



Republic of the Philippines
Department of Education
CARAGA REGION



REGIONAL MEMORANDUM

No. **0371**, s. 2025

To: Schools Division Superintendents
All Others Concerned

ADVANCE PARTY FOR THE 2025 PALARONG PAMBANSA

1. In line with the participation of Caraga delegation to the 2025 Palarong Pambansa in Ilocos Norte, members of the advance party will depart to Dingras National High School and Dingras West Central Elementary School, Dingras, Ilocos Norte on April 16, 2025.
2. The team shall ensure that the entrance gate, sleeping rooms, storage rooms, kitchen, mess hall, conference rooms, and surroundings of the billeting quarters are ready for the arrival of the entire delegation on May 17, 2025.
3. Please see Enclosure No. 1 for the members of the advance party and their area of assignments.
4. Travel expenses, meals and per diem of the team shall be charged to local funds or to any available funds subject to the standard accounting and auditing rules and regulations.
5. Furthermore, all expenses incurred for the improvement of the billeting quarters shall be charged to the division as per area of assignment.
6. For your information and dissemination.


MARIA INES C. ASUNCION
Director IV
Regional Director

Encl.: As stated

Reference: None

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

SPORTS

ESSD/jcc
04/10/2025



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(Enclosure No. 1 to Regional Memorandum No. 0371 , s. 2025)

MEMBERS OF THE ADVANCE PARTY AND AREAS OF ASSIGNMENT

AREAS	DIVISION	FOCAL PERSONS	TEAM MEMBERS	EXPECTED OUTPUTS
Overall Head of Decoration Committee	Bayugan City	Gerard M. Lopez, PhD		
Swagging and Tree Lighting	Bayugan City	Marck T. Gabor	Jonard P. Comiso Angelito Coresis Chester Tanquezon Arnold Azarcon Ryan Alferez Joseph Taguno Ellibien Castiilo Jessie Duhaylungsod	Mess hall swagging, chandeliers, whole venue lighting
Wet and Dry Pantry	Cabadbaran City	Jeffrey Alfeche	Reynante Gumap-as Amie M. Alfeche Esperidion Tambis Dennis Felisilda Byron F. Remillete Gerald Jugarap Dr. Marie Fe C. Dultra	Shelves for dry pantry, design and décor
Main Stage (Mess hall & ground)	Agusan del Sur	Venus Bajao		Stage décor for mess hall and ground
Main Gate and CARAGA signages	Surigao del Sur	Elibert Pormiento	Virgilio E. Sibonga Rey S. Ras Recliff A. Balbutin 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	Main Gate Arc with CARAGA signage, CARAGA standee, Caraga logo in every place needed
Sleeping quarters and Lobby & Corridor beautification	Surigao del Norte	Arnel Manliguez		Shoe rack for the BQ/rooms/install dressing area/collaborate with the school heads/signages (events, room assignments)
Landscaping and garden to	Butuan City	Restituto Navarro		

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AREAS	DIVISION	FOCAL PERSONS	TEAM MEMBERS	EXPECTED OUTPUTS
table				
Entrance for mess hall and conference room (guest lounge)	Surigao City	Hermiette Ferrer Lerog	Von Eugene F. Cleofe -	Entrance for mess hall well-decorated. Inviting and welcoming. The mess hall entrance will feature a clean, welcoming area with appropriate signage and decorations that align with the event's theme. The conference room will be arranged with comfortable seating, functional tables, aesthetic elements to create a professional and engaging environment.
Kitchen Set Up & Décor	Dinagat	Bledsem Boquillon		
Gate for Elem, Sleeping Quarters & Ground improvement	Siargao	Jerome Dingding		