



Republika ng Pilipinas
Kagawaran ng Edukasyon

REHIYON V

SANGAY NG MGA PAARALAN NG LUNGSOD NAGA

ADVISORY

April 20, 2023

(DM 94, s. 2023 re: DepEd Naga Delegation for the Modified Palarong Bicol (MPB) 2023)

**GENERAL INSTRUCTIONS TO ALL MEMBERS OF TEAM NAGA CITY
IN THE 2023 MODIFIED PALARONG BICOL**

A. For Delegation Members in Venues Outside Naga City

1. Transport
 - a. There are 10 (ten) buses provided by LGU Naga City for the transportation to, within and from Legazpi City, Ligao City, Guinobatan (Albay Province), and Tabaco City for use of Naga City Delegation – Athletes, Coaches, Tournament Officials, Technical Working Committee Members, and DepEd Naga Officials during the whole duration of the Palaro.
2. Departure details:
 - a. Departure point is JMR Coliseum.
 - b. Call time will be at 5:30 a.m. of April 22, 2023 (Saturday).
 - c. There will be a send-off Mass at 6:30 a.m. sponsored by the CID.
 - d. Time of departure from Naga City will be right after the Mass.
3. Meals
 - a. From departure (up to April 26), all meals shall be managed by the Coaches in coordination with the delegation head.
4. Security and Safety
 - a. Coaches, Tournament Officials, Technical Working Committee Members, and Delegation Officials are reminded to always ensure the safety and security of the athletes and each member of the delegation.
 - b. Delegation heads are expected to do a head count before leaving and arrival at any place and on/off the bus during travel. Teams are encouraged to adopt the 'buddy system' to ensure proper accounting of athletes.
 - c. Conduct of debriefing after the whole day event must be done daily for possible actions to issues and concerns.
 - d. Any untoward incident found during the event must be immediately acted upon without delay and be reported to the SDO Naga Central Command Center Head, Mr. Jojo Alferez.
 - e. The Head of Delegation shall take the role of Clerk of Course and ensure correct and on time reporting to the SDO Naga Central Command Center.
5. Other Transport and Accommodation Arrangements
 - a. Any member of the delegation who will go to the venue and will have their own transportation and/or accommodations must properly coordinate with the Delegation Head.
 - b. Agreements must be put into writing to define accountability.

B. For School Heads

1. Guest delegations are expected to arrive on April 22, 2023 but schools must be ready before that date. With prior arrangement with the concerned school heads, some delegations may already be allowed to settle in earlier.

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2. The Learning Modality to be adopted in the Billeting Schools during the duration of the Palaro (April 24 to 28) shall be Modular Distance. In-person classes shall resume on May 2 to give time for the schools to be cleaned up and ready for use.
3. School Personnel who are given tasks for the MPB 2023 shall be allowed to perform their duties and responsibilities.
4. Teachers who are not involved with committee work for the MPB 2023 are expected to report to their respective schools and continue with instructional duties. They are also expected to extend assistance/facilitating concerns of the guests especially on matters of safety and security.
5. School Heads are expected to prepare a mechanism in the monitoring of the schools 24 hours to ensure the security and safety of all the guests occupying their schools.
6. Comfort Rooms, makeshift bathrooms, faucets, electric and water systems, isolations rooms and rooms to be used by the guests must be regularly checked and fixed when necessary. To facilitate monitoring, an INSPECTION TOOL may be used.
7. The School Child Protection Committees are expected to be active during the MPB 2023.
8. Sub-command post in the billeting schools must be established which must be composed of:
 - a. The School DRRM Coordinator
 - b. Barangay Health Workers (BHW) assigned in the schools. Other schools which are not used as billeting must assist by allowing their BHW to render services to the billeting schools.
 - c. School Head and/or any designated school personnel
9. Names and contacts of the sub-command post members must be submitted by the school head to the SDO Naga Central Command Post through Dr. Sulpicio C. Alferes III.
10. On any concern on safety and security, School DRRM Coordinators are expected to do the usual incident reporting immediately without delay through a text or messenger to the *MPB* Command Center located at the SDO Naga City.
11. This Office also reiterates the request that schools shall extend financial assistance to their respective athletes charged to their available local funds and/ or PTA fund. In addition to it, schools which will not be serving as billeting schools and playing venues are also encouraged to extend support to the billeting schools in terms of meals and snacks of the personnel requested from the PNP, BFP, Barangay Tanods, Medical Personnel who will ensure the safety and security of all the delegations.
 - a. For the billeting schools, coordination must be done through the respective school head or his designated school personnel of the host school.
 - b. For the playing venues in Naga City, coordination may be done through the Lead/Focal Person, Dr. Elvin Monroy.
12. The Committee on Partnership led by Dr. Jerome H. Baldemoro is advised to initiate sourcing out for additional support for meals to security and medical personnel and the emergency responders to augment available resources.
13. Members of the Technical Working Committees and other functions in the MPB 2023 who are inadvertently omitted from the payroll list may charge their food and other allowable incidental expenses to the local funds/or MOOE.

