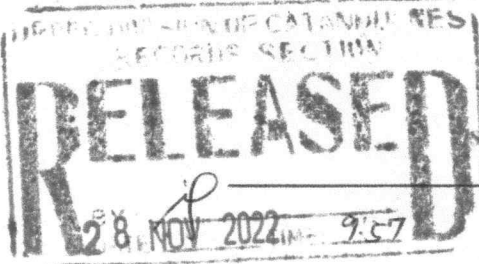




Republic of the Philippines
Department of Education
REGION V

SCHOOLS DIVISION OFFICE OF CATANDUANES



November 22, 2022

DIVISION MEMORANDUM
OSDS- SGOD -DM- 553 S. 2022

CONDUCT OF MINI-PROVINCIAL MEET 2022

To:

Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
Elementary and Secondary School Teachers
All Others Concerned

1. Anchored on the Philippine Constitution mandates specifically section 13 of article 2 the vital role of the youth in nation-building shall promote and protect the physical, moral, spiritual, intellectual, and social well-being. It shall inculcate patriotism, and nationalism and encourage their involvement in public and civic affairs. Likewise, school sports program activities aimed that our learners, teachers, and school administrators shall have productive, and enjoyable lives this is in addition to their academic training. In addition to this, sports activity shall remain part of the basic education program.

2. Relative to this, the SDO Catanduanes shall conduct a mini-Provincial Meet on December 2-4, 2022 at Catanduanes Athletics Sports Complex. Expected participants in this mini provincial meet are students from secondary schools. The delegation of each municipality is expected to arrive on **December 1, 2022, from 9:00 a.m. onwards.** In addition, all members of the Technical Working Group and Sports Event Managers and core groups are expected to report in the Division Office starting **November 30, 2022.** Attached is the detailed program of activities for reference.

3. An opening parade shall start at 3:00 p.m. on December 2, 2022. The assembly area will be at Imelda Boulevard, Virac at the back of Virac Municipal Jail. For uniformity purposes, delegations from each municipality are requested to wear T-shirts with the following colors:

- Bagamanoc- Purple
- Baras- Sky Blue
- Bato- Maroon
- Caramoran- Orange
- Gigmoto- Apple Green
- Panganiban- Red
- Pandan- White
- San Andres- Golden Yellow

- San Miguel- Gray
- Viga - Pink
- Virac- Royal Blue

4. In view of the absence of student-athletes, teacher-coaches, trainers, and officiating officials/from their classes, school heads are instructed to adopt advanced or catch-up class/ school programs to compensate for the lost hours incurred as a result of their participation in the sports activity. The same instruction is given to the schools which will serve as the billeting schools. *(Please see attached billeting schools of each municipality).*

5. The pertinent documents of the athletes in connection with his/her participation in this activity should be properly checked/screened by the coaches and sports event managers before the conduct of the activity. All documents should be submitted in the SDO- SGOD c/o the DSO on November 28-30, 2022.

6. Officials, coaches, trainers, consultants, and chaperons shall be given service credit or compensatory time-off (CTO) whichever applies for services rendered on weekends and or extra hours rendered on weekdays, in compliance with the guidelines on the grant of service credits/compensatory time-off.

7. The expenses relative to the Mini Provincial Meet may be charged from the SEF/ School MOOE Funds, donations, partnerships, sponsors, or any source of funds subject to the usual accounting and auditing rules and regulations.

8. Enclosure 1: List of Billeting Schools
2. General Program of Activities
 3. General Technical Guidelines
 4. List of Officials, Technical Working Group, and Officiating Officials

9. For information, guidance, and compliance of everyone.

SUSAN S. COLLANO, CESO V
Schools Division Superintendent

Encl: as stated

To be indicated in the Perpetual Index under the following subjects:

SPORTS Events

ATB-DM-11/15/2022

Conduct Of Mini-Provincial Meet



San Roque, Virac, Catanduanes
(052) 811-4063
catanduanes@deped.gov.ph
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DepEd Tayo - Region V - Catanduanes



