



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

August 4, 2026

DIVISION MEMORANDUM

No. 325, s. 2026

**ANNOUNCEMENT OF THE NEWLY ELECTED OFFICERS OF THE
CALBAYOG CITY ATHLETIC ASSOCIATION (CCAA)**

TO : Assistant Schools Division Superintendent
Chief Education Supervisors (CID & SGOD)
Education Program Supervisors
Public Schools District Supervisors/District In-Charge
Public and Private Elementary and Secondary School Heads
All District Sports Officers & Concerned Personnel
All Others Concerned

1. This Office, through the School Governance and Operations Division (SGOD) – Sports Unit, formally announces the result of the election for the executive officers and board members of the Calbayog City Athletic Association (CCAA) held recently for a three-year term covering School Years 2026–2027, 2027–2028, and 2028–2029, except the positions of Public Relations Officers and Board of Directors which shall be elected every School Year due to possible transfer of the elected officers from one (1) district to another.

2. The official list of the newly elected CCAA Officers is as follows:

Position	Name of Officer	School	District
President	Modesto Sapinit	Oquendo NHS	Oquendo 1
Internal Vice President	Loniza Tizon	Calbayog City NHS	Calbayog 3
External Vice President	Chrisanto Potoy	Oquendo NHS	Oquendo 1
Secretary	Mary Meldred Normor	Bantian ES	Tinambacan 2
Treasurer	Cora Ruth Getigan	Trinidad NHS	Calbayog 6
Auditor	Dr. Francis Errojo	Caballero ES	Calbayog 1
Public Relations Officers (P.R.O.)	Therese Lovelle Gaborni	Carayman NHS	Calbayog 1
	Rannie Albelda	Bagacay IS	Calbayog 2
	Mylene T. Ballon	Calbayog City NHS	Calbayog 3
	Romina Oguis	Calbayog East CES	Calbayog 4

Board of Directors (District Sports Officers)	Desiree Ann Irinco	San Policarpo NHS	Calbayog 5
	Sufredo Getigan	Trinidad NHS	Calbayog 6
	Laica Aquino	Oquendo NHS	Oquendo 1
	Sherwin Camilon	Lapaan IS	Oquendo 2
	Dikos Dilao	Cabatuan NHS	Oquendo 3
	Angelo Sajorda	Tomaligues IS	Tinambacan 1
	Dody Palima	San Joaquin NHS	Tinambacan 2
	Lilibeth Munez	Malaga NHS	Tinambacan 3
	Cresenciano B. Llego	Naga ES	Calbayog 1
	Danilo Mirales	Capoocan ES	Calbayog 2
	Joey A. Catampo	San Jose IS	Calbayog 3
	Fely Lou Colinares	Patong-Happy Valley IS	Calbayog 4
	Romeo D. Castante	San Policarpo NHS	Calbayog 5
	Rafel Mente	Lony IS	Calbayog 6
	Berly N. Manzanero	Nabang ES & Sinidman Occ. ES	Oquendo 1
	Dondon S. Ale	Mag-ubay ES	Oquendo 2
	Nicolas Tarrayo Jr.	Dawo IS	Oquendo 3
	Micahel V. Pernia	Tinambacan CES	Tinambacan 1
	Arsenio A. Sintos Jr.	Binaliw ES	Tinambacan 2
	Normel C. Galias	Bugtong ES	Tinambacan 3

3. Herewith, are the **roles and responsibilities** of each elected official:

Position	Roles and Responsibilities
President	▪ Executive Leadership: Serves as the chief executive officer of the association, presiding over all general, special, and executive meetings. ▪ Strategic Oversight: Assist the Division Sports Officer (DSO) in the formulation and implementation of the Division Sports Development Plan across all public and private schools in Calbayog City. ▪ Official Representation: Acts as the official representative of the CCAA in division (CCAAM), regional (EVRAA) and inter-agency sports conventions. ▪ Policy Enforcement: Assist the CCAA Delegation Officials in overseeing the overall governance to ensure all CCAA activities comply with DepEd guidelines, safety protocols, and fair play standards.
Internal Vice President	▪ Internal Operations: Assist the DSO in overseeing all internal tournament logistics, rules enforcement, referee/officiating delegations, and district-level athletic meets. ▪ Presidential Succession: Assumes the full duties and powers of the President in the case of absence, temporary incapacity, or delegation. ▪ District Coordination: Collaborates directly with Division and District Sports Officers to ensure uniform implementation of athletic policies across all districts.

