January 6, 2020

MEMORANDUM TO:

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

MEETING OF MARIKINA CITY ORGANIZING COMMITTEE, TECHNICAL WORKING GROUP/LOCAL WORKING COMMITTEES FOR PALARONG PAMBANSA 2020 HOSTING

The field is hereby informed that there will be a planning meeting among members of Marikina City Organizing Committee, Technical Working Group/Local Working Committees for Palarong Pambansa 2020 hosting at the Shoe Hall of Marikina City tomorrow, Tuesday, January 7, 2020, from 10:00 a.m. onwards, for information and guidance.

The purpose of this planning meeting is to finalize the following:

- Composition of Organizational structure of the Technical Working Group or Local Working Committees for the Palarong Pambansa 2020 Hosting;
- Discuss the Terms and Reference for the Proposed Committees;
- List down all the deliverables in relation to the assigned committee;
- Prepare GANNT chart and budget proposal for each committee; and
- Others.

Participants are the Education Program Supervisors, Public Schools District Supervisors, School Principals & Officers-In-Charge, SGOD-Personnel, OSDS-Personnel who are assigned as Committee Chairs & Co-Chairs and some representatives from private schools who are members of working committees.

Please see the enclosures for reference.

Attendance is a MUST. No representatives or proxy is allowed.

The cooperation of all concerned is hereby enjoined.

Immediate and wide dissemination of this Memorandum is desired.

SHERYLL T. GAYOLA
Education Program Supervisor
Officer-In-Charge
Office of the Schools Division Superintendent

