto L. Oplenaria, CESO VI	Schools Division Superintendent	Head of Delegation
	Lorenzo O. Capacio, EdD	Chief Education Supervisor	Assistant Head of Delegation
	Ralph T. Quirog	Chief Education Supervisor	Assistant Head of Delegation
	Rosie A. Salupado	Education Program Supervisor	Athletic Manager
	Jasmin J. Adriatico	Education Program Supervisor	Food Committee
	Atty. Ophelia Pilar R. Zamora	Legal Officer	Jury of Appeals
	Jutchel L. Nayra, DPA	Administrative Officer V	Jury of Appeals
	Sibyl Maputi	Administrative Officer V	Budget Officer
	Jesus Muring	Public Schools District Supervisor	Clean and Green Committee Chair
	Manny B. Pimentel	Public Schools District Supervisor	Screening Committee Co-Chair/ Prefect of Discipline
	Bonifacio M. Palo Jr.	Public Schools District Supervisor	Training Manager/ Camp Director
	Aba Q. Allaba	Public Schools District Supervisor	Clean and Green Committee- Co Chair
	Carlos P. Rara	Public Schools District Supervisor	Food Committee Chair
	Jovy G. Molina	Public Schools District Supervisor	Transportation Committee Co- Chair
	Noel A. Tan Nery	Public Schools District Supervisor	Screening Committee Chair/Prefect of Discipline
	Coslita K. Muring	Public Schools District Supervisor	Food Committee Co- Chair
	Romil T. Jabonero	Public Schools District Supervisor	Transportation Committee Chair
	Ferdinand V. Mortera	Public Schools District Supervisor	Asst. Training Manager/ Camp Director
	Susan S. Olana	Principal IV	Records Committee
	Paul O. Orong	Principal II	Prefect of Discipline
	Susan S. Olana, PhD	Principal IV	Records Committee
	Edsel James Quemado	School Head	Prefect of Discipline

Amor Celeste Rojas	School Head	Secretariat/Social /Spiritual
Noemie Hisona	School Head	Secretariat/Social /Spiritual
Pastor Abejuela	Principal II	Prefect of Discipline
Neri Pancho	School Head	Prefect of Discipline/ Monitoring
Paterno Padua JR	PDO I	Documentation Com
Sonny B. Rojas	Principal I	Monitoring/ Prefect of Discipline
Maitel Israel	EPS II	Secretariat
Lucilyn Cahucom	PDO I	Documentation Com
Leny Ama	Principal I	Clean and Green Com. Member
Sharun Mae Bonggocan	Principal I	Clean and Green Com. Member
Darvy Daguimol	Supply Officer	Supply Committee
Edilena Eborá	SEPS, M & E	News Letter/ Publication Committee
Norma Manubag	Mobile Teacher	Food Committee
Rosalio P. Arango	Asst. Principal	Screening Committee/ Prefect of Discipline
Edwin A. Cariaga	SEPS, HRD	Social/Spiritual/ Information Committee
Manuel Dinlayan II	Documentation Officer	Documentation Committee
John P. Rarogal	School Head	Screening Committee
Emelyn D. Razo	Supply Com.	Social/Spiritual/ Information Committee
Edward Clenn Madronero	Supply Com.	Supply Committee
Arlene C. Gantalao	School Heads	Records Committee
Dr. Marcosjolita Fulgencio	Division Dentist	Medics
Nancy L. Dequito	Division Nurse II	Medics
Mary Larcy Pojas	Division Nurse II	Medics
Corazon B. Abregana	Division Nurse II	Medics
Hazel M. Rusiana	Division Nurse II	Medics
Alma B. Molina	Division Nurse II	Medics
Jennifer Lincuna	Division Nurse II	Medics
Mari Cris Obenita	Division Nurse II	Medics
Corazon Abregana	Division Nurse II	Medics
Cyndel G. Oplenaria	Admin Aide	Driver
Edgar Blase	Admin Aide	Driver
Jeck Gantalao	Admin Aide/Driver	Snacks/ Alternate Driver
Leonardo Leparto	Driver	Driver
Richard Saavedra	Driver	Driver

Roger Maque	Driver	Driver
Alfredo Beseos	Driver	Driver
Merlito Ligutom	Driver	Driver
Ritchel Calisa	Administrative Aide	Snacks Committee
Alvin Labata	Administrative Aide	Snacks Committee
Mark Bryan Jamisola	Job Order	Snacks Committee

3. Those Officials assigned to the specific committees shall perform their duties appurtenant to the committee's task.

4. Description and Functions of the Different Committees.

Ancillary Service

Ancillary service provides necessary support to the activities and operations of the delegation. To ensure successful participation in the Palarong Pampook, the different committees function in multi-tasking basis in support to the various needs of the athletes. These machineries include, supply, medical, transportation, records, finance, documentation and security. All these machineries are rolled into one under Ancillary Service assisting every athlete to ensure successful participation.

