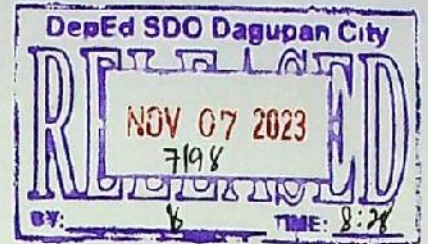




Republic of the Philippines  
Department of Education  
REGION I

SCHOOLS DIVISION OF DAGUPAN CITY



**MEMORANDUM** No. 406, s. 2023

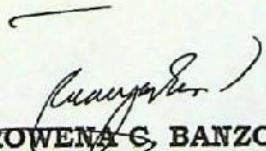
**TO:** Assistant Schools Division Superintendent  
Chiefs, CID/SGOD  
School Directors (Private Schools)  
Principals/Head Teachers (Public and Private schools)

**FROM:** **SCHOOLS DIVISION SUPERINTENDENT**

**SUBJECT:** **SPORTS PLANNING CONFERENCE**

**DATE:** 07 November 2023

1. There will a **SPORTS PLANNING CONFERENCE** on Tuesday, November 07, 2023 @ 3:00 PM, Division Training Center.
2. The Agenda are as follows:
  - a. Updates on the conduct of the 2024 Palarong Pambansa;
  - b. Schedules/dates of lower meets (Division/R1AA Meet);
  - c. Sports events to consider;
  - d. List of Playing venues/materials;
  - e. Other related matters (Sports Clubs).
3. Attendees/participants to the conference are the following:
  - a. All School Heads
  - b. All school Sports Coordinators (public/private)
  - c. EPS – MAPEH
  - d. EPS/Division Sports Officer
4. School Heads are advised to arrange the class, may shorten or assign other teachers to handle the last period/classes of concerned coordinators, in order to avoid disruption on their remaining classes.
5. For immediate dissemination and compliance.

  
**ROWENA G. BANZON, CESO V**  
Schools Division Superintendent