



Republic of the Philippines
Department of Education
CARAGA REGION

DEPARTMENT OF EDUCATION
RECORDS UNIT, REGIONAL OFFICE - CARAGA

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REGIONAL MEMORANDUM

MAY 14 2025

No. 0501 , s. 2025

To: Schools Division Superintendents
All Others Concerned

ADDENDUM TO REGIONAL MEMORANDUM NO. 0415, S. 2025 RE:
PARTICIPATION TO THE 2025 PALARONG PAMBANSA

1. In reference to Regional Memorandum No. 0415, s. 2025, *Participation to the 2025 Palarong Pambansa*, all concerned are requested to refer to the following enclosures for proper guidance:

Enclosure No. 1: Updated list of Technical Working Group

Enclosure No. 2: 2025 Palarong Pambansa Playing Venues

Enclosure No. 3: Schedule of Activities

2. The Regional Office will take charge of the transportation of delegations from Butuan City Central Elementary School to Butuan City Airport on the following schedules:

Schedule		Division
Date	Time	
May 17, 2025	5:00 PM	Surigao City
		Surigao del Norte
May 18, 2025	4:00 AM	Bayugan City
		Cabadbaran City
		Siargao
		Tandag City
	5:00 PM	Agusan del Sur
		Bislig City
May 19, 2025	4:00 AM	Surigao del Sur
		Butuan City
	4:00 PM	Butuan City

3. For delegates arriving in Manila, after claiming their checked-in baggage, all are requested to proceed at the arrival area bays 1-3 for the shuttle buses to Dingras, Ilocos Norte. Schedule of bus departures are as follows:

Bus Schedules to Dingras	
Date	Time
May 17, 2025	8:30 AM
	9:45 PM
May 18, 2025	8:30 AM
	10:00 PM



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4. For those arriving in Laoag International Airport, the host province shall provide transportation to the designated billeting quarter and vice versa. Arrival and departure schedules were already coordinated with the transportation committee.
5. All delegates are requested to bring their own pillows and linens to be used for sleeping.
6. Prior to departure, all athletes shall submit the signed consent, waiver, indemnity and release form to their respective Division Sports Officers.
7. Furthermore, for delegations departing from Manila to Butuan City please be guided by the bus schedules from Dingras NHS to NAIA Terminal 2 as follows:

Date	Time of Departure	Divisions
May 30, 2025	1:00 PM	Siargao
		Surigao del Sur
	4:00 PM	Bislig City
		Surigao del Norte
June 1, 2025	4:00 AM	Surigao City
June 2, 2025	4:00 AM	Tandag City
		Bayugan City
		Agusan del Sur
	4:00 PM	Agusan del Sur

8. Upon arrival at Butuan City Airport, divisions shall take charge of the transportation of their own delegation to their respective divisions/areas of residence.
9. For your information and dissemination.


MARIA INES C. ASUNCION
 Director IV
 Regional Director

Encl.: As stated
 Reference: Regional Memorandum No. 0415, s. 2025
 To be indicated in the Perpetual Index
 under the following subjects:

SPORTS

ESSD/jcc
 05/08/2025

(Enclosure No. 1 to Regional Memorandum No. 0501 , s. 2025)

LIST OF TECHNICAL WORKING GROUP (TWG) AND TERMS OF REFERENCE

COMMITTEE	NAME	OFFICE	TERMS OF REFERENCE
Head of Delegation	Maria Ines C. Asuncion	Regional Office	1. Takes charge of the overall management of the Caraga delegation during the training and Palaro. 2. Serves as the overall decision-making body of the Caraga delegation. 3. Ensures that all committees perform their assigned tasks. 4. Provides moral support and inspiration to the whole delegation.
Deputy Head of Delegation / Operations Manager for the Palaro	Pedro T. Escobarte, Jr.	Regional Office	
Delegation Team Managers	Schools Division Superintendents Assistant Schools Division Superintendents	Schools Division Offices	1. Monitors the progress of each event. 2. Provides necessary support to the delegation.
Program	Edmund D. Mendoza	Regional Office	1. Prepares the schedule

