

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



27 June 2023

Regional Memorandum
No.365 s.2023

**ARRIVAL OF REGION IV-A CALABARZON DELEGATES AND
WORKING COMMITTEES IN PARTICIPATION IN THE 2023
PRE-NATIONAL QUALIFYING MEET**

To: Assistant Regional Director
Schools Division Superintendents
Functional Division Chiefs
Regional Employees
All other concerned

1. Pursuant to RM No. 294, s. 2023 which is the Participation of Region IV-A in the 2023 Pre-National Qualifying Meet Laguna Sports Complex, Bubukal, Sta. Cruz, Laguna from July 3-7, 2023 the following schedule is presented for the guidance and information of all concerned:

Committees/ Designations	Dates of arrival and venue	Remarks
<ul style="list-style-type: none">▪ Athletes▪ Coaches▪ Assitant Coaches▪ Chaperons	July 1, 2023 Sta Cruz Elementary Schools	The first Meal to be served is lunch.
<ul style="list-style-type: none">▪ Food and Messhall Management Committee	June 28, 2023 Sta, Cruz Elem School	To prepare food and venue for the delegation.
<ul style="list-style-type: none">▪ Accommodation and Quarter Management Committee	June 30, 2023 Sta, Cruz Elem School	To ensure the readiness of the identified venue for the delegation.
<ul style="list-style-type: none">▪ Event Managers▪ Medical and Dental Services▪ Public Affairs and Documentation▪ Registration and Attendance,▪ Parade Decorum and Discipline▪ Transportation	July 1, 2023 Sta Cruz Elementary School	To ensure the readiness of persons, processes, and services in participation to PNQM.




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Certificate No. PHP QMS
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▪ DRRM and Security Committee		
▪ All other committees and delegates	July 3, 2023 Sta Cruz Elementary School	To execute the assigned tasks in participation to PNQM.

2. It is highly reminded each member of the committee should bring their own bed sheets, blankets, pillows, tumblers, and spoons and porks (optional).
3. In the same manner members of the committee in the Regional Office are advised to bring supplies, resources, and equipment approved and available for sports activities such as this in coordination with Finance, Supplies, and Procurement Offices.
4. Travel expenses of CALABARZON delegates, working committee members, and technical officials going to Sta. Cruz, Laguna, and going back to their stations shall be charged against local funds/special education funds while food and other relevant expenses of Region IV-A CALABARZON Delegates shall be charged against regional funds subject to the usual accounting and auditing rules and regulations.
5. For more information or queries, you may contact Dr. Eduarda M. Zapanta, Chief Education Supervisor, Human Resource Development Division (HRDD), or Joseph Tito N. Ocampo, designated Regional Sports Officer at mobile numbers 09189918285 and 09954749255 respectively.
6. Strict compliance with this Memorandum is highly expected.


ATTY. ALBERTO T. ESCOBARTE, CESO II
 Regional Director *mg*