Makahal路由, Makatao, Makakalikasan at Makabansa
<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Chair:</th>
<th>DepEd</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Playing Venue &amp; Set-up</td>
<td>Mr. Larry De Guzman (SH-MHS)</td>
<td>Chair: Mr. Larry De Guzman (SH-MHS)</td>
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<td>Mr. Donato Santos (MHS)</td>
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<td>Members:</td>
<td>Chair: Mr. Larry De Guzman (SH-MHS)</td>
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<td>Mr. Joel Hubalde (Marist)</td>
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<td>Mr. Manny Cuevas (Marist)</td>
<td>Mr. Donato Santos (MHS)</td>
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<td>2</td>
<td>Billeting Venue Committee</td>
<td>Engr. Toto Alegro (PF-SDO)</td>
<td>Chair: Engr. Toto Alegro (PF-SDO)</td>
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<td>Ms. Annali Salazar (SH-FES)</td>
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<td>Members:</td>
<td>Chair: Engr. Toto Alegro (PF-SDO)</td>
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<td>All School Principals Used as Billeting Quarters</td>
<td>Ms. Annali Salazar (SH-FES)</td>
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<td>3</td>
<td>Accommodation Committee for Other Guests/Spectators</td>
<td>Ms. Noemi Velario (SEPS-SDO)</td>
<td>Chair: Ms. Noemi Velario (SEPS-SDO)</td>
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<td>Ms. Doris Jasme (SEPS-SDO)</td>
<td>Ms. Doris Jasme (SEPS-SDO)</td>
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<td>4</td>
<td>Physical Arrangement at Grandstand (Opening and Closing Program)</td>
<td>Ms. Mila Casilao (SH-KMES)</td>
<td>Chair: Ms. Mila Casilao (SH-KMES)</td>
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<td>Ms. Adoracion Valderama (SH-SNES)</td>
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<td>5</td>
<td>Stage Decoration (Opening and Closing Program, Welcoming Night, Mayor's Night, Solidarity Meeting, Refresher Course &amp; Sports Heroes Award)</td>
<td>Ms. Sherly Ann Hernandez (SH-KES)</td>
<td>Chair: Ms. Sherly Ann Hernandez (SH-KES)</td>
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<td>Ms. Myleen Gacuya (SH-IVES)</td>
<td>Ms. Myleen Gacuya (SH-IVES)</td>
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<td>6</td>
<td>Program Committee</td>
<td>Ms. Janet Cajuguiran (EPS-SDO)</td>
<td>Chair: Ms. Janet Cajuguiran (EPS-SDO)</td>
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<td>Mr. Mark Castro (SH-FES)</td>
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<td>Opening Program Committee</td>
<td>Ms. Glenda Trinidad (SH-SRNHS)</td>
<td>Chair: Ms. Janet Cajuguiran (EPS-SDO)</td>
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<td>Closing Program Committee</td>
<td>Ms. Mila Abergos (SH-CIS-SL)</td>
<td>Mr. Mark Castro (SH-FES)</td>
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<td></td>
<td>Cultural Events/Social Events (Welcoming Night/ Opening/ Closing/ Mayor's Night)</td>
<td>Ms. Jovita C. Mani (EPS-SDO)</td>
<td>Chair: Ms. Jovita C. Mani (EPS-SDO)</td>
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<td>Fireworks, Torch &amp; Urn,</td>
<td>Ms. Maritoni Cabacungan (SSSVES)</td>
<td>Ms. Maritoni Cabacungan (SSSVES)</td>
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<td>Ms. Reingelin Donato (SH-LVES)</td>
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<td>Mr. Clay Balgua (SH-KNHS)</td>
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<td>7</td>
<td>Parade Committee</td>
<td>Mr. Hadji Tejada (SH-NHS)</td>
<td>Chair: Mr. Hadji Tejada (SH-NHS)</td>
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<td>Marshall (Opening &amp; Closing)</td>
<td>Mr. Claro C. Capco (AO V-SDO)</td>
<td>Mr. Claro C. Capco (AO V-SDO)</td>
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<td>Mr. Antonio Andres (OIC-JDLPNHS)</td>
<td>Mr. Antonio Andres (OIC-JDLPNHS)</td>
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<td>8</td>
<td>Transportation Committee</td>
<td>Mr. Albert Mutia (SH-MNHS)</td>
<td>Chair: Mr. Albert Mutia (SH-MNHS)</td>
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<td>Mr. Bienvenido Contapay (RO-SDO)</td>
<td>Mr. Bienvenido Contapay (RO-SDO)</td>
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<td>Mr. Edwin Provido (RIC’S)</td>
<td>Mr. Edwin Provido (RIC’S)</td>
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<td>9</td>
<td>Security Committee</td>
<td>Mr. Uriel Teodoro (SH-SNNSHS)</td>
<td>Chair: Mr. Uriel Teodoro (SH-SNNSHS)</td>
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<td>Mr. Ricky Espinosa (NCLC)</td>
<td>Mr. Uriel Teodoro (SH-SNNSHS)</td>
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<td>10</td>
<td>Traffic Committee</td>
<td>Mr. Freddie Viernes (SH-SNNSHS)</td>
<td>Chair: Mr. Freddie Viernes (SH-SNNSHS)</td>
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<td>Mr. Benjamin Cruz Jr. (HT-MHS)</td>
<td>Mr. Benjamin Cruz Jr. (HT-MHS)</td>
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<td>11</td>
<td>Medical/Emergency Response</td>
<td>Ms. Marielle Aguirre (Nurse II-SDO)</td>
<td>Chair: Ms. Marielle Aguirre (Nurse II-SDO)</td>
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<td>Ms. Ammabelle Santiago (SH-SMES)</td>
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<td>Mr. Oscar Tanyag (SLR)</td>
<td>Mr. Oscar Tanyag (SLR)</td>
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<td>12</td>
<td>DRRM</td>
<td>Mr. Prime Quintana Jr. (PDO II-SDO)</td>