Republic of the Philippines
Department of Education
REGION V - BICOL
SCHOOLS DIVISION OFFICE OF CATANDUANES

2022 MINI PROVINCIAL MEET

GENERAL TECHNICAL GUIDELINES

I. INTERNATIONAL RULES AND GROUND RULES

1. The International Rules and Regulations of the different sports events shall govern the conduct of the Mini Provincial Meet, however, international rules amended by the "Ground Rules" shall be adopted to suit local conditions. Ground Rules supersede international rules.
2. Ground rules shall agree upon by the coaches and tournament managers during the solidarity meeting. The coaches and the Sports Event Managers concerned must affix their signatures on the aforesaid documents and submit the same to the Division Sports Officer for approval.

II. OFFICIATING OFFICIALS

DepEd personnel shall be given priority to officiate in the school sports competition, municipal meet, provincial meet, and higher meets, however, non-DepEd personnel may be tapped whenever necessary.

III. NUMBER OF COACHES

The Following team events whose number of athletes is above ten (10) may have 1 Assistant coach aside from the required number of coaches, hence the total coaching staff will only be two (2);

- Basketball (Secondary Boys and Girls)
- Football (secondary Boy)
- Futsal (Secondary Girls)
- Sepak (Secondary Boys and Girls)
- Volleyball (Secondary Boys and Girls)

IV. "NO COACH, NO PLAY POLICY"

- a. The policy of "NO COACH, NO PLAY Policy" shall be applied for the whole duration of the event.
- b. In cases wherein, the non-appearance of the coach is justifiable, the coach concerned should immediately inform the DSO of the reason for the non-appearance during the particular game. Likewise, the Sports Event Manager should notify the DSO so that an

immediate replacement of the coach shall be done to not jeopardize the play of the athletes in that particular event.

c. replacement requests may be done through writing one (1) hour before the start of the particular game.

d. The request for replacement of coach shall only be applied to those teams with one (1) coach only.

e. The team as mentioned in item no. III can no anymore ask for replacement in cases both coaches did not appear in the particular game.

V. DEFAULTING TIME AND FORFEITURE

a. Defaulting time is varied. It depends on the Technical Guidelines of a particular event. However, defaulting time shall not exceed 30 minutes only.

b. Defaulting time applies to the whole duration of the event.

VI. CODE OF CONDUCT AND PROTEST

a. Officials and coaches who fail to observe proper conduct and decorum shall be dealt with accordingly.

b. All unsportsmanlike conduct of coaches, chaperons, trainers, athletes, and sports event managers is grounds for suspension. Furthermore, supporters of the team concerned who are unruly during the games of that particular team shall be sent out of the paying venue.

c. Protest on the technicalities arising from the games shall be solved in the following manners:

i. The sports event manager concerned is empowered to conduct an on-the-spot investigation and decide immediately on any protest so as not to disrupt the progress of the games.

ii. If the protest party is not satisfied with the decision of the sports event manager, a formal protest, signed by the coach concerned and noted by the head of the delegation may be filled with the Jury of appeals not later than 12 hours after the incident. The decision of the jury is final.

iii. When a violation of eligibility rules is proven in team compositions, the games in which the individual has taken part shall be declared forfeited in favor of the opposing team. The individual performance in case of the individual events shall be nullified.

VII. DECLARATION OF THE OVERALL CHAMPION

1. The Olympic Medal Count System will be used in declaring the Overall Champion.

2. The team garnering the greatest number of gold medals shall be declared team champion. In case of a tie, the silver medal will be the basis and if there is still a tie, the bronze medal will break the tie. If the tie still exists, there will be 2 overall champions.

VIII. AWARDING OF MEDALS, TROPHIES, PLAQUE AND CERTIFICATES OF RECOGNITION AND PARTICIPATION

The Sports Event Managers of the different sports may conduct awarding ceremonies at their respective venues. The 1st to 5th placers in the overall ranking will be awarded trophies during closing ceremonies.

A special performance of athletes in the different sports events shall be given due recognition through the issuance of a Certificate of Recognition. These awards shall be given during the awards ceremony of every sports event in their respective venues.

