



- Republic of the Philippines
Department of Education
Region VII – Central Visayas
Schools Division of CEBU PROVINCE

Office of the Schools Division Superintendent

October 7, 2023

DIVISION MEMORANDUM

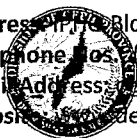
No. 433 s. 2023

**GAD- BASED PLANNING CONFERENCE OF ALL DISTRICT PESS &
TOURNAMENT MANAGERS FOR 2024 PROVINCIAL SPORTS MEET**

To: Assistant Schools Division Superintendents
Chiefs, CID AND SGOD
Public Schools District Supervisors/OICs
School Heads and Teachers
All Others Concerned

1. This Office hereby announces the conduct of Planning Conference of All District PESS and Tournament Managers for the 2024 Provincial Sports Meet at Ecotech Center, Sudlon, Lahug, Cebu City on October 19, 2023.
2. The conference aims to :
 - 2.1. discuss the duties and responsibilities as a district PESS;
 - 2.2. review the guidelines for the athletes in the participation to the higher sports competitions;
 - 2.3. district sports program
 - 2.4. workshop for TMs (1:00 -5:00 PM)
 - 2.4.1. recommended officiating officials;
 - 2.4.2. required forms per event;
 - 2.4.3. sports equipment needed per event provided by the office;
and
 - 2.4.4. proposed ground rules per event for the Provincial sports meet
3. Participants of this conference are one (1) PESS per district, and Tournaments Managers(TM)s of all school sports events.
4. PSDSs are reminded on the conduct of the planning conference of all district PESS and TMs to ensure 100% participation during the said activity. Considering that there are teachers who will be participating on this activity. School Heads are expected to make arrangement to ensure that no classes are disrupted due to the participation of teachers.

Address: PPTC Bldg., Sudlon, Lahug, Cebu City
Telephone Nos. (032) 255-6405
Email Address: cebu.province@deped.gov.ph
Website: depedcebuprovince.ph




5. The participants must be at the venue before 8:00AM of day one. This activity is on live-in/stay-in arrangement for participants from Bantayan and Camotes group of islands are given Day Zero (October 18, 2023)). The first meal shall be breakfast on Day 0 and Last meal will be PM snacks.

6. Accommodation, meals and snacks, and other incidental expenses incurred during the conduct of conference shall be chargeable against **Division GAD Funds**, while transportation and other expenses incurred by the participants relative to the participation of the conference shall be chargeable against **School MOOE/SEF funds**, subject to availability and usual accounting and auditing rules and regulations.

7. This Memorandum serves as **Authority to Travel** of the participants.

8. Immediate and wide dissemination of this Memorandum is desired.


SENEN PRISCILO P. PAULIN, CESO V
Schools Division Superintendent