

Republic of the Philippines

Department of Education

REGION VIII

SCHOOLS DIVISION OF CALBAYOG CITY

May 17, 2024

DIVISION MEMORANDUM

No. 285 , s. 2024

POST-EVALUATION OF THE PARTICIPATION OF THE CALBAYOG CITY ATHLETIC ASSOCIATION (CCAA) IN THE 2024 EASTERN VISAYAS REGIONAL ATHLETIC ASSOCIATION (EVRAA) MEET

TO

Assistant Schools Division Superintendent

Chief Education Supervisor (CID & SGOD)

District Advisors

Public Schools District Supervisors

Public & Private Elementary and Secondary School Heads

All Others Concerned

- 1. Post-evaluation plays a crucial role in the activity management process. It provides valuable insights into the activity's strengths and weaknesses, helping the management team identify what worked well and what needs improvement. This will also help stakeholders evaluate whether the intended goals and objectives are achieved. In this regard, this Office through the School Governance and Operations Division (SGOD) will conduct a post-evaluation of the participation of the Calbayog City Athletic Association (CCAA) in the 2024 Eastern Visayas Regional Athletic Association (EVRAA) Meet held last May 5-10, 2024 at Ormoc City. The post-evaluation shall be conducted on May 22, 2024 at the Division Conference Hall from 8:00 am to 5:00 pm.
- 2. The expected participants of the activity are the Head of the Delegation, Asst. Heads of the Delegation, Athletic Manager, Asst. Athletic Managers, Head Coach, Asst. Head Coach, Chairmen/Heads of the Committees, Coaches, Asst. Coaches, Chaperones, and Tournament Officers/Managers.
- 3. All concerned personnel shall bring the accomplished Enclosure No. 1 M&E Tool for the participation of the Calbayog City Athletic Association (CCAA) in the 2024 Eastern Visayas Regional Athletic Association (EVRAA) Meet.







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Department of Education Region VIII-Eastern Visayas Schools Division of Calbayog City

Expenses on the conduct of the activity shall be charged against the remaining PSF for Sports or any other local funds subject to the usual accounting and auditing rules and regulations.

- 5. This Memorandum shall serve as the Travel Authority of the participants.
- Immediate dissemination of and compliance with this Memorandum are earnestly desired.

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MARGARITO A. CADAYONA JR. PhD, CESO VI OIC-Schools Division Superintendent

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For the Schools Division Superintendent:

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REGION VIII SCHOOLS DIVISION OF CALBAYOG CITY

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Prepared by:

Checked & Reviewed by:

Noted:

AVELINA P. TUPA Edil OIC-Chief ES, SGOD

OSCAR D. BILLATE, JR. Division Sports Officer

Signature Over Printed Name of Coach