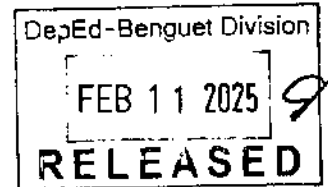




Republic of The Philippines  
**Department of Education**  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF BENGUET**



10 January 2025

**DIVISION MEMORANDUM**

No. 07, s. 2025

**TO:** All Personnel, Schools Division Office  
School Heads of all Public Elementary and Secondary Schools  
All Others Concerned

**Additional Working Committees in the upcoming 2025 CARAA**

1. In preparation for the hosting and conduct of CARAA, all personnel of SDO Benguet are hereby requested to extend their full support and actively participate in the necessary preparations and in the conduct of the regional sports competition.
2. To ensure a smooth and efficient workflow, herewith are additional personnel included in the organized **CARAA Working Committees**.
3. Your cooperation and commitment are crucial to the success of this event. Let us work together to create a well-organized and successful regional sports competition.
4. For immediate compliance.

**ESTELA P. LEÓN-CARIÑO EdD, CESO III**  
Regional Director and  
Concurrent Officer In-charge  
Office of the Schools Division Superintendent

SGOD/LBA



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**Additional Committee Members  
2025 CARAA SDO Benguet Working Committees**

Committees	Additional Committee Member/s	Remarks
1. Promotions, Advocacy, Documentation, and Publication	Bobby Mcgee Lee (BeNHS) Joemar Soriano (Puguis ES) Augustin Dao-anis (LTNHS) Kaye Dizon (LTCS) Melita Gabil (TSHI)	<ul style="list-style-type: none"> <li>• To be fielded in the different playing venues</li> <li>• Gather data on the conduct of the activities in the CARAA</li> <li>• Document results and highlights of the activities</li> <li>• Disseminate/ advertise information on events, programs, schedules.</li> <li>• To work from <b>Feb. 23 – 28, 2025</b></li> </ul>
2. Stage Decoration	Anderson Siano	<ul style="list-style-type: none"> <li>• To report on <b>Feb. 22, 2025</b> to help in the committee</li> </ul>
3. Opening Parade and game/ utility assistants	Clifford Abance Elyzzar Gaudia 50 CAT Officers/ volunteers from BeNHS	<ul style="list-style-type: none"> <li>• To be fielded in the different playing venues to help/ assist in transporting and arranging necessary equipment, chairs, tables, score boards, etc. before, during and or after the games from <b>Feb. 23 – 28, 2025</b>.</li> <li>• Ensure that all materials used during the games are all accounted properly and stored accordingly.</li> <li>• Help maintain cleanliness in the different playing areas.</li> </ul>
4. Ushering	Florinda Pagoy (Chair) Florabel Buclay (Co-chair) Claire May Fagsao Fherlyn Balancia Charmaine Nonog Gwen Pocdihon Ryan George Siano Jessica Deo Hazel E. Bagayao Cherrylyn B. Embes Michael Bilayan Sharmaine Sao-an Gisela Laureta Errol Alico Jhonton Camti Flory Jane Galagal Lorena Sanchez Shiela Pateng Angelica Toribio Beverly Marzo Kimberly Parian Dondie Galasgas Katelyn Flaire Calub Jayferd Pulac Harruel Bryse Cawas Jonalyn Gayaso Jordan Mendoza Warren Gaerlan Carol Bumakil Freda E. Paclos Sharmaine Coilan Juvy K. Langpawen	<ul style="list-style-type: none"> <li>• <b>To report on Feb. 23 (Sunday)</b></li> <li>• Assign personnel to assist VIP Guests;</li> <li>• Conduct orientation to ushers and usherettes.</li> <li>• Coordinate with other committees.</li> <li>• Design and prepara Leis/Corsage.</li> <li>• Greet every guest as they enter the venue in the most cheerful and hospitable manner</li> <li>• Don Leis to the guests and ushers them to their designated seats;</li> <li>• Provide information to guests smartly and knowledgeably</li> <li>• Provide Program Invitation</li> <li>• Be informed with the basic data about La Trinidad, Benguet, CARAA, number of expected guests, respective billeting schools of all the different delegates, places they can visit in Baguio and Benguet</li> <li>• Hand in to guests' fans/ bottled waters when necessary</li> <li>• Guide guests in and out of the venue or to where guests need to go.</li> <li>• Help in the distribution of snacks during the opening program</li> </ul>

	<p>Ana Mairiam Santos  Divine Rosana  Ernesto Andawe Jr.  Gretchen Simeon  Alma Sagayo  Genieva C. Bilag  Francois A. Bayas  Jaycell Calong  Eller Poclis  Gerly B. Acdang  Jesie P. Lopez  Oliver Laurian Sab-it  Mark B. Posayen  Klea S. Menzi  Phoebe Mar Daganos  Angelita Sactet  Roderick Pecay  Emily Begseng  Sharmaine Dulnuan  Caiver Olay  Raffy Galawa</p>	
5. Health and Sanitation, Medical and First Aid	All DepED Benguet Nurses and Dentists	<ul style="list-style-type: none"> <li>• Coordinate with partner agencies and NGOs.</li> <li>• Prepare Health and Sanitation, Medical and First Aid Plan</li> <li>• Conduct ocular inspection of billeting schools, playing venues and other establishments and employ interventions as needed.</li> <li>• Install Incident Command System (ICS) ;</li> <li>• Mobilize other health care providers to serve as medical responders during the whole duration of the activity</li> <li>• Provide health and medical services to delegates of the CARAA 2025</li> <li>• Give orientation to the delegates during the solidarity meeting.</li> </ul>
6. DSAC and Data Group	<p><b>DSAC Members:</b>  Gina Lynn O. Cocoy  Julie A. Kiso  Arcy D. Layugan  Delyne B. Acdang</p> <p><b>Data Group members:</b>  Anfe M. Calapen  Ellyn Begawen  Raffy M. Calapen  Mark Lowell Manuyag  Lois Margaret Dawang  Ishmael Aaron Bismonte  Rebeca Visaya  Jeoben Agnaonao  Antionette Sacyang</p>	<ul style="list-style-type: none"> <li>• DSAC Members to report on <b>Feb. 10-12</b> at the SDO with their laptops and mice: <ul style="list-style-type: none"> <li>✓ To assist in the review of athletes' documents</li> </ul> </li> <li>• Data Group to report on <b>Feb. 10-13</b> at the SDO with their laptops and mice <ul style="list-style-type: none"> <li>✓ Scan and upload documents to the Athletic Meet Screening and Accreditation System (AMSAS)</li> </ul> </li> </ul>
7. Ground Demonstration	Warden Baltazar	<ul style="list-style-type: none"> <li>• To supervise and monitor the Ground Demonstration (BeNHS) and the intermission number (Itogon CS Learners' Ukelele)</li> </ul>
8. Cook/ Mess	Ryan George Ciano Shiela Paling	<ul style="list-style-type: none"> <li>• To augment the committee.</li> </ul>

9. Transportation	Nestor Dalay-on Fausto Sab-it	<ul style="list-style-type: none"> <li>• To take the place of Daniel Peredo and Aljin Dangi</li> </ul>
10. Learners' Right and Protection Committee and Psychosocial Intervention Activities	Jeshanah B. Salda (BeNHS) Brenda M. Matias (BeNHS)	<ul style="list-style-type: none"> <li>• To take the place of Roland Malafu who is included in the RO TWG</li> <li>• Ms. Matias to take the place of Joan Hertimia Wagang</li> </ul>