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14. Additional Technical Working Member

Names	Committee
1. Ms. Rose M. De Matta	Clerk of Course
2. Ms. Aleta Fye N. Ugayon	Command Post Call Receiver

An additional Technical Working Committee which is division office-based shall be created and the expenses incurred in the disposition of their duties shall be charged to division MOOE

Note: Additional members maybe added based on the needs of each committee. But the expenses relative to the it shall be chargeable against local funds/MOOE.

15. Additional Billeting Schools

1. San Isidro Elementary School (for Masbate Province delegation)
2. San Isidro High School (serves as extension billeting school for Masbate Province)

Service credits or Compensatory Overtime Credit (COC) shall be granted to any personnel who has rendered services during the MPB 2023 upon compliance of all the documentary requirements.

All are reminded of the proper decorum and observance of communication and other protocols to ensure smooth coordination, action and overall conduct of the Palaro.

Enclosed are the Updated Timelines of Activities, Number of the Delegation by Cluster, Inspection Tool, SDO Naga Committee Directory, and Communication Flowchart.

For feedback and/or concerns, the concerned may be coursed through Central Command Post Contact Numbers 09816300070 or 09816300080 dial 8 (Operator) or through DepEd Naga FB Page: .



Immediate dissemination and compliance this Advisory is desired.

SUSAN S. COLLANO PhD, CESO V
Schools Division Superintendent

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Enclosure No. 1 to Advisory dated April 21, 2023

**UPDATED TIMELINE OF ACTIVITIES AS OF April 20, 2023
 FOR THE MODIFIED PALARONG BICOL 2023**

Date/Time	Events	Venues	Person's Concerned
April 22, 2023 5:30 a.m.	Send Off of Delegation Call time	JMR Coliseum	All Concerned
6:00 a.m.	Send-off mass	JMR Coliseum	CID ALS In-charge
7:30 a.m.	Delegation departure from Naga		All delegation who will go to the host SDOs
ETA 9a.m.	Arrival at the host Division	Different host division	All delegation who will go to the host SDOs
8:00 a.m. onwards	Arrival of guest delegations	Varied Billeting	School Heads of the billeting schools
April 23, 2023 8:00 a.m. 12:30 p.m.	Opening Day 2023 MPB Larong Bikolnon Motorcade Opening Program Solidarity Meeting Mayor's Night	Legazpi Sports Center Ibalong Centrum for Recreation Legazpi City	DepEd RO Top Management SDO Top Management Naga Delegation at Legazpi City Coaches Chaperons and Tournament Officials.
April 24, 2023 1:00-5:00 p.m.	Coaches Meeting	Metro Naga Sports Complex	RSO, DSOs, Coaches, Chaperons, and Technical Officials
April 26, 2023 5:00 p.m. ETA: 7:00 p.m.	Departure of players from other Palara Areas (Albay, Ligao, Legazpi, Tabaco) Drop off of delegations	JMR Coliseum	All Concerned
April 25-27, 2023 6:00 a.m. onwards	Actual Games (Athletics, Archery, Gymnastics, Swimming, Special Events, and Weightlifting.	MNSC, NCF, and Naga City Civic Center Gymnastics Area	All Concerned
April 28, 2023 8:00 - 11:30 a.m.	MPB 2023 Culminating Activity	Balatas Event Center	All Concerned

Note: For Concerns, please contact Sir ORENCIO M. CHAVEZ at 09182057588.

