



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF CALBAYOG CITY

September 23, 2025

DIVISION MEMORANDUM

No. 471, s. 2025

UPDATES ON THE CONDUCT OF THE 2025 CALBAYOG CITY ATHLETIC ASSOCIATION MEET (CCAAM)

TO : Assistant Schools Division Superintendent
Chief Education Supervisor (CID & SGOD)
District Advisors
Public Schools District Supervisors
Public & Private Elementary and Secondary School Heads
District Sports Coordinator
All Others Concerned

1. As per result of the pre-planning conference conducted on September 22, 2025 with the host districts, district sports officers, and tournament directors, this Office through the School Governance and Operations Division (SGOD) hereby informs the field that the conduct of the 2025 Calbayog City Athletic Association Meet (CCAAM) is reset from October 23-25, 2025 to **November 13-15, 2025** due to the following reasons: (a) Academic Quarter 2 Examination is scheduled on October 23-25, 2025 per DepED Order No. 12, 2025; (b) there are potential athletes and coaches who will be leaving on October 23, 2023 to participate in the Batang Pinoy 2025, an national youth sports program of the Philippine Sports Commission, at General Santos City, South Cotabato; and (c) unavailability of the sports facilities of Northwest Samar State University due to the conduct of their School Intramural Meet.

2. Below is the schedule of activities relative to the conduct of the 2025 CCAAM:

Date and Time	Activity	Venue	Responsible Person/s
November 10-12, 2025 at 8am-5pm	Document Evaluation of Athletes, Coaches, Asst. Coaches, and Chaperones	Division Library Hub	DSAC
November 12, 2025 at 1pm-5pm	Arrival of the Different Delegations	Assigned Billeting Quarters	All Delegations

November 12, 2025 at 1pm-5pm	Solidarity Conference with all Coaches	Calbayog City SPED Center	Host Districts of CCAAM (Tinambacan 1- 3 Districts)
November 13, 2025 at 7am	2025 CCAAM Parade	Around the City	
November 13, 2025 at 9am	Opening Ceremony of the 2025 CCAAM	Calbayog East Central Elementary School Grounds	Host Districts of CCAAM (Tinambacan 1- 3 Districts)
November 15, 2025 at 3`pm	Closing Ceremony of the 2025 CCAAM	Calbayog East Central Elementary School Grounds	Host Districts of CCAAM (Tinambacan 1- 3 Districts)

3. To facilitate the smooth flow of the aforesaid event, attached (*Enclosure No. 1*) herewith is the list of 2025 CCAAM Management with the Division Technical Working Group (TWG).

4. Further, hereunder are other enclosures:

- *Enclosure No. 2 – Program Flow*
 - 2.1 – Solidarity Conference
 - 2.2 – Opening Ceremony
 - 2.3 – Closing Ceremony
- *Enclosure No. 3 – Billeting Quarters Assignment*
- *Enclosure No. 4 – List of Playing Venues*
- *Enclosure No. 5 – Order of the Parade*

5. To enrich the competitive experience, the following **special awards** will be conferred upon exemplary delegations in accordance with the criteria below, though these accolades will not contribute to the official medal count:

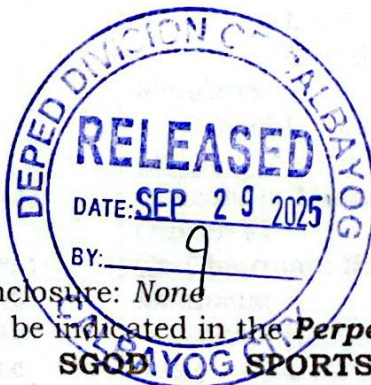
Special Awards	Criteria
a. Most Disciplined Delegation Award	Behavioral Conduct (40%): Consistent display of sportsmanship, respect for officials, peers, and facilities; absence of infractions or disruptions. Punctuality and Attendance (30%): Timely arrival at all sessions, ceremonies, and events; full participation without unexcused absences. Compliance with Guidelines (30%): Adherence to event rules, dress codes, and safety measures, including proper handling of equipment and venues. The highest-scoring delegation, achieving at least 80% overall, receives the award.
b. Most Active Delegation Award	Participation Rate (40%): Number of delegates actively involved in competitions and other CCAAM-related activities as compared to the total delegation size. Initiative and Contribution (30%): Proactive engagement (both offline and online) in group discussions, volunteering for roles, and supportive actions toward other participants. Enthusiasm and Spirit (30%): Demonstrated energy through cheers, morale-boosting efforts, and positive

