



Republic of the Philippines
Department of Education
Region IV-A CALABARZON
Province of Quezon
CITY SCHOOLS DIVISION OF TAYABAS
Luis Palad Comp., Brgy. Ipilan, Tayabas City



DEPED-TAY-DM-CID(MAPEH)-18-344

TO : CHIEF EDUCATION SUPERVISORS
EDUCATION PROGRAM SUPERVISORS / DIVISION SPORTS COORDINATOR
HEADS, PUBLIC & PRIVATE ELEMENTARY AND SECONDARY SCHOOLS
SCHOOL PESS COORDINATORS
TOURNAMENT MANAGERS & COORDINATORS
OFFICIATING OFFICIALS
COACHES, ASST. COACHES

FOR : CATHERINE P. TALAVERA, CESO VI
Schools Division Superintendent

BY : MAYLANI L. GALICIA
OIC-Assistant Schools Division Superintendent

SUBJECT : 2018 TAYABAS CITY DIVISION ATHLETIC MEET

DATE : October 15, 2018

1. In pursuance to Republic Act 9155 otherwise known as Governance of Basic Education Act of 2001, the Program for School Sports and Physical Education remains part of the Basic Education Curriculum, Republic Act No. 10588: An Act Institutionalizing the Conduct of Palarong Pambansa and Appropriating Funds. In addition, the DepEd Division of Tayabas City advocates intellectual growth, good health and over-all physical fitness which are in consonance with the DepEd Challenge: Good Health to Great Sports and Better Education. As such, the Tayabas City Division Athletic Meet with the theme: **"Championing One Goal, One Dream, One Team!"** shall be held on October 29-31, 2018 in the different venues in Tayabas City.

2. The objectives of the Tayabas City Division Athletic Meet are:

- a. To encourage local government officials and department of education officials to promote the development of sports in their respective areas as stipulated in Article XIV section 19 of the Philippine Constitution.
- b. To widen the recruitment, identification, training and exposure of talented athletes that can open the horizons in as far as National and International competitions are concerned.
- c. Develop sportsmanship and teamwork through competitions in the different sport events in the Division as well as in the region.
- d. Uphold sports to develop the physical fitness and health of the students.
- e. Provide opportunities for athletes in well-managed sports competitions in order to foster self-discipline, teamwork, excellence and other values inherent in the practice of sports.

We, the personnel of the SDO Tayabas City commit to continuously SOAR HIGH.

S-atisfy customers' needs O-ptimize the use of ICT enabled system A-dvocate in the promotion of healthy schools R-ender timely and responsive services
H-help create a child-friendly environment I-integrate QMS in all SDO activities G-overn gender sensitive workplace H-all quality standards

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- f. Educate the young people through Sports and Physical Education in the spirit of better understanding and friendship to help build a strong, healthy and peaceful nation.
 - g. Determine the champions in the different sport events in order to identify and train athletes who will represent the division in the rest of the higher levels of competition.
 - h. Serve as selection and ranking process to determine the best athletes to represent TEAM TAYABAS in the Cluster Meet.
3. Enclosed are the calendar of activities, teacher – officials and chairperson/ members of the different committees, the list of participation rules and, list of events to be played.
4. Administrators are advised to inform or remind their teacher-officials, coaches and committee members regarding their assignments and duties so as to ensure the success of the said meet.
5. Classes will be held during the Tayabas City Division Athletic Meet. Only those involved in the said sports fest are excused from their classes.
6. Schools are expected to provide all athletes with learning interventions as part of their academic program to compensate for missed lessons. Likewise, school heads concerned shall take responsibility in assigning competent teacher/s to handle the affected classes in compliance with 180 days' non-negotiable teacher-pupils/students contact time.
7. Selected and recommended Meet Officials are expected to perform their duties and responsibilities with the highest degree of fairness and competence.
8. All delegates must have their provision for foods and transportation.
9. Officiating officials are requested to bring their own whistles, timepieces, to be used during the meet.
10. The usual cooperation and one hundred percent attendance of all concerned are earnestly desired.
11. Coaches, chaperons, trainers, delegation members and officiating officials who will render services during weekends shall be given Service Credits and Compensatory Overtime Credits (COC) for the non-teaching personnel based on the actual services rendered prior to and during the Tayabas City Division Athletic Meet.
12. Immediate / wide dissemination and compliance with this Memorandum will be highly appreciated.

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2018 Tayabas City Division Athletic Meet
"Championing One Goal, One Dream, One Team"

DIVISION SPORTS PROGRAM

I. DESCRIPTION

The Division Sports Competition dubbed as Tayabas City Division Athletic Meet is an annual multi-level Division Athletic Competition conducted by the Schools Division of Tayabas and participated by elementary and secondary learners both public and private schools, student with special needs and alternative learning system learners.

It serves as the laboratory of all learned/acquired knowledge, skills and competencies as well as attitude and values developed in physical education. It is an avenue that provides in-school youth opportunities to improved their physical, mental, intellectual, moral, and social well-being. Likewise, it serves as a means to promote education, health and sportsmanship.

II. OBJECTIVES

- 1. To promote physical education and sports as an integral part of the basic Education Curriculum and as an affirmation of the schools' commitment to the full development of the great potential of the youth to become responsible and globally competitive citizens of our society.
- 2. To instill and imbibe among the learners the spirit of discipline, teamwork, excellence, fair play, solidarity, sportsmanship and other values inherent in sports.
- 3. To widen the base for talent identification, selection, recruitment, training, and exposure of elementary and secondary learners.
- 4. To provide database as valid and universal basis for further improve the school sports development program.
- 5. To serve as a feeder to the Cluster, Regional, and National Sports Association for further training for International Competitions.