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NUMBER OF THE DELEGATION BY CLUSTER

LEGASPI	EVENT	COACH/CHAPERON	ATHLETES	TOTAL
	Boxing	2	2	4
	Basketball EB	1	12	13
	Billiards SB	2	2	4
	Billiards SG	2	2	4
	Basketball SB	2	12	14
	Volleyball SB	2	12	14
	Volletball SG	1	12	13
	Table Tennis EB	1	4	5
	Table Tennis EG	2	4	6
	Table Tennis SB	1	4	5
	Table Tennis SG	2	4	6
	Tennis EB	1	4	5
	Tennis EG	2	4	6
	Tennis SB	1	4	5
	Tennis SG	2	4	6
		24	86	110
TABACO	EVENT	Coach/Chaperon	Athletes	Total
	Taekwondo EB	1	6	7
	Taekwondo EG	2	5	7
	Taekwondo SB	1	10	11
	Taekwondo SG	2	10	12
	Pencak Silat SB	1	5	6
	Pencak Silat SG	2	5	7
		9	41	50
GUINOBATAN	EVENT	COACH/CHAPERON	ATHLETES	TOTAL
	Football SB	3	15	18
	Futsal SG	3	8	11
		6	23	29
LIGAO CITY	EVENT	COACH/CHAPERON	ATHLETES	TOTAL
	Arnis EB	1	3	4
	Arnis EG	2	3	5
	Arnis SB	2	5	7
	Arnis SG	2	5	7
	Badminton EB	1	4	5

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NUMBER OF THE DELEGATION BY CLUSTER

LEGASPI	EVENT	COACH/CHAPERON	ATHLETES	TOTAL
	Badminton EG	2	4	6
	Badminton SB	2	4	6
	Badminton SG	2	4	6
	Chess EB	1	2	3
	Chess EG	1	2	3
	Chess SB	1	2	3
	Chess SG	2	2	4
	Dancesports EL	1	2	3
	Dancesports ES	1	2	3
	Dancesports SL	2	2	4
	Danceports SS	2	2	4
		25	48	73

SUMMARY

PLACE	DELEGATION	OFFICIALS	TOTAL	NO. OF BUSES
Legaspi	110	22	132	3
Tabaco	50	21	71	2
Guinobatan	29	22	51	1
Ligao City	73	20	93	2

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Enclosure No. 2 to Advisory dated April 21, 2023

INSPECTION TOOL
BILLETING SCHOOL FOR MODIFIED PALARONG BIKOL 2023

Part I: School Information

Name of School: _____ Date of Visit : _____ Time in: _____
 School Address: _____ Receiving School Personnel : _____
Complete Name and Signature, Position
 Name of School Head: _____ School Contacts : _____
Email Address Phone / Cellphone

Part II: Inspection Assessment *(Hereafter will be filled out by the visiting / monitoring DepEd Official)*

Check the corresponding column whether the following indicators are evident or not:

Number of **rooms to be used**: _____ Number of functional **CRs available for use**: _____ **Delegations Assigned**: _____

INDICATORS	EVIDENT	NOT EVIDENT	REMARKS
1. Rooms are clean and ready to be used.			
2. There is a room for isolation in case there are covid-like symptoms.			
3. There is a clinic room ready for use.			
4. There is a functional BP apparatus.			
5. There are adequate rooms to accommodate the guests.			
6. Rooms are properly labelled/numbered.			
7. There are direction signages.			
8. Doors in the rooms are functional.			Identify room numbers
9. Doors in the CRs are functional.			
10. There is a designated sub-command post.			
11. There are available coffee and drinking water for the security personnel (PNP, Guards, Tanod)			
12. There is a mess hall.			
13. Septic tanks in the CRs are emptied or functionally okay.			
14. Faucets in the CRs are functional with enough water flow.			Number of faucets
15. There are functional lights inside the rooms to be used.			Number of lights not functional
16. There are functional lights in all corners outside of the rooms to be used.			Number of lights not functional
17. Electrical wires are safely fixed.			
18. There are at least two or more active and attentive security personnel			
19. The environment is clean.			
20. There are available garbage bin, bags or container.			

