



Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF TACLOBAN CITY

DIVISION MEMORANDUM

No. 29, s. 2022

4 June 2022

For: **School Head of JARMSES**
Division Sports Officer
Division DRRM Officer
All Others Concerned

Subject: **DESIGNATION OF JUDGE ANTONIO R. MONTILLA SR. ELEMENTARY SCHOOL (JARMES) AS BILLETING SCHOOL FOR THE NATIONAL OPEN SEPAKTAKRAW TOURNAMENT DELEGATES.**

In reference to the communication letter from San Juanico de Tacloban Sepak Takraw Club Inc. dated May 15, 2022, the Schools Division Office of Tacloban City hereby **designate Judge Antonio R. Montilla Sr. Elementary School as billeting school** for the delegates during the **National Open Sepaktakraw Tournament** which will be held on **July 8-12, 2022** at **Robinson's North, Tacloban City.**

The SDO Tacloban City - Division Sports Office in partnership with the SDO Tacloban City - Disaster Risk Reduction and Management Service will take charge of the necessary coordination and monitoring during the conduct of the activity.

The Schools Division Office of Tacloban City in partnership with San Juanico de Tacloban Sepak Takraw Club Inc. will closely coordinate with the concerned delegations to ensure that house rules and regulations as well as the roles and responsibilities as per agreements during the consultative and coordination meetings will be properly observed.

Attached in this memorandum are the **Billeting House Rules & Regulations and the Roles & Responsibilities.**

Expenses incurred during the preparation and conduct of activity may be charged to the local fund/School MOOE subject to the usual accounting and auditing rules and regulations.

For any questions and/or clarifications, you may contact the **SDO Tacloban City - Disaster Risk Reduction and Management Service** through the Division DRRM Officer **CRISVILL M. VILLAMOR** at 09085564721 or email at crisvill.villamor@deped.gov.ph.

For your appropriate action.

MARIZA S. MAGAN EdD, CESO V
Schools Division Superintendent



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