



Republic of the Philippines
Department of Education

REGION I

SCHOOLS DIVISION OFFICE OF DAGUPAN CITY



**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM

No. 265, s. 2023

TO: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
School Heads
Others concerned

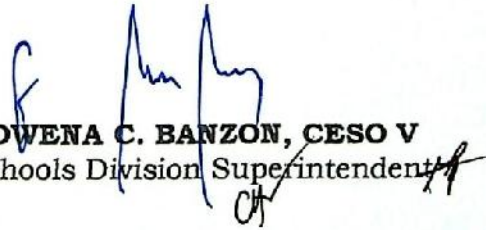
FROM: THE SCHOOLS DIVISION SUPERINTENDENT

DATE: July 25, 2023

SUBJECT: **ADDENDUM TO DIVISION MEMO NO. 263, s. 2023**
re: ANNOUNCING THE CONDUCT OF THE 2023 PALARONG PAMBANSA

In view of the upcoming Region I Athletic Association (R1AA), other important details can be referred to the attached **Regional Memorandum No. 723, s. 2023** titled: **REGION I ATHLETIC ASSOCIATION (RIAA) PARTICIPATION IN THE 2023 PALARONG PAMBANSA AND OTHER RELATED MATTERS.**

For information and guidance.

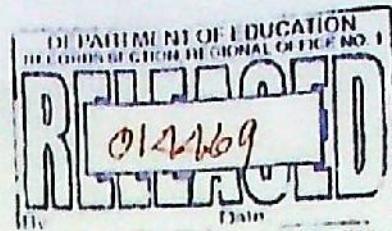

ROWENA C. BANZON, CESO V
Schools Division Superintendent



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Republic of the Philippines
Department of Education
REGION 1



REGIONAL MEMORANDUM
No. 723, s. 2023

JUL 24 2023

**REGION 1 ATHLETIC ASSOCIATION (RIAA)
PARTICIPATION IN THE 2023 PALARONG PAMBANSA
AND OTHER RELATED MATTERS**

To: Schools Division Superintendents

1. The Region 1 Athletic Association (RIAA) will participate in the 2023 Palarong Pambansa to be held in Marikina City, Metro Manila, on July 29 – August 5, 2023. The General Schedule of Activities for RIAA delegates is contained in Enclosure No. 1.
2. The RIAA delegation will be billeted at the San Roque Elementary School and San Roque National High School. The said schools are next to each other. The Official Delegation list is contained in Enclosure No. 2.
3. All Athletes, Coaches and Chaperons (ACCs), designated Division Sports Officers, Technical Working Committee are expected to be in the billeting schools on July 27, 2023. The National Screening and Accreditation Committee (NSAC) shall proceed with the screening of RIAA ACCs on July 27, 2023. **FAILURE TO ATTEND THE ON-SITE INTERVIEW WILL RESULT IN DISQUALIFICATION OF THE ACCs.**
4. Schools Divisions shall take care in bringing their ACCs to said billeting schools in Marikina City on July 27, 2023, as well as bringing their entire delegation from the billeting schools to their respective schools divisions after the Palarong Pambansa on August 5, 2023. Funds for traveling expenses will be downloaded for the purpose.
5. ACCs are advised to bring their sleeping paraphernalia, eating paraphernalia (lunch boxes, utensils, glass/cup, bags for take-out meals) and playing equipment/requirements for training and competition such as but not limited to chess boards, racket, vaulting poles and throwing equipment.
6. Since the Regional Office can only provide General Attire for ACCs, MANCOM and REXECOM members, ACCs are advised to bring their own playing attire used in the RIAA and Pre-National Qualifying Meets. They may also bring their previous Palaro uniforms, if any. Other members of the delegation are likewise advised to bring their old Palaro uniforms, if any, as they will not be issued new Palaro uniforms.
7. ACCs who opt to stay in other place or hotel are required to sign an undertaking and a waiver (Enclosure No. 3). However they are required to participate in the daily activities and dine with the delegation (Enclosure No. 4 – House Rules).

