

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

February 13, 2025

**DIVISION MEMORANDUM**

No. 142, s. 2025

**COORDINATION MEETING OF WORKING COMMITTEES IN PREPARATION FOR  
THE CLUSTERED EVRAA MEET 2025**

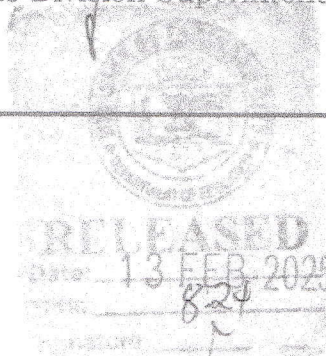
TO: Assistant Schools Division Superintendent  
Division Chiefs (CID & SGOD)  
Public School District Supervisors  
Public and Private School Heads  
District Sports Coordinator  
All Others Concerned

1. Relative to the conduct of Clustered Eastern Visayas Regional Athletic Association (EVRAA) Meet 2025 on March 6-9, 2024, this office through the School Governance and Operations Division (SGOD), announces the schedule of coordination meeting of the working committees on February 13, 2025, 1 o'clock in the afternoon at SDO Conference Hall.
2. The participants of this activity are the identified members of the working committees stipulated in Division Memorandum 123 s. 2025, as enclosure no. 4. (see attachment)
3. This issuance serves as Travel Authority of all concerned.
4. For strict compliance and wide dissemination of this Memorandum are deemed necessary.

*as per I.O.# 070, 2025*  
**SHERLITA A. PALMA, EdD CESO VI**  
SIC-Schools Division Superintendent



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**SCHOOLS DIVISION OF TACLOBAN CITY**

Enclosure No.4 to the Division Memorandum No. 123 s. 2025

**WORKING COMMITTEES**

**2025 Eastern Visayas Athletic Association (EVRAA) Meet Hosting**

**Logistics**

<b>Committee/Event</b>	<b>In-Charge</b>	<b>Terms and Reference</b>
Billeting Cleanliness and Orderliness	Chairman: Dr. Bernaldo Basiano Members: 1. Ma. Helen Delmo 2. Juliet Rama 3. Odessa Torlao 4. Jake Anthony Majadillas 5. Edsyl Marie Colico	<ul style="list-style-type: none"><li>• Ensure that all schools designated as billeting quarters are clean and orderly.</li><li>• Monitor those billeting schools on the maintenance of cleanliness, orderliness and beautification of the schools .</li></ul>
Command Center	Chairman: Crisvill Villamor Vice -Chairpersons : Dr Phoebe Quiban Ms. Riza Deliva  Members: All School DRR Coordinators	<ul style="list-style-type: none"><li>• Ensure the safety and security of the athletes , coaches , chaperones , trainers and other personnel involved in the entire activity ;</li><li>• Conduct risk assessment and control measures in the sports event venues , and other areas identified ;</li><li>• Ensure smooth coordination mechanisms for emergency preparedness and mitigation .</li><li>• Operates on 24/7 basis for response even in normal condition (without any emergency)</li><li>• Ensure communication lines are open are open to conduct assistance during emergency situations .</li></ul>

		<ul style="list-style-type: none"> <li>• Conducts normal monitoring of activities and situations</li> <li>• Collect, analyze, manage, and disseminate information</li> <li>• Serves as the repository of all incident information</li> <li>• Issues advisories or disseminate warnings</li> <li>• Coordinates with relevant stakeholders for emergency response</li> <li>• Coordinates requirements, information and resources for a particular response operation</li> <li>• Produces situation reports</li> <li>• Monitors situation</li> <li>• Informs stakeholders about the updates</li> </ul>
Water Facilities, Sanitation and Hygiene	Chairman: Bong Devarras Member: Erwin Tanpiengco	<ul style="list-style-type: none"> <li>• Ensure that all billeting schools have functional and top condition water facilities such as but not limited to handwashing, comfort rooms (toilets), water tanks.</li> <li>• Monitor the good hygiene practices and sanitation of all billeting schools.</li> <li>• Coordinate with the school administration on the regular schedule of water ration by the BFP.</li> <li>• Perform other functions deemed necessary.</li> </ul>
LRP Desk	Chairman: Ms. Evangeline Badrina Members: all LRP Focals	<ul style="list-style-type: none"> <li>• Ensure that all billeting schools have LRP Desk with posters/reading materials related to learner rights and protection</li> <li>• Post LRPO Contact Center Helpline</li> </ul>

		<p>Number in all billeting schools</p> <ul style="list-style-type: none"> <li>• Coordinate with the Regional LRPO, City Social Welfare Officer and other relevant agencies/stakeholders for possible referrals</li> <li>• Monitor all LRP Desks for possible reports concerning learners rights and protection</li> </ul>
Tarpaulin Lay-out and Installation	<p>Chairman: Christian Noel Cabrigas</p> <p>Members:</p> <ol style="list-style-type: none"> <li>1. Antonio Dy</li> <li>2. June Dominique Tan</li> <li>3. Robert Gobalani</li> </ol>	<ul style="list-style-type: none"> <li>• Designs the lay out of the official tarpaulins to be placed in strategic places of Tacloban SDO</li> <li>• Mobilize teams for ensuring all tarpaulins are properly placed .</li> <li>• Responsible for the request of budget from the division office and the preparations of all liquidation documents .</li> </ul>
Physical Facilities Maintenance Monitoring Committee	<p>Chairman: Engr. Rafael Lanza</p> <p>Member:</p> <ol style="list-style-type: none"> <li>1. Engr. Regine Montes</li> </ol>	<ul style="list-style-type: none"> <li>• Ensure that all schools has an organized physical facilities maintenance committee that will ensure the maintenance of facilities of the school such as but not limited to the ff.: electrical wirings , circuit breakers, transformers (if any), water pumps/tanks , pluming. septic tanks, etc.</li> <li>• Monitor regularly the upkeep and good maintenance of all the school physical facilities</li> </ul>
Event Managers	<p>Archery- Daryl T. Salceda</p> <p>Athletics- Prima Jabagat &amp; Jessie Delbo</p> <p>Dancesport- Raul Palana</p> <p>Gymnastcis_ Marian Espiel, Idenia Sorila, Eva Madeja, Shubert Alberca</p> <p>Swimming- Rubencio Pensader</p> <p>Taekwondo- Raquel Advincula</p>	

	Tennis- Virginia Gilbuena Wrestling- Stepheri Sita	



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