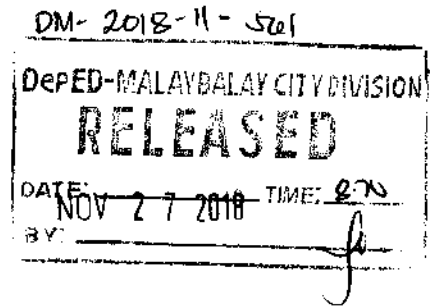




Republic of the Philippines  
Department of Education  
Division of Malaybalay City



**DIVISION MEMORANDUM**

No. 5261, s. 2018

TO : Assistant Schools Division Superintendent  
Chief Education Supervisors, CID and SGOD  
Public and Private Elementary and Secondary School Heads  
This Division

FROM : **REBONFAMIL R. BAGUIO**  
Schools Division Superintendent

DATE : November 15, 2018

SUBJECT: **DELEGATION OFFICIALS FOR 2018 PALARONG PAMPOOK**

1. The field is hereby informed of the list of Delegation Officials for 2018 Palarong Pamboek on December 16-20, 2018 at Tangub City.

<b>HONORARY DELEGATION OFFICIALS</b>			
1	Hon. Ignacio W. Zubiri	Mayor	Honorary Head of Delegation
2	Hon. Roland F. Detecio	Vice Mayor	Asst. Honorary Head of Delegation
3	Nicolas C. Jurolan	Councilor	City Councilor EdCom Chairman
4	Rosie Dumas	Treasurer	City Treasurer
5	Carlito R. Juarez	Accountant	City Accountant
6	Arlene A. Ho	Budget Officer	City Budget Officer
<b>DELEGATION OFFICIALS</b>			
1	Rebonfamil R. Baguio	Schools Division Superintendent	Head of Delegation
2	Sunny Ray F. Amit	Asst. Schools Division Superintendent	Asst. Head of Delegation

3	Lorenzo O. Capacio, EdD	Chief Education Supervisor	Assistant Head of Delegation
4	Rosie A. Salupado	Education Program Supervisor	Athletic Manager
5	Bonifacio M. Palo Jr.	Public Schools District Supervisor	Training Manager/ Assistant Athletic Manager
6	LouAnn J. Cultura	Education Program Supervisor	Assist. Athletic Manager
<b>CAMP INCHARGE</b>			
7	Luis S. Alajar	Education Program Supervisor	Chairman
8	Romil T. Jabonero	Public Schools District Supervisor	Co-Chair
<b>CLEAN AND GREEN</b>			
9	Ralph T. Quirog	Chief Education Supervisor	Clean and Green Committee Chair
10	Leny Ama	Principal I	Clean and Green Com. Member/ Screening
11	Sharon Mae Bonggocan	Principal I	Clean and Green Com. Member/ Screening Committee Chair - Elem.
12	Ricky Barcena	Principal I	Clean and Green Com. Member/ Screening
<b>SCREENING COMMITTEE</b>			
13	Noel A. Tan Nery	Public Schools District Supervisor	Chairman, Screening Committee
<b>Prefect of Discipline</b>			
14	Rosalio P. Arangco	Asst. Principal	Prefect of Discipline
15	Ria K. Alquizar	EPS II-HRD	Prefect of Discipline
<b>TRANSPORTATION COMMITTEE</b>			
16	Sonny B. Rojas	Principal I	Chairman
17	Ferdinand V. Mortera	Public Schools District Supervisor	Co-Chair
<b>NMRAA QUEEN STAR</b>			
18	Edwin A. Cariaga	MT -I	Coordinator
<b>SUPPLY</b>			
19	Jade Ahictin	Member	Member
<b>DOCUMENTATION AND INSPECTORATE</b>			
20	Manuel Dinlayan II	PDO II	Chairman
21	Paterno Padua JR	PDO I	Member
<b>PURCHASER</b>			
22	Brayan B. Garces	ADMIN VI	Social/Spiritual/ Information /Purchaser
23	Julius Astudillo	ADMIN VI	Supply Committee/Purchaser
24	Woodrow Wilson B. Merida		Purchaser/ Spiritual /Social Committee

