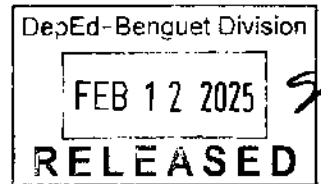




Republic of The Philippines  
**Department of Education**  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF BENGUET**




10 January 2025

**DIVISION MEMORANDUM**  
No. 73, s. 2025

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

**Meeting of all SDO Benguet 2025 CARAA TWG Chairpersons**

1. In preparation for the hosting and conduct of CARAA, be informed that there will be a coordination meeting on February 13, 2025 (Thursday) 8:30 a.m. at the Adivay Hall to be attended by identified Chairpersons of the different SDO Benguet Working Committees, District heads, School heads of billeting areas and playing venues, and other identified coaches/ Team managers (see list of participants).
2. On the same date, a meeting of the members of the ushering committee will be held.
3. This meeting will serve as the final coordination to ensure that all aspects of the hosting and competition are in place.
4. Your presence and active participation are essential in addressing any remaining concerns, aligning responsibilities, and guaranteeing the smooth conduct of the event.
5. This memorandum shall serve as Authority to Travel (on official business) for the identified participants.
6. For dissemination and compliance.

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

SGOD/LBA



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**Participants to the Meeting are the followingP:**

	<b>Participants</b>	<b>Number</b>
1	Management Team, PSDSs and PSDIs	20
2	School Heads of the following Billeting Schools and Schools to be used as playing areas:	11
	a. BeNHS	
	b. Benguet SPed Center	
	c. Puguis ES	
	d. LTCS	
	e. Lubas ES	
	f. La Trinidad National High School	
	g. Buyagan ES	
	h. Tublay School of Home Industries	
	i. Tacdian ES	
	j. Paoad ES	
	k. CRSHS	
3	Chairpersons of the following Working Committees:	
	1. Mess and Snack	2
	2. Health, Proper Diet and Medical Services	1
	3. Management of Sanitation, and Clean & Green	1
	4. Transportation	1
	5. I.D., Tarpaulin and Signages Preparation	1
	6. Team Managers	22
	7. Focal Person re BeNHS CAT and volunteers	1
4	Ushering Committee and members	55



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