



Republika ng Pilipinas  
**Kagawaran ng Edukasyon**

REHIYON V

**TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA**

**ADVISORY**

January 8, 2024

**(Division Memorandum No. 352, s. 2023**

**re: DIVISION SPORTS TIMELINE OF ACTIVITIES FOR THE  
SCHOOL YEAR 2023-2024**

This is to inform all personnel listed below that the DepEd Naga Sports **Follow-up Meeting** of the **Technical Working Committee (TWC), Sectariat, and Division Screening and Accreditation Committee (DSAC)** members will be on January 12, 2024, 1:00-5:00 p.m. at SDO Conference Hall.

**I. Technical Working Committee**

No.	Name	Designation
1	Michael A. Del Rosario	Program Operation Manager
2	Jobert P. Narvadez EdD	Supervising Official for the Sports Program
3	Orencio M. Chavez	Over-All Chairperson, Division Sports Officer
4	Elvin B. Monroy PhD	EPS MAPEH, Co-Chairperson-Event Monitoring
5	Atty. Michael Noe B. Dizon	Division IT Officer, Co-Chairperson for ICT
6	Oscar M. Chavez	Member-Venue and Facilities
7	Louie SJ. Navelgas	Member-Training Staff
8	Ronnie B. Malate	Member-President DNSA

**II. Secretariat**

No.	Name	Designation
1	Michael Baldres	Chairperson
2	Luningning M. Sabio	Co-Chairperson
2	Jenifer D. Adolfo	Member-Program and Invitation
3	Michelle R. Cedro	Member-Documentation
4	Angelica Zabala	Member-Attendance
5	Jhalma M. Lozanes	Member
6	Benjamin R. Reapor	ICT
7	John Mark B. De Guzman	ICT

**III. Division Screening and Accreditation Committee (DSAC)**

No.	Name	Designation
1	Benedik R. Warren Ubante	Chairperson
2	Fernando M. Carandang	Co-Chairperson
3	Rick M. Ruizo	Co-Chairperson-Venue
4	Michelle A. Lo	Co-Chairperson-LRN
5	Joanne G. Sebastian MD	Member
6	Atty. Michael Noe. B. Dizon	Member/ICT
7	Raquel K. Papa	Member

As participants they are expected to prepare Personal Locator's Slip when leaving their official station.

A copy of Division Memorandum No. 352, s. 2023 is enclosed to this advisory for reference.

for guidance and compliance.

RECEIVED

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10 JAN 2024

BY: [Signature]

DM 31, s. 2019 A Rev. 01

**SUSAN S. COLLANO CESO V**  
Schools Division Superintendent



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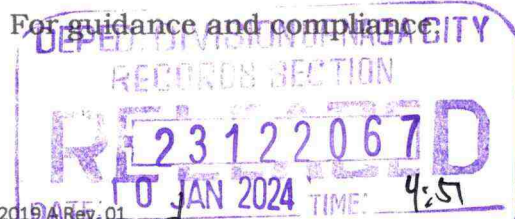
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For guidance and compliance