III. HOSTING OF THE DIVISION SPORTS COMPETITION

The hosting of the Tayabas City Division Athletic Meet is determined by drawing of lots and guided by the principle of rotation.

Team	Year of Hosting
Tayabas West District	2018
Tayabas East District	2019
Luis Palad Integrated High School	2020
Tayabas City Stand Alone SHS, WPNHS, RQMNHS	2021
TAYPRISA	2022

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Team	Name of Team	Color
Tayabas West District	West Gladiator	Red, White & Blue
Tayabas East District	East Warrior	Royal Blue & Yellow
Luis Palad Integrated High School	Paladian Dragon	Royal Blue, White & Yellow
Tayabas City Stand Alone SHS, WPNHS, RQMNHS	Rangers	Blue Green
TAYPRISAA	The Saints	Red & White

1. Responsibilities of the Host

- Implement all the policies and guidelines
- Host Team / District shall organize the different working committees.
- Perform other functions / tasks duly assigned by the Division Office
- Ensure the availability of all technical facilities/materials, playing venues
- Ensure peace and order
- Ensure the availability of the sound system
- Ensure the smooth flow of Opening, Solidarity Meeting/Night and Closing Program

IV. COMPOSITION AND NUMBER OF ATHLETES, COACHES, ASST. COACHES AND CHAPERONS PER SPORTS EVENT

A. ELEMENTARY						
Name of Events	Boys	Girls	Coach	Assistant Coach	Chaperon	Total
1. Arnis	3	3	2	0	1	9
2. Athletics	12	12	4	0	1	29
3. Badminton	4	4	2	2	1	13
4. Baseball	12	0	1	1	0	14
5. Basketball	12	0	1	0	0	13
6. Chess	2	2	2	0	1	7
7. Football	18	0	1	0	0	19
8. Gymnastics	0	0	3	0	0	13
MAG	3	0		0	0	
RG	0	3		0	1	
WAG	0	3		0		
9. Sepak Takraw Junior	4	0	1	0	0	5
10. Softball	0	12	1	1	1	15
11. Swimming	10	10	2	0	1	23
12. Table Tennis	4	4	2	0	1	11
13. Taekwondo	6	6	2	0	1	15
14. Tennis	4	4	2	0	1	11
15. Volleyball	12	12	2	2	1	29
	106	75	28	6	11	226

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B. SECONDARY						
Name of Events	Boys	Girls	Coach	Assistant Coach	Chaperon	Total
1. Archery	4	4	2	0	1	11
2. Arnis	5	5	2	0	1	13
3. Athletics	15	15	4	0	1	35
4. Badminton	4	4	2	2	1	11
5. Baseball	12	0	1	1	0	14
6. Basketball	12	12	2	0	1	27
7. Billiard	2	2	2	0	1	7
8. Boxing	10	0	1	1	0	12
9. Chess	2	2	2	0	1	7
10. Football	18	0	1	0	0	19
11. Futsal	0	12	1	0	1	14
12. Gymnastics	0	0	3	0	0	13
MAG	3	0		0	0	
RG	0	3		0	1	
WAG	0	3		0		
13. Sepak Takraw	12	5	2	0	1	20
14. Softball	0	12	1	1	1	15
15. Swimming	10	10	2	0	1	23
16. Table Tennis	4	4	2	0	1	11
17. Taekwondo	10	10	2	0	1	23
18. Tennis	4	4	2	0	1	11
19. Volleyball	12	12	2	2	1	29
20. Wrestling	5	5	2	0	1	13
21. Wushu	5	4	2	0	1	13
	149	128	40	7	18	341

C. SPECIAL GAMES (STUDENTS WITH DISABILITY)						
Name of Events	Boys	Girls	Coach	Assistant Coach	Chaperon	Total
1. Visually Impaired (VI) Athletics	3	3	3	0	0	9
2. Goal Ball	2	2	1	0	0	5
3. Intellectual Disabled (ID) 15 yrs. Old and below athletics	5	5	2	0	0	12
4. Intellectual Disabled (ID) 16 yrs. Old to 25 yrs. Old athletics	5	5	2	0	0	12
5. Bocce	2	2	1	0	0	5
6. Swimming	2	2	2	0	0	6
7. Ortho / Amputee Athletics / Swimming	2	2	2	0	0	6
	21	21	13	0	0	55

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D. ALTERNATIVE LEARNING SYSTEM (ALS)						
Name of Events	Boys	Girls	Coach	Assistant Coach	Chaperon	Total
1. Athletics	5	5	1	0	1	12
2. Chess	1	1	1	0	0	3
3. Badminton	1	1	1	0	0	3
4. Swimming	2	2	1	0	0	5
	9	9	4	0	1	23

E. DEMONSTRATION SPORTS						
Name of Events	Boys	Girls	Coach	Assistant Coach	Chaperon	Total
1. Dance Sports	0	0	0	0	0	0
Elementary	2	2	1	0	1	6
Secondary	2	2	0	0	0	4
2. Aerogymnastics	0	0	0	0	0	0
Elementary	3	2	1	0	0	6
Secondary	2	3	1	0	0	6
3. Pencak Silat	2	2	1	0	1	6
	11	11	4	0	2	28

D. COMPOSITION OF CLUSTER DELEGATION							
Name of Events	Regular Elem	Regular Sec	Special Games	ALS	Demo Sports	Delegation Officials	Total
1. Athletes	181	273	42	18	22	0	536
2. Coaches	28	40	13	4	4	0	89
3. Asst. Coaches	6	7	0	0	0	0	13
4. Chaperons	11	18	0	1	2	0	32
5. Delegation Officials	0	0	0	0	0	0	0
	226	338	55	23	28	0	670