Part III: COMMENTS/RECOMMENDATION

Part IV: CRITICAL INCIDENT—If you have encountered any remarkable event/situation (positive or negative) that needs to be detailed here, please accomplish STAR form (**Situation/Task**—Describe the specific situation and or task needed to be accomplished; **Action**—describe how the person/s or the training team responded to the situation or acted on the task at hand; **Result**—describe the effect of the action or lack of action).

Situation/Task	Action	Result

Please use back page if needed.

Name and Signature of Monitor(s): _____

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Enclosure No. 3 to Advisory dated April 21, 2023

SDO NAGA COMMITTEE DIRECTORY

Committee	Person's-In-Charge	Designation	Contact No.	Remarks/Events
Focal / Lead Persons	Elvin Monroy	Chairman	09108645088	
	Neil Romano Manaog	Co-Chairman	09472520792	
	Oscar M. Chavez	Member	09183964160	
Billeting Center	Junmar Rey Aguilar	Chairman	09175621629	
	Jeffrey Alanis	Co-Chairman	09704698888	
	All School Heads	Members	00000000000	
Food/Snack	Emelyn Brofas	Chairman	09666807584	
	Gina B. Bobis	Co-Chairman	09477532265	
	Norbella Avila	Member	09206199797	
	Sherell Bue	Member	09175010889	
Transportation, Sound System, and Tent	Herman E. Bobis	Chairman	09175033751	
	Noel A. Balares	Co-Chairman	09255827565	
	Eduardo Laureles	Member	09088130420	
	Karlo Bobos/Levi Silerio	Member	09673470159	Archery
Medical Team	Mary Joan P. Verdida	Chairman		Medical Staff
	Hazel Rose Sumpay	Co-Chairman	09688821900	Medical Staff
	Christian Gavino	Member	09482132432	Medical Staff
	Mark S. Saliva	Member	09482132432	Medical Staff
	Yvette Murillo	Member	09062436075	Medical Staff
Playing Venues Preparations	Oscar Chavez	Chairman	09183964160	TWC
	Reynaldo Obsequio	Co-Chairman	09393508714	
	All Sports Managers	Member	00000000000	
Security/Peace & Order, and Tarpaulin	Benedict Warren Ubante	Chairman	09176398844	
	Fernando Carandang	Co-Chairman	09988555714	
	Rick M. Ruizo	Member	09456983401	
	Noel Perez	Member	09212418023	
Child Protection Policy	Emma Naguna	Chairman	09086161823	
	Adelaine Manlapaz	Co-Chairman	09167405259	
	Antonette Maristela	Member	09165200246	
	Joan Dulong	Member	09267856504	
Command Post/Center	Sulpicio Alferes III	Chairman	09338144277	
	Frederick Baldoza	Co-Chairman	09956359200	
	Ramon Geronimo	Member	09519285497	
	Nimfa C. Regalado	Member	09176300352	
Division Information Officer and ICT Group	Jerome Baldemoro	Chairman	09065154861	
	Michael Noe B. Dizon	Co-Chairman	09174407847	
	John Mark B. De Guzman	Member	09514094402	
	Jake De Guzman	Member	09491683826	
	Everrome Asico	Member	09156141795	
Clerk of Course	Rosario De Leon	Chairman	09156141795	
	Nancy Sibayan	Co-Chairman	09212642162	
	Luningning Sabio	Member	09666526135	
	Jayson Aliben	Member	09471833660	
	Norman Lingahan	Member		
	Rose M. de Matta	Member		
Jury of Appeal	Atty. Darcy De Lima	Chairman	09173369833	
	Jarmy D. Taumotorgo	Co-Chairman	09685295490	
	Raquel Papa	Member	09397188808	
	Lorie May O. Claveria	Member	09175045305	
Awards, Medal, Trophies, and certificates Committee	Mary Ann Rosauero	Chairman	09957510997	
	Dexter Tuy	Co-Chairman	09053359668	
	Vilma Cueto	Member	09175296070	
	Michelle Lo	Member	09179349425	
	Maria Theresa Ruizo	Member	09566392490	
Announcer	Luis Marasigan	Chairman	09669810830	
	Sherrel Bue	Co-Chairman	09175010889	
	Esmeralda De los Reyes	Member	09218895895	
Secretariat	Joveleen King	Chairman	09994721558	TWC

