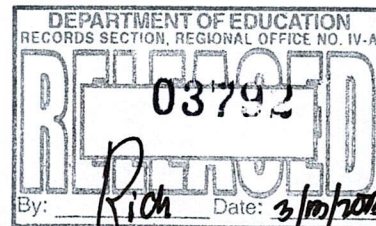




Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



03 March 2023

Regional Memorandum
No. 129 s. 2023

**REPLACEMENT OF TECHNICAL OFFICIALS AND ADDITIONAL
WORKING COMMITTEE MEMBERS FOR 2023 REGIONAL
ATHLETIC ASSOCIATION MEET**

To **Schools Division Superintendents**

1. Relative to the conduct of the 2023 Regional Athletic Association Meet, the following working committee members and technical officials are hereby added/replaced due to varied reasons:

	Additional Working Committee Members	Office	Working Committee
1.	ARD Cherrylou D. Repia, Chairperson	Regional Office	Jury of Appeals
2.	Atty. Marianne A. Dilag, Member	Regional Office	Jury of Appeals
3.	Atty. Crispin B. Balag-oy, Member	Regional Office	Jury of Appeals
4.	Eduarda M. Zapanta, Member	Regional Office	Jury of Appeals
5.	Joseph Tito N. Ocampo, Member	Regional Office	Jury of Appeals

	Working Committee Members/Technical Officials to be replaced	Division	Committee/ Event	Replacement/ Division
1.	Christopher Panaligan	General Trias City	Screening and Accreditation Committee	Dr. Mary Grace E. Javier, Gen. Trias City
2.	Catherine Melo	Cavite City	Awards and Recognition Committee	Reia May L. Guda
3.	Marissa Morgia	Cavite City	Billeting and Accommodation Committee	Daisy Bautista




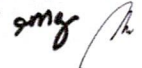
Address: Gate 2 Karangalan Village, Cainta, Rizal
Telephone Nos.: 02-8682-5773/8684-4914/8647-7487
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph



	Working Committee Members/Technical Officials to be replaced	Division	Committee/ Event	Replacement/ Division
4.	Alvin P. Metrillo	Regional Office	Games Records and Results Committee	Meliza G. Liporada
5.	Mercedi Cabaral	Imus City	Swimming	Emerson Liwag, General Trias City
6.	Florencio Capio Jr.	Bacoor City	Football	Renante B. Dula, General Trias City
7.	Geneveve S. Vinoya	Dasmariñas City	Tournament Coordinator, Athletics	Arvin C. Carillo, Dasmariñas City
8.	Gener I. Sarabia	Dasmariñas City	Tournament Coordinator, Football	Niño Laugo, Dasmariñas City
9.	Richard Gabilo	Dasmariñas City	Tournament Coordinator, Volleyball	Angelo Pagulong, Dasmariñas City
10.	Angelito Gaboco	Quezon	Softball	Eulogio Samarro Sr., Dasmariñas City
11.	Irene Sacbibit	Cavite City	Taekwondo	Jerson A. Jus, Quezon
12.	Esteven C. Jay Moreto	Calamba City	Billiard	Rayland Malbog, Lucena City
13.	Angelica Pimpil	Dasmariñas City	Aero Gymnastics	Maricar Dejan- Rizal
14.	Princess Merca	Quezon	Wushu	Jeverlyn Rivera- Rizal
15.	Melanie Corachea	Lipa City	Badminton	Ronald Ali Marimla- Batangas Province

2. Immediate dissemination of this Memorandum is desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II

Regional Director 

REGIONAL ATHLETIC ASSOCIATION MEET WORKING COMMITTEES TERMS OF REFERENCE (TOR)

REGIONAL ATHLETIC ASSOCIATION

1. Supervise the conduct of the Regional Meet;
2. Convene quarterly and discuss measures relative to the implementation of the Regional Athletic Meet
3. Organize the regional delegation to the Palarong Pambansa.
4. Provide a final decision on the findings and recommendations of the Jury and Appeal Committee regarding the written protest.

