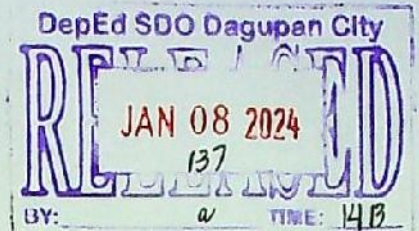




Republic of the Philippines  
Department of Education  
REGION I

SCHOOLS DIVISION OF DAGUPAN CITY



## MEMORANDUM

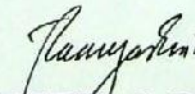
**TO:** Assistant Schools Division Superintendent  
Chiefs, CID/SGOD  
School Directors (Private Schools)  
Principals/Head Teachers (Public and Private schools)  
All others concerned

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

**SUBJECT:** **SPORTS PLANNING CONFERENCE - Division Meet '24**

**DATE:** 05 January 2024

1. There will a **SPORTS PLANNING CONFERENCE-Division Meet '24** on **Tuesday, January 9, 2024 @ 3:00 PM sharp**, Division Training Center.
2. The Agenda are as follows:
  - a. Updates on the conduct of the School Intramurals;
  - b. Schedules/dates of Division meet and related activities;
  - c. Sports events to consider;
  - d. List of Technical Officials/Working Committees;
  - e. Refresher Course in Officiating/Coaching;
  - f. Other related matters (Sports Clubs, Palaro guidelines).
3. Attendees/participants to the conference are the following:
  - a. PSDSs in-charge of districts
  - b. All School Heads
  - c. PSPL Key Officials and Sports Coordinator
  - d. All District Sports Coordinators (public elem.)
  - e. All School Sports Coordinators (public sec.)
  - f. EPS - MAPEH
  - g. EPS/Division Sports Officer
  - h. SGOD TWGs
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 C. BANZON, CESO V**  
Schools Division Superintendent