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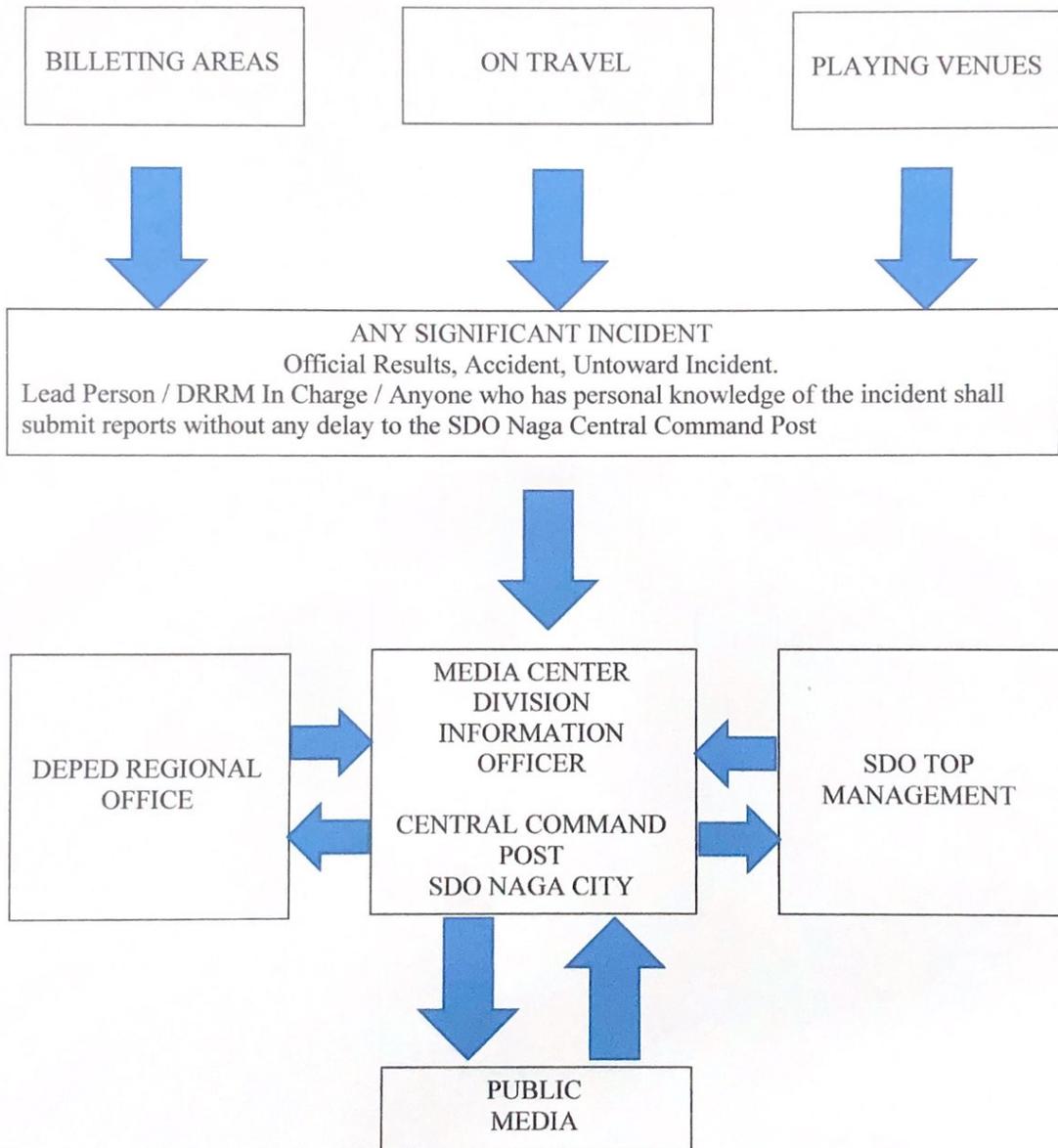




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Enclosure No. 4 to Advisory dated April 21, 2023

COMMUNICATION FLOWCHART



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