	interactions that enhance the overall atmosphere. Evaluation prioritizes delegations with broad, inclusive engagement across all members.
c. Cleanest and Most Organized Delegation Award	Facility Management (50%): Cleanliness and systematic arrangement of sleeping quarters, dining areas, storage, and common spaces; effective waste management and eco-friendly practices. Resource Utilization (30%): Efficient use of supplies, minimal littering, and implementation of recycling or conservation measures. Sustainability Integration (20%): Incorporation of green initiatives, such as energy conservation and promotion of healthy habits among members. Inspections occur unannounced at multiple intervals, with photographic or documentary evidence required for verification.
d. Best in Recognition Yell Award	Creativity and Originality (40%): Unique composition, thematic relevance to the delegation's identity, and incorporation of cultural or event-specific elements. Execution and Coordination (30%): Synchronization among participants, clarity of delivery, and adaptability to different settings (e.g., parade or arena). Impact and Energy (30%): Volume, enthusiasm, and ability to inspire spectators and peers, measured by audience response and judge feedback.

6. To enhance the vibrancy and energy of the parade featuring various competing teams, we encourage each delegation to include their school's **"Drum and Lyre Corps,"** preferably from a secondary school in their respective district.

7. In line with DepED Order No. 9, s. 2005, or the "No Disruption of Classes Policy", all concerned are expected to implement a "Catch-Up Program Schedule", as adopted from the conduct of the formal training of ARAL Reading Program for Teachers, to compensate for the instructional time lost. This shall be included in the instructional supervision of our School Heads and District Supervisors to ensure its effective and efficient implementation.

8. Strict compliance with this Memorandum is enjoined.




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

Enclosure: None

To be indicated in the **Perpetual Index Under** the following subjects:
SGOD CALBAYOG CITY SPORTS