External Vice President	▪ Inter-Agency Partnerships: Assist the DSO in establishing linkages with the Local Government Unit (LGU) of Calbayog City, non-government organizations (NGOs), sports clubs, and corporate sponsors. ▪ Resource Mobilization: Spearheads initiatives to secure external funding, venue partnerships, and donations for equipment, athlete incentives, and delegation needs. ▪ Community Relations: Promotes community engagement and sports programs beyond school campuses.
Secretary	▪ Record Keeping: Maintains complete records of CCAA meetings, official rosters, athletic tournament results, and historical archives. ▪ Official Communications: Drafts, issues, and tracks all meeting notices, administrative communications, and official correspondence. ▪ Screening & Accreditation Support: Coordinates with the Division Screening and Accreditation Committee (DSAC) to manage athlete and coach qualification files.
Treasurer	▪ Financial Stewardship: Serves as the custodian of all CCAA financial assets (if any), registration fees, sponsorships, and athletic funds under strict DepEd accounting regulations. ▪ Financial Management: Prepares financial reports, handles disbursements for officiating fees, sports equipment, and team travel, and leads budget planning for athletic meets. ▪ Financial Transparency: Submits quarterly financial statements to the Executive Committee and Auditor for verification.
Auditor	▪ Financial Oversight: Audits and examines all financial accounts (if any), transactions, disbursements, and receipts handled by the Treasurer. ▪ Compliance Assurance: Ensures that all association expenditures comply with DepEd financial standards, auditing guidelines, and government accounting rules. ▪ Annual Reporting: Issues an official audit report to the Board of Directors and the Schools Division Superintendent prior to the conclusion of each school year.
Public Relations Officers (P.R.O.)	▪ District Communication Link: Serves as the primary two-way communication bridge between the central CCAA Executive Board and school heads, sports coordinators, and coaches within their respective districts. ▪ Media & Coverage: Handles public information dissemination, event promotion, news releases, and social media coverage for district and division athletic meets. ▪ Grassroots Feedback: Gathers field-level sports issues, facility requirements, and district recommendations to present to the Executive Officers.
Board of Directors (District Sports Officers)	▪ Policy Formulation: Serves as the legislative and policy-making body of the CCAA, reviewing and ratifying association bylaws, competition rules, and budget allocations (if any).

- **District Level Governance:** Supervises the execution of division & district athletic meets, coaching assignments, and sports selection processes in their designated districts.
- **Advisory & Resolution:** Acts as an advisory council to the President and adjudicates protest appeals or athletic disputes arising during division meets.

4. By organizing the newly elected officers of the Calbayog City Athletic Association (CCAA), the association consolidates administrative roles for greater operational efficiency while leveraging fresh leadership perspectives to drive innovative athletic programs and strengthen unity across all member schools in Calbayog City. Further, the said officers shall assist the established CCAA Delegation Officials in the implementation all sports-related activities.

5. The new officer structure shall take effect immediately upon the release of this issuance.

6. The newly elected officers are hereby directed to immediately convene to formulate the CCAA Sports Development Plan and prepare for upcoming sports-related events in alignment with regional and national sports thrusts.

7. This Office extends its warm congratulations to all the newly elected officers and expresses its utmost confidence in their capacity to promote sportsmanship, excellence, and holistic wellness among our learners and sports personnel across the division.

8. Wide dissemination of and strict compliance with this Memorandum are desired.


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



Enclosure: None

To be indicated in the **Perpetual Index Under** the following subjects:
SGOD ATHLETIC ASSOCIATION CCAA