Prefect of Discipline

- Facilitates Peace and Order inside the billeting quarter/camp
- Imposes House Rules strictly to be followed by the members of the delegation
- Promotes Child Protection Policy
- Facilitates investigation of any violation of the imposed Camp House Rules
- Accounts warm bodies during curfew time inside the quarter
- Grants waiver if parents/adults pull out their child/ren from the camp
- Facilitates log in and out of the members of the delegation using logbook
- Inspect assigned rooms and accounts the occupants during night time
- Submit daily time report to the management
- Does Multi-Tasking

Medical Team

- Checks the good health conditions of the members of the delegation

- Monitors health problems of athletes, coaches and other officials in the delegation
- Assists delegates with severe health problems
- Assist the cleanliness of the surroundings
- Does Multi-tasking

Transportation Committee

- Facilitates in transporting the delegates
- Prepares bus assignment for the delegation
- Contacts vehicles as mobile in transporting athletes from the quarter to the playing venues
- Facilitates and orients the delegation of the Contingency Plan

Clean and Green Committee

- Advocates Clean and Green and Eco-Friendly Palarong Pampook
- Leads the cleanliness of the camp's surrounding
- Encourages coaches to put sayings/quotations on clean and green; to decorate their quarter
- Checks the Cleanliness and orderliness of every sleeping quarter
- Conducts contest for the Most Outstanding Room for Male and Female Athletes
- Provides recycle bins at strategic areas
- Facelifts the entrance part of the billeting quarter and delegation mess hall
- Beautifies the strategic areas of the camp
- Install buntings and the like in the billeting school premises

Supply

- Distributes uniforms to the delegates
- Provides equipment to the coaches
- Retrieves equipment from the trainers/coaches after the games

Records/Secretariat/Social/Spiritual/Information

- Updates Coaches of the playing venues
- Prepare forms for game results
- Post daily game results in the bulletin board
- Announces important concerns for the information of the delegation
- Facilitates in the evaluation of athletes and coaches

- Facilitates in returning athlete's documents
- Does Multi-tasking
- Spearheads the social and spiritual program
- Prepares program
- Entertain guests and visitors
- Invites priest for the mass
- Prepares offerings for the mass
- Serves as announcer in the camp

News Letter/Publication/Documentation

- Gathers news and features, highlighting MCDAA participation to the Palarong Pampook
- Covers MCDAA activities in the Palaro
- Publishes news letter

Food Service

Food service provides the physiological needs of the athletes that will keep them active before and during the game. Menu is carefully selected by the nutritionist which is appropriate for the athletes. It contains complete nutrients which is necessary for the development of the muscles, to sustain stamina, power, strength, and endurance for the whole day physical engagement. Dietary food shall be observed for combative sports, for weight maintenance requirement. Food Service provides quick service considering that games are scheduled early morning. Food should be served on time.

- Selects food and beverages that will meet athletes' needs
- Ensures food is ready when needed and looks attractive and palatable
- Ensures that food is safe and wholesome
- Buys right quality and quantity of food at the best price
- Ensures food is stored properly once received
- Avoids wastages of food and beverages
- Ensures that kitchen/mess hall is clean and safe and meets safety requirements
- Consults the Nutritionist for the menu of the day
- Observes cleanliness in the food preparation`
- Supervises in the entire activities of food preparation
- Wears apron and hairnet for hygiene
- Observes and maintains cleanliness of the area
- Leads in packing of food
- Prepares budget for the day

4. Immediate dissemination of this Memorandum is highly desired.



Republic of the Philippines
Department of Education
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Purok 6, Casisang, Malaybalay City
Telefax #088-314-0094



December 6, 2017

TRAVEL ORDER
No. 1003

DIVISION OF MALAYBALAY CITY DIV.
RECEIVED
DATE: DEC 06 2017 TIME: 3:59
BY: Tebe

Edilberto L. Oplenaria, CESO VI	Schools Division Superintendent
Lorenzo O. Capacio, EdD	Chief Education Supervisor
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Maitel Israel	EPS II
Lucilyn Cahucom	PDO I
Leny Ama	Principal I