COMMITTEE	NAME	OFFICE	TERMS OF REFERENCE
Owners	Jumer C. Carlon, MD Jennyfriel I. Jumamil Leah Ellen V. Yaoyao		of activities and needs of the series of events for the Palarong Pambansa. 2. Spearheads the proposals, PRs, and monitors the procurement progress. 3. Attends to pre-bid and bidding conferences/meetings to ensure that supplies/equipment required are following set expectations. 4. Monitors the progress of activities of the various committees. 5. Ensures that needs of the committees are provided for. 6. Attends to Palaro-related meetings.
Training Directors	Michael U. Martin Danny Baldos	Butuan City Agusan del Sur	1. Oversees the implementation of the training program.

COMMITTEE	NAME	OFFICE	TERMS OF REFERENCE
			2. Conducts regular evaluations to ensure that standards and objectives are met. 3. Provides regular feedback to the Top Management.
Camp Masters	Marygold Silao Ledio Baylosis Riza Fanree Vallespin Jeremy Bernados Danny Robles	Regional Office Butuan City Agusan del Sur Agusan del Norte	1. Ensures that all members of the delegation have specific rooms to stay in the billeting quarter. 2. Checks and monitors the whereabouts of the delegates. 3. Conducts head count every night at the billeting quarter at 8:00 p.m. 4. Ensures that everyone observes the curfew hours at the billeting quarter. 5. Ensures that time schedules for practice, eating, sleeping, jump-

COMMITTEE	NAME	OFFICE	TERMS OF REFERENCE
			off, going back to the quarter are strictly followed. 6. Imposes code of ethics as provided in the Caraga Sports Operations Manual. 7. Enforces the cleanliness and orderliness inside and outside the quarters.
Finance	Elaine N. Navarro Lomen Dalogdog Rosalinda Sajol	Regional Office	1. Ensures that Palaro-related expenditures are appropriately allocated. 2. Takes charge of disbursing cash advances for Palarong Pambansa. 3. Ensures that cash advances are properly liquidated.
Inspectorate	Alejandro P. Macadatar Danilo Sotto Marygold Silao	Regional Office	1. Inspect all items that are procured for the Palarong Pambansa at the billeting quarter.

COMMITTEE	NAME	OFFICE	TERMS OF REFERENCE
			2. Counterchecks receipts of all procured items. 3. Signs the Inspection and Acceptance Report.
Legal Services and Learner Rights Protection	Atty Jose B. Guibone Adrilene Mae J. Castanos Shiela Abenido Atty. Klaire Ciarra G. Sangco-Galavia Generuth Bagaforo	Regional Office Surigao del Norte Butuan City	1. Prepares and facilitates documents for concerns of athletes, coaches, and delegation officials. 2. Ensures that athletes are free and protected from any form of harassment and abuse. 3. Checks the conformance of rooming assignments of athletes and coaches to LRP policies.
Supply	Jessa Mae Prisco Romeo Fulgar	Regional Office	1. Distributes supplies for athletes, coaches, and delegation officials. 2. Conducts inventory of supplies, materials and equipment before, during and after Palarong Pambansa.

COMMITTEE	NAME	OFFICE	TERMS OF REFERENCE
			3. Prepares inventory report of supplies, materials and equipment after the Palarong Pambansa. 4. Signs RIS and IAR of Palaro – related procured items
Medical and Dental Services	Therese Mandap, MD Christy R. Pueblo, DMD Rodolfo Relova, RN Agustin Maglahus, RN Efrodito Pardo, Jr., RN Ann Marapao, RN <i>(Advance Party)</i>	Tandag City Agusan del Norte Agusan del Sur Agusan del Sur Agusan del Norte Tandag City	1. Ensures the medical and dental safety of the athletes, coaches and delegation officials. 2. Ensures that first aid kit and medicine are available at the billeting quarter. 3. Facilitates referral to hospital / health facilities as the need arises.
Wellness Hub	Generuth Bagaforo Hazel T. Badayos	Butuan City	1. Conducts psychosocial support services to athletes and coaches before and after the games. 2. Helps boost or regain