Arnis (boys and girls)

- Best in Anyo

Basketball (Boys and Girls)

- MVP
- Best 3 point shot
- Mythical Five
- Best Power Forward
- Best Small Forward
- Best Point Guard
- Best Center

Chess (Boys and Girls) with Gold Medal

- Top Player
- 2nd Top Player

Football (Boys and Girls)

- MVP
- Best Goal Keeper
- Best Defensive Player

Sepak Takraw (Boys and Girls)

- MVP
- Best Setter
- Best Striker
- Best Tekong

Table Tennis (Boys and Girls)

- MVP

Volley Ball (Boys and Girls)

- MVP
- Best Setter
- Best Receiver
- Best Blocker
- Best Attacker
- Best Libero
- Best Server

Certificate of Participation / Recognition will be given to the coaches, chaperons, trainers, officiating officials, working committees, and management.

IX. SELECTION OF ATHLETES AND COACHES

1. The selection of athletes in the next level of competitions shall be based on the following conditions on the award received (champion) both in individual and team events. This also applies to the coaches who will be competing in the next higher meet.
2. The DSO has the right to replace selected players who will not be able to join/play in the next higher meet for whatever reasons prevented them from joining. Likewise, the DSO has the authority to appoint the replacement of winning coaches and team members in case of their unavailability during the higher meet.
3. In case the selected players and coaches will not be able to join in the higher meet, he/she shall write a letter stating the reasons. The letter should be signed by the parents (for the athletes) and the coach, DSO, and noted by the Schools Division Superintendent.

4. Racket Games (Badminton, Table Tennis, and Tennis)

- i. The first (1st) and second (2nd) placers in the Singles event and the first (1st) placer in doubles are automatically selected to play in the next higher meet.
- ii. In Badminton, the highest points/rank in each category shall compete to the next higher meet.
- iii. Should anyone of the selected players in the singles become not available for any reason, the next in rank shall replace the player affected.
- iv. In the double players, if one of the two payers will not be able to play, the replacement shall be taken from the second-place winner in the doubles through the playoff between them.
- v. Further replacement in the team composition (singles and doubles) shall be determined by the Sports Event Manager of the concerned event and by the DSO.

5. Individual Games

Chess:	The individual standing of the players
Taekwondo:	Individual Results
Arnis:	Individual standing in the different weight categories
Pencak Silat:	Individual champion
Weightlifting:	Individual standing in the different weight categories

6. Selection of Coaches:

The management shall have the authority to appoint a replacement in case of the unavailability of winning coaches for the next higher meet.

Team Sports:

Coach of the champion team

Racket Games:

1. The coach of the top winning singles player shall be the designated coach in the next higher meet.

Individual Events

The selection of the coach in the following events will be as follows

Arnis:	Overall Champion
Athletics:	Overall Champion
Chess:	Top Individual Player
Taekwondo:	Overall Champion
Pencak Silat:	Over All Champion
Weightlifting:	Top Individual Player
Billiard:	Top Individual Player

X. EVALUATION OF THE ACTIVITY

The Sports Event Managers and the Secretariat of each sports event shall prepare the completion report of their respective events in coordination with the documentation and evaluation committee.

XI. REPEALING CLAUSE.

This technical guideline shall remain enforced until it is amended or rescinded.