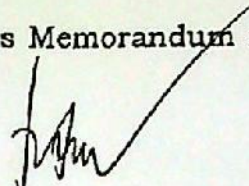


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8. Service Credits and Compensatory Time-Off (CTO) shall be granted to teachers and non-teaching personnel, respectively, who will serve as delegation officials/working committee, coaches, chaperons, paramedics, team managers and training staff during the Palaro proper.

9. The entire delegation shall strictly observe proper decorum and discipline at all times. The **NO SMOKING, NO LIQUOR, NO GAMBLING** and **NO BULLYING** policies shall be strictly observed. Violators shall be barred from being part of the official delegation in future local meets and Palarong Pambansa.

10. Immediate and wide dissemination of the contents of this Memorandum is desired.


TOLENTINO G. AQUINO
Regional Director

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To be indicated in the Perpetual Index
under the following subjects:

OFFICIALS
ORGANIZATIONS
SPORTS
TRAINING

Incls: As Stated

ESSD/dcn/Paloro-Memo-2023
July 21, 2023



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GENERAL SCHEDULE OF ACTIVITIES

DATE AND TIME	EVENT/ACTIVITY
July 27, 2023	Arrival of RIAA Delegates at the San Roque Elementary School
	First Meal to be served is breakfast
Anytime	Screening of Athletes, Coaches and Chaperons
	Earthquake Drill
7:00 PM	Orientation on the Child Protection Policy by the Learner Rights Protection Committee
8:00 PM	Orientation on House Rules by the Technical Management Committee
9:00 PM	Silence in the Billeting Quarters
July 28, 2023	
5:00 AM	Wake-up Time/Revelry/Calisthenics/Exercise
6:00 AM	Breakfast
8:00 AM	Registration of Technical Officiating Officials
	Events for Exhibition
8:00 AM onwards	Team Practice in the different practice venues
	Turnover of Donation for Palarong Pambansa
4:00 PM – 6:00 PM	Team Practice in the different practice venues
6:00 PM – 8:00 PM	Dinner
9:00 PM	Silence in the Billeting Quarters
July 29, 2023	
5:00 AM	Wake Time/Revelry/Calisthenics/Exercise
6:00 AM	Breakfast
July 29-30, 2023	Refresher Course
July 30, 2023	Solidarity Meeting
July 31, 2023	Preparation for the Opening Program
	Participants are ready for transport to the assembly area
(Afternoon)	Opening Program
August 1-5, 2023	Competition Proper
August 5, 2023 (Afternoon)	Closing Program
August 5, 2023 (After the Closing Program)	Departure of R1AA Delegation

OATH OF UNDERTAKING

I, _____, of legal age, married, Filipino Citizen and a resident of _____, after having been duly sworn on oath in accordance with law hereby voluntarily depose and say:

1. That I am the COACH of _____ (sports) currently employed at _____ (private/public school);
2. That pursuant to my obligations and responsibilities as coach, I hereby assume and take full responsibility of the supervision, care and custody over the person of the athlete/s during the conduct of 2023 Palarong Pambansa;
3. That in case the athletes under my custody will not stay in the respective billeting school/s where they are assigned, I undertake to submit a WAIVER duly signed by the parents or guardian, and report the matter immediately to the Head of Delegation, Regional Director or Designated OIC;
4. That I hereby undertake to comply all the provisions of the 2023 Palarong Pambasa Rules and Guidelines.

IN WITNESS HEREOF, I hereby set my hand this ____ day of _____ in _____.

AFFIANT

NOTARY PUBLIC

BASIC HOUSE RULES AND REGULATIONS IN THE BILLETING SCHOOLS
Effective July 27, 2023

The following house rules and regulations should be observed for the purpose of ensuring the general welfare and well-being of all the delegates. The main consideration behind these rules is the need to create in the billeting schools, an environment conducive to intellectual growth, sound psycho-social development, competitive readiness, sports readiness.