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COMMITTEE	NAME	OFFICE	TERMS OF REFERENCE
			the confidence of athletes.
Ktichen Cabinet	Flordelisa R. Dalin	Regional Office	1. Nutritionist-Dietician (ND) prepares daily menu according to the specific dietary requirements of individual events. 2. Ensures that foods to be served are in accordance with approved menu by the ND. 3. Ensures safety and hygienic handling, preparation and serving of foods to the delegates. 4. Ensures that foods are prepared and served on time. 5. Ensures that kitchen environment, utensils and materials are well maintained and properly sanitized at all
	Marlyne M. Villareal		
	Rena Grace Tul-id		
	Ana Marie Ceniza	Butuan City	
	Bonivie Punta		
	Shiela Mae Guevarra		
	Rachel Cassion		
	Chrismar Labador		
	Janeth Maraganas		
	Celso Ampalayo		
	Country Aguilar		
	Camilo De Jesus		
	Leonil Obiedo		
	Meynardo Abao		
	Jovelito Ibano		
		Regional Office	
	<i>Cook:</i>		
	Julito Jason		
	Russel Tipa	Hired Cook	
	Jessie Ranoa	Regional Office	
	Danilo Casanova		
	<i>Guest Lounge and</i>		

COMMITTEE	NAME	OFFICE	TERMS OF REFERENCE
	<i>Mess Hall:</i> Glorina B. Siclon Violeta C. Nunez Anne Calba Agnes Badana Ruth Galia Rowena Padre-e Deberose Aguala Daisy Bajao Marivic Jamboy Anacleto Larano Jay Balesta Alan Pelegrino Arnulfo Lumagod Jocelyn Paglinawan Grace Ando Florence Comandante Annabelle Remonte Jason Dalogdog Darren James S. Auman April R. Subrastas <i>Food and Drinks</i>	Agusan del Norte Regional Office Agusan del Norte	times. 6. Ensures that foods to be prepared and distributed are enough for the delegates. 7. Notifies the marketing committee for items to be procured. Marketing Team: 1. Buys foods and other Palaro-related items as approved. 2. Ensures that official receipts are available for all items purchased. 3. Submits all purchased items for inspection to the inspectorate team. 4. Conducts daily liquidation to avoid clogging receipts in their possession. 5. Prepares the daily market list.

COMMITTEE	NAME	OFFICE	TERMS OF REFERENCE
	<i>Station:</i> Samuel C. Aleño Noel Letim Louela Luisa Millan Wilfredo Bajo	Bislig City	
Program Committee / Secretariat	Junnah B. Tiu	Regional Office	1. Drafts letters of invitation and other correspondences for the 2025 Palarong Pambansa. 2. Organize social events to enhance the overall experience of participants and visitors. 3. Undertake any additional tasks as directed by the Regional Director.
RO Satellite Office Staff	Liwanag Garcia	Regional Office	1. Facilitates documents that are needed to be reviewed and approved by the Regional Director. 2. Handles incoming and



COMMITTEE	NAME	OFFICE	TERMS OF REFERENCE
			outgoing communications. 3. Does other clerical duties.
Transportation Committee	Joel B. Rosales Roderick Mindajao Grace Fuentes Anthea Berida Jhonrex Alguzar Tryone Gepana Antonio Pal	Regional Office Agusan del Norte Butuan City	1. Arranges transportation of the entire delegation from departure up to the return trip. 2. Arranges transportation of athletes from billeting quarter to competition venues and vice versa.
Media and Publication	Pedro A. Tecson	Regional Office	1. Posts daily stories on DepEd website and official social media accounts of Caraga's participation to Palarong Pambansa. 2. Distributes printed copies of newsletter.
ICT	Marcelino Ahon Winston Eben	Regional Office	1. Systems management 2. Monitor results and medal tally.