<b>RECORD/ATTENDANCE</b>			
25	Arlene C. Gantalao	School Head	Records Committee/ Attendance/Prefect of Discipline
<b>MEDICS</b>			
26	Dr. Marcosjolita Fulgencio	Dentist II	Chairman
27	Kezziah Fatima M. Un	Nurse II	Member
28	Hazel M. Rusiana	Nurse II	Member
29	Jennifer Lincuna	Nurse II	Member
<b>DRIVER</b>			
30	Edgar Blase	Admin Aide	Driver
31	Jeck Gantalao	Admin Aide/Driver	Alternate Driver
<b>SALUDO IN CHARGE</b>			
32	Cerecio T. Pacatang	Teacher I	Chairman
33	Melanie Tan Nery	Teacher I	Member
<b>PAROL CONTEST</b>			
34	Edelina M. Eborá	SEPS, M & E	
<b>FINANCE COMMITTEE</b>			
35	Novilyn G. Palma	ADAS III	Finance Committee
<b>COMMISSARY</b>			
36	Jasmin J. Adriatico	Education Program Supervisor	Commissary Chair
37	Noemie Hisona	School Head	Vice Chair / Officials' Mess Hall
38	Ethel Jane Binayao	EPS -II	Vice Chair /Athletes' Mess Hall
39	Joseph M. Melig	Teacher I	Member
40	Norma Manubag	Teacher I	Member
41	Norman Manatad	Teacher I	Member
42	Archival Melendez	Job Order	Member
43	Valyn Rose Q. Babanelez	Mobile Teacher	Member
44	Argielyn O. Dusaban	Mobile Teacher	Member
45	Seven T. Ama	Mobile Teacher	Member
46	Melojheane A. Basalo	Mobile Teacher	Member
47	Wendy O. Egoy	Mobile Teacher	Member
48	Merilyn C. Geronimo	Mobile Teacher	Member
49	Ethelyn Maureen L. Sajelan	Mobile Teacher	Member
50	Lovelyn M. Guillermo	Mobile Teacher	Member
51	Merlie G. Falame	Mobile Teacher	Member
52	Recalyn B. Palmitos	Mobile Teacher	Member
53	Josephine E. Bajao	Mobile Teacher	Member
54	Annabelle B. Aque	Mobile Teacher	Member
55	Nancylyn S. Tagailo	Mobile Teacher	Member
56	Karenvie P. Malazarte	Mobile Teacher	Member
57	Michelle Y. Taboclaon	Mobile Teacher	Member
58	Marissa F. Arias	Mobile Teacher	Member

59	Ariel T. Pataca	Mobile Teacher	Member
60	Miralyn S. Atup	Mobile Teacher	Member
61	Eddie D. Abunda Jr.	Mobile Teacher	Member
62	Sabino Ordaniza Jr.	Mobile Teacher	Member
63	Alexis Litocon	Mobile Teacher	Member

2. Delegation Officials are expected to perform their duties and responsibilities (Enclosed) prior and during the actual competition and shall be provided with Compensatory Overtime Credit (COC) per Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. 2. S. 2004.

3. Queries relative to this can be relayed to Rosie A. Salupado, Education Program Supervisor at 09178818413.

*SGOD/ras*

*TO BE POSTED IN THE WEBSITE*

## **DUTIES AND RESPONSIBILITIES**

### **FINANCE:**

- Prepares necessary documents for disbursement
- Prepares payroll for the rewards and awards
- Disburses funds for the miscellaneous expenses
- Prepares/receives documents for liquidation

### **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
- Promotes Clean, Green and Eco-Friendly Palarong Pampook
- 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
- Inspects assigned rooms and accounts the occupants during night time
- Submits daily time report to the management
- Does multi-tasking

### **MEDICAL TEAM:**

- Checks 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
- Assists in the cleanliness of the surroundings
- Follow-up medicines at the City
- Check medical certificates of the delegation officials and gives recommendations if found unfit
- Distribute toiletries
- Does multi-tasking

### **TRANSPORTATION:**

- Facilitates in transporting the delegation
- Prepares bus assignment for the delegation
- Contacts vehicles as mobile in transporting athletes from the quarter to the playing venues
- Adopts standard procedures in using/requesting of vehicles
- Facilitates and orients the delegation of the Contingency Plan

### **CLEAN AND GREEN:**

- Advocates Clean, 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 daily 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
- Leads for the Tree Planting activities
- Documents the Tree Planting activities

#### **SUPPLY:**

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

#### **RECORDS/SECRETARIAT:**

- Prepare forms for Game Results and Incentive Claims
- Claims hard copy of daily game results from Regional Secretariat
- Posts 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

#### **FOOD SERVICE/COMMISSARY:**

- 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 the 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 nutritionists 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
- Observes clustering of work assignments to give others time to rest

- Prepares budget for the day
- Establishes good relationship with reliable suppliers
- Ensures that plans are in place in case of emergencies

### **SALUDO**

- Facilitates the rehearsal/practice of saludo
- Makes props for the parade
- Leads morning hataw
- Serves announcer in the camp
- Organizes cheering squad for the support of the team

### **SPIRITUAL SERVICE:**

- Spearheads the spiritual activities
- Prepares offering for the mass
- Invites priest for the Thanksgiving Mass
- Organizes choir for the mass
- Leads the daily prayer: 6:00A.M/12:00NN/6:00 P.M-Angelus;3:00 P.M. – Divine Mercy
- Serves snacks/meals for the priest
- Facilitates honorarium of the priest