V. 2018 TAYABAS CITY DIVISION PALARO COUNCIL / EXECUTIVE COMMITTEE

• TERM OF REFERENCE

- ✓ Implement policies and guidelines formulated by the Division Sports Competition Board
- ✓ Direct and supervise all activities related to the holding of the Tayabas City Division Athletic Meet
- ✓ Provide financial, administrative, operational and technical requirements for the preparation and conduct of the Tayabas City Division Athletic Meet
- ✓ Make final decision on DSAC recommendation on the eligibility of disqualification of athletes, coaches, asst. coaches and chaperon

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Chairperson:	Catherine P. Talavera, CESO VI - SDS
Vice Chairperson:	Maylani L. Galicia – OIC ASDS
Executive Secretary:	Sherwin C. Quesea – EPS MAPEH / PESS Supervisor
Members:	Imelda C. Raymundo – Chief CID
	Edwin R. Rodriguez – Chief SGOD
	Mildred Z. Galleno – EPS SPED / ALS
	Dennis O. Labita - West Gladiator
	Ma. Lina L. Ayangco – East Warrior
	Sr. Felisa V. Lingatong, MCST – The Saints
	Evelyn R. Palambiano – Rangers
	Gener C. De Los Reyes – Paladian Dragon

VI. TECHNICAL MANAGEMENT COMMITTEE

• TERM OF REFERENCE

- ✓ Provides general management/administration of games
- ✓ Implements sports competition in accordance with international rule or practices except otherwise if ground rules are adopted.
- ✓ Provides official information to all schools specifically on changes in game schedule and playing venue.
- ✓ Identifies and assigns officiating officials in coordination with Tournament Managers (TM's) and School PESS coordinators.
- ✓ Supervises and monitors the conduct of Tayabas City Division Athletic Meet and the work of the Different committees.
- ✓ Inspects sports equipment's, playing venues and billeting quarters
- ✓ Checks games, schedule, venue, officiating officials and other pertinent requirements submitted by TMs
- ✓ Coordinates with budget committee in the preparation of the budget proposal.
- ✓ Conducts regular meetings with the TMs and chairs of the different working committees.
- ✓ Provides final results and Team standing to ICD for documentation.
- ✓ Announces the final results of the games (Chairman)

Chairpersons:	Edwin Rodriguez	SDO
	Sherwin C. Quesea	SDO
Co – Chairpersons	Dennis O. Labita	TWCS-1
	Cleven F. Isagunde	TWCS – 1
Members:	Marissa D. Yacaba	Dapdap IS
	Jerwin Arpia	TCSASHS
	Abegail O. Obdianela	EPES
	May E. Castellones	LPIHS
	Luisa J. Francia	TWCS 2
	Victorino Y. Cabanas	Ilasan ES

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Roderick M. Baasis	WPNHS
Jerico M. Nanez	TWCS 1
Ronan Thaddeus D. Delos Santos	RQMNHS
Aldwin Capistrano	SDO

VII. TECHNICAL ADVISORY COMMITTEE

• TERM OF REFERENCE

- ✓ Provides technical advice to TMC as needed.
- ✓ Disseminates information to their respective delegations.
- ✓ Attends meetings called by the TMC
- ✓ Provides technical advice to coach as regards protest and complain before endorsing to the TMC.
- ✓ Participates in the deliberation of selected athletes for Cluster Meet
- ✓ Endorses written protest on eligibility cases of the coach to the Division Screening and Accreditation Committee. (DSAC) and to the TMs for technical matters and all other protest or complaints to the TMC.

SCHOOL	PRINCIPAL	PESS COORDINATOR
ALSAM ES	Corazon Oabel	Bryan Argete
BUKAL ES	Larvin Labranda	Romnick Laguartilla
BUSAL ES	Adrian Naynes	Adrian Naynes
DAPDAP IES	Dr. Joy Buban	Marissa D. Yacaba
DOMOIT ES	Luz Pacaigue	Gina Samonte
EAST PALALE ES	Cherry Hugo	Abegail O. Obdianela
FELES	Waldymar Pasacsac	Javier B. Flores
GIBANGA ES	Lea Cosico	Marc Dennis G. Capistrano
ILASAN ES	Teresa Andaya	Armando M. Dayapan
IPILAN – ALITAO ES	Ferdinand Glor	Lester S. Salumbides
KALUMPANG ES	Elpidia C. Palayan	Francis M. Navela II
KATIGAN-AUPAY ES	Arlene Pagana	Honey Leyden R. Pilar
LAKAWAN ES	Julieta M. Labita	Glenda Y. Castillo
LALO ES	Girlie Abaricia	Mark Kevin Ranillo
LAWIGUE ES	Natalia A. Andaya	Anicee S. Rodillo
MALOA-CALANTAS ES	Myrna B. Tabernilla	Inrico A. Jalbuena
MASIN ES	Patria Cabriga	Haeizel C. Jasmin
MATE ES	Jeffrey Dimailig	Mary Ann E. Peñaña
NORTH PALALE ES	Melinda A. Buncayo	Rachel Ann A. Guaño
PANDAKAKI ES	Wenefredo B. Baylongo	Rhona R. Reyes
POTOL ES	Ingrid A. Palad	Marie Grace R. Tiosan
SOUTH PALALE ES	Honesto P. Caagbay Jr.	Blanca C. Castillo
TECS I	Ma. Lina L. Ayangco	Ronald O. Hugo
TECS II		Annabel B. Malvar
TECS III		Rowena L. Abdon
TWCS I	Dennis O. Labita	Cleven F. Isagunde
TWCS II	Ronan R. Ranillo	Rainier Roie M. Rea
TWCS III	Leah C. Clado	Arcedel R. Pagana
TWCS IV	Dr. Alona C. Crisanto	William V. Rondilla
VALENCIA ES	Maria Edissa S. Contreras	Romana T. Jabola
WAKAS ES	Roderick O. Hugo	Garry P. Ayala
WEST PALALE ES	Rowena O. Sabiduria	Walter P. Pagana
LPIHS	Dr. Gener C. De Los Reyes	Gregorio G. Constantino
RQMNHS	Michael M. Safred	Meryann V. Flores
WPNHS	Evelyn R. Palambiano	Roderick M. Baasis

