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Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA

February 5, 2024

DIVISION MEMORANDUM

No. 36, 2024

DALAGAN-LAKAW PARA SA ATLETANG NAGUEÑO 2024

To: Assistant Schools Division Superintendent
Chief Education Supervisors
CID, SGOD, and OSDS Personnel
Public and Private Elementary and Secondary School Heads
All Others Concerned

1. In consonance with the goal of the Department of Education and to continuously support the Division strategic direction DepEd Advance Naga, the DepEd Naga Sports Association (DNSA), and in cooperation with the Local Government of Naga City will conduct the **"Dalagan-Lakaw para sa Atletang Nagueño 2024"** on February 17, 2024 4:00 o'clock in the morning at Naga City Science High School and New Balatas Development Area, Naga City.

2. The objectives of this activity are as follows:
a) increase awareness on the importance of exercise and its impact to lifestyle;
b) provide avenue for exciting activities that will develop the physical and mental aspect of the participants; and
c) support the Sports Program Fund of the Division that will benefit the students-athletes of DepEd Naga.

3. This activity is open to all Public and Private Elementary & Secondary students, teachers, non-teaching personnel, stakeholders, and other sports enthusiasts.

4. All student participants are required to present signed parental consent.

5. Below are the details of the above-mentioned activity.

Assembly date & time:	February 17, 2024, 4:00 a.m.
Assembly area:	Naga City Science High School
Attire:	School P.E./company/organization Sports Attire

6. The Partnership share for the Division Sports Program shall be remitted directly to the Palaro Fun Run Treasurer c/o Mr. Dexter Tuy at SDO Naga City.

7. **Race Route:** From Naga City Science High School as Assembly and Starting Area, walk/run to proceed straight along Gimenez Park Street, turn right to

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Magsaysay Avenue, turn Right Balatas road, pass through along Basilica Church, turn Right to New Balatas Development area and end it up to Naga City Science High School as Finish Line.

8. A Certificate of Appreciation, Participation, and Appearance will be given to all the participants. A Tree Planting Activity will follow at the New Balatas Road near Naga City Science High School.

9. One day Service Credit shall be granted to teaching personnel and Compensatory Overtime Credit (COC) for non-teaching personnel in accordance with DepEd Order No.19, s. 2011, DepEd Order No. 53, s. 2003, CSC and DBM Joint Circular No. 02, s. 2004.

10. The Technical Working Committee Chairmen/Members and School Sports Coordinators shall report for the orientation meeting on February 10, 2024, 8:00 a.m. onwards at Tinago National High School.

11. Attached are the following:

- a) List of Technical Working Committees
- b) Mechanics of the Event
- c) Pledge Form

12. Travel and other related expenses of the participants may be charged against respective local funds/MOOE/other sources subject to the usual accounting and auditing rules and regulations.

13. Immediate dissemination of and strict compliance with this Memorandum is directed.

SUSAN S. COLLANO CESO V
Schools Division Superintendent



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Enclosure No. 1, DM No. 34, s. 2024

I. EXECUTIVE COMMITTEE

No.	Name	Designation
1	Susan S. Collano CESO V	Chairperson, Schools Division Superintendent
2	Fernando C. Macaraig	Co-Chairperson, Asst. Sch. Div. Superintendent
3	Annaliza F. Abuloc	CID Chief
4	Michael A. Del Rosario	OIC, SGOD Chief/Program Operation Manager
5	Mary Ann B. Rosauro	Administrative Officer V

A. TECHNICAL WORKING COMMITTEE

1. Steering Committee

No	Name	Designation	Terms of Reference
1	Orencio M. Chavez	Chairperson DSO/Proponent	Lead the Committee Provide official communication/memo
2	Jobert P. Narvadez	Co-Chairperson	Conduct orientation meetings
3	Elvin B. Monroy	Race Director	Monitor the progress of each committee
4	Ronnie Malate	Co-Proponent/member	Supervise the actual Event Distribution of Partnership Letters

2. Secretariat/Registration/Certificates/Documentation

No	Name	Committee & Designation	Term of Reference
1	Michael Baldres	Chairperson	Functions:
2	Luningning M. Sabio	Co-Chairperson	Print a hardcopy of the attendance for documentation.
3	Jenifer D. Adolfo	Member-Program and Invitation	Take charge in the registration of attendance of guests and participants during the actual events
4	Michelle T. Cedro	Member-Documentation	Provide materials and equipment needed
5	Angelica Zabala	Member-Attendance	Provide event tarpaulin
6	Jhalma M. Lozanes	Member	Prepare and distribute certificates
7	Benjamin R. Reapor	Member ICT	Perform other tasks that may be assigned by the Executive Committee/DSO.
8	John Mark B. De Guzman	Member ICT	Make Narrative Report
9	Elizabeth B. Paga	Member	