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COMMITTEE	NAME	OFFICE	TERMS OF REFERENCE
Disaster Risk Management	Christian Jay Pulido	Regional Office	1. Develops and implements disaster risk reduction plans and strategies in the billeting quarter. 2. Does other Palaro-related tasks.
Electrical Maintenance	Mariel Sosmena Patrick Manuel	Regional Office	1. Ensures all electrical systems are maintained in compliance with safety and operational standards
Event Monitor – Archery, Boxing, Gymnastics	Abigail Gerong Jerson Mancio – Boxing Michael Tesoro – Boxing Adrian Deleon – Taekwondo Dennis Calonia – Weightlifting Christopher Hermoso – Pencak Silat Sherlyn Caballa – RG Jovane Besin –	Agusan del Norte	1. Coordinates with coaches regarding schedules and venues of events. 2. Monitors the actual games and goes with the team every bout. 3. Sends results to the secretariat regularly. 4. Must be with their respective coach and athletes before, during and in every event. 5. Ensure proper

COMMITTEE	NAME	OFFICE	TERMS OF REFERENCE
	Wushu Christipher Daniel Quevedo – AG Joel Clarito – WAG Paul John Segumalian – MAG Cacelyne Cobangbang - Dancesport John Cyrone Sang-an – AG Arnil Javier – Dancesport Jan Christine Ferrerias – Dancesport Roque Marquez- Dancesports Alfredo Pasaylo – MAG Neyrah Metucua – WAG		conditioning and training of the athletes. 6. Ensure completeness of requirements, sports supplies and equipment and other necessary requirements for the event. 7. Observe during the conduct of the sports event competition. 8. Conduct post- conference and coaching and mentoring with the coach and athletes.
Event Monitor – Basketball, Chess, Football, Futsal	Danny Baldos Jerry M. Muanag – Chess Jeffrey Maguinda –	Agusan del Sur	

COMMITTEE	NAME	OFFICE	TERMS OF REFERENCE
	Basketball Ronald M. Manabit - Football Elem Kim Balinton - Football Sec Ruel Algufera - Athletics Elem John Kenneth Paculba - Atheltics Sec Renato Bahall - Football Elem Reynald Culentas - swimming Cindy Pedraza Geovani Teopan		
Event Monitor - Badminton, Dancesport, Baseball	Delbert Dela Calzada Carol B. Alico - Dancesport Jayvine Albino - Baseball Richard C. Molde - Billiards William T. Gabuelo - Badminton	Bayugan City	
Event Monitor -	Rex A. Apillanes	Bislig City	



COMMITTEE	NAME	OFFICE	TERMS OF REFERENCE
Badminton, Weightlifting	Princess D. Allego – Wrestling Conrad C. Pabroquez – Basketball		
Event Monitor – Arnis, Softball, Taekwondo, Volleyball	Rey Collado Madonna Avenido – Taekwondo Brian Ellodar – Arnis Cedrick Lee Carmelo -Dancesport Abraham De Leon – Speak Takraw John Jay Atienza – Volleyball Girls Elem Sherwood Tanana – Volleyball Boys Elem Levi Balbarino – Athletics Nicolas S. Orias – Weightlifting	Butuan City	
Event Monitor – Chess, Para Games	Joel S. Nakila	Cabadbaran City	
Event Monitor – Pencak Silat	Gregorio Dumangas	Dinagat	

COMMITTEE	NAME	OFFICE	TERMS OF REFERENCE
Event Monitor – Billiards, Wushu	Joselito Tokong Jay P. Gultiano – MAG	Siargao	
Event Monitor – Swimming, Tennis	Tessie C. Dolores Edel Diaz – Wrestling Harold Portuguese Joel Gorgonio Leemibeth Equibal	Surigao City	
Event Monitor – Basketball, Softball, Tennis	Vilma Juanite Arnel Escabal	Surigao del Norte	
Event Monitor – Baseball, Wrestling	Rufino Reyes <i>Wrestling:</i> Jeanmae G. Lobo Aldwin Clyd Lobo Mhel C. Narit Elvince P. Franco Raynold B. Guerra Jeg B. Espuerta Roy J. Cahucom Florence T. Guillen <i>Gymnastics:</i> Almer V. Francisco Richard M. Bisaya <i>Archery:</i> Mark Neil Guerrero	Surigao del Sur	