Sharun Mae Bonggocan	Principal I
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Richard Saavedra	Driver
Roger Maque	Driver
Alfredo Beseos	Driver
Merlito Ligutom	Driver
Ritchel Calisa	Administrative Aide
Alvin Labata	Administrative Aide
Mark Bryan Jamisola	Job Order
Charie Marie T. Ramoso	Coach
Albert Celebran	Coach
Almaco Vilaanueva	Coach
Ana Marie Shantylie M. Villanueva	Coach
Annabel P. Idul	Coach
Annabele Cabug-Os	Chaperon
Annie Rose R. Arangco	Coach
Anthony G. Arresgado	Coach
Brendo A. Bacul	Coach

Carl Arnold L. Palo	Coach
Caterial, Ria Maris	Coach
Christy Tiza G. Maghanoy	Coach
Clarian Prejan	Coach
Clarissa Villanueva	Coach
Cleofe Salvo	Coach
Daisy M. Cabase	Coach
Daniel Delos Santos	Coach
Dannilyn Pagutayao	Coach
Dennis Llubit	Asst. Coach
Dianara Lea L. Pasco	Coach
Docel Marie Carmel Suarez	Asst. Coach
Dolores S. Habasa	Coach
Earl Joseph Tan Nery	Asst. Coach
Carmelita Albarece	Coach
Ervin Madroñal	Asst. Coach
Erwin P. Cabucos	Coach
Evelyn Labrador	Coach
Farrah Tadlip	Chaperon
Fe S. Sebuguero	Coach
Feliciano I. Sante Jr.	Coach
Ferjete M. Ladica	Coach
Francis W. Manalo	Coach
Grethel Mallari	Coach
Helen C. Moreno	Coach
Homer Cambangay	Coach
Honey Fe Juno H. Domingo	Coach
Janice Garces	Coach
Jasper Umapas	Coach
Jelly D. Lusac	Coach
Jenely Relova	Coach
Jessiebelle S. Cerales	Coach
Jocelyn Dag-Um	Coach
Joel Hortilano	Coach
Joel Licayan	Asst. Coach
Joemar Pacquiao	Asst. Coach
John Mark Carpentero	Chaperon

Jonathan Tadlip	Coach
Joremel C. Lupo	Asst. Coach
Jose Ma. Giovanne A. Bacang	Asst. Coach
Joseph M. Tugas	Coach
Julie Ann L. Blase	Chaperon Coach
Jungen B. Bacul	Coach
Junna Mae P. Olario	Coach
Kathleen Mae M. Moreno	Coach
Kevin Plazos	Coach
Khrystal Dave Miasco	Asst. Coach
Lani P. Montuya	Coach
Liliosa T. Castor	Coach
Lorenz Balandra	Trainer
Loreto Labadan	Coach
Lyrice Sol Gabrinez	Coach
Mae B. Quilaton	Coach
Malou Morales	Asst. Coach
Marciano P. Jurolan	Coach
Marcoslita K. Cajilla	Coach
Mars G. Sumalinog	Coach
Methelyn Carolina	Coach
Myra V. Capada	Coach
Myrna C. Pulido	Coach
Naomi Vallente	Coach
Niza Nancy Saluntao	Coach
Noli Gardose	Coach
Nova Marie M. Cagaa-Nan	Coach
Pelsie Pandong II	Coach
Praqueles, Clarisse	Coach
Ramon B. Castor	Coach
Ranier Rosalejos	Coach
Rehel Balansag	Chaperon
Rhea G. Rarogal	Coach
Romilita H. Martinez	Asst. Coach
Romulo Ongkiatco	Coach
Sarah Jane D. Garcia	Coach
Valentino Eborá	Coach

Valerie S. De Leon	Coach
Venus L. Glinogo	Coach
Vladimer B. Daapong	Coach
Wensley B. Sagayoc	Coach
Wesly Acot	Coach
Zinnia Piquero	Coach

STATION : Division of Malaybalay City

DESTINATION : North City Central School
Cagayan de Oro City

DEPARTURE : December 11, 2017

RETURN : December 17, 2017

PURPOSE : To participate in the 2017 Palarong Pampook

REMARKS : Travel is Official

Approved:


EDILBERTO L. OPLENARIA, CESO VI
 Schools Division Superintendent