



REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF EDUCATION**  
 NATIONAL CAPITAL REGION  
**SCHOOLS DIVISION OFFICE – MARIKINA CITY**

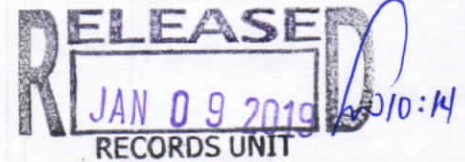
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**MEMORANDUM TO:**

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

DIVISION OF CITY SCHOOLS  
 MARIKINA



**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)       | Jessica Alparaz (IT-SEHS) |
| June G. Trinos (PHS)      | Amelia A. De Guzman (MHHS) |                           |
| Junie A. Quibierne (PES)  | Radec 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:

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

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**  
 Officer-In-Charge

Office of the Schools Division Superintendent