



Republic of the Philippines
Department of Education
Region VII, Central Visayas
TAGBILARAN CITY SCHOOLS DIVISION
City of Tagbilaran



November 25, 2015

Division Memorandum
No. 340 s. 2015

FINAL SCHEDULE OF 2015 CITY MEET PREPARATIONS

TO : All Heads of Unit/Delegation
Chair of Different Working Committees
Tournament Managers/Event Coordinators
Coaches/Officiating Officials
All Concerned

1. In preparation for the smooth conduct of the City Meet this December 10-12, 2015 please take note of the following:
 - 1.1. December 3, 2015 – Coordination Meeting of all participating Unit/Delegation Head at the Division Conference Room, 3:00 PM.
 - 1.2. December 4, 2015 – Coordination Meeting of all Coaches and the Credentials Committee at the Division conference Room, 3:00 PM.
 - 1.3. December 7, 2015 – Coordination Meeting of all Tournament Managers, Event Coordinators and Officiating Officials at the Division Conference Room, 3:00 PM.
2. Deadline of submission of Athletes credentials in folder by event and Unit/Delegation on December 4, 2015 (Friday) to the following credentials committee member for checking and issuance of clearance to wit:
 - 2.1. Mrs. Crestita Batingal – Arnis, Boxing, Baseball -
 - 2.2. Mrs. Ma. Flor C. Getigan – Archery, Badminton, Baseball
 - 2.3. Mrs. Proserfina Doroy – Chess, Football, Gymnastics
 - 2.4. Mrs. Dulce Alma Lupos – Softball, Swimming, Lawn Tennis
 - 2.5. Mrs. Eufe Rhoda Galon – Table Tennis, Taekwondo, Sipa
 - 2.6. Mrs., Evangeline Canda – Volleyball, Sepak-Takraw
 - 2.7. Ms. Maureen Castaño – Athletics, Futsal, Sepak-Takraw Girls
3. Tournament Managers shall see to it that only Athletes/Players with clearance duly issued by the Credentials Committee are allowed to play.
4. Tournament Managers are advice to get their sports equipment needed in their respective events on December 9, 2015 to Mrs. Marife C. Rallos, Division Supply Officer.
5. Expenses relative to the conduct of the 2015 City Meet can be charge against School/Division MOOE and other local funds subject to the usual accounting procedures.
6. Your sincere dedication and strong support is greatly desired for the success of the 2015 City Meet.
7. For your guidance, information, and compliance.


VIRGINIA C. ZAPANTA, Ed.D., CESO V
Schools Division Superintendent