GAMES EXECUTIVE MANAGEMENT (GEM)

- Implement policies and guidelines formulated by the Regional Athletic Association Board.
- Direct and supervise all activities related to the holding of the Regional Athletic Association Meet.
- Provide financial, administrative, operational, and technical requirements for the preparation and conduct of the Regional Athletic Association Meet.
- Make final decision on RSAC's recommendations on eligibility or disqualification of athletes, coaches, asst. coaches, and chaperones.
- Undertake general management/ administration of games.
- Implement sports competition in accordance with international rules or practices except otherwise if ground rules are adopted.
- Provide official information to all divisions specifically on changes in games schedule and playing venue.
- Identify and assign officiating officials in coordination with Tournament Managers (TMs) and Division Education Program Supervisors in-charge of sports.
- Prepare and send requests for expert technical officials and sports equipment to the National Sports Associations (NSAs)
- Inspect sports equipment, playing venues, and billeting quarters.
- Check the games schedule, playing venue, schedule of officiating officials, and other pertinent requirements submitted by the Tournament Managers (TMs).
- Coordinate with the budget committee in the preparation of the budget proposal.
- Conduct regular meetings with the TMs and chairs of the different working committees.
- Announce the final results of the games during awarding ceremony.
- Facilitate the conduct of deliberation of candidate/selected athletes for Palarong Pambansa.

SECRETARIAT AND LIAISON COMMITTEE

Provide support services for the implementation of the functions of the GEM.

- Perform other functions as may be assigned by the GEM.
- Assist the GEM in preparing communications relative to the conduct of the Regional Athletic Association Meet.

TECHNICAL AND GAMES ADVISORY COMMITTEE

- Provide technical advice to the Tournament Management Committee (TMC) as needed.
- Disseminate information to their respective delegations.

- Attend meetings called by the TMC.
- Provide technical advice to the coach regarding protests and complaints before endorsing to the Tournament Manager/RSAC.
- Participate in the deliberation of selected athletes for Palarong Pambansa.
- Endorse written protests on eligibility cases of the coach to the Regional Screening and Accreditation Committee (RSAC) and to the TMs for technical matters and all other protests or complaints to the TMC.

BUDGET AND FINANCE COMMITTEE

- Recommend approval of the budget proposal and allocate funds.
- Prepare payroll of technical officials and working committee members in coordination with the Registration and Attendance Committee and GEM.
- Disburse funds for expenditures incurred.
- Prepare and submit a liquidation report on the activity's expenses within 30 days after the closing of the event.
- Ensure the submission of the liquidation report on time.

SUPPLIES AND EQUIPMENT COMMITTEE

- Procure requested equipment, supplies, and materials for the Regional Sports Competitions.
- Issue supplies, equipment, officiating officials' uniforms, IDs and other provisions.

PUBLIC AFFAIRS AND DOCUMENTATION COMMITTEE (PADC)

- Take charge of the following:
 - Coordination with the GEM for the reproduction of the manual of operations.
 - Distribution of manual operations.
 - Dissemination of technical information.
 - Receiving official communication pertinent to the administration of the games and forwarded to the concerned committees.
 - Document the meetings conducted by the GEM
- Create, set up, and maintain a webpage for the Regional Athletic Association Meet.
- Document day-to-day activities from the opening until the closing program.
- Issue newsletter on daily updates (print & online).
- Prepare and submit a complete report including photos taken (Narrative Report and Coffee Table Book) a month after the Regional Athletic Association Meet.
- Provide final results signed by TMC to the Awards and Recognition Committee one hour before the closing program.

QUALITY MANAGEMENT AND EVALUATION COMMITTEE

- Prepare evaluation tools for the conduct of the Regional Athletic Association Meet.
- Distribute, retrieve, and consolidate findings in the evaluation sheet on the conduct of the Regional Athletic Association Meet.
- Conduct an evaluation for special awards.
- Submit the results of the evaluation conducted.

REGISTRATION AND ATTENDANCE COMMITTEE

- Take charge of the following:
 - Provision and distribution of Daily Attendance Form.
 - Retrieval of daily attendance of the different working committee members and Technical Officials.

- Check and consolidate the attendance of Technical Officials and members of the different working committees.
- Submit consolidated attendance of Technical Officials and members of the different working committees to the Chairman of the Budget and Finance Committee.