3. Venue/Ground Preparation and Sound System

No.	Name	Designation	Terms of Reference
1	Maria Lourdes Labao	Chairperson	Lead the Committee
2	Levi SanJose	Co-Chairpersons	Prepare the venue/ground and event's materials & equipment needed
3	Nelia Hernandez and Selected NCSHS Teachers	Members	Assist the Committee's Tasks Assist preparing the venue
4	CAT/SSG Students	Members	Maintain the Cleanliness of the venue Facilitate and assist Restoration

4. Fun Run Officials and Marshalls

No.	Name	Designation	Terms of Reference
1	Moises Alpa R. Cortez	Chairperson	Lead the Committee
2	Gina M. Napay	Co-Chairperson	Assist the actual facilitation of the event
3	Rommel M. Napocao	Member	Prepare the the Start/Finish area
4	Pablo P. Rebano Jr.	Member	Secure the Run/walk route/stations of the event
5	All Sports Managers	Members	Provide and install water station Facilitate&Record the arrival of the finishers Submit the reports to the Secretariat

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5. Emergency Responders

No.	Name	Designation	Terms of Reference
1	Joanne G. Sebastian	Chairperson	Lead the Committee
2	Gemma Borromeo	Co-Chairperson	Functions
3	Maribel Vales	Co-Chairperson	Prepares medical and health services needed for the activities including medicines, medical supplies.
4	Hazel L. Sumpay	Members	Request Medical Team with ambulance to LGU-Naga City
5	Ayn Loureste P. Peteza		Organize quick responder stations.
6	Sherily A. Abogado		Monitor participant's health
7	Ma. Angela SA Rustia		Handle Medical situation
8	Vanessa A. Lo		
9	Alita Shearmane G. Santiago		
10	Lorie May O. Claveria		
11	Eva E. Azañes		
12	Ruel Aspe		

II. MECHANICS:

DepEd "Dalagan - Lakaw para sa Atletang Nagueno 2024 is a fun run and walk to 5KM only for all public & private elementary & secondary schools, parents, stakeholders, and other sports enthusiasts to support the Sports Program Fund of the Division spearheaded by the DepEd Naga Sports Association DNSA.

- The partnership fee is P100.00 Pesos only. Proceeds as follows:
 - Seventy pesos (P70.00) will go to the school sports fund.
 - Thirty pesos (P30.00) will proceed to the Division Sports Program/Paloro Operational Expenses.
- Partnership share for the Division Sports Program shall be remitted directly to the Paloro Fun Run Treasurer c/o Mr. Dexter Tuy at SDO Naga City.
- Deadline of submission of Entry/Partnership Pledge Form will be on or before **February 16, 2024.**
- Participants shall wear School/P.E. uniform/sports attire/shirt.
- Race date is on **February 17, 2024.**
Race starts at exactly **4:00 in the morning.**
Assembly area: **Naga City Science High School, Naga City.**
- Participants may run, walk or rest upon their discretion.
- Certificates will be given to all Participants
- Race Route:** From Naga City Science High School as Assembly and Starting Area, run/walk to proceed straight along Gimenez Park Street, turn right to Magsaysay Avenue, turn Right Balatas road, pass through along Basilica Church, turn Right to New Balatas Development area and end it up to Naga City Science High School as Finish Line.
- The activity will strictly follow the Safety Precautionary Protocols as prescribed by the Emergency Responder.

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“DALAGAN - LAKAW PARA SA ATLETANG NAGUENO 2024”

February 17, 2024 @ 4:00 AM at Naga City Science High School, Naga City

PARTNERSHIP PLEDGE FORM

Name of School/Agency/ Organization: _____ No. of Runners _____

School/Agency/ Organization Address _____

NO.	NAME OF PARTICIPANTS/DONOR	AMOUNT	SIGNATURE
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I / We support the Division Sports Program of Naga City

Submitted by:

Noted:

Sports/Office Coordinator

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07 FEB 2024

Head of Office/Group

For inquiries please contact: Mr. Ronnie B. Malate @09338139995 DNSA President

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