MINI PROVINCIAL MEET 2022

OFFICIALS OF THE MEET

1. Schools Division Superintendent: Susan S. Collano, CESO V
 2. Assistant Schools Division Superintendent Ma. Luisa T. Dela Rosa
 3. Chief, Education Supervisor Mary Jean S. Romero
 4. Chief, Education Supervisor Romel G. Petajen
 5. Education Program Supervisor- DSO Aroline T. Borja
 6. Public Schools District Supervisors
7. Division Technical Officials:
- Rommel T. Lizaso
 - Roberto Tomagan
 - Edgar T. Sarmiento
 - Eric T. Torio
 - Fidel A. Vegim
 - Felix M. Sorra
 - William Chester Ferida
 - Henry T. Dela Rosa
 - Maricon P. Romero
 - Garry A. Posada
 - Delfin Tabuzo Jr.
 - Neil T. Banares
 - Roberto Masagca
 - Resty Francisco
 - Eugene Brojan
 - Jorge Victor Sales
 - Nelvin Villamartin
 - John Anthony Romero
 - Ramon Tura
 - Henry Olfindo
 - Jhon Paulo Gianan
8. Jury of Appeals:
- Chair: Atty. Norlito Jr. P. Agunday
 - Co-Chair: Mary Jean S. Romero
 - Member: Aroline T. Borja
9. Division Screening Committee:
- Chair: Perlita Tatel
 - Co-Chair: Lorenzo Gando
 - Members: All Sports Event Managers
10. Medical Officer/ Health Safety and Risk Management Committee:
- Chair: Dr. Kristine G. Santelices
 - Co-Chair: Dr. Amylou B. Celso
 - Members: All SHN Nurses
Please see attached list

11. Secretariat Committee:
Chair: Efren T. Gurrobat
Co-Chair: Grace Bernardo
Members: Please see attached list
12. Program and Invitation Committee:
Chair: Nhielsan Guerrero
Co-Chair: Grace Camano
Members, Please see attached list
13. Finance Committee:
Chair: Grace F. Bernardo
Co-Chair: Liezel Manlagit
Members: Please see attached list
14. Documentation Committee:
Chair: Sheryl U. Lita
Co-Chair: Alexander Yvan Fernandez
Members: Please see attached list
15. Evaluation Committee
Chair: All Sports Event Managers
16. Announcers Committee:
Chair: Erwin T. Tablizo
Co-Chair: Shiela Rose B. Indencio
Members: Please see attached list
17. Sanitation Committee:
Chair: Jeya Lopez
Co-Chair: Maricel T. Beo
Members: Please see attached list
18. Equipment and supplies committee:
Chair: Ma. Eliza M. Icaranom
Co-Chair: Sheryl Cambonga
Members: Please see attached list
19. Parade Committee:
Chair: Roberto Tomagan
Co-Chair: Neil Banares
Members, Please see attached list
20. Safety and Security Committee
Chair: John Paul Rafael
Co-Chair: Reynoso Tarnate Jr.
Members, Please see attached list
21. Cleark of Course Committee:
Chair: Garry T. Tanon
Co-Chair: Rey King T. Bernal IV
Members: Allen B. Marino



Republic of the Philippines
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 REGION V - BICOL
SCHOOLS DIVISION OFFICE OF CATANDUANES

MINI- PROVINCIAL MEET 2022
GENERAL PROGRAM OF ACTIVITIES

DATE	ACTIVITIES	INCHARGE	VENUE
November 28, 2022			
	Meeting with the Medical / Health Committee In-Charge	DSO Doc Teng	SGOD Lobby
November 29-30, 2022	Preparation/Finalization of the Logistics	TWG in charge	Varied
December 1, 2022 9:00 a.m.	Final Briefing with the Different Working Committees	DSO Sports Event Managers Chair of the TWG	SDO Lobby
	Final Preparation of the Different Logistics Needed	Sports Event Managers Chair of the Different Committees	varied
1:00 p.m.	The arrival of the Delegations by municipalities	TWG is in charge of the billeting, registration Sports Event Managers Coaches Municipal Sports Coordinators	varied
3:00 pm	Familiarization with the Playing venues etc.	Sports Event Managers Coaches Trainers	varied
December 2, 2022			
9:00 a.m.	ThanksGiving Mass	Athletes Coaches Trainers Sports Event Managers SDO Personnel	SDO Chapel
10:30 a.m.	Solidarity Meeting	Coaches, trainers, chaperons, Sports Event Managers, Consultants, Municipal Sports Coordinators, DSOs	Catanduanes Athletics Complex Grandstand

