



Republic of the Philippines
Department of Education

DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2024-817

To : Assistant Schools Division Superintendent
Chiefs, CID & SGOD
Elementary and Secondary School Heads
All others concerned

Subject : **DESIGNATION OF THE SCHOOLS DIVISION OF DIGOS CITY
SPORTS MANAGEMENT TEAM**

Date : December 17, 2024

Pursuant to Republic Act 10588, otherwise known as the Palarong Pambansa Act of 2013, the Schools Division of Digos City hereby establishes the composition of the Division Sports Management Team.

The following personnel are designated as **Division Sports Officer** and **Division Assistant Sports Officer**, respectively:

- **PETER-JASON C. SENARILLOS** **Division Sports Officer**
Senior Education Program Specialist

- **ELESER D. MATEO** **Division Asst. Sports Officer**
Public Schools District Supervisor

With this, you shall have the following duties and responsibilities:

1. Draft proposals for the conduct of sports activities and submit to the Local School Board (LSB) for the approval of the Special Education Fund (SEF) budget;
 2. Conduct Division sports clinic/refresher course for Tournament Managers and Coaches;
 3. Coordinate with the Regional Sports Officer;
 4. Facilitate the conduct of Digos City Athletic Association Meet;
 5. Conduct in-house training of student athletes in preparation for Davao Region Athletic Association Meet (DAVRAA);
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Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)
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6. Facilitate the participation of Digos City delegation in the Davao Region Athletic Association Meet (DAVRAA); and
7. Facilitate the participation of Digos City delegation in the Palarong Pambansa.

In addition, the following personnel shall be members of the team with their respective designations:

- **JAY PAUL B. CABURAL** **Assistant Sports Officer for Logistics**
Teacher I – SIC (Matti ES)
- **ELEORA F. GUNDAYA** **Technical Staff for Admin & Finance**
Administrative Officer II

Mark Capinera
Further, Angel V. Bisaga, Jr., Education Program Supervisor, shall handle the Sports Program at the school level and shall assist the Division Sports Officers as Training Manager in the conduct of higher sports meets.

These functions do not carry with it any additional remuneration nor priority in promotion.

This Memorandum shall take effect immediately, unless sooner revoked by the Approving Authority.

For your information and guidance.

Melanie P. Estacio
MELANIE P. ESTACIO, PhD, CESO VI
Schools Division Superintendent

12/19/24

Schools Division of Digos City
RECORDS SECTION

RELEASED
DATE: *DEC 19 2024* TIME: *2:00 PM*
BY: *[Signature]*

Enclosed: As stated.

SGOD/SBO/pjs



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