<td>Chair: Mr. Prime Quintana Jr. (PDO II-SDO)</td>
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<td>Mr. Angelito Bautista (HBES)</td>
<td>Mr. Angelito Bautista (HBES)</td>
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<td>13</td>
<td>Reception for VIP's, Delegations, and Protocols Accommodations</td>
<td>Dr. Nida Andrada (PSDS-SDO)</td>
<td>Chair: Dr. Nida Andrada (PSDS-SDO)</td>
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<td>• Mayor's Night</td>
<td>Ms. Emily Santos (PSDS-SDO)</td>
<td>Ms. Emily Santos (PSDS-SDO)</td>
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<td>• Parade and Opening</td>
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<td>• Arrival of RD's, etc.</td>
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<td>• Arrival of Delegations (By Billeting Schools)</td>
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<td>No.</td>
<td>Committee Description</td>
<td>Chair/Member(s)</td>
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<td>14</td>
<td>Documentation</td>
<td>Chair: Mr. Galcoso Alburo (EPS-SDO)</td>
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<td>15</td>
<td>Souvenir Program and Solicitation</td>
<td>Chair: Ms. Maribeth Rosario (SH-NES) Mr. Ryan Lee Regencia (ITO)</td>
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<td>16</td>
<td>Pre-Palaro Related Program such as (Refresher Course, Solidarity Meeting, Awards)</td>
<td>Chair: Ms. Janet Amurao (SH-MSHS) Ms. Jeanette Corzoa (SH-THS) Mr. Marvin Ian Cruz (SDO-SGOD) Ms. Mary Jane Machado (RICS)</td>
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<td>Sports Olympics</td>
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<td>• Refresher Course Committee</td>
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<td>• Solidarity Meeting Committee</td>
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<td>• Sports Heroes Award Committee</td>
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<td>• Sports Olympics/ Demo Sports Committee</td>
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<td>17</td>
<td>Procurement of Other Supplies, Materials &amp; Equipment &amp; Matts</td>
<td>Chair: Mr. Wilfredo Padua (SH-CIS-EL) Ms. Amy Exoquist (AO IV-SDO)</td>
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<td>18</td>
<td>General Services/Logistical Support to All Other Needs (Sound System, Transport &amp; Set-up, Tarpaulin, Maintenance Needs)</td>
<td>Chair: Ms. Gerno Parajas (SH-BNHS) Ms. Marina Mingoy (SH-SSSNHS) Mr. June Geracio (NCLC)</td>
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<td>19</td>
<td>Food Security, Safety &amp; Sanitation Committee</td>
<td>Chair: Ms. Ivy Coney Gamatero (EPS-SDO) Ms. Marciana De Guzman (SH-PES)</td>
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<td>20</td>
<td>Incentives / Freebies / Tokens</td>
<td>Chair: Ms. Leah De Leon (EPS-SDO) Ms. Aizalez Garachorena (SH-MalES)</td>
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<td>21</td>
<td>Tourism Committee</td>
<td>Chair: Ms. Aloha Veto (SH) Ms. Maria Chona Sarmiento (SEPS-SDO) Ms. Amelie Binayas (PDO-I-SDO)</td>
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<td>22</td>
<td>Trade Fair</td>
<td>Chair: Mr. Joseph Santos (EPS-SDO)</td>
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<td>23</td>
<td>Management Information System/Website</td>
<td>Chair: Mr. Ryan Lee Regencia (ITO-SDO)</td>
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<td>24</td>
<td>Design committee (Tarp, Logo, medals trophy etc.)</td>
<td>Chair: Mr. Reinan Ignacio (EPS II-SDO) Mr. Ryan Lee Regencia (ITO-SDO)</td>
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<td>25</td>
<td>Awarding and Ceremonies</td>
<td>Chair: Mr. Ador Villafria (EPS-SDO) Ms. Jessica Beltran (SH-HBES)</td>
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<td>26</td>
<td>Awards (Medals, Plaques, Trophies, Certificates)</td>
<td>Chair: Ms. Imelda Olvida (SH-MHHS) Ms. Elena Santos (SH-SRES) Ms. Hilda F. Tardecilla (SH-MES)</td>
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<td>27</td>
<td>Media (Tri-media)</td>
<td>Chair: Mr. Gal Alburo (CID-EPS) Ms. Lelani Villanueva (CID-EPS)</td>
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<td>28</td>
<td>Marketing /Sponsors</td>
<td>Chair: Mr. Jeffrey Trinidad (SH-SEHS) Ms. Lily Garperio (PSDS-SDO)</td>
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<td>29</td>
<td>Environmental (Clean and Green)</td>
<td>Chair: Ms. Jessica Mateo (EPS-SDO) Ms. Nancy Suegay (PSDS-SDO)</td>
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<td>31</td>
<td>GAD &amp; Child Protection Committee</td>
<td>Chair: Mr. Albert Villamor (EPS-SDO) Atty. Cesar As Cebuano (LC-SDO) Mr. Sunny T. Cortes, EPS II</td>
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<td>32</td>
<td>Finance &amp; Supplementary Allowances</td>
<td>Chair: Ms. Ivy Ruallo (OIC-Acct.-SDO) Ms. Richie Ignacio (BO-SDO)</td>
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<td>33</td>
<td>Special Committee (Deliverables/Minutes Takers)</td>
<td>Chair: Mr. Joseph Santos (EPS-SDO) Ms. Veronica Cena (EPS-2-SDO) Ms. Elisha Dawn Mason (PDO 1-SDO)</td>
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1. Marikina City Organizing (Steering) Committee
   a. Provides direction and decision making on the overall hosting
   b. Takes the lead in the planning and implementation
   c. Ensures delivery of committee outputs
   d. May create additional working committees and additional functions per committee as the need arises;
   e. Provides advice and makes changes as the plan develops