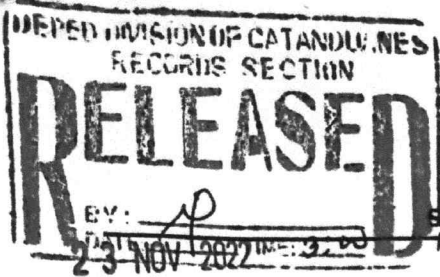
3:00 p.m.	Opening Parade	Athletes, Coaches, trainers, chaperons, Sports Event Managers, Consultants, Municipal Sports Coordinators, DSO, Guests, SDO Management	Assembly area @ Imelda Boulevard
5:00 p.m.	Opening Program	Athletes, Coaches, trainers, chaperons, Sports Event Managers, Consultants, Municipal Sports Coordinators, DSO, Guests, SDO Management	Catanduanes Athletics Sports Complex
December 3, 2022 6:00 a.m. to 5:00 pm	GAMES	Various events	Various playing venues
December 4, 2022 10:00- 12:00 a.m.	Closing Program	Various events	SDO Lobby/playing venue
1:00- 5:00 p.m.	Debriefing and Evaluation of the activity	Various events	TBA

Prepared by:

Aroline T. Borja
EPS- DSO

Consultants:

SDS Susan S. Collano
ASDS Ma. Luisa T. Dela Rosa
Chief Mary Jean S. Romero
Chief Romel G. Petajen



Republic of the Philippines
Department of Education
REGION V - BICOL
SCHOOLS DIVISION OFFICE OF CATANDUANES

November 22, 2022

DR. SUSAN S. COLLANO
Schools Division Superintendent
This Division

Dear Madam:

Greetings!


The undersigned requests permission to utilize the selected schools in Virac as billeting schools during the mini Provincial Meet on **December 2-4, 2022 at Catanduanes Athletics Sports Complex.**

Below is the list of schools that will be used by the eleven (11) municipalities to wit:

Municipality	School
Baras, Bato, Gigmoto	JMAMES
San Miguel	Taytay ES
Caramoran, Pandan	Calatagan HS
Bagamanoc, Viga, Panganiban	CNHS
San Andres	Gogon ES
Virac and Officiating Officials	Virac Pilot ES

Thank you so much in anticipation of your approval of this request.

Very truly yours,


AROLINE T. BORJA
Education Program Supervisor
Division Sports Officer

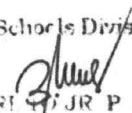
Noted:


MARY JEAN S. ROMERO
Chief, SGOD

Approved:

By Authority of the Schools Division Superintendent

SUSAN S. COLLANO
Schools Division Superintendent


ATTY. NORBERTO P. AGUNDAY
Attorney III
Office-in-Charge

SCHOOLS DIVISION OFFICE OF CATANDUANES
Virac, Catanduanes

PALARONG PANLALAWIGAN 2022
WORKING COMMITTEE BY EVENTS

EVENT	EVENT SECRETARIAT	PROGRAM AND INVITATION	FINANCE	DOCUMENTATION / DOCUMENTATION	EVALUATION
Arnis	Catherine V. Tatel	Grace A. Camano	Rannel Cuervo	Jesol Crispino	Romel T. Lizaso
Athletics	Sheryl U. Lita	Rean Lou T. Tomanlog	Jinky Lou Sarmiento	Sheryl U. Lita	Danica Capistrano
Badminton	Maricel T. Beo	Maricel T. Beo	Mercy Piodena	Miguel C. Salvante Jr.	Edgar T. Sarmiento
Basketball	Duchess Esther Ben De Leon	Judy Mae Osorio	Kyn Emerenciana	Alexander Fernandez	Fidel A. Vegim Felix M. Sorra
Billiard	Michelle Rose Samonte	Jimby Cervantes	Melanie Matienzo	Melanie Matienzo	William Chester Ferida
Chess	Celeste Tria	Dante T. Prila	Ma. Gracia T. Dela Rosa	Roberto B. Molina Marianne Claire T. Ogalesco	Henry T. Dela Rosa
Dance Sports	Nessley T. Panti	Nessley T. Panti Leizel T. Manlangit	Leizel T. Manlangit	Michael Triunfante	Maricon P. Romero
Football	John Alden Alam	Aureel Sabalas	Cecilia Camacho	Cherilyn Sarmiento	Ronald Bernardo Florentina Molto
Futsal	Grace F. Bernardo	Cherie Mae S. Tarnate Marecil Cabangon	Grace F. Bernardo	Hazel T. Tabo Vernie S. Oliveros	Hanna Dela Torre Melinda Rodriguez
Pencak Silat	Rhealyn Evangelista				Johnney Boy Bernal
Sepak	Kaziel Mae V. Custodio	Edwin T. Tomes	Ruth Mae Francisco Rochelle Bagadiong	Edwin T. Tomes	Roberto Masagca Resty M. Francisco
Taekwondo	Airyl Samantha O. Gerona	Jose Angelo D. Aquino	Walter Turado	Carla Fatima D. Cajuday	Eugene B. Brojan
Table Tennis	Jennifer Peralta	Jorge Victor M. Sales	Jennifer Peralta	Jorge Victor Sales	Jennifer Peralta
Tennis					
Volleyball	Catherine De Leon	Edbryan Tresvalles	Medin P. Torrente	Renz D. Reyes	Ramon L. Tura
Weightlifting	Cedrick J. Manoguid	Alvin T. Icaranom	Bryan C. Rubio	Cedrick J. Manoguid	Melogay D. Alberto

ANNOUNCERS	SANITATION	EQUIPMENT AND SUPPLIES	PARADE COMMITTEE	SAFETY AND SECURITY	HEALTH SAFETY AND RISK MANAGEMENT
Judilyn F. Gianan	Estrela G. Tud	Alla A. Gianan	Lito A. Arcega	John Paul T. Rafael	Walter L. Mariñas
Sheila Rose Endencio	Lolita V. Brequillo	Romeo Camacho	Roberto Tomagan	Armando Bonifacio	Romel Dela Rosa
Elmer Zafe					
Phil Alcantara	Maricel T. Beo	Eric T. Torio	Jose Antonio T. Tupas	Chad Joshua Torio	Ma. Gel T. Alcantara
Erwin T. Tablizo	Jecel Y. De Mesa	Marshall Tito	Mark Ervin F. Balute	Reynoso Tarnate	Neilsan T. Guerrero
Teddy Villamartin		William Chester Ferida	Jimby Cervantes	Teddy Villamartin	
Marianne Claiera T. Ogalesco	Jonel Aznar	Henry T. Dela Rosa	Wesley Dela Torre	Noel Torreña	Jan Asor
Samson Perdigon IV	Jeya B. Lopez	Garry A. Posada	Lito D. Zafe	Aron V. De Leon	Ronald Fernandez
	Aron De Leon				
John Alden Alam	Romeo Vargas Jr	Delfin Tabuzo	Delfin Tabuzo	Fernando Amor	Eunice Tabuzo
Danreb B. Calisin	Erma Bayos	Rodel S. Bordeos	Neil F. Bafiãres	April Riza Taniegra	Maricel B. Araojo
Mark Jayson Teope	Roger M. Camacho			Isidro B. Tuburo	
		Erwin Villanueva			
Niño Cabangon	Jason Vergara	Resty M. Francisco	Pepito Masagca	Roberto Masagca	Roberto Masagca
Ginalyn Guerrero	Hipolito Del Barrio	Roberto Masagca	Randy Brusola	Allan Aguilar	Jason Vergara
Carla Fatima D. Cajuday		Eugene B. Brojan	Hipolito Del Barrio		
Ronald E. Tejada	Ronald E. Tejada	Jorge Victor M. Sales	Ronald E. Tejada	Nelvin Villamartin	Nelvin Villamartin
Darwin S. Ariate	Leandro W. Abrera	Ruben C. Villarino	John Rey Manlangit	Henry O. Ofindo	Donnel V. Lucero
Alvin T. Icaranom	John Carlo Lucero	Dennis Day Brusola			