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Stand Alone SHS	Leonora L. De Rama	Jerwin D. Arpia
SJBC	Sr. Felisa V. Lingatong, MCST	Julian O. Lagrama 2nd
SRPS	Raquel D. Pacaigue	Dexter E. Saberola
MLILC	Nheoy Ranas	Jojo Acorda
CNJT	Rev. Msgr. Romel C. Ansay	Merla S. Mercado
MC AVIDA	Bernadette M. Dequinco	Keanu D. Baldovino

VIII. ANNOUNCERS

• TERM OF REFERENCE

- ✓ Disseminate information relevant to the Tayabas City Division Athletic Meet events / games through public address system:
 - Schedule of the games
 - Official of the games
 - Presentation of competing teams for the championship games
 - Result of the games
 - Other information as approved by the TMC

Chairperson	Michael M. Safred	RQMNHS
Co - Chairperson	Violeta P. Bunzo	SPES
Members	Ma. Aileen O. Averilla	TCDSASHS
	Democrito L. Cabile Jr.	LPIHS

IX. ATTENDANCE COMMITTEE

• TERM OF REFERENCE

- ✓ Take charge of the following:
 - Provision and distribution of daily attendance form
 - Daily attendance of the different working committee members
 - Receiving of daily attendance of Officiating Officials from the Tournament Secretary
- ✓ Consolidate the attendance of Officiating Officials and members of the different working committees

Chairperson	Luisa J. Francia	TWCS 2
Co - Chairperson	Jerico M. Nañez	TWCS 1
Members	Victorino Y. Cabañas	Ilasan ES
	Ronan Thaddeus D. Delos Santos	RQMNHS

X. PROCUREMENT, SUPPLIES AND EQUIPMENT COMMITTEE

• TERM OF REFERENCE

- ✓ Procure requested equipment, supplies and material for the Tayabas City Division Athletic Meet
- ✓ Issues supplies, equipment to the Tournament Coordinators

Chairperson	Aldwin Capistrano	SDO
Co - Chairperson	Natalio Panganiban	SDO
Members	Ronnie Salazar	SDO
	Tristan Ladines	SDO

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XI. RECORD GROUP

- TERM OF REFERENCE**

- ✓ Coordinate with the TMs regarding the preparation of forms needed in each event and issues to the TMs
- ✓ Accept, validate, record and document game results
- ✓ Provide the awards committee with the official results
- ✓ Submit consolidated report of games results to the TMC right after the last game

Chairperson	Leah A. Cosico	Gibanga ES
Co - Chairperson	Abegail C. Obdianela	EPES
Members	Mark Lester Q. Tabi	TECS
	Lyka Rose P. Lim	LPIHS

XII. AWARDS COMMITTEE

- TERM OF REFERENCE**

- ✓ Coordinate with the host district as regards to the availability of trophies and medals for all the winners
- ✓ Prepare Certificate of Recognition for the winning coaches and officiating officials
- ✓ Coordinate with the record committee re; game results
- ✓ Categorize trophies and medals to facilitate speedy awarding
- ✓ Assist the program committee in the awarding ceremony
- ✓ Prepare tally sheet for the judges (Yell)
- ✓ Conduct evaluation on the different searches
- ✓ Submit official results of the different searches to the TMC
- different searches
- ✓ Ensure the proper distribution of trophies, medals and certificates to the winners and officiating officials

Chairperson	Larvin O. Labrada	EFES
Co - Chairperson	Myrna B. Tabernilla	Malao-a Calantas ES
Members	Luz A. Pacaigue	Domoit ES
	Marinel D. Abella	Domoit ES

XIII. PROGRAM AND INVITATION COMMITTEE

- TERM OF REFERENCE**

- ✓ Prepare and send invitation to all guest
- ✓ Prepare program for the opening, solidarity, mayors night, and closing program
- ✓ Prepare all paraphernalia and equipment needed in the ceremonies
- ✓ Coordinates with other committees whose assignment may have bearing or connection with its work
- ✓ Lead the conduct of the opening, solidarity, mayor's night, and closing programs including special events

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Chairperson	Ingrid A. Palad	Potol ES
Co - Chairperson	Sherman N. Pabruada	Potol ES
Members	Marissa D. Yacaba	Dapdap Integrated School
	Mayla C. Ramiro	Potol ES

XIV. COMMITTEE OF PLAYING VENUES

• TERM OF REFERENCE

- ✓ Inspect playing venues of different sports events.
- ✓ Ensure permit from the schools on the use of the playing venues
- ✓ Coordinate with the Barangay Officials on the safety of the delegations and spectators in all playing venues

Chairperson	Loreto P. Pernia	Ipilan – Alitao ES
Co - Chairperson	All Boys Tayabas West District	
Member	Marissa D. Yacaba	Dapdap Integrated School