2. Playing Venue & Set-Up
   a. Responsible for the identification, preparation and availability of all playing venues;
   b. Prepare communication letter for private facilities and outside Marikina Sports Venues
   c. Responsible for fixing the necessary needs of the playing venue such as constructions and the likes in accordance with the standard required by the specific sports event;
   d. Responsible for setting-up and dressing the venue such as stage, tarpaulin perimeters and arrangement of other needs;
   e. Coordinate with other committees as the need arises;
   f. Update the steering committee in the development of the playing venue.

3. Billeting Venue
   a. Responsible for the identification, preparation and availability of billeting venues for delegations, working committees, national committee and officiating officials;
   b. Responsible for fixing necessary needs in the venue such as lightings, water supply, sound system, rest rooms, shower rooms, security, laundry area, uniform/clothes dry area, mess hall, and official’s mtn. area, wifi, etc.;
   c. Prepare lists of supplies & equipment’s requirements needed for the improvement of facilities.
   d. Provide a round the clock duty OIC for the preventive maintenance of the facilities.
   e. Prepare floor plan and signage for easy access.
   f. Create local working committee to facilitate the smooth implementation of the activity;
   g. Identify and coordinate with concerned authority on the available nearest practice venue for delegation
   h. Coordinate with other committees as the need arises;
   i. Update the steering committee in the development of the billeting venues.

4. Accommodation Committee for Other Guests/Spectators
   a. Responsible for accommodating other guests and officials;
   b. In-charge of Hotels, Resorts, Transient Houses, Reserve Billeting Schools;
   c. Prepare directory (address and contact nos) of hotels, resort, transient houses
   d. Coordinate with other committees as the need arises, such as tourism committee
   e. Update steering committee in the status and development of the committee.

5. Physical Arrangement at Grandstand during Opening and Closing Program
   a. Prepare plans for physical arrangements at the grandstand during opening & closing program;
   b. Responsible in providing chairs with name tags for VIPs, Guests, Officials at the stage and Physical Arrangement of Sounds and Lights at the Parade Venue during Opening Program and Closing Program.
   c. Coordinate with other committees as the need arises.
   d. Update steering committee in the status and development of the committee
6. Stage Decoration (Opening and Closing Program, Welcoming Night, Mayor's Night, Solidarity Meeting, Refresher Course and Sports Heroes awards)
   a. Responsible in the decoration of stage for Opening & Closing, Welcoming Night, Mayor's Night, etc.
   b. Coordinate with other committees as the need arises
   c. Update steering committee in the status and development of the committee
   d. Provide security and safety provision of stage to prevent possible accident.