**SUSAN S. COLLANO CESOV**  
Schools Division Superintendent

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**TANGGAPANG PANGSANGAY NG MGA PAARALAN NG LUNGSOD NAGA**

December 5, 2023

**DIVISION MEMORANDUM**


Number 252, s. 2023

**DIVISION SPORTS TIMELINE OF ACTIVITIES FOR THE  
SCHOOL YEAR 2023-2024**

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 pursuit to the effectivity and efficiency of the approved Project Sports Continuity and Recovery Plan (SCORE) and the Division Strategic Plan DepEd Naga ADVANCE, this Office issues Division Sports Timeline of Activities to be followed this School Year 2023-2024.
2. The primary objectives of this activity are the following:
  - 1) to prepare sports schedule of activities for this school year 2023-2024;
  - 2) to provide the Student Athletes, Coaches, Trainers, Sports Enthusiasts, and DepEd Officials an avenue for sports activities based on the latest policies and guidelines; and
  - 3) capacitate them with the new technical knowledge and updates on their respective events.
3. The Division Sports Timeline of Activities, Mechanics, List of Working Committees, and Sports Managers (SM) are hereby issued in the attached Enclosures.
4. An Orientation Meeting of the Technical Working Committee/Secretariat members, School Sports Coordinators, and Sports Managers (SM) will be conducted on January 5, 2024, 2:00 p.m. The specific venue to be announced in the separate issuance.
5. Participants are expected to prepare their respective locator slips before leaving their stations.
6. Travel, Food and other related expenses of the participants shall be charged against Special Education Fund (SEF), MOOE/Local Fund, and/or other available funds, subject to the usual accounting and auditing rules and regulations.
7. Participants to this sports activities shall be granted service credits/compensatory overtime credit for their services rendered on Saturdays, Sundays, and Holidays pursuant to paragraph 5.3 letter K of Joint circular of the Civil Service Commission (CSC) and the Department of Budget and Management (DBM) dated October 4, 2004.
8. Widest dissemination of and strict compliance with this Memorandum is desired.

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**SUSAN S. COLLANO CESO V.**  
School Division Superintendent

DO 31/12/2023

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Enclosure No. 1, to the Division Memorandum No. 317, s. 2023

**A. DIVISION SPORTS TIMELINE OF ACTIVITIES FOR THE SY 2023-2024**

Date	Sports Activities	Person Concerned
November-December 2023, After Class, Week-ends and Holidays, 11 <sup>th</sup> week of the 1 <sup>st</sup> Quarter.	1. Identification of student athletes, Coaches, Chaperons, and Sports Officials. 2. School Sports Preparations and Selection 3. School Intramurals	PSDS, School Heads, School Sports Coordinators, and School Teachers
January 2024 After Class, weekends & Holidays	1. School-based intensive Trainings in preparation for the Palarong Panlungsod 2024 2. Preparation of Athletes, Coaches and Chaperons Requirements	PSDS, School Heads, School Sports Coordinators, and School Teacher-Coaches
January 5, 2024 2:00 a.m. Venue TBA	Coordination Meeting with the Public and Private School Sports Coordinators and Sports Managers.	Top Management, TMC, TWC, TWC, Secretariat, SSC, & SM
January 22-31, 2024	On-line Submission of Athletes' Documents	Screening Committee, ICT, and Coaches.
February 2, 2024	Submission of the Hard Copy Athletes, Coaches Requirements.	Screening Committee, ICT, and Coaches
February 3, 2024 Saturday	Lakaw Dalagan Para sa Athletang Nagueño	DepEd-Naga Top Management, DSO, PSDS, TWC, School Heads, School Sports Coordinators, Sports Managers and Tournaments Officials
February 8-9, 2024	Validation of Documents	Screening Committee with Coaches/Chaperons and Sports Managers
February 12-16, 2024	Preparation of Authenticated List and Division Memorandum	Screening Committee
February 16, 2024	Issuance/Posting of Memo of SDS approved Authenticated List of Players	Screening Committee Sports Managers
February 17-18, 2024 8:00 a.m - 5:00 p.m. MNSC/JMRC	Opening Program Solidarity Meeting Sports Refresher Course	All Concerned
February 24-25, 2024	Palarong Panlungsod 2024 <b>Team Sports</b> <b>(Specialization/Crossbats)</b> <b>Individual/Dual Sports</b> <b>(Specialization/Time Trial)</b>	All Concerned
March 2-3, 2024	Awarding Ceremony	All Concerned/Winners
March 9, 2024	Division Sports Intensive Trainings in preparation for the Regional Meet (Bicol Meet)	
March 2024 After Class, weekends and holidays		
April 2024	Palarong Bicol 2024	DepEd ROV, DepEd-Naga Top Management, DSO, PSDS, TWC, Sports Managers, and Tournament Officials
May 2024	Regional Concentration Training in Preparation for the Pre National Qualifying Meet and Palarong Pambansa 2024	
July 2024	Palarong Pambansa 2024	

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