ANNOUNCERS COMMITTEE

- Disseminate information during the conduct of the game/s through the public address system:
 - Schedule of games
 - Officials of the games
 - Presentation of competing teams for the championship game
 - Results of the games
 - Other information as requested by the Tournament Manager and GEM

GAMES RECORDS AND RESULTS COMMITTEE

- Coordinate with the TMs regarding the preparation of forms needed in each event and issue the same to TMs.
- Accept, validate, record, and document game results.
- Provide the Awards and Recognition Committee and Public Affairs and Documentation Committee with official results of the games.
- Submit a consolidated report of game results to the GEM right after the last game.

PROGRAM EVENT AND INVITATION COMMITTEE

- Prepare and send invitations to all guests.
- Prepare programs for the solidarity meeting, opening, and closing activities.
- Secure messages of Guests, Regional Director, Asst. Regional Director, Host LGU, and Host Schools Division Superintendent.
- Prepare all paraphernalia and equipment needed for the ceremonies.
- Coordinate with other committees whose assignment may have bearing or connection with its work.
- Lead the conduct of the opening and closing programs including special events.

SCREENING AND ACCREDITATION COMMITTEE

- Evaluate and verify the authenticity of the documents submitted by the athletes, coaches, assistant coaches, and chaperons applying for accreditation.
- Accredit qualified athletes, coaches, and chaperones, and submit a master list to TMC at least two (2) days before the conduct of Regional Sports Competitions.
- Consider replacements for disqualified athletes, coaches, assistant coaches, and chaperons during the period of screening.
- Re-check and monitor with the proper technical officials the athlete fielded by the coaches during actual competition based on the final official master list with photo gallery released by RSAC
- Coordinate with respective tournament manager and Division Education Program Supervisor in charge of sports regarding decisions on eligibility protests of athletes, coaches, assistant coaches, and chaperones.
- Recommend eligibility/disqualification of athletes, coaches, assistant coaches, and chaperons to the RAA Board for final decision.
- Keep documents of selected athletes, coaches, assistant coaches, and chaperons for Palarong Pambansa.
- Keep and file updated records of athletes, coaches, assistant coaches, and chaperones.

MEDICAL AND DENTAL SERVICES COMMITTEE

- Provide viable medical and health services for all the participants in all playing venues.
- Coordinate with other working committees and school heads of billeting quarters on the medical, health, hygiene, and sanitation needs.
- Oversee the cleanliness, sanitation, and safety in the playing venues.
- Coordinate with the host division in providing 24-hour ambulance service for emergency cases.
- Ensure compliance of all delegations to COVID-19 Risk Mitigating Measures at all times
- Provide isolation facilities in the playing venues

FOOD COMMITTEE

- Coordinate with the BAC regarding the food to be served
- Ensure that the food served is nutritious.
- Ensure the provision of proper handling, storage, and serving of food.
- Monitor the food being served.
- Ensure adequate and safe water supply

JURY OF APPEALS

- Investigate written protests endorsed by GEM during and even after the conclusion of the meet.
- Submit findings and recommendations on written protest to RAA for final decision.

BILLETING AND ACCOMMODATION COMMITTEE

- Coordinate with the Public Affairs and Documentation Committee re: the number of pax to be billeted.
- Ensure availability of accommodation for all the delegations, regional staff, and guests.
- Prepare house rules in the billeting quarters for approval of the GEM.
- Keep and maintain cleanliness, orderliness, and beautification of the billeting quarters.
- Monitor compliance with no littering, no smoking, no drinking, and no gambling policies in the billeting quarters.
- Coordinate with the host division on the following:
 - Provide and maintain 24-hour security and protection for all the participants and billeting quarters.
 - Designate areas or parking zones for vehicles.
 - Presence of Isolation facility in all Billeting Quarters.

DRRM AND SECURITY COMMITTEE

- Check the evacuation plan of all billeting quarters and playing venues.
- Ensure the presence of emergency hotlines in all billeting quarters and playing venues.
- Maintain peace and order in all billeting quarters and playing venues.
- Provide adequate measures to maintain order and security in the billeting quarters and playing venues.
- Coordinate with the different agencies in connection with peace and order and security of all delegations.
- Coordinate with and assist other working committees on matters relating to peace and order needs.
- Coordinate with the LGU in providing security escorts for VIPs

AWARDS AND RECOGNITION COMMITTEE

- Coordinate with the host division as regards the availability of trophies and medals for all the winners.
- Prepare Certificates of Recognition for the winning coaches and technical officials and a Certificate of Participation and Appearance.
- Coordinate with the Games Records and Results Committee regarding official game results.
- Categorize and label trophies and medals to facilitate speedy awarding.
- Assist the Program Committee in the awarding ceremony.
- Provide the judges with criteria and guidelines for the different searches.
- Prepare rating tally sheets for the judges.
- Conduct evaluation on the different searches.
- Submit official results of the different searches to the GEM.
- Ensure proper distribution of medals, trophies, and certificates to the winners, working committee members, and technical officials.