7. Program Committee
   a. Ensure that all programs such as Opening, Closing, Cultural Events, and Welcome Night per Delegation, Mayor’s Night, and others are properly planned and smoothly implemented successfully;
   b. Supervise the sub-committees for the implementation of each program;
   c. Submit after activity program report to the steering committee;
   d. Coordinate with other committees as the need arises;
   e. Update steering committee in the development of the program preparations.

Opening Program Committee
   a. Prepare plans for the Opening Program proper;
   b. Create/suggest Palarong Pambansa theme;
   c. Responsible in making design and content of the Opening Program to be submitted to the steering committee for approval;
   d. In-charge of the distribution of program of invitation to vip’s, all officials, guests, others
   e. Assign a floor director/focal person in-charge for the smooth conduct and flow of the program;
   f. Coordinate with Sound system committee for the needed sound system;
   g. Coordinate with the Cultural Committee for the opening program presentations;
   h. Coordinate with other committees as the need arises.
   i. Update steering committee in the development of the committee.

Closing Program Committee
   a. Prepare plans for the Closing Program proper.
   b. Responsible in making design and content of the Closing Program to be submitted to the steering committee for approval;
   c. In-charge of the distribution of program of invitation to vip’s, all officials, guests, others
   d. Assign a floor director/focal person in-charge for the smooth conduct and flow of the program;
   e. Coordinate with Sound system committee for the needed sound system;
   f. Coordinate with the Cultural Committee for the closing program presentations;
   g. Coordinate with other committees as the need arises.
   h. Update steering committee in the development of the committee.

Cultural Events/Social Events (Welcome Night for Delegations and Officiating Officials, Opening & Closing Program, Mayor’s Night, etc)
   a. Responsible for the preparation and implementation of cultural presentations during opening and closing program, social events and other gatherings;
   b. Prepare program and activities for the entire duration of PP;
   c. Ensure the successful conduct of welcome nights per school/delegation, officiating officials and Mayors Night;
   d. Coordinate with other committees as the need arises;
   e. Update steering committee in the status and development of the committee.

Fireworks, Torch and Urn
   a. Responsible in the preparation of torch and urn during opening and closing program
b. Coordinate with other committees as the need arises.
d. Update steering committee in the status and development of the committee
e. Coordinate with MSP personnel and other concern government agency such, PNP and BFP

8. Parade Committee
a. Responsible for the smooth conduct of parade;
b. Prepare parade plans, routes, assembly area and recommend to the organizing committee;
c. Prepare route map and delegation area map during opening and closing program and detailed instruction for participants’ consumption;
d. Coordinate with the City Transportation Management Office
e. Update steering committee in the status and development of the committee;
f. Coordinate with other committees as the need arises; and
g. Update steering committee in the status and development of the committee.

Marshalls (Opening and Closing Program)
a. Responsible in maintaining discipline and order at the grandstand during opening and closing program
b. Coordinate with other committees as the need arises;
d. Update steering committee in the status and development of the committee
e. Responsible for the crowd control and orderliness
f. Coordinate with PNP, OPSS and Bantay Bayan

9. Transportation
a. Responsible for the transportation of supplies & equipment, personnel (officiating officials, local committee members) from Central Command Station to different playing venues, etc.;
b. Responsible for the support transportation of participants and guests;
c. Coordinate with other committees as the need arises;
c. Update the steering committee in the status and development of the committee.

10. Security
a. Responsible for securing the peaceful conduct of the Palarong Pambansa;
b. Prepare a security plan for the peaceful conduct of PP;
c. Coordinate with the Barangay, OPSS and Police;
d. Secure the billeting schools, playing venues and other events venue particularly possible lightning rallies from progressive organizations;
e. Secure all the participants and VIPs, etc.
f. Coordinate with other committees as the need arises; and
g. Update the steering committee in the status and development of the committee.

11. Traffic
a. Responsible for traffic management for the duration of Palarong Pambansa;
b. Prepare traffic management plan for the duration of PP (before, during and after);
c. Prepare route plans from Pre to after Events;
d. Escort delegations upon arrival to Metro Manila and sending after the event;
e. Coordinate with other committees as the need arises; and
f. Update steering committee in the status and development of the committee.