1. **Signing In and Out**

Delegates who leave the billeting area are required to sign out properly in the logbook provided, likewise, to sign in upon their return.

Delegates should indicate in the logbook their destination, purpose, contact person, contact number, time of departure, companion/s, if any, and expected time of return.

2. **Observance of Curfew Hours**

The main gate opens at 4:00 AM. The curfew starts at 9:00 PM and shall be strictly observed. Delegates who wish to stay out past 9:00 PM shall obtain permission from the Head of the Delegation or his/her duly assigned representative depending on the length of time they wish to be out beyond curfew hours.

3. **Oath of Undertaking/Permits**

Delegates who opt to stay in other place or hotel are required to sign an undertaking and a waiver. However, they are required to participate in the daily activities and dine with the delegation.

4. **Silence in the Billeting Quarters**

The **9:00 PM to 5:00 AM silent hours** shall be strictly observed. Coaches and Chaperons should ensure that by 9:00 PM all lights are put-off inside the rooms. Delegates should avoid overly loud talk and scandalously boisterous laughter especially inside rooms, along corridors.

5. **Visits and Social Calls**

To maintain order and safety within the billeting schools as well as to ensure the general welfare of the delegates, visits and social calls shall be regulated as follows:

- a. Non-delegates (parents, guardians, personal trainers) are not allowed to stay overnight inside the rooms of the athletes, coaches, chaperons;
- b. Visitors are to be entertained in the designated receiving areas. They shall be entertained from 8:00 AM to 4:00 PM only.

6. **Conduct and Discipline**

Delegates are expected to behave decently and in socially acceptable and appropriate manner. They should be cooperative, considerate and respectful at all times.

Bringing-in, using and/or doing the following acts are prohibited:

- a. Intoxicating liquors or drinks;

- b. Smoking;
- c. Gambling;
- d. Brazen public display of sexual intimacy or affection;
- e. Destruction of the facilities and/or any part of the billeting schools;
- f. Gross disrespect for the staff and other delegates;
- g. Drunken behavior or breach of peace;
- h. Other serious forms of misconduct such as theft, vandalism and sexual harassment

The Committee on Discipline shall ensure the general welfare and well-being of the entire delegation. Any violation or prohibited acts committed by any member of the delegate shall be properly documented and dealt with accordingly. The committee shall closely coordinate with the Learner Rights Protection Committee when the involved party is an athlete.

7. Grooming

Delegates are expected to wear proper attire in the common dining hall, lobby, corridors. Clothing that is too skimpy and/or only for bedroom wear is prohibited in these areas.

8. Room and Corridor Upkeep

Delegates are responsible for maintaining the cleanliness and tidiness of their rooms and corridors. Any change or alteration of the physical design is not allowed. Furniture and other facilities can be moved within the room.

9. Use and Care of Facilities

Delegates are expected to exercise caution in using the facilities, furniture and properties of the billeting schools. If a delegate, whether intentionally or not, destroys, defaces any of the said facilities, furniture and other properties, he/she shall bear the full cost of the repair or replacement provided, however, this should be without prejudice to any other sanctions or set of sanctions that the Technical Management may deem appropriate to impose.

10. Use of Bathroom, Washroom and Sink

Cleanliness, proper hygiene and due consideration for other users are required of all delegates using these facilities. The following shall be strictly observed:

- a. Toilets must be flushed after use and their seats must be left clean and dry;
- b. Sanitary napkins, stones, egg shells, bottle caps and other items should never be flushed down the toilets;
- c. Intimate clothing should not be left for soaking in washrooms/bathrooms; and
- d. Dishes and eating utensils should be washed in designated washing areas only and should not be kept there or left unattended or unwashed.

11. Safety and Security

Delegates are advised to secure personal belongings while inside the billeting schools. The Technical Management shall not assume responsibility for the loss of any personal items. Delegates are also required to cooperate with management in adopting measures to prevent incidents of fire, accidents and/or theft, as well as mechanisms to prevent the spread of diseases such as COVID-19 and others.