COMMITTEE	NAME	OFFICE	TERMS OF REFERENCE
	<i>Arnis:</i> Franco Giango		
Event Monitor – Arnis, Speak Takraw, Volleyball	Marlon Balansag Kennex C. Donasco - Arnis Aiken T. Leray– Speak Takraw Sec Girls Nic Smyluv Verano – Volleyball Sec Boys	Tandag City	
RSAC Secretariat	Atty, Jessa Mangadlao-Miolata Shine Clarize Guarez Jam Saladores Jonchel Fran Rex Hussein Lamoste Maria Ali Donoso	Regional Office Surigao City Butuan City Cabadbaran City Surigao City	1. Assists during the conduct of NSAC validation and interview. 2. Prepares the necessary documents (PasSports) and gallery of athletes, coaches, asst. coaches and chaperons. 3. Does Palaro-related tasks.
Landscaping and Garden-to- Table (<i>Advance Party</i>)	Restituto C. Navarro Rogelio M. Lofranco Marjhone M. Villarias Rommel L. Delig Frits Semacio	Butuan City	1. Takes charge of landscaping the billeting quarter. 2. Maintains / improves the school garden.



COMMITTEE	NAME	OFFICE	TERMS OF REFERENCE
Saludo Trainers	Robert Mendiola Halymar A. Butal Dave Maitel Jojo C. Ompod Manilyn D. Ompod	Bayugan City	1. Leads in the practice of saludo/cheers. 2. Does other Palaro-related tasks. 3. Ensure that delegation will win.
Decoration Committee	Gerard M. Lopez	Bayugan City	1. Inspect the whole area during the whole duration.
Swagging and Tree Lighting	Marck T. Gabor Jonard P. Comiso Angelito Coresis Chester Tanquezon Arnold Azarcon Ryan Alferez Joseph Taguno Ellibien Castiilo Jessie Duhaylungsod		2. Prepares a complete portfolio before and after the improvements made. 3. Entertain, tour evaluators and guests around the billeting quarter.
Main Stage (Mess hall & ground)	Venus Bajao	Agusan del Sur	4. Promote tourism within the delegation quarter.
Main Gate and CARAGA	Virgilio E. Sibonga Rey S. Ras Recliff A. Balbutin	Surigao del Sur	

COMMITTEE	NAME	OFFICE	TERMS OF REFERENCE
signages	Archie A. De Guzman Carl Jun M. Pormiento James G. Geranco Felixberto M. Pormiento Rene R. Mapalad Eric B. Coca Mark Y. Salas Junrey M. Pormiento		
Sleeping quarters and Lobby & Corridor beautification	Randy Poliran Ressie B. Dialde Ronnie R. Dunque Ariel C. Badana Arnel Caberte	Surigao del Norte Dinagat	
Kitchen Set Up & Décor	Jerome Dingding Ryan R. Banaybanay Dioscoro C. Ejandra	Siargao	
Gate for Elem, Sleeping Quarters &	Joel V. Cubio Hermiette Ferrer	Tandag City	



COMMITTEE	NAME	OFFICE	TERMS OF REFERENCE
Ground improvement Entrance for mess hall and conference room (guest lounge)	Lerog Von Eugene F. Cleofe	Surigao City	
Wet and Dry Pantry	Reynante Gumap-as Amie M. Alfeche Esperidion Tambis Dennis Felisilda Byron F. Remillete Gerald Jugarap Dr. Marie Fe C. Dultra	Cabadbaran City	1. Ensures that procured items are properly stored, stocked and are safe. 2. Monitors the ins and outs of items to be cooked. 3. Conducts daily inventory of procured items. 4. Works closely with the inspectorate team before storing the procured items in the pantry. 5. Maintains the cleanliness and orderliness of the

COMMITTEE	NAME	OFFICE	TERMS OF REFERENCE
			pantry. 6. Ensures that procured items are accurate as reflected in the daily market list.

