



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



September 29, 2016

Division Memorandum  
No. 537, s. 2016

2016 TAGBILARAN CITY MEET PREPARATIONS

To : All Unit Heads of Athletic Delegation  
Tournament Mangers/Event Coordinators  
Chair and Members of Different Working Committees  
Officiating Officials and Coaches  
All Other Concerned

1. In preparation for the smooth conduct of the 2016 Tagbilaran City Meet on October 18-21, 2016 with the theme "Kalinaw ug Panaghiusa, Pinaagi sa Paugnat sa Kusog" and to ensure improvement in future CVIRAA participation please take note of the following schedules for attendance/compliance:

1.1 September 28, 2016 – Coordination Meeting of all Heads of Atheletic Delegations and Sports Coordinators, 1:00 PM at Sayad Restaurant.

1.2 September 30, 2016 – Coordination Meeting of all tournament managers at 3:00 pm at Division Conference Hall.

1.3 October 3, 2016 – Coordination meeting of all working committees; chair persons and members at 9:00AM at the Division Conference Hall.

1.4 October 5, 2016 – Deadline of submission of entries by Event/Delegation.

1.5 October 10, 2016 – Coordination Meeting of all Coaches and the Credentials Committee, at 3:00pm at the Division Conference Hall.

1.6 October 11, 2016 – Deadline of Atheletes' credentials in folder by Event and for Unit submitted to the following Credentilas Committee members for checking and issuancve of clearance:

1.6.1 Mrs. Corazon H. Samuya – Boxing, Basketball and Chess

1.6.2 Mrs. Crestita Batingal – Arnis, Sipa and Badminton

1.6.3 Mrs. Maria Flor Getigan – Archery, Taekwondo and Baseball

1.6.4 Mrs. Proserpina Doroy – Football, Gymnastics and Futsal

1.6.5 Mrs. Dulce Alama Lopus – Softball and Swimming

1.6.6 Mrs. Eufe Rhoda Galon – Volleyball and Sepak Takraw Girls

1.6.7 Mrs. Evangeline Canda – Table Tennis and Lawn Tennis

1.6.8 Mrs. Maureen Castaño – Atheletics and Sepak Takraw Secondary Boys

- 1.7 October 12 – 14, 2016 – Checking of Athletes' credentials from 8:00 – 12/ 1:00 – 5:00 pm at The Division Conference Hall.
  - 1.8 October 13, 2016 – Final coordination meeting of all working committee chair persons & members from 3:00 pm at the Division Conference Hall.
  - 1.9 October 14, 2016 – Final Coordination meeting of all Tournament managers and Event Coordinators AT 3:00 pm at the Division Conference Hall.
  - 1.10 October 17, 2016 – AM Releasing of clearances by event/by Delegation from 8:00 to 12:00 PM Releasing of sports equipment from 1:00 to 5:00 pm
  - 1.11 October 24, 2016 – Feedbacking
2. Tournament Managers shall see to it that only Athletes with clearance duly issued by the credentials committee are allowed to play.
  3. Tournament Managers are advised to get their sports equipment needed in their respective events on October 17, 2016 from 1:00 to 5:00 pm to Mrs. Marife C. Rallos AO IV,, Division Supply Officer.
  4. Expenses relative to the conduct of the 2016 Tagbilaran City Meet are chargeable against school/Division MOOE and other Local Funds subject to the usual accounting and auditing procedures.
  5. Your dedication and strong support is greatly desired for the success of the 2016 Tagbilaran City Meet.
  6. For information, guidance and compliance.

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