XV. ACCOMMODATION AND PEACE AND ORDER COMMITTEE

• TERM OF REFERENCE

- ✓ Coordinate with the school in the use of rooms if needed by the delegates.
- ✓ Ensure the availability of accommodation for the delegation
- ✓ Prepare house rules in the different venues for approval of TMC
- ✓ Keep maintain cleanliness, orderliness
- ✓ Monitor the compliance to no littering, no smoking, no drinking and no gambling policies in the different venues
- ✓ Coordinate with the host district on the following
 - Provide and maintain security and protection for all the participants in the different venues
 - Maintain peace and order and discipline among the viewing public
 - Designate areas for parking zones for vehicles
 - Provide security escort for VIPs

Chairperson	Jerico M. Nañez	TWCS 1
Co - Chairperson	Cleven F. Isagunde	TWCS 1
Members	Fitz James L. Lavadia	TWCS 1
	Johnas B. Salvan	TWCS 1

XVI. INFORMATION, COMMUNICATION AND DOCUMENTATION COMMITTEE

• TERM OF REFERENCE

- ✓ Take charge of the following
 - Coordinate with the TMC for the reproduction of the program / manual of operation if any
 - Distribute program / manual of operation if any
- ✓ Document day to day activities from the opening until the closing program
- ✓ Prepare and submit complete report including photos taken (Narrative Report) two weeks after the event

Chairperson	Gerlie G. Abaricia	Lalo ES
Co - Chairperson	Leah C. Clado	TWCS-3

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Members	Rassel A. Zarsuelo	TWCS-3
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XVII. DIVISION SCREENING AND ACCREDITATION COMMITTEE

• TERM OF REFERENCE

- ✓ Evaluates and verify the authenticity of the athlete's coach and chaperon's documents.
- ✓ Accredits athletes qualified to participate in the Tayabas City Division Athletic Meet.
- ✓ Submits list of qualified athletes, coaches and chaperons for Tayabas City Division Athletic Meet to the TMC for centralized filing and safekeeping.
- ✓ Re-checks and monitors athletes being fielded.
- ✓ Considers replacement for those disqualified athletes only during period of screening.
- ✓ Coordinates with respective tournament manager and Division PESS supervisor regarding decision on eligibility protest of athlete.
- ✓ Recommends eligibility disqualification of athletes for the execom for final decision
- ✓ Keeps documents of selected athletes for 2018 Cluster Meet and RSC.

Chairperson	Ronan R. Ranillo	TWCS 2
Co - Chairperson	Erico P. Ybardolaza	LPIHS
Members	Sherman N. Pabruada	Potol ES
	Waldymar E. Pasacsac	FELES
	Lyka Rose P. Lim	LPIHS
	Loida Arceta (ALS / SPED)	KES

XVIII. MEDICAL SERVICES, HEALTH AND SANITATION COMMITTEE

• TERM OF REFERENCE

- ✓ Provide viable medical and health services for all the participants in all playing venues
- ✓ Coordinates with other working committees and school head of billeting quarters on their medical, health, hygiene and sanitation needs.
- ✓ Oversees the cleanliness, sanitation and safety in the billeting quarters and playing venues
- ✓ Briefs those who will serve as aides on first aid and basic health services
- ✓ Ensures that food to be served are nutritious
- ✓ Ensures the provision of proper handling storage and serving of food.
- ✓ Coordinates with the host district/school in providing the ambulance service for emergency cases.
- ✓ Monitors the food being served
- ✓ Ensures compliance of all district and participating schools in secondary level to plastic and no styro policy.

Chairperson	Dr. Connie Sia	SDO
Co - Chairperson	Dr. Jed Aguilar	SDO
Members	Mariles Ferro	SDO
	Lailani Omlas	SDO

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	Alelie Padillo	SDO
	Joel Carlo A. Romero	Dapdap ES
	Sharlene Baer	LPHIS

XIX. TOURNAMENT MANAGERS

- **Term of Reference**

- ✓ Prepare and submit games schedule and assignment of officiating officials to TMC
- ✓ Examine the equipment to be used according to specification prescribed in the Internal Rules of their respective event
- ✓ Check all playing venues in accordance with the international rules prior to the game proper
- ✓ Provide safety precaution measures and provisions in the conduct of the game
- ✓ Chair the committee on technical rules of their respective sports events together with his/her officiating officials and to decide immediately on minor protest. Decision must be in writing signed by the TM in consultation with the chairman of the TMC
- ✓ Present ground rules and game schedule to all coaches and officiating officials during Solidarity Meeting and inform all concerned on the changes made
- ✓ Submit changes in games schedule and playing venues to TMC
- ✓ Report the progress of the tournament to the TMC
- ✓ Conduct regular meeting with the officiating officials on the progress of the tournament
- ✓ Attend meeting as may be called by the TMC
- ✓ Submit post-tournament report indicating attendance and performance rating of officiating officials to the TMC
- ✓ Make provision for crowd controlling during the tournament on coordination with the peace and order committee
- ✓ Sign and submit daily game result to the ICD Committee

XX. TOURNAMENT COORDINATOR

- **Terms of Reference**

- ✓ Assist the TM in performing his/her duties and responsibilities in the duration of the competition
- ✓ Ensure the material needed in the tournament
- ✓ Perform such other duties as may be assigned by the TM

XXI. TOURNAMENT SECRETARY

- **Terms of Reference**

- ✓ Assist the TM in preparing the necessary technical forms (such as score sheet, game result etc.)
- ✓ Prepare daily game and final results and secure TM's signature
- ✓ Record all deliberations on protest and meeting held
- ✓ Keep accurate records of games and update result of all competitions

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- ✓ Check and submit daily and consolidated attendance of the officiating officials signed by the TM to the TMC and Attendance officer
- ✓ Perform other related tasks assigned by the TMC

XXII. MEMBERS

- **TERM OF REFERENCE**

- ✓ Perform function and duties of an officiating officials
- ✓ Officiate fairly and report to their post 20 minutes before the game until the end of the last game
- ✓ Attend regular emergency meeting called by the TM