Enclosure No. 1 to Regional Memo No. _____, s. 2025

**LIST OF 2025 CCAAM MANAGEMENT AND DIVISION TECHNICAL
WORKING GROUP (TWG) AND ITS ROLES AND FUNCTIONS**

Meet Managers		Roles & Functions
General Referee	Dr. Margarito A. Cadayona Jr., CESO VI, SDS	Oversee the entire duration of the conduct of 2025 CCAAM
Asst. General Referees	Dr. Jun-nilou D. Dulfo, ASDS Dr. Avelina P. Tupa, OIC-Chief ES, SGOD Dr. Renato S. Cagomoc, Chief ES, CID	Assist the General Referee in overseeing the conduct of the activity
General Meet Managers	Ma. Teresa S. Simon, PSDS-T1 District Elbert G. Ongcal, PSDS-T2 District Ester A. Siozon, PSDS-T3 District	Lead the sub-committees; Set a clear framework for a successful and sustainable event; and Oversee the opening and closing ceremonies
General Athletic Managers	Oscar D. Billate Jr., EPS-SGOD/DSO Mercedita A. Garcia, EPS-MAPEH	Create a competitive and inclusive athletic framework with the General Meet Managers; Work closely with the General Referee to ensure officiating aligns with athletic standards; Oversee the TDs to prepare venues and equipment; Monitor the progress of athletic events to ensure they stay on schedule; Oversee the compilation and verification of event results; and Uphold fairness and integrity in competitions
Asst. General Athletic Manager	Peter John B. Tomale, TA1/School Sports Program Focal Person	Assist the General Athletic Managers
Division TWG		
M&E Committee	Chairman: Robert Anthony F. Ygrubay, SEPS-Designate, SMM&E Co-Chairman: Fernando P. Medrina, P2, Tinambacan 3 Members: Asther E. Bachar, EPS II-SMM&E Rosalia M. Rivera, EPS II-HRD Marianita Bejasa, District Sports Officer-C4 Dondon Ale, District Sports Officer-O2	Ensure the event is well-prepared and aligned with objectives before it begins; Ensure smooth operations and address issues promptly during the meet; Provide a comprehensive dataset for evaluating the event's success; and Measure the event's success and identify lessons learned
Events, Discipline, and Parade Committee	Chairman: Kristian Aldrin Cruda, District Sports Officer-O3 Co-Chair: Joey Catampo, District Sports Officer-C3 Dr. Rinalyn Beso, TIC, SJNHS Emelie Tarrayo, P3, RLMSF Members: School Heads from the Host Districts <i>(to be assigned by the PSDS)</i>	Ensure a smooth, timely, and well-organized competitive program; Maintain fairness, safety, and a positive environment; Create a ceremonial highlight that fosters unity and excitement; and Ensure seamless integration across event components
Secretariat/ Awards/ Recognition/ Program & Invitation Committee	Chairman: Michael V. Pernia, Dist. Sports Officer-T1 Co-Chairman: Nieves Javines, P3, SJCES Members: School Heads from the Host Districts <i>(to be assigned by the PSDS)</i>	Ensure efficient administration and clear communication throughout the event; Plan and execute award ceremonies, including schedules, podium setup, and presenter assignments; Coordinate with the Results Documentation/Records Committee to confirm final results for accurate award distribution; Oversee the distribution of medals, trophies, and certificates during the closing ceremony or individual events; Prepare and

		distribute certificates, trophies, and medals; Design, produce, and distribute event programs; Identify and invite dignitaries, sponsors, media, and special guests; Archive all records, including final results, award lists, and correspondence; and Prepare the ACR of the 2025 CCAAM
Results Documentation/ Records Committee	Chairman: Rina M. Aboganda , EPS II-ALS Co-Chairman: Felylou Colinares , District Sports Officer-C4 Members: Leah Balane , AO II, SPNHS Katherine Capalis , PDO I, Tinambacan CES School Heads from the Host Districts <i>(to be assigned by the PSDS)</i>	Collect results from each event through its TD; Verify results with the General Athletic Managers to confirm accuracy; Maintain a comprehensive database of results, including individual and team performances, event winners, and record-breaking achievements; Provide verified results to the Awards Committee for medal and trophy distribution during ceremonies; and Compile final results report summarizing event outcomes, records set, and any discrepancies noted
Supplies and Equipment Committee	Chairman: Danilo Mirales , District Sports Officer-C2 Co-Chairman: Maria Rose Ibajo , P2, Malaga CES Members: School Heads from the Host Districts <i>(to be assigned by the PSDS)</i>	Ensure all necessary materials are available and meet quality standards; and Coordinate with TDs for a safe, functional, and competition-ready venues
Learners' Rights and Protection Committee	Chairman: Joanna Lou V. Portura , PDO I/Div. LRP Coordinator Co-Chairman: Marian Advincula , PDO I Members: All District LRP Coordinators	Protect learners from physical harm and ensure a secure environment; Make sure that all delegations have their own LRP Desk; Ensure all participants are treated equitably, regardless of age, gender, ability, or background, in line with anti-discrimination policies; Enforce policies to prevent abuse, harassment, or exploitation, including vetting coaches, officials, and volunteers; Ensure that gender segregation is observed in the billeting quarter; and Conduct sessions for athletes, coaches, and parents on rights, safety protocols, and reporting procedures
DRRM Committee	Chairman: Eric R. Doroja , PDO II/Div. DRRM Coordinator Co-Chairman: Joemar Abaigar , TA1-DRRM Members: All District DRRM Coordinators	Proactively identify and mitigate risks before the event; Prepare all participants for quick and effective response to emergencies; Monitor weather updates, crowd behavior, and other risk factors in real-time during the meet; Coordinate immediate action for incidents, such as medical emergencies, fires, or security threats, working with medical teams and security personnel; Collaborate with medical teams to provide on-site first aid, ambulance services, and hospital referrals for injuries or health emergencies; and Record all emergencies or near-misses
Medical/Health and Sanitation Committee	Chairman: Dr. Arlene C. Catalan , Medical Officer III Members: All Division Nurses	Ensure rapid response to injuries or medical emergencies; Provide immediate care for injuries or medical emergencies during the event; Conduct medical and dental check ups among athletes and coaches; and Compile a report of all medical incidents, treatments, and sanitation issues, noting response times and outcomes
Jury of Appeals Committee	Chairman: Atty. Rhea P. Aguado , Attorney III Members: Grace S. Pagunsan , AOV	Accept formal protests from athletes, coaches, or teams regarding competition outcomes, rule violations, or officiating decisions; Evaluate protests by gathering evidence, such as official results, video footage (if available), or witness

