



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2024- 821

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

Additional information is hereby given with the designation of Ms. **ELEORA CECILIA F. GUNDAYA**, Administrative Officer II, as **Technical Staff for Admin & Finance** of the newly-constituted Schools Division of Digos City Sports Management Team.

Her schedule regarding her duties and functions as Administrative Officer II deployed in schools shall be as follows:

1. Balabag National High School – Monday to Tuesday
2. Jolencio Alberca Elementary School – Wednesday
3. SDO Digos City – Thursday to Friday

The above schedule shall comprise her regular work week unless otherwise revised by an issuance.

For information and guidance.

Schools Division of Digos City
RECORDS SECTION

RELEASED
12040 70 718
DATE: 27 DEC 2024 TIME: 3:16
BY:

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

For and in the absence of the SDS:

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



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



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DIVISION MEMORANDUM

SGOD-2024-817

To : Assistant Schools Division Superintendent
Chiefs, CID & SGOD
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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

Enclosed: As stated.
SGOD/SBO/pjs

Schools Division of Digos City
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RELEASED
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BY: *[Signature]*



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