



Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF BENGUET**  
Wangal, La Trinidad, Benguet  
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December 10, 2018

**DIVISION MEMORANDUM**


No. 322 s. 2018

To: School Governance and Operations Division  
All Division Screening and Accreditation Committee members  
All Coaches of 2019 CARAA Meet

Subject:

**Meeting, Planning and Workshop of 2019 CARAA Coaches and DSAC Members**

1. There shall be a Meeting, Planning and Workshop of all 2019 CARAA Coaches and DSAC Members on December 21, 2018 from 8:00AM to 5:00PM at the Schools Division Office Adivay Hall.
2. Agenda/Objectives:
  - a. review and familiarize with the updated coaches and athlete documents,
  - b. explain the importance of each documents of the coaches and athletes,
  - c. coordinate and agree with District DSAC members on how to facilitate the preparation, collection and submission of the documents.
  - d. submit complete and properly accomplished coaches and athletes documents.
3. Participants to the Meeting, Planning and Workshop are all the identified winning coaches to the 2019 CARAA Meet and all the members of the Division Screening and Accreditation Committee.
4. Participants are required to bring flash drives, expanded long folders with fastener.
5. Lunch and snacks will be served chargeable against *Pre-Paloro Fund* while travelling expenses of participants may be charged against available local funds/school MOOE subject to the usual auditing rules and regulations.
6. Widest dissemination of this memorandum is highly appreciated.

  
MARIE CAROLYN B. VERANO, CESO VI  
Schools Division Superintendent

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