12. Medical/Emergency Response
a. Prepare plans for medical emergency needs of all participants.
b. Responsible for Emergency and Response in the Palarong Pambansa;
c. Coordinate with the city health office, EMS, Red Cross and nearby hospital for fast and orderly delivery of medical services.
d. Ensure that Medical teams are available in all Playing Venues, billeting and other events;
e. Coordinate with the private, public hospital and 161 for emergency response;
f. Coordinate with the delegation for medical assistance;
g. Coordinate with other committees as the need arises; and
h. Update steering committee in the status and development of the committee.

13. DRRM
a. Prepare comprehensive drrm plan in the duration of PP, at billeting schools, playing venues, and other events
b. Schedule the dates for the conduct of drrm/earthquake drill orientation seminar and implementation to billeting schools, playing venues and other events;
c. Coordinate with LGU DRRM for item a & b and plan for DRRM overall showcase of city’s drrm;
d. Coordinate with other committees as the need arises; and
e. Update steering committee in the status and development of the committee.

14. Reception for VIP’s, Delegations, and Protocols & Accommodations
a. Responsible for the protocol in the reception of VIPs and Officials during Social Events, Opening and Closing Program;
b. Coordinate with VIP committee of the Central Office;
c. Ensure that there is reception sub-committee for every billeting school;
d. Coordinate with other committees as the need arises; and
e. Update steering committee in the status and development of the committee

Mayor's Night
a. Responsible for ushering/receiving and guiding VIPs, LGU & DepEd Officials and other guests to their respective tables of assignment during this event;

Parade and Opening
a. Responsible for ushering/receiving & guiding VIPs, LGU & DepEd Officials and other guests before the parade and at the Opening Venue

Arrival of RD’s, etc.
a. Responsible for ushering RD’s & ARD’s and other DepEd Regional Officials when they arrive to Manila and Marikina City;

Arrival of Delegations (By Billeting Schools)
a. Create a local reception committee and orient them on their functions;
b. Responsible in ushering/receiving and guiding delegations and officials to their respective schools

15. Documentation
a. Responsible for documenting the conduct of Palarong Pambansa
b. Covers the daily events of the PP (from preparations, opening, day-to-day games/activities, to the closing ceremonies through photograph and video coverage);
c. Shall be the official source of the game results.
d. Shall be in close coordination with the game secretariat for the results of the game.
e. Release daily newsletter to update the public of the result, which will be posted to www.depedmarikina.ph website and Marikina News; Prepares consolidated account of all the activities/results and submit to the Steering Committee;
Coordinate with other committees as the need arises; and
Update steering committee in the status and development of the committee

16. Souvenir Program and Solicitation
   a. Prepare the solicitation letter for approval of SDS;
   b. Solicit sponsors for souvenir program;
   c. Prepare the lay-out of the souvenir program;
   d. Coordinate with other committees as the need arises; and
   e. Update steering committee in the status and development of the committee.

17. Pre-Palaro Related Program such as (Refresher Course, Solidarity Meeting,
Demo Sports, Sports Heroes Awards, Sports Olympics)
   a. Responsible for the smooth conduct of the programs in special events;
   b. Supervise and ensure the smooth functions of the 3-sub-committees;
   c. Coordinate with food committee for the food of participants;
   d. Coordinate with other committees as the need arises; and
   e. Update steering committee in the status and development of the committee.

Refresher Course Committee
   a. Make plans and program for the refresher course;
   b. Identify venue for the conduct of activity;
   c. Responsible in the conduct of refresher course for technical officiating officials;
   d. Coordinate with food committee for the food of participants;
   e. Coordinate with other committees as the need arises; and
   f. Report and update the Chairman for Special Events Committee.

Solidarity Meeting Committee
   a. Make plans and program for solidarity meeting activity.
   b. Identify venue for the conduct of activity.
   c. Responsible in the conduct of Solidarity Meeting for Technical Officials and Coaches.
   d. Coordinate with food committee for the food of participants.
   e. Coordinate with other committees as the need arises.
   f. Report and update the Chairman for Special Events Committee.

