



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2024- 800

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

Subject : **ADDENDUM TO DM NO. SGOD-2024-817, DESIGNATION OF THE
SCHOOLS DIVISION OF DIGOS CITY SPORTS MANAGEMENT
TEAM**

Date : December 27, 2024

Mr. **MARK C. CASTAÑARES**, Administrative Officer II, is hereby designated as Technical and Administrative Staff of the newly constituted Schools Division of Digos City Sports Management Team. As such, he shall have the following duties and functions:

1. Provide support to the Sports Management Team in the conduct of its activities;
2. Record all incoming and outgoing documents related to the transactions of the team;
3. Perform other duties and functions as may be assigned.

This designation is given along with his duties as Administrative Officer II in the Schools Division Office of Digos City, and carries with it no additional remuneration or emoluments, and does not give him priority when applying for promotion.

For information and guidance.

Schools Division of Digos City
RECORDS SECTION

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

RELEASED
DATE: 27 DEC 2024 TIME: 3:16
BY:

For and in the absence of the SDS:

MARIA GENEVIEVE T. FRANCISQUETE, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)
Telephone Nos.: (082) 553-8375; (082) 553-8396



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Department of Education
DIGOS CITY DIVISION

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DIVISION MEMORANDUM

SGOD-2024-817

To : Assistant Schools Division Superintendent
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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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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

12/17/24

Schools Division of Digos City
 RECORDS SECTION
RELEASED
 DATE: DEC 19 2024 TIME: P.M.
 BY: *[Signature]*

Enclosed: As stated.
 SGOD/SBO/pjs



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