XXIII. EVENT TO BE PLAYED / VENUES / LIST OF ENTRY / EVENT COORDINATORS / TM / OFFICIALS

EVENT	VENUES	LIST OF ENTRY		Tournament Manager	Tournament Coordinator	Officials
		ELEMENTARY	SECONDARY			
1. Athletics	LPIHS Track Oval	West Gladiator East Warrior	Paladian Dragon Rangers The Saints	1. Nelson Edon 2. Mariesol Buncayo	1. Armando Dayapan 2. Loreto Pernia	1. Aileen Amo 2. Annabelle Jalbuena 3. Catherine Telebrico 4. Clarine L. Reyes 5. Henzel Arao 6. Honesto Caagbay 7. Jojo Oabel 8. Jowell Mendoza 9. Karen Reyes 10. Leo Rea 11. Maristel Dael 12. Melvin Caagbay 13. Michael Banes 14. Michelle Ann Lubiano 15. Rosalina Llorin 16. Ruel Cabuyao 17. Wenifredo Baylongo 18. Rowena L. Abdon 19. Haeizel C. Jasmin 20. Honey Leyden R. Pilar 21. Glenda Y. Castillo
2. Arnis Sec.	LPNHS (Gym)		Paladian Dragon Rangers	3. Maricel Fartingca	3. Fitz James Lavadia	22. Abegail Vito 23. Genalyn G. Arpia 24. Isabelo Cuarto 25. Lea Junio 26. Leila Jardin 27. Reniel Cabuyao
3. Badminton	Silungang Bayan (Oct. 29, 2018) TECS (OCT 30-31 2018)	West Gladiator East Warrior The Saints	Paladian Dragon Rangers The Saints	4. Roderick M. Baasis	4. Marissa D. Yacaba	28. Aldrin Pantoja 29. Aleli Argete 30. Carmena Lagonero 31. Chester Manzanares 32. Alexandria Deloraya 33. Evelyn Paredes 34. Jasper Amulong 35. Jerico Nanez 36. Laurice Zapata 37. Marife Ramirez 38. Marileth Berena 39. Marissa Capistrano 40. Melde Jalbuena 41. Mylen Cataquiz

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						42. Renato Villa 43. Reyman Kristian Zubieta 44. Romana T. Jabola 45. Romnick Laguartilla 46. Ronelda Macayan 47. Sharmaine Avilla 48. Shiela Marie Oabel 49. Kendrick Cabriga
4. Basketball	Lita Subdivision (Elem) INTERTOWN (Secondary)	West Gladiator East Warrior The Saints	Paladian Dragon Rangers The Saints	5. Redentor V. Sante	5. William Rondilla	50. Albeus Cabuyao 51. Edmar Rada 52. Enrico Jalbuena 53. Johnas Salvan 54. Kim Gerarld Mendoza 55. Orven Talavera 56. Roi Rea 57. Ronald Hugo 58. Rowena Rondilla 59. Ryan Sombrero 60. Senen Salubayba 61. Velmor Padua 62. Victorino Cabanas 63. Wayne Howard Ramallosa 64. William Rondilla
5. Baseball	LPIHS Field	West Gladiator	Paladian Dragon Rangers	6. Javier Flores 7. Chrizel Ara Yanilla	6. Ingrid Palad	65. Abel Contreras 66. Jojo Salazar 67. Kevin Ranillo 68. Leuvin Naynes 69. Manny Plasuelo 70. Josefita Alega 71. Tracy Ragudo 72. Kassandra Camille Q. Tabi
6. Billiard	Rodillo		Paladian Dragon	8. Alfredo Naynes		
7. Boxing	TECS 2		Paladian Dragon Rangers	9. Jerwin Arpia	7. Rita R. Arceta	
8. Chess	LPIHS MULTI-PURPOSE HALL	West Gladiator East Warrior The Saints	Paladian Dragon Rangers The Saints	10. Walter Pagana (Elem) 11. Gregorio G. Constantino (Sec.)	8. Lester Gob (Elem) Gregorio G Constantino (Sec)	73. Estelita Grayda 74. Gregorio G. Constantino 75. Jay Cablesuelas 76. Jocelyn Nañez 77. Lester Gob 78. Marie Jo Antonette O. Pandapatan 79. Marilyn Pasno 80. Rhoda Maranan 81. Ronaldo Navajas 82. Simplicio Rato
9. Football	LPIHS Feild		Paladian Dragon Rangers The Saints	12. Ariel Cabuyao	9. Lyka Rose P. Lim	91. Arcedel Pagana 92. Bryan Argete 93. Donalyn Llamas 94. Mark Gerneil Abadilla 95. Garry P. Ayala 96. Leadiana S. Espinosa
10. Futsal	TECS 3 Covered Court (Oct. 29)		Paladian Dragon Rangers	13. Garry Villaverde		97. Mark Gerneil Abadilla
11. Swimming	QNHS	West Gladiator East Warrior The Saints	Paladian Dragon The Saints	14. Tesza Ramilo	10. Editha Laude	98. Elsie Veluya 99. Emman Moreno 100. Leslie Oabel 101. Lester Salumbides 102. Margie Salvanera 103. Rachelle Guano 104. Sherylyn Moreno 105. Susan Abuel 106. Totie Palambiano

