



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF BENGUET
Wangal, La Trinidad, Benguet, 2601



February 1, 2019

DIVISION MEMORANDUM

No. 29 s. 2019

FEB 07 2019

To: Public Schools District Supervisors
Education Program Supervisors
Elementary and Secondary Schools Heads (Public and Private)
All Other Concerned Personnel

From: 
MARIE CAROLYN B. VERANO, CESO VI
Schools Division Superintendent

Subject: Participation of Benguet Delegation to the 2019 CARAA Meet

1. The 2019 Cordillera Administrative Region Athletic Association Meet (CARAA Meet) will be conducted in the Province of Apayao on February 27 to March 3, 2019.
2. Relative to this event, the following are the activities to be undertaken:

No.	Activity	Date	Venue/Billeting Quarter
1	Deadline of submission of complete Athlete's Document to the Schools Division Office	On or before February 8, 2019	RSAC C/o Mr Warden Baltazar
2	Arrival of Delegation for Training	February 12, 2019 (PM) (First Meal-Dinner)	Designated Schools: La Trinidad CS, Puguis ES, Buyagan ES, SPED & (see enclosure 4)
3	Meeting (Coaches, Chaperons, Team Managers, Mess, Trainers & Management)	February 13, 2019 (7:00 PM)	Benguet NHS
3	Training Period	February 13 - 22, 2019	Designated Training Venues (see enclosure 3)
4	Advance Party (Representatives from Mess Committee & Camp Directors)	February 21, 2019	Flora National High School
5	Send-Off Program	February 22, 2019 (2:00 PM)	Benguet Multi-Purpose Gym
6	Expected Time of Departure to Apayao	February 22, 2019 (7:00 PM)	Benguet Division Office
7	Expected Time of Arrival	February 23, 2019 (7:00AM)	Flora National High School
8	Assessment of Papers of Athletes and coaches (RSAC)	February 20-22, 2019	Luna, Apayao
9	Interview of athletes	February 23-25, 2019	Flora National High School
10	Refresher Course (Technical Officials)	February 24 & 25, 2019	TBA
11	Life Skills Camp	February 25, 2019	Flora National High School
12	Solidarity Meeting	February 26, 2019 (Morning)	Luna
13	Parade and Opening Program (8:00 AM)	February 27, 2019	Apayao Echo-Tourism Sports Center (AETSC)
14	Start of Sports Competition (1:00 PM)	February 27, 2019	Playing Venues

15	Closing Program	March 3, 2019 (PM)	AETSC
16	Home Sweet Home	March 3, 2019 (5:00 PM)	

3. Billeting of athletes, coaches, co-coaches, chaperons and trainers for the training period are distributed in designated schools *(please see enclosure no. 4)*.
4. The common kitchen and mess hall during the training period shall be at Benguet National High School.
5. Athletes, coaches, co-coaches, trainers, chaperons and committee members from public and private schools are excused from their school work/classes. However, they are expected to make arrangements with their school heads on their classes.
6. As a general rule, grades of athletes must not decrease due to his/her participation to sports competitions representing their school/municipality/province/region/ country. *(Education Act of 1982)* Remedial/make-up activities can be done in advance or after the said competitions.
7. Coaches, co-coaches, trainers shall return/bring along with them all previously issued and unreturned sports equipment to be utilized for the training period.
8. Each delegate shall bring his/her own eating paraphernalia such as drinking water container, pale,dipper, lunch box, beddings, clothing and other personal effects enough for use from the training period until the end of the meet.
9. All committee members listed in various assignments must report to work on February 12, 2019. Not able to do so would mean work assignment is waived and can be replaced.
10. Meals and snacks shall be served on the duration of the training period and CARAA meet charged to Special Education Fund (SEF) of the Province.
11. A financial assistance amounting to P1, 200.00 plus cost of transportation from school of origin to La Trinidad and vice versa shall be given to athletes *(Provincial Ordinance No 17-213)*. Likewise, medallist in the CARAA Meet will be given incentives *(Provincial Ordinance No. 15-178)*.
12. Coaches, Assistant Coaches and Chaperons shall attach the following documents in their folder: Sworn Statement, Form 212, medical certificate, membership in associations/clubs and participation in sports activities. Additional requirement for coaches, asst. coaches and chaperons from private schools include certificate of employment and notarized contract of service.
13. Service Credits/Compensatory Overtime Credits shall be granted up to a maximum of ten (10) days to DepEd teaching and non-teaching personnel for Saturday, Sunday and overtime services rendered supported by daily time records certified by their chairpersons.
14. For information, guidance and compliance of all concerned.

Enclosure No. 1- List of Honorary Officials, Working Committees and Team Managers

Enclosure No. 2- Functions of Coaches, Co-coaches, Trainers, Chaperons, Management and Working Committees

Enclosure No. 3- Training Venues

Enclosure No. 4- Billeting Schools for the training period

Enclosure No.5- Master List of Athletes, Coaches, trainers and Chaperons