	Sunshine Marjorie E. Ventures , Budget Officer III	statements from officials; Issue binding rulings on appeals, which may include upholding, overturning, or modifying decisions made by referees or judge; and Resolve appeals promptly to avoid delays in the event schedule, adhering to established deadlines for protest submissions; Work closely with the General Referee to review their initial decisions or recommendations on disputes; and Document all protests, appeals, and decisions, including details of the incident, evidence reviewed, and final rulings
Food Committee	Chairman: Berly Manzanero , District Sports Officer-O1 Co-Chairman: Arsenio A. Sintos Jr. , Dist. Sports Officer-T2 Members: School Heads from the Host Districts <i>(to be assigned by the PSDS)</i>	Ensure that all Meet Managers, TWGs, and Technical Officials are provided with sufficient and healthy food
Announcers	Chairman: Michael Buenaventura , Dist. Sports Officer-T3 Members: Cresenciano Llego , District Sports Officer-C1 School Heads from the Host Districts <i>(to be assigned by the PSDS)</i>	Announce the start of events, schedules, and any changes; Share verified event results (e.g., winners, times, scores) in coordination with the Results Documentation/Records Committee; and Announce medalists and special recognitions during award ceremonies, working with the Secretariat/Awards Committee
Public Information and Event Documentation Committee	Chairman: Romeo Castante , District Sports Officer-C5 Co-Chairman: Maychie T. Batulat , HTIII, Amampacang ES Members: Raffy Alabado , SPST I John Lavern Bocado , TI School Heads from the Host Districts <i>(to be assigned by the PSDS)</i>	Share live updates during the event via social media, event apps, or public announcement systems, in coordination with Announcers; Disseminate schedules, rules, and logistical details to teams, coaches, officials, and spectators via programs, emails, or websites; Work with the Results Documentation/Records Committee to include verified results in event documentation; Manage event websites, social media accounts, or apps to share schedules, results, and highlight; and Collaborate with media outlets for event coverage, live streaming, or promotional campaigns
Partnership and Linkages Committee	Chairman: Carren Meryl A. Cabadsan , SEPS-SMN Member: Sharon D. Balza , EPS II-SMN Aliza B. Roa , PDO I School Heads from the Host Districts <i>(to be assigned by the PSDS)</i>	Identify potential partners, including local businesses, sports organizations, schools, government agencies, and non-profits, to support the event; and Work with local government agencies (e.g., city council, sports commissions) for permits, funding, or use of public facilities

