



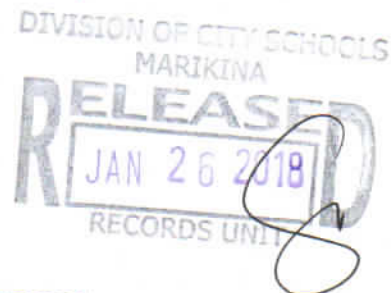
National Capital Region  
**DIVISION OF CITY SCHOOLS**  
Marikina

V. Gomez St., San Roque, Marikina City TeleFax.: 646-05-44 : 646-86-42

January 25, 2018

**MEMORANDUM TO:**

Chief Education Supervisors, SGOD and CID  
Elementary and Secondary School Principals  
Officers-in-Charge  
Public and Private Schools  
All Concerned



**2018 NCR PALARO PREPARATIONS**

In line with the 2018 NCR Palaro preparations, the following are the final schedules to be followed, for information and guidance of all concerned.


ACTIVITIES	DATE	TIME	VENUE
• NCR Solidarity Meeting	January 31, 2018		<b>Pasig ES</b>
Officiating Officials		8:00 am – 11:00 am	
Coaches		1:00 pm - 4:00 pm	
• Working Committee/ Coaches' Meeting	February 1, 2018	8:00 am – 11:00 am	<b>Sto. Niño ES</b>
• Send-Off Meeting of All Participants	February 2, 2018	3:00 pm - 5:00 pm	<b>Concepcion ES</b>

Coaches and Officiating Officials are advised to be at the venue fifteen (15) minutes before the scheduled time for Solidarity Meeting. Attached herewith are the programs for the division meetings.

*The billeting for athletic delegation* will start on February 10, 2018 at Rosario Elementary School, SDO-Pasig City.

School heads are enjoined to support the different preparations and activities of the said palaro.

Immediate and wide dissemination of this Memorandum is desired.

  
**SHERYLL T. GAYOLA**  
Officer-in-Charge

Office of the Schools Division Superintendent

**WORKING COMMITTEE AND COACHES MEETING**

February 1, 2018, 8:00 am to 11:00 am  
Sto. Niño Elementary School

Nationalistic Song	<b>Ms. Jesseca Mandapat</b> , Teacher, SNES
Doxology	<b>Sto. Niño Elementary School</b>
Welcome Remarks	<b>Ms. Mila M. Casilao</b> OIC-Principal, Sto. Niño Elementary School
Opening Statement	<b>Dr. Elizalde Q. Cena</b> Chief Education Supervisor, SGOD
Intermission Number	<b>SNES Malaya Dance Troupe</b>
Coaches'/Athletes Documents Updates	<b>Ms. Rowena Gonzales</b> RSAC
Updates on Working Committees	<b>Ms. Analli B. Salazar</b> Principal, Fortune Elementary School  -Accommodation/Billeting -Transportation -Food Committee -Documentation -Monitoring -Medical
Other NCR Palaro 2018 Matters	<b>Mr. Marvin Ian L. Cruz</b> , EPS II, SGOD
Parade Details	<b>Mr. Reinan M. Ignacio</b> , PDO II, SGOD

**Ms. Judy Grace Alcaraz**, Teacher, SNES  
Master of Ceremonies

## **SEND-OFF MEETING FOR 2018 NCR PALARO**

February 2, 2018, 3:00 pm to 5:00 pm

Concepcion Elementary School

National Anthem	<b>Ms. Adelaida Zafra</b> , Teacher, CES
Opening Prayer	<b>Concepcion Elementary School Choir</b>
Welcome Remarks	<b>Ms. Zenaida S. Munar</b> PSDS/OIC-Principal; Concepcion Elementary School
Attendance Checking (Yell)	<b>Mr. Marcelo Basijan</b> , Teacher, KMES
Intermission Number	<b>Concepcion Elementary School</b> <b>Mr. Iraniel Labide</b> , Teacher
Message	<b>Ms. Sheryll T. Gayola</b> OIC, Office of the Schools Division Superintendent
Updates on Athletes'/Coaches Documents	<b>Ms. Maria Christina Cantalejo</b> DSAC
Billeting Palaro Important Details	<b>Mr. Marvin Ian Cruz</b> , EPS II, SGOD
Parade Details/Teaching of Yell	<b>Mr. Reinan Ignacio</b> , PDO II, SGOD <b>Ms. Leah Cayetano</b> , Teacher, THS
Closing Remarks	<b>Dr. Elizalde Q. Cena</b> Chief Education Supervisor, SGOD
	<b>Mr. Robert Gamier</b> , Master Teacher, CES <b>Ms. Anna Raquel De Leon</b> , Teacher 1, CES Master of Ceremonies

### Working Committees during Send-Off Meeting

Stage Design	<b>Ms. Fe Segismundo</b> , Teacher, CES
Physical Arrangement	<b>Mr. Wilfredo Padua</b> , Master Teacher, CES
Registration/Attendance	<b>Mr. Von Cayabyab</b> , Teacher, CES
Documentation	<b>Mr. Ernz Cruz</b> , Teacher, BNHS <b>Ms. Justine Robles</b> , Teacher, BNHS
Food Committee	<b>Ms. Jessica Beltran</b> , Principal, KMES <b>Ms. Fe Chavez</b> , Teacher, KMES