COMMITTEE ON PLAYING VENUES

- Inspect playing venues of different sports events.
- Ensure permit from the host municipality/ies and schools on the use of the playing venues.
- Prepare a location map with approximated travel time/distance from billeting quarters to the different playing venues.
- Coordinate with the Barangay Officials on the safety of delegations and spectators in all playing venues.
- Coordinate with the Event Coordinator and Tournament Managers regarding the issues and concerns in their respective playing venues.

TRANSPORTATION AND TRAFFIC COMMITTEE

- Coordinate with the GEM on the number of persons to be provided with vehicles.
- Ensure available vehicles for the national and regional monitoring teams and RSAC.
- Arrange a schedule of trips in transporting different teams for monitoring and conducting an interview of athletes.
- Prepare signages needed in all billeting quarters and playing venues.
- Coordinate with the local/municipal traffic management for assistance with Traffic Management.

CHILD PROTECTION DATA PRIVACY COMPLIANCE COMMITTEE

- Conduct Fact-Finding Investigation and submit a report to the Chairman of the RSC for a recommendation.
- Provide intervention program to the student concerned; and
- Monitor the intervention program.
- Collect information to identify the processing operations, activities, measures, projects, programs, or systems of the different committees and recommend actions to the Chairperson of the Regional Athletic Association Meet in order to implement the provisions of the Data Privacy Act of 2012, its implementing rules and regulations, circulars of the National Privacy Commission and DepEd rules and regulations on data protection during the Regional Athletic Association Meet.
- Analyze and check the compliance of processing activities, including the issuance of security clearances during the Regional Athletic Association Meet.
- Recommend actions to the Chairman of the Regional Athletic Association Meet on requests for security clearance and other requests involving disclosure of data gathered during the Regional Athletic Association Meet.

- Receive reports on data breaches and notify the National Privacy Commission on data breaches requiring mandatory notification.
- Monitor the implementation of the guidelines of the Regional Athletic Association Meet on data protection and implementing immediate actions on data breaches.
- Act on such other functions that are deemed necessary to perform the functions mentioned above.

Hence, any person requesting access to the records of the athletes, coaches, asst. coaches, and chaperons, can file their request before the Compliance Team. Forms are available at the billeting quarters of the Compliance Team.

Similarly, any incident of breaches such as loss caused by fire, theft/robbery, negligence of any document containing personal and sensitive personal information, hacking, and other analogous or similar acts should be reported to the Compliance Team using the Breach Incident Report Form which is also available at the billeting quarters of the Compliance Team.

CLEANLINESS AND SANITATION COMMITTEE

- Ensure a well-maintained clean, orderly, and conducive billeting quarters and playing venues.
- Ensure compliance with COVID-19 Risk Mitigating Measures.
- Ensure properly arranged and well-kept cooking utensils and eating paraphernalia.
- Ensure clean, pleasant, and well-arranged dining tables and chairs.
- Maintain a clean comfortable room with a sufficient supply of water.
- Ensure proper waste segregation in all billeting quarters and playing venues.

DECORUM AND DISCIPLINE COMMITTEE

- Implement rules and regulations concerning decorum and discipline of delegates in the billeting quarters and playing venues.
- Oversee the strict implementation of the rules and regulations implemented by the GEM on the conduct of Regional Meet.
- Maintain an atmosphere of friendliness, cooperation peace, discipline, and unity among the delegations.
- Submit a report to the GEM when an incident occurs.

PARADE AND RECEPTION COMMITTEE

- In-charge in the lay outing of the assembly area and route of the parade.
- Assign area for guests and delegates
- Usher all guests to their assigned areas
- Ensure a systematic and safely flow of the parade.