MEMORANDUM TO:

OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors, SGOD and CID
Elementary and Secondary School Principals
Officers-in-Charge
Public and Private Schools
All Concerned

SUBMISSION OF COMPLETED DOCUMENTS AND PREPARATIONS FOR 2019 NCR PALARO

In line with the 2018 NCR PALARO, all head coaches are advised to submit complete documents for 2019 NCR Palaro on or before January 10, 2019 (deadline of submission) at Sta. Elena High School. Likewise, the following members of the screening committee are enjoined to convene on January 14-15, 2019 (8 am to 11 am for morning schedule and 1:00 pm to 4:00 pm for afternoon schedule) at Sta. Elena High School to finalize the documents for athletes and coaches:

Principal Advisers:
Ms. Jessica Beltran (Elementary)
Dr. Jeffrey Trinidad (Secondary)

RSAC:
Ms. Rowena H. Gonzales (SEHS)

DSAC:
Ms. Maria Christina L. Cantalejo (SEHS)

Members:
Leah S. Cayetano (THS) Joana Fernando (CIS)
June G. Trinos (PHS) Amelia A. De Guzman (MHHS)
Junie A. Quibierne (PES) Radee Joy T. De Paz (FHS)
Joji S. Solano (HBES) Rodin Balugo (NHS)
Maxima G. Cadiente (MHS) Stanley Manaog (PHS)
Ma. Justine Robles (BNHS) Ricky Espinosa (NCLC)

To all concerned officials for the preparation of 2019 NCR Palaro, please be guided by the herein schedule:

<table>
<thead>
<tr>
<th>Inclusive Dates</th>
<th>Activities</th>
<th>Concerned Persons</th>
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<tbody>
<tr>
<td>January 7-16, 2019</td>
<td>Rigid Trainings, Tune Up and Time Trials</td>
<td>Coaches, Monitoring Team</td>
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<td>January 9, 2019</td>
<td>Completion of Documents</td>
<td>Coaches, Chief Umpires</td>
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<td>January 10, 2019</td>
<td>Deadline of Submission of Palaro Documents</td>
<td>Coaches, Screening Committee</td>
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<td>January 19, 2019</td>
<td>Training Resumes</td>
<td>Coaches, Monitoring Team</td>
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<td>January 20-February 2</td>
<td>Rigid Trainings and Time Trials</td>
<td>Coaches, Monitoring Team</td>
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<td>February 5, 2019</td>
<td>Technical Sports Meeting</td>
<td>Coaches, Executive/Working Committees</td>
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<td>February 7, 2019</td>
<td>Solidarity Meeting</td>
<td>Athletes, Coaches, Executive/Working Committees</td>
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</tbody>
</table>

Schools heads are enjoined to arrange the class schedules of concerned teachers to avoid disruption of classes.

Immediate and wide dissemination of this Memorandum is desired.

Joel T. Torrecampo
Office–In-Charge
Office of the Schools Division Superintendent