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12. Table Tennis	TWCS-1 (Elem) LPIHS (Sec)	West Gladiator The Saints	Paladian Dragon Rangers The Saints	15. Andrew Ladines	11. Aris Pabularcon	107. Aireen Bereña 108. Aldrin Saludes 109. Leonard Lubiano 110. Luz Pacaigue 111. Rey Zubieta 112. Rosalie Rivera 113. Roselle Javin 114. Roshayne Marcellana 115. Eloisa E. Lagar
13. Taekwondo	TECS 1 Covered Court	West Gladiator East Warrior The Saints	Paladian Dragon Rangers The Saints	16. Adrian Naynes	12. Blanca Castillo	116. Annabel B. Malvar 117. Marie Grace Tiosan 118. Michelle Anyayahan 119. Mhelody Cauyan 120. Rita Arceta
14. Tennis	KES Covered Court LPIHS Tennis Court	West Gladiator East Warrior The Saints	Paladian Dragon The Saints	17. Francis Navela	13. Amie Rolle	121. Joey Abellanosa 122. Leslie Oabel 123. Neri Grace Navela 124. Noela Cabuyao 125. Rosalina Placino
15. Volleyball	TWCS 1 (ELEM) LPIHS (SECONDARY)	West Gladiator East Warrior The Saints	Paladian Dragon Rangers The Saints	18. Jane Erasmus Mari P. Panganiban 19. Jane Nantes	14. Elizabeth Maranan	126. Anicee Rodillo 127. Cirila Obciana 128. Cleven Isagunde 129. Girlie Abaricia 130. Ivy D. Isagunde 131. Jerwin Arpia 132. Julian O. Lagrama 2nd 133. Jundee Rivadinera 134. Karmela A. Veluz 135. Mayla C. Ramiro 136. Marc Dennis 137. Marry Joi P. Las 138. Mary Ann Peñana 139. Mary Joy P. Las 140. Mirasol Valdeavilla 141. Rhea Maraño 142. Rose Ann Villalon 143. Ruby Esmiller 144. Reniel Ranillo

CALENDAR OF ACTIVITIES

DATE	TIME	ACTIVITIES	VENUE	Persons Involved
October 17, 2018	3:00 PM	Finalization Meeting on the conduct of 2018 Tayabas City Division Athletic Meet	TWCS - 1	PESS Supervisor School Heads SPESS Coordinators Tournament Managers Tournament Coordinators TFFS
October 19, 2018	8:00 Am – 5:00 PM	Submission of Athletes' Coaches' Documents AR Form Medical & Dental Parental Consent NSO/ PSA Certificate of Enrollment Picture	TWCS 2	Division Screening Committee SPESS Coordinators Coaches
October 22-26, 2018	8:00 Am – 5:00 PM	Evaluation of Athletes' / Coaches' Documents	TWCS 2	Division Screening Committee

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October 22, 2018	8:00 Am – 5:00 PM	Medical & Dental Examination (West Gladiator)	TWCS - 1	Division Medical & Dental Team Athletes'' / Coaches'
October 23, 2018	8:00 Am – 5:00 PM	Medical & Dental Examination (East Warrior)	TECS-1 Covered Court	Division Medical & Dental Team Athletes'' / Coaches'
October 24, 2018	8:00 Am – 5:00 PM	Medical & Dental Examination (The Saints)	CNJT	Division Medical & Dental Team Athletes'' / Coaches'
October 25, 2018	8:00 Am – 5:00 PM	Medical & Dental Examination (Rangers)	DIVISION OFFICE	Division Medical & Dental Team Athletes'' / Coaches'
October 26, 2018	8:00 Am – 5:00 PM	Medical & Dental Examination (Paladian Dragon)	LPHIS Suarez Building	Division Medical & Dental Team Athletes'' / Coaches'
October 28, 2018	2:00 PM	Solidarity Meeting	TWCS-1	PESS Supervisor School Heads SPESS Coordinators Tournament Managers Tournament Coordinators TFFS Coaches' Officiating Officials
October 29, 2018	8:00 AM	Opening Program	LPHIS Grand Stand	SDS ASDS SGOD CID PESS Supervisor Tayabas Delegates (West Gladiator, East Warrior, The Saint, Rangers, Paladian Dragon)
October 29-31, 2018	8:00 Am – 5:00 PM	Game Proper	Assigned Venues for the Event	Tournament Managers Tournament Coordinators TFFS Coaches' Officiating Officials Tayabas Delegates (West Gladiator, East Warrior, The Saints, Rangers, Paladian Dragon)
October 30, 2018	6:00 PM	Mayor's Night	TWCS-1	SDO Tayabas PESS Supervisor School Heads SPESS Coordinators Tournament Managers Tournament Coordinators TFFS Coaches' Officiating Officials

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October 31, 2018	10:00 AM	Deliberation of Candidate Athletes / Coaches to Quezon Cluster Meet	Division Office	PESS Supervisor Tournament Managers TFFS Winning Coaches
	1:00 PM	Closing Program	LPHIS Grand Stand	SDS ASDS SGOD CID PESS Supervisor Tayabas Delegates (West Gladiator, East Warrior, The Saints, Rangers, Paladian Dragon)

2018 Tayabas City Division Athletic Meet
"Championing One Goal, One Dream, One Team"

SOLIDARITY MEETING

Tayabas West Central School 1

October 28, 2018

Part I

- | | |
|---|---|
| I. National Anthem_____ | Ryan Chester Z. Manzanares
TWCS-1 |
| II. Prayer _____ | Cleven F. Isagunde
Host PESS |
| III. Division of Tayabas March _____ | Ryan Chester Z. Manzanares
TWCS-1 |
| IV. CALABARZON March _____ | Ryan Chester Z. Manzanares
TWCS-1 |
| V. Words of Welcome_____ | Dennis O. Labita
Principal – TWCS-1 |
| VI. Introduction of the 2018 Tayabas City Division Athletic Meet Board of Directors, Technical Management Committee and Technical Officials____ | Aldwin Capistrano
Maylani L. Galicia
OIC - ASDS |
| VII. Message_____ | |
| VIII. Briefing | |
| I. Opening Program_____ | Ingrid A. Palad
Chairperson – Opening Program |
| II. Awards_____ | Larvin O. Labrada
Chairperson – Awards Committee |