Enclosure No. 2 to Regional Memo No. _____, s. 2025

PROGRAM FLOW

2.1 SOLIDARITY CONFERENCE

- Singing of the Philippine National Anthem
- Opening Prayer
- Bagong Pilipinas Hymn
- Calbayog City Hymn: "Calbayog"
- DepED Calbayog City Division Hymn
- DepED Quality Policy Hymn
- Words of Welcome by ASDS
- Acknowledgment of Participants by the DSO
- Intermission Number by the Host District
- Inspirational Message
 - Dr. Margarito A. Cadayon
- Message of Support
 - Hon. Lydia Delos Reyes, City Councilor/Chairperson, Committee on Education
 - Hon. Raymund C. Uy, City Mayor
 - Hon. Stephen James T. Tan, Representative, 1st District of Samar
- Intermission Number by the Host District
- Briefing on the following:
 - Playing Venues by 1 of the District Sports Officer from the Host Districts
 - Medical and Health Concerns by the Dr. Arlene C. Catalan, Medical Officer III
 - DRRM by Mr. Eric R. Doroja, Division DRRM Coordinator
 - Learner Rights and Protection by Mrs. Joanna V. Portura, Division LRP Coordinator
 - Documentation of the Official Results by Mrs. Rina M. Aboganda, Chairperson of the Results Documentation/Records Committee
 - Event, Discipline, and Parade Concerns by Mr. Kristian Aldrin Cruda, Committee Chairperson
- Breakout Sessions by the Event Tournament Directors

2.2 OPENING CEREMONY

- Singing of the Philippine National Anthem
- Opening Prayer
- Bagong Pilipinas Hymn
- Calbayog City Hymn: "Calbayog"
- DepED Calbayog City Division Hymn
- DepED Quality Policy Hymn
- Words of Welcome by ASDS and Hon. Lydia Delos Reyes
- Intermission/Production Number by the Host District
- Presentation of Competing Units (Recognition Yell) by the DSO
- Hoisting of Division Flag by the SDS and ASDS which is to be assisted by the CID and SGOD Chiefs

- Hoisting of the CCAAM Flag by the DSO and the EPS-MAPEH
- Hoisting of the District Banners by the PSDS and the District Sports Officers
- Messages:
 - Hon. Stephen James T. Tan, Representative, 1st District of Samar
 - Hon. Raymund C. Uy, City Mayor
 - Mr. Jaynard Monterona, City Sports Commissioner
- Oath of Sportsmanship and Amateurism by Marian Ostaya, Silver Medalist, Basketball 3x3, Palarong Pambansa 2025
- Oath of Officiating Officials by Mr. Noel E. Sagayap, TM-Chess, Palarong Pambansa
- Lighting of the Friendship Flame by All the Medallists of the 2025 Palarong Pambansa
- Message of Challenge and Formal Declaration of the Opening of the 2025 CCAAM by the SDS
- Community Singing by all Participants – “We are the Champions”

2.3 CLOSING CEREMONY

- Singing of Nationalistic Song
- Opening Prayer
- Announcement and Declaration of Winners of the Special Awards
- Announcement and Declaration of the Overall Results and Proclamation of Winners:
 - Elementary Level
 - Secondary Level
 - Overall Results
- Announcing of Selected Athletes for the EVRAA 2026
- Awarding of Certificates to the Host Districts
- Turnover and Acceptance of CCAAM Banner with the 2025 CCAAM Host Districts and the 2026 CCAAM Host Districts
- Acceptance Message from the 2026 CCAAM Host Districts
- Message to Bring Home and Formal Declaration of the Closing of the 2025 CCAAM by SDS
- Extinguishing of 2025 CCAAM Flame
- Lowering of the Division Flag
- Lowering of the Philippine Flag

Enclosure No. 3 to Regional Memo No. _____, s. 2025

BILLETING QUARTERS ASSIGNMENT

DISTRICT	BILLETING QUARTERS
CALBAYOG 1	Carayman ES
CALBAYOG 2	Calbayog Pilot Central School
CALBAYOG 3	Calbayog City SPED Center
CALBAYOG 4	Calbayog East Central ES
CALBAYOG 5	San Policarpo CES
CALBAYOG 6	Calbayog Pilot Central School
OQUENDO 1	Carmen ES
OQUENDO 2	Capoocan ES
OQUENDO 3	CCNHS
TINAMBACAN 1	Calbayog East Central ES
TINAMBACAN 2	CCNHS
TINAMBACAN 3	Calbayog East Central ES
PRIVATE SCHOOLS	CKC of Calbayog, Inc.

