

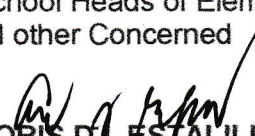


Republic of the Philippines
Department of Education
Region IV-A CALABARZON
CITY SCHOOLS DIVISION OF CABUYAO



MEMORANDUM

TO : OIC - Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division
OIC - Chief, Schools Governance and Operation Division
Public Schools District Supervisors
School Heads of Elementary and Secondary Schools
All other Concerned

FROM : 
DORIS D. ESTALILLA
Officer-In-Charge
Schools Division Superintendent

SUBJECT : **LIVE-IN TRAINING FOR REGION IVA-CALABARZON DELEGATES
TO THE 2018 PALARONG PAMBANSA**

DATE : March 6, 2018

1. Relative to the Regional Memorandum No. 05-18-148, dated February 27, 2018 regarding the Region's Participation to the **2018 Palarong Pambansa** to be held on April 15-21, 2018 at Vigan City, Ilocos Sur, a **Live-in Training for Region IV-CALABARZON Delegates** shall be conducted on March 21-28 and April 2-10, 2018 at Laguna Sports Complex, Bubukal, Santa Cruz, Laguna.
2. All candidate athletes, coaches, assistant coaches, chaperons and trainers (regular and demonstration sports) are required to be at the training venue and attend orientation meeting on March 21 at 1:00 o'clock in the afternoon. Training for students with disability shall be held on April 2-10, 2018 at the same venue. They are advised to **bring their own dining paraphernalia, mattresses and beddings**.
3. Division Education Program Supervisors In-charge of Sports and SPED are enjoined to attend the orientation meeting and serve as monitoring officials based on their schedule.
4. Screening of athletes' documents shall be conducted on March 26 while interview of athletes shall be on March 27-28, 2018 at Felicisimo T. San Luis Memorial National High School. Hence, all athletes, coaches and chaperons having their training outside the designated training venue are required to report at the screening venue on the said dates.
5. Teaching personnel who will render services during weekends and holidays shall be given Service Credits and Compensatory Overtime Credits (COC) for non-teaching personnel based on the actual number of days served.
6. Travel expenses of delegates relative to this training shall be charged against local/SEF funds subject to the usual accounting and auditing rules and regulations.
7. Attached herewith are the guidelines on the Live-in Training for Palarong Pambansa (enclosure 1).
8. Immediate dissemination of the Memorandum is desired.

UM 105 s. 2018