



Republic of the Philippines
Department of Education

Region V – Bicol

SCHOOLS DIVISION OFFICE OF CATANDUANES

DEPED DIVISION OF CATANDUANES
RECORDS SECTION
RELEASED
BY: *[Signature]*
DATE: MAY 2023

May 12, 2023

DIVISION MEMORANDUM

No. 190 s. 2023

CREATION OF TECHNICAL MANAGEMENT COMMITTEE (TMC) FOR THE IMPLEMENTATION OF SCHOOL SPORTS DEVELOPMENT PROGRAM

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Unit Heads
Public Elementary and Secondary School Heads
All Other Concerned

1. Pursuant to D.O. 79, S. 2011 “Creating the School Sports Events and Activities Unit (SSEAU) and Dissolving the Taskforce on School Sports (TFSS)”, This Office creates the **Technical Management Committee (TMC)** for the Implementation of School Sports Development Program.

2. The TMC shall assist the Division Sports Officer (DSO) in performing the following functions and responsibilities:

2.1 Manage the conduct of the *Palarong Panlalawigan* and other lower meets in the Schools Division Office.

2.2 Manage all school sports events and activities at the local, regional, national, and international levels involving pupils/students of the SDO.

2.3 Develop after school sports programs to provide pupils/students an equal opportunity to learn, to play and to enjoy a variety of team and individual sports.

3. The composition, roles, and responsibilities of the **TMC**:

| DESIGNATION | NAME | ROLES AND RESPONSIBILITIES |
|------------------------------------------|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Assistant Division Sports Officer (ADSO) | EDGAR SARMIENTO | Assist the Division Sports Officer (DSO) in managing and supervising the implementation of SDO's Sport Development Program |
| Sports Finance | LIZA R. BERNARDO ZARITA M. BONEO | Assist the DSO in the preparation of the Budget proposal, reports, Cash Advances, Liquidation, control mechanisms and financial audits ensuring accountability and transparency. |





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| DESIGNATION | NAME | ROLES AND RESPONSIBILITIES |
|--------------------------------|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Sports Partnership | MARIA AUDREA VIVO | Assist schools/District/Division sports clubs establish partnership between local sports club, community-based organization, sector agencies, private corporations, and industries to support the advocacies of the clubs. Closely coordinates with the training manager, supply, and equipment officer to be able to establish appropriate partners for Bagwis. Manages and supervises all partnership activities related to sports. |
| Secretariat | EFREN T. GURROBAT EFREN MATIENZO | Ensures that meetings are organized. Prepares and submits minutes of the meeting for approval. Establish a database of athletes, coaches, chaperones, trainers etc. for every sports event. Ensures administration records are kept and available for reference for governance requirements in the future. |
| Training Manager | ROBERTO TOMAGAN | Conduct situation analysis to determine the training needs of SDO Catanduanes Bagwis. Designs training programs, recommends policies and procedures for its successful implementation. Manage and supervise the implementation of the different training programs for the different sports events. |
| Supplies and Equipment Officer | NEIL BANARES | Responsible for the preparation of budget proposal for athletes needs such as uniform, and equipment. Ensures that the athletes' needs are available in coordination with the sports finance, sports partnership, coaches, and training Manager. |






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| DESIGNATION | NAME | ROLES AND RESPONSIBILITIES |
|----------------------------|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Sports Information Officer | JEFFERSON ARCILLA | Serve as a liaison between SDO Catanduanes Bagwis and media and the public. Establish and maintain SDO Catanduanes Bagwis page to document, publicize and promote the advocacies and accomplishment of SDO Catanduanes Bagwis. |

4. For information, dissemination, and compliance.


SOCORRO V. DELA ROSA
Schools Division Superintendent

SVDL/ CREATION OF TECHNICAL MANAGEMENT COMMITTEE (TMC) FOR THE IMPLEMENTATION OF SCHOOL SPORTS DEVELOPMENT PROGRAM
0007/5-15-23



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