Enclosure No. 4 to Regional Memo No. _____, s. 2025

LIST OF PLAYING VENUES

No.	Name of Event	Category	Playing Venue
1	Archery	Secondary	Back of Toyota
2	Arnis	Elem & Sec	Calbayog City Convention Center
3	Athletics (Track)	Elem & Sec	NwSSU
	Athletics (Jump)	Elem & Sec	
	Athletics (Throws)	Elem & Sec	
4	Badminton	Elem & Sec	Trinidad Covered Court
5	Baseball	Secondary	NwSSU/Aguit-itan near Linear Park
	Baseball	Elementary	
6	Basketball (5x5)	Elementary	Balud Covered Court
	Basketball (5x5)	Sec (Boys)	Calbayog Sports Center
	Basketball (5x5)	Sec (Girls)	Joggers Basketball Court
7	Basketball (3 on 3)	Sec (Boys)	Joggers Basketball Court
	Basketball (3 on 3)	Sec (Girls)	Joggers Basketball Court
8	Billiards	Secondary	DOSE
9	Boxing	Sec	Calbayog City Sports Center-Boxing Gym (Athelete's Dorm)
10	Chess	Elem & Sec	Division Conference Hall
11	Dancesport	Elem & Sec	NwSSU-Socio Cultural Center
12	Football	Elem & Sec	NwSSU
13	Futsal	Sec	NwSSU
14	Gymnastics (MAG)	Elem & Sec	San Policarpo NHS
15	Gymnastics (WAG)	Elem & Sec	
16	Gymnastics (Rhythmic)	Elem & Sec	Rawis Covered Court
17	Gymnastics (Aero)	Elem & Sec	Rawis Covered Court
18	Pencak Silat	Sec	Carmen Covered Court
19	Sepak Takraw	Elem & Sec (Girls)	Capoocan ES
	Sepak Takraw	Sec (Boys)	Gadgaran IS
20	Softball	Elem & Sec	Trinidad ES
21	Swimming	Elem & Sec	Marju Krisel
22	Table Tennis	Elem & Sec	Gaisano Grand Mall (Ground Floor)
23	Taekwondo	Elem & Sec	Cagsalaosao Covered Court
24	Tennis	Elem & Sec	Calbayog City Sports Center
25	Volleyball	Elem (B & G)	Calbayog East CES
	Volleyball	Sec (G)	
26	Wrestling	Sec	Nijaga Covered Court
27	Wushu	Sec (B & G)	Matobato Covered Court
28	Paragames	Sec	NwSSU

***The playing venues are subject to some changes as to the availability of the identified area.**

Enclosure No. 5 to Regional Memo No. _____, s. 2025

ORDER OF THE PARADE

No.	Delegation/Group
1	Marshalls
2	Carayman NHS Drum and Lyre Corps
3	Calbayog 1 Delegation – BLUE DRAGONS
4	Bagacay IS Marching Vanguard
5	Calbayog 2 Delegation – BLAZING BLUE LARKS
6	CCNHS Drum and Lyre Corps
7	Calbayog 3 Delegation – GREEN STRIKERS
8	Tabawan IS Drum and Lyre Corps
9	Calbayog 4 Delegation – FIGHTING SPARROWS
10	SPNHS Marching Band
11	Calbayog 5 Delegation – RED UNICORNS
12	Trinidad NHS Drum and Lyre Corps
13	Calbayog 6 Delegation – MAROON EAGLES
14	Oquendo NHS Drum and Lyre Corps
15	Oquendo 1 Delegation – PINK PANTHERS
16	Tarabucan NHS Drum and Lyre Corps
17	Oquendo 2 Delegation – YELLOW STALLIONS
18	Pilar NAHS Drum and Lyre Corps
19	Oquendo 3 Delegation – GRAY WHALES
20	RLMSF Marching Band
21	Tinambacan 1 Delegation – WHITE TIGERS
22	SJNHS Drum and Lyre Corps
23	Tinambacan 2 Delegation – ORANGE LIONS
24	Peña I NHS Drum and Lyre Corps
25	Tinambacan 3 Delegation – GOLDEN SWORDFISH
26	2025 CCAAM Technical Officials (Tournament Directors)
27	2025 CCAAM Division Delegation Officials