



September 16, 2019

REGIONAL MEMORANDUM
No. 526,s, 2019

**INVITING APPLICANTS FOR REGIONAL TOURNAMENT MANAGERS
AND OFFICIATING OFFICIALS**



To: **Schools Division Superintendents**
This Region

1. The Department of Education Caraga Region shall conduct a region-wide search for applicants for Tournament Managers and Officiating Officials for the DepEd sponsored sports competition from intramural meet, district meet, unit meet, division meet and regional meet.
2. The submission of required documents shall start on September 25, 2019 until October 25, 2019 addressed to the Regional Director and attention Search Committee on Sports at DepEd Regional Office, J. Rosales Avenue, Butuan City.
3. The search shall undergo three (3) evaluation process/stages : (1) Paper Qualification Evaluations, stage -(2) qualifying tests , and stage (3) interview phase. The candidate shall be evaluated based on submitted documents required of them such as curriculum vitae, letter of intent, educational attainment, relevant experiences, relevant training, seminar-conferences, eligibility or sports license/accreditation card from the NSA, and outstanding accomplishment.
4. The members of the Search committee are the following:
 - Chairman - Regional Selection Board Chairman
 - Co-chair - Chief Administrative Officer
 - Members - Division PESS Supervisor /SDO of applicant
 - Regional Sports Officer
5. After all the candidates have been screened and rated, the Search Committee shall recommend the Tournament Manager to the Regional Director for his final decision.
6. Hereto attached are the guidelines in the selection of Tournament Managers.
7. Wide and immediate dissemination of this Memorandum is desired.

f. Bringas
FRANCIS CESAR B. BRINGAS
Schools Division Superintendent
Officer In-Charge *Indel*
Office of the Regional Director

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GUIDELINES IN THE SELECTION OF TOURNAMENT MANAGER

The following guidelines shall be observed in the designation of a tournament manager.

1. The *Palarong Pambansa* Board, through its Secretary General, shall designate a tournament manager for each sports discipline.
2. The *Palarong Pambansa* National Secretariat shall prepare for each sports discipline a summary of applicants for the position of tournament manager.
3. A Search Committee is hereby created in order to:
 - a. review and evaluate the credentials of the candidates;
 - b. conduct interview of the candidate/s if the Committee deemed necessary;
 - c. recommend to the Secretary General the tournament manager;

Members of the Search Committee are:

- a. Rizalino Jose T. Rosales, Director IV, BLSS
 - b. Atty. Alberto T. Escobarte, Regional Director, DepEd–Region XI
 - c. Arturo B. Bayocot, Regional Director, DepEd–Region X
 - d. Dennis R. Lacsamana, LGOO II, DILG
 - e. Anna M. Ruiz, Senior SGRO, PSC
4. Being designated as tournament manager is a matter of privilege, thus the position does not have tenure.
 5. The Tournament Manager shall have the following duties and responsibilities:
 - a. Checks and prepares all playing fields/venues in accordance with international rules and standards of the sport;
 - b. Prepares the technical specification of all sports supplies, materials, accessories and equipment needed for procurement;
 - c. Inspects and approves the sports supplies, materials, accessories and equipment compliance with the prescribed technical specifications;
 - d. Manage the conduct of the tournament of his/her assigned sports discipline in accordance with the international rules;
 - e. If in case that some of the international standard, rules and regulation of the sport cannot be met or complied with for some justifiable reason, prepare and propose the amended or revised rules for adoption and approval of the Secretary General;
 - f. Reports the daily progress of the tournament to the Chairperson of the Technical Committee and the Secretary-General;

- g. Assigns referees, umpires, judges, adjudicator, or other technical and administrative official required in the tournament;
 - h. Deliberates and decides immediately on protests regarding technicalities of the game. Decision must be written and signed by the tournament manager.
 - i. Conduct risk assessment of playing venues; and implement security measures and safety provisions;
 - j. Submit final results of the tournament;
 - k. Informs all delegation heads/coaches on any changes in schedules and venues;
 - l. Be updated with existing National / ASEAN Schools Games / SEA / Asian / World records;
 - m. Retrieves and returns all sports supplies and materials and equipment to the Supplies Committee for proper accounting;
 - n. Conducts and attends regular meetings called for; and
 - o. Evaluates, assess and submit post tournament report indicating attendance and performance rating of officiating officials
 - p. Performs other related tasks as maybe assigned.
6. Application is open to any individual who are interested to serve as tournament manager. He/She may send his/her letter of application with resume or curriculum vitae attached address to the Secretary General of the *Palarong Pambansa*.
7. Qualification Standard/Eligibility requirement for tournament manager:
- a. Must have experiences in managing or conduct of a sports tournament/competition/league of national, regional or local level. Experience in managing international competition is a plus factor;
 - b. College graduate;
 - c. Must be knowledgeable on the technical rules of the sport;
 - d. Experienced referee/umpire/judge/adjudicator.
 - e. Preferably active member or recognized by a National Sports Association or International Federation
 - f. Actively involved in the school sports programs, *Palarong Pambansa* or sports related activities.
 - g. Preferably holder of an international or national license/brevet judge/adjudicator or accredited sports official;
 - h. Unquestionable integrity, probity, fairness and just.
 - i. Not currently coaching a school team/athlete, or training an individual athlete in a private club/association which participate in *Palarong Pambansa* and its lower meet;
 - j. No pending administrative case;
 - k. Presently full time employee/faculty; in case employed in private or state colleges or universities;
8. The Search Committee shall appoint among themselves the Chairman of the Committee. The Chairman shall then present and discuss to
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the members of the Committee the herein attached proposed mechanics or guidelines on the manner of evaluating the candidates.

9. The Committee may agree to divide the evaluation process into two phases or stages. The first phase or stage is the "paper qualification evaluation" wherein candidate shall be evaluated based on the submitted documents required of them such as curriculum vitae or resume or bio data aside from the letter of intent. Information required from them is educational attainment, relevant experiences, relevant training, seminars or conferences, eligibility or sports license/accreditation card, and lastly outstanding accomplishment.

The second phase or stage is the interview phase.

The members of the *Palarong Pambansa* National Secretariat shall provide administrative assistance to the Search Committee.

10. After all candidates have been screened and rated, the Search Committee shall recommend the tournament manager to the Secretary General for his final decision.