(Enclosure No. 2 to Regional Memorandum No. 0501 , s. 2025)

PALARONG PAMBANSA 2025 PLAYING VENUES

REF	EVENT	VENUE	COURT	PLACE	DISTANCE
1	3X3 Basketball	SM East Wing Parking Lot	1	Laoag City	3km
2	Aero Gymnastics	BUSAN	1	Bacarra	8km
3	Archery	VENVI Realty Corp. open field (East of Robinsons)	20	San Nicolas	4km
4	Arnis	Marcos Cultural & Sports Center	1	San Nicolas	4km
5	Athletics	FEMMS Track and Field	1	Laoag City	0.0km
6	Badminton	Piddig Farmers Training Center	6	Piddig	20km
7	Baseball Sec.	BNCHS Grounds	3	Bacarra	8km
8	Baseball Elem.	Bacarra Central ES	1	Bacarra	8km
9	Baseball	Vintar Sports Complex	2	Vintar	11km
10	Basketball Elem	Pasuquin Civic Center	1	Pasuquin	18km
11	Basketball Sec Boys	Ilocos Norte Centennial Arena	1	Laoag City	0.2km
12	Basketball Sec Girls	Laoag City Amphitheater	1	Laoag City	1.5km
13	Billards	Student Center, MMSU Batac Campus	6	Batac City	19km
14	Boxing	Imelda Cultural Center	2	Batac City	19km



15	Chess	MMSU Library, Center for Flexible Learning	90	Batac City	19km
16	Danceport	Robinsons Mall Annex Activity Area A	1	San Nicolas	4km
17	Football Elem	Northwestern University Football Field	1	Laoag City	5.1km
18	Football Elem	Dingras Municipal Grounds	1	Dingras	20km
19	Football Sec	MMSU Batac Football Field	1	Batac City	19km
20	Football Sec	FEMMS Football Field	1	Laoag City	0.0km
21	Football Sec.	Burgos Military Grounds	1	Burgos	39km
22	Futsal	DWCL Covered Court	1	Laoag City	1.1km
23	Goal Ball/Bocce	St. Mary's Seminary Covered Court	1	Laoag City	7.5km
24	Kickboxing	Robinsons Mall Alpresco Area	1	San Nicolas	4km
25	MAG/WAG	INNHS Gymnasium	1	Laoag City	0.2km
26	Pencak Silat	Robinsons Mall Annex Activity Area B	2	San Nicolas	4km
27	RG	Vintar Civic Center	1	Vintar	8.5km
28	Sepak Takraw	MMSU Covered Court	6	Batac City	19km
29	Softball	INAC Open Ground	4	Pasuquin	18km
30	Softball	Gabalton ES Ground	2	Pasuquin	18km
31	Swimming	FEMMS Swimming Pool	1	Laoag City	0.0km
32	Table Tennis	Plaza Del Norte Convention Center	8	Laoag City	10km
33	Teakwondo	MMSU Teatro	1	Batac City	19km

34	Tennis	MMSU Tennis Court	4	Batac City	19km
35	Tennis	FEMMS Tennis Court	4	Laoag City	0.0km
36	Volleyball Boys Elem	Dingras Civic Center	1	Dingras	19km
37	Volleyball Secondary	MMSU Gymnatorium	2	Batac City	19km
38	Volleyball Girls Elem	PCV Civic Center	1	Bacarra	8km
39	Weightlifting	Laoag Central ES	1	Laoag City	2km
40	Wrestling	Camp Valentin Covered Court	1	Laoag City	2.5km
41	Wushu	Sarrat Civic Center	1	Sarrat	9km

(Enclosure No. 3 to Regional Memorandum No. 0501 , s. 2025)

PALARONG PAMBANSA 2025 SCHEDULE OF ACTIVITIES

Date	Activity	Venue
May 20, 2025	Registration/Simultaneous Orientation of Technical Officials and National Technical Committee Members	TBA
May 21-22, 2025	Refresher Course	TBA
May 23, 2025	Solidarity Meeting	TBA
May 24, 2025	Opening Program	Ferdinand E. Marcos Memorial Stadium
May 25, 2025	Palaro ng Lahi	TBA
	Exhibition Sports	TBA
May 26-30, 2025	Competition Proper	Playing Venues
May 31, 2025	Closing Program	Paoay Church

