



Republic of the Philippines  
**Department of Education**  
CARAGA REGION

DEPARTMENT OF EDUCATION  
RECORDS UNIT, REGIONAL OFFICE - CARAGA  
**RELEASED**  
**APR 8 2025**  
BY: NMB  
TIME: 11:33 AM

REGIONAL MEMORANDUM

No. 0362 , s. 2025

To: Schools Division Superintendents  
All Others Concerned

**FINALIZATION OF ATHLETES' GALLERY AND OTHER PERTINENT  
DOCUMENTS FOR THE 2025 PALARONG PAMBANSA**

1. In preparation for the National Screening and Accreditation Committee (NSAC) interview and screening of athletes, coaches, assistant coaches, and chaperones for the Palarong Pambansa, Regional Screening and Accreditation Committee (RSAC) will conduct the Finalization of Documents and Masterlist on April 9-11, 2025.
2. The purpose of the activity is to finalize the athletes' gallery and other pertinent documents for Caraga's participation in the Palarong Pambansa in Ilocos Norte.
3. All participants are expected to arrive on April 9, 2025, at 10:00 a.m. The first meal to be served will be morning snacks on April 9, 2025, and the last meal to be served will be morning snacks on April 11, 2025. Hotel accommodation shall be provided to all participants. Check-in will be on April 9, 2025, 2:00 p.m. and check-out will be on April 11, 2025, 12:00 noon at Butuan Southville Hotel
4. Travel expenses shall be charged to local funds subject to government accounting and auditing rules and regulations.
5. Compensatory Time-Off (CTO) shall be granted to all participants on April 9, 2025 (Araw ng Kagitingan) in accordance with the Civil Service Commission and Department of Budget and Management Joint Circular No.2, s. 2024, Non-Monetary Remuneration for Overtime Services Rendered.
6. Immediate dissemination of this Memorandum is highly desired.

**MARIA INES C. ASUNCION**  
Director IV  
Regional Director

Encl.: None

Reference: None

To be indicated in the Perpetual Index  
under the following subjects:

PALARO      RSAC

ORD/scgj  
04/7/2025