



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

August 10, 2026

DIVISION MEMORANDUM

No. 329, s. 2026

**SCHEDULE OF COMMITTEE MEETINGS FOR THE PREPARATION OF
BUDGETARY REQUIREMENTS FOR THE 2027 EASTERN VISAYAS
REGIONAL ATHLETIC ASSOCIATION (EVRAA) MEET HOSTING**

TO : Assistant Schools Division Superintendent
Chief Education Supervisors (CID and SGOD)
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
Concerned Division Personnel and Committee Members
All Others Concerned

1. In preparation for the hosting of the **2027 Eastern Visayas Regional Athletic Association (EVRAA) Meet**, the Schools Division of Calbayog City through the School Governance and Operations Division (SGOD), in coordination with the Local Government Unit (LGU) of Calbayog City, shall conduct a series of strategic committee meetings to focus specifically on the **formulation, consolidation, and finalizing of Budgetary Requirements** for the region's premier athletic event.
2. These committee meetings aim to ensure sound fiscal planning, proper resource allocation, and timely submission of line-item budgets for logistical, infrastructure, security, and sports management needs.
3. The detailed schedule, venues, and designated committees are set as follows:

Date	Time	Venue	Committee / Unit Concerned
August 12, 2026 (Wednesday)	2:00 PM	CMO Conference Room, City Hall	Response Coordination Unit (RCU)
August 17, 2026 (Monday)	2:00 PM	City Engineering Conference Room	Billeting & General Services Committee
August 18, 2026 (Tuesday)	2:00 PM	City Engineering Conference Room	Sports & Management Committee

4. All Committee Chairpersons and Members are expected to:
- **Draft Budget Submission:** Designated committee leads must present an initial itemized estimate of expenses corresponding to their scope of operations (e.g., facility repairs, equipment acquisition, accommodation setup, security/medical supplies, and administrative support).
 - **LGU & DepEd Alignment:** Proposals must align with standard government accounting and auditing rules, as well as joint DepEd-LGU funding mechanics for athletic meets.
 - **Resource Sharing & Logistics:** Identify potential logistical gaps and formulate contingency budgets.
5. Attendance of all designated committee coordinators, assistant coordinators, and members is **mandatory**. Attendees are requested to bring relevant baseline data and preliminary working sheets to facilitate an efficient workshop flow. Please see attached list of expected participants.
6. Expenses relative to the attendance of these meetings shall be charged against Division MOOE/School MOOE and/or other local funds, subject to the usual accounting and auditing rules and regulations.
7. Immediate and wide dissemination of, and strict compliance with this Memorandum is desired.



Mr. M. A. Cadayona Jr.
MARGARITO A. CADAYONA JR. PhD, CESO VI
Schools Division Superintendent

CO # 046-8. 2026

Enclosure: As stated

To be indicated in the **Perpetual Index Under** the following subjects:

SGOD

SPORTS

EVRAA HOSTING

Enclosure 1 of DM No. __, s. 2026

**OFFICIAL LIST OF PERSONNEL INVOLVED IN RESPONSE
COORDINATION UNIT (RCU), BILLETING & GENERAL SERVICES
COMMITTEE, AND SPORTS & MANAGEMENT COMMITTEE**

COMMITTEE/SUB-COMMITTEE	Name of DepED Personnel	Role
Date of Meeting: AUGUST 12, 2026 at 2PM, CMO Conference Room – RESPONSE COORDINATION UNIT (RCU)		
Response Coordination Unit	Grace S. Pagunsan	Vice-Chairperson
Sub Committee on Security & Safety	Eric R. Doroja	Member
	Joemar Abaigar	Member
Sub Committee on Medical Services	Dr. Arlene G. Catalan	Asst. Coordinator
	All Division Nurses	Members
Sub Committee on Transportation & Traffic Management	Joshua Sherwin T. Lim, JD	Member
	Ricky S. Cano	Member
	Romeo D. Castante	Member
	Crisanto T. Pacho	Member
Date of Meeting: AUGUST 17, 2026 at 2PM, City Engineering Conference Room – BILLETING AND GENERAL SERVICES COMMITTEE		
Billeting/General Services Committee	Atty. Rhea P. Aguado	Vice-Chairperson
Sub Committee on Billeting Quarters	Engr. Jordan De Veyra	Asst. Coordinator
	Engr. Wilson Montes	Member
	Engr. Paul Anthony Abaigar	Member
Sub Committee on Billeting Quarters Management	Reynaldo T. Bernales	Coordinator
	Benedicto M. Merales	Asst. Coordinator
	Lea L. Jordan	Member
	Luz T. Uy	Member
	Nova S. Gaspan	Member
	Dioleriano Y. Cacait Jr.	Member
	Dr. Milaner R. Oyo-a	Member
	Fernando Medrina	Member
	Romeo D. Castante	Member
	Dr. Jaime E. Sagayap Jr.	Member
	Wilma L. Reyes	Member
	Zenaida C. Saavedra	Member
	Dr. Maria Luz C. Murillo	Member
	Nimfa S. Doroja	Member
	Dr. Virginia A. Millares	Member
Sub Committee on Procurement	Emelie O. Tarrayo	Member
	Kristabel Cabral	Member
	Christie Drilon	Member

Sub Committee on Waste Disposal	Elbert G. Ongcal	Member
	Robert M. Ornopia	Member
Date of Meeting: AUGUST 18, 2026 at 2PM, City Engineering Conference Room – SPORTS AND MANAGEMENT COMMITTEE		
SubCom on Playing Venues	Oscar D. Billate Jr.	Coordinator
	Joshua Sherwin T. Lim	Asst. Coordinator
	Benedito M. Mirales	Member
	Peter John B. Tomale	Member
SubCom on Sports Facilities/Equipment	Michael V. Pernia	Coordinator
	Gennerson T. Nabual	Member