



Republic of the Philippines
Department of Education
CARAGA REGION

DEPARTMENT OF EDUCATION
RECORDS UNIT, REGIONAL OFFICE-CARAGA
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AUGUST 1 2025

REGIONAL MEMORANDUM

No. 0785 , s. 2025

To: Schools Division Superintendents
All Others Concerned

CONDUCT OF POST 2025 PALARONG PAMBANSA CONFERENCE
AND STAKEHOLDERS' FORUM

1. In reference to the Office of the Undersecretary for Operations (OUOPS) Advisory dated July 7, 2025, a **Post-2025 Palarong Pambansa Conference and Stakeholders' Forum** will be held on **August 4–8, 2025**, in **Bayugan City**.
2. To ensure the smooth and efficient conduct of the event, Technical Working Committees (TWCs) have been constituted. Please refer to Enclosure No. 1 for the list of TWCs and their corresponding Terms of Reference.
3. All Schools Division Offices (SDOs) are requested to deploy vehicles to meet the transportation needs of participants throughout the duration of the activity. All vehicles with full fuel tanks and drivers must report to the Regional Office (RO) by the afternoon of August 3, 2025. Fuel expenses from SDOs to the RO shall be charged to local funds.
4. All SDOs are also requested to prepare tokens for participants, chargeable to any available local funds.
5. In compliance with CSC-DBM Joint Circular No. 2, s. 2024 (Non-Monetary Remuneration for Overtime Services Rendered) and DepEd Order No. 53, s. 2003 (Updated Guidelines on the Grant of Vacation Service Credits to Teachers), compensatory time off (CTO) or service credits shall be granted to teaching, teaching-related, and non-teaching personnel who render services on:
 - August 3, 2025 (Sunday)
 - August 4, 2025 (Butuan City holiday)
6. Travel expenses of participants shall be charged to local funds, subject to existing accounting and auditing rules and regulations.
7. For your information and dissemination.


MARIA INES C. ASUNCION
Director IV
Regional Director



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Encl.: As stated
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:

SPORTS

ESSD/jcc
07/31/2025



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TECHNICAL WORKING COMMITTEES

Committee	Name	Terms of Reference (TOR)
Transportation Committee	Joel B. Rosales Roderick Mindajao Anthea Berida Grace Fuentes	• Coordinate with SDOs on deployment and scheduling of vehicles. • Ensure vehicle availability. • Prepare and implement transport routes and schedules. • Assign marshals to manage participant movement. • Facilitate fueling logistics; maintain expense records. • Keep transport logbooks for accountability.
VIP Management Committee (Protocol and Receptionist)	All Schools Division Superintendents Marlyne M. Villareal Violeta C. Nunez Fe M. Baring SDO Bayugan City LGU Bayugan City	• Prepare VIP reception and protocol arrangements. • Coordinate with program team for VIP roles and participation. • Assign ushers/receptionists at key points. • Prepare welcome kits, badges, and hospitality provisions. • Communicate with VIPs and their aides professionally.
Program Management Team (Secretariat)	Edmund D. Mendoza Jumer C. Carlon, MD Adrilene Mae J. Castanos Jairha Anne T. Sususco Al Jhon Fritz Otadoy SDO Bayugan City	• Finalize and disseminate event program. • Coordinate across all committees and stakeholders. • Handle registration, attendance, and certificates. • Manage logistics for sessions (e.g., AV, venue setup). • Maintain an information/help desk during the event.