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III. Screening and Accreditation _	Ronan R. Ranillo Chairperson - DSAC
IV. Playing Venue _____	Loreto P. Pernia Chairperson –Committee on Playing Venues
V. Attendance _____	Luisa J. Francia Attendance Officer
VI. Medical _____	Dr. Connie Sia Chairperson – Medical Services
VII. Record and Result _____	Lea A. Cosico Chairperson – Record Committee

Part II

Break-out Session _____ Tournament Managers

Master of Ceremonies

Jerico M. Nanez
TWCS-1**2018 Tayabas City Division Athletic Meet***"Championing One Goal, One Dream, One Team"***PANIMULANG SEREMONYA**

Luis Palad Integrated High School

October 29, 2018

7:30 AM

I. UNANG BAHAGI -----	Parada ng Bawat delegasyon
Lugar ng Pagtitipon-----	LPIHS Banaba Avenue
Oras ng Pagtitipon-----	6:30 AM
Panimula ng Parada-----	7:30 AM

II. **IKALAWANG BAHAGI****PAMBUNGAD NA PALATUNTUNAN**

Tayabas West Central School 1

October 29, 2018

8:30 AM

1. Pambansang Awit-----Ryan Chester Z. Manzanares
TWCS-1
2. Panalangin ng bayan-----
3. Pag-awit ng Division / CALABARZON March---- Ryan Chester Z. Manzanares

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4. Bating Pagtanggap----- TWCS-1
Dennis O. Labita
Principal – TWCS-I /Host
District

Maylani L. Galicia
OIC – ASDS
5. Pagsasalin ng Watawat ng Division
mula kina:----- Dennis O. Labita
Principal – TWCS-I /Host
District

Tatanggapin nina: ----- Cleven F. Isagunde
PESS Coordinator
Ma. Lina L. Ayangco
Principal – TECS
Next Host District

Ronald O. Hugo
PESS Coordinator
6. Pagtataas ng Watawat ng Division----- Catherine P. Talavera, CESO VI
Schools Division Superintendent

Maylani L. Galicia
OIC – ASDS

Sherwin C. Quesea
PESS Supervisor
7. Pagtatas ng mga Watawat ng Bawat Kuponan Head of the Delegation
PESS Coordinators
8. Pagpapakilala ng Panauhing Pandangal-----
9. Mensahe-----
10. Panunumpa ng mga Buguhang Manlalaro----- Brandon Rey J. Obrador –
Gold Medalist RSC 2018
Palarong Pambansa 2018
Participant
Sherwin C. Quesea
PESS Supervisor
11. Panunumpa ng mga Opisyaless-----
12. Pagsisindi ng Sulo ng Pagkakaisa ng
2018 Tayabas City Division Athletic
Meet----- Darel R. Pereda
Gold Medalist RSC 2018
Palarong Pambansa 2018
Participant
13. Mensahe at Pagpapahayag ng
Opisyal na Pagbubukas ng Palaro----- Catherine P. Talavera, CESO VI
Schools Division Superintendent

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Simbolikong Seremonya ng Pagbubukas
ng 2018 Tayabas City Division Athletic

Meet-----

Cheer Dance

14. Pampasiglang Bilang-----

15. Resesyonal -----

Guro ng Palatuntunan

Michael M. Safred & Ma Aileen B. Averilla

Order of the Parade

- | | |
|--------------------|---|
| 1. West Gladiator | Tayabas West District |
| 2. East Warrior | Tayabas East District |
| 3. Paladian Dragon | Luis Palad Integrated High School |
| 4. Rangers | West Palale National High School |
| | Rosario Quesada Memorial National High School |
| | Tayabas City Stand Alone SHS |
| 5. The Saints | TAYPRISA |

2018 Tayabas City Division Athletic Meet

"Championing One Goal, One Dream, One Team"

MAYOR'S / SOLIDARITY NIGHT

Luis Palad Integrated High School

October 30, 2018

7:00 PM

2018 Tayabas City Division Athletic Meet

"Championing One Goal, One Dream, One Team"

PANGWAKAS NA PALATUNTUNAN

Luis Palad Integrated High School

October 31, 2018

1:00 AM

- I. Pambansang Awit-----
- II. Panalangin ng bayan-----
- III. Pag-awit ng Division / CALABARZON March----
- IV.

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- V. Mensahe----- Catherine P. Talavera, CESO VI
Schools Division Superintendent
- VI. Pagpapahayag ng mga Nagsipagwagi
- VII. Paggagawad ng mga Tropeo sa mga
Kampeon----- Catherine P. Talavera, CESO VI
Schools Division Superintendent

Maylani L. Galicia
OIC – ASDS

Imelda C. Raymundo
Chief CID

Edwin Rodriguez
Chief – SGOD

Sherwin C. Quesea
PESS Supervisor

- VIII. Pagbibigay ng Hamon at Pormal na
Pagpapahayag ng Pagtatapos ng
2018 Tayabas City Division
Athletic Meet-----

Catherine P. Talavera, CESO VI
Schools Division Superintendent

- VIII. Pagbababa ng Watawat ng Division
at mga Delegasyon-----

Maylani L. Galicia
OIC – ASDS

Kinatawan ng Bawat
Delegasyon

Pagpapalingas ng Sulo ng Pagkakaisa
ng 2018 Tayabas City Division
Athletic Meet-----

Guro ng Palatuntunan

Democrito "Titan" Cabile & Violeta Bunzo

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