



September 17, 2015

DIVISION MEMORANDUM

No. 635 s. 2015

**ONE-DAY CONFERENCE-WORKSHOP OF ALL COACHES IN ALL
SPORTS EVENTS TO BE COMPETED IN THE 2015
PROVINCIAL SPORTS AND CULTURAL MEET**

To: Assistant Superintendent
Education Supervisors/Coordinators
District Supervisors/OICs
Elementary and Secondary School Heads
Heads, Private Elementary and Secondary Schools

1. This Office announces the conduct of a One-Day Conference-Workshop of All Coaches in All the Sports Events to be competed in the 2015 Cebu Provincial Sports and Cultural Meet.

2. The workshop aims to achieve the following objectives:

- orient all the coaches on their roles, duties and responsibilities;
- aware them on the ethical standards a coach must possess;
- acquaint them on the use of the electronic forms for the athletes credentials;
- let all the coaches work on the athletes credentials using the electronic forms and let them submit their output to the Division Credentials Committee Members for finalization.

3. Participants to this workshop are the Elementary and Secondary School Sports and Cultural Coordinators, all Coaches in all sports events participated by each Municipality, District ICT Coordinators, Elementary and Secondary School Heads who wish to attend. Those coaches who are not adept in the use of the computer may bring with them their School ICT Coordinator.

4. The workshop shall be conducted on the following dates and venues:

- September 28, 2015 (Monday) – Northwest Area at Asturias Sports Complex
- September 29, 2015 (Tuesday) – Northeast Area at KAI Gym of Liloan
- September 30, 2015 (Wednesday)- Camotes Island at Poro Gym
- October 6, 2015 (Tuesday) - Southeast Area at Argao Gym
- October 7, 2015 (Wednesday) – Southwest Area at Alcantara Big Dome

5. The host District/Municipal PESS/MAPEH Coordinators in coordination with their respective School Heads are tasked to prepare the following:

- Physical set-up of the venue
- Sound system
- LCD Projector with screen
- Tables and chairs for the workshop
- Extension wires
- At least 4 printers
- Individual Entry Forms per event for those who have not yet submitted
- Municipal Entry Forms signed by the Municipal Mayors
- Colored folders assigned by Congressional District

6. Participants are required to bring laptop, USB/external drive, extension wires, 1 ½ x 1 ½ pictures of the athletes/coaches, and other pertinent data or forms needed for the compliance of the athletes and coaches' credentials which are already signed by the school heads, parents, doctors and dentists.

7. Athletes and coaches' credentials which shall be completed on the day of the workshop shall be checked immediately by the Division Credentials Committee Members and if found correct and complete said credentials shall be collected by the committee for ID preparation.

8. All participants are expected to arrive at the venue before 8:00 in the morning to set up all the gadgets needed for the workshop.

9. All School Heads are enjoined to ensure the attendance of all the concerned participants.

10. Enclosed is the list of the Division Credentials Committee Members.

10. This Memorandum serves as Authority to Travel of the participants.

11. Traveling expenses to and from the venue, food and snacks of the participants for one day shall be chargeable against Local School MOOE/PTA/SEF and other funds while expenses incurred by the Division Credentials Committee Members for 5 days shall be chargeable against Pre-Paloro funds, subject to their availability and the usual accounting and auditing rules and regulations.

12. Widest dissemination and compliance to the content of this Memorandum is directed.


ARDEN B. MONISIT, ED. D.
Schools Division Superintendent

Telephone Numbers:

Schools Division Superintendent: (032) 255-6405
Asst. Schools Division Superintendent: (032) 414-7457
Accounting Section: (032) 254-2632
Disbursing Section: (032) 255-4401

Website: www.depedcebuprovince.ph
E-mail Add: depedcebuprovince@yahoo.com

LIST OF THE DIVISION CREDENTIALS COMMITTEE MEMBERS

FOR SPORTS EVENTS:

- | | | |
|------------------------------|---|-------------------|
| 1. MRS. CANDELARIA CONJIE | - | Liloan District |
| 2. MS. NELITA FERNANDEZ | - | Bantayan District |
| 3. MRS. DIONA CUDIAS | - | Carmen |
| 3. MRS. EDILTRUDES ESCAME | - | San Remigio |
| 4. MR. JOEL MONDELO | - | Borbon |
| 5. MR. BILLY MURILLO | - | Camotes |
| 6. MR. EDGAR TINAPAY | - | Sogod |
| 7. MRS. AGUSTINA COLITA | - | Catmon |
| 8. MR. JOEL UMBAY | - | San Fernando |
| 9. MRS. MIRA SEGUROS | - | Sogod |
| 10. MRS. FERNAH PARUHINOG | - | Compostela |
| 11. MR. JOSELITO TAGALOG | - | Liloan |
| 12. MR. JOHN JENNIS TRINIDAD | - | Barili |
| 13. MR. RAYMUND BAGUIO | - | Sogod |
| 14. MS. PERLITA GEMINA | - | Ronda |
| 15. MRS. NAMUE DELA TORRE | - | Nurse |
| 16. DR. MARLENE BACUS | - | Dentist |

FOR CULTURAL EVENTS:

- | | | |
|-------------------------------|---|--------------|
| 1. MR. ISIDORE LUTHER HERRERA | - | San Fernando |
| 2. MRS. REMIE MANTUHAC | - | Liloan |
| 3. MRS. JENNALYN GABUYA | - | Argao |
| 4. MR. RALP PANIQUE | - | Minglanilla |

FROM THE DIVISION OFFICE:

1. MRS. NENITA JARALVE
2. MR. KENT MEDALLO
3. DR. GLYNNIS GUINOCOR