Sports Heroes Award Committee
   a. Make plans and program for Sports Heroes Award activity.
   b. Identify venue for the conduct of activity.
   c. Responsible in the smooth conduct of Sports Heroes Award activity.
   d. Coordinate with food committee for the food of participants.
   e. Coordinate with other committees as the need arises.
   f. Report and update the Chairman for Special Events Committee.
   g. Coordinate with the Sports Heroes in-charge from the Central Office.

Sports Olympics for Palaro Officials, Larong Pinoy (Tug of War, Patintero, Sack Race), Demo Games (Karatedo, Soft Tennis, Performance Cheer)
   a. Responsible for the conduct of Larong Pinoy, Demo Games, etc.;
   b. Ensure the availability of the venue;
   c. Prepare program and other needs required for the conduct of Larong Pinoy and Demo Games;
   d. Set-up events;
   e. Coordinate with other committees as the need arises; and
   f. Update steering committee in the status and development of the committee.
   g. Coordinate with School Sports Division of Central office for the conduct of activities.
18. Procurement of Other Supplies, Materials & Equipment, Mats
   a. Responsible for the availability of equipment and supplies for all the events;
   b. Prepare the needed documents for procurement process of BAC.
   c. Coordinate with the Central Office for the equipment needed.
   d. Responsible for the distribution and retrieval of supplies and equipment to the playing venues.
   e. Responsible for the procurement and distribution of mats, pillows and blankets to be used by Officiating Officials, Athletes, Coaches, Working Committees, etc.
   f. Coordinate with other committees as the need arises.
   g. Update steering committee in the status and development of the committee.

19. General Services/Logistical Support to All Other Needs (Sound system transport and set-up, Tarpaulin, Maintenance Needs)
   a. Responsible for the availability of sound and lights, and other equipment needed;
   b. Set-up/posting of tarpaulins, directional signs of playing and billeting venues, riser and tents for the playing venues to be used by spectators, obstacle course, and all other logistics needed to ensure the success of the activity, etc.
   c. Transport of heavy supplies & equipment, etc (sports supplies & equipments)
   d. Coordinate with other committees as the need arises.
   e. Update steering committee in the status and development of the committee.

20. Food Security, Safety and Sanitation Committee
   a. Responsible for the availability of needed food for all events that will be sponsored by the host city;
   b. On time delivery of foods, to the members of the committee in and on-sight
   c. Coordinate with other committees as the need arises.
   d. Update steering committee in the status and development of the committee.
   e. Responsible for food safety and sanitation in all billeting schools.
   f. Ensure that purchase foods are safe, no food poisoning for all delegations/participants, NMIS approved and no wet and goods overpricing.
   g. Ensure that supplies for halal food are available in the market.

21. Incentives / Freebies / Tokens
   a. Recommend type or kind of freebies/tokens to be given to athletes, coaches, officiating officials and vip’s;
   b. Responsible for the distribution of incentives and freebies/tokens for the VIP’s and delegations;
   c. Prepare incentive and freebies plan and distributions;
   d. Coordinate with other committees as the need arises
   e. Update steering committee in the status and development of the committee

22. Tourism Committee
   a. Prepare tour plans packages and schedules;
   b. Provide collaterals/brochures/flyers to regional delegations;
   c. Coordinate with different regional focal persons for the tour schedule;
   d. Provide City tour to delegates on a first come first serve basis;
   e. Coordinate with other local government units for the tour within their City.

23. Trade Fair
   a. Prepare Citywide Economic Trade Plan to involve all businesses in the City;
   b. Responsible for the program of the trade fair;
   c. Identify/select venue;
   d. Act as accreditation committee for business establishment;
e. Coordinate with other committees as the need arises
f. Update steering committee in the status and development of the committee.

24. Management Information System/Website
   a. Responsible for the set-up and maintenance of the 2020 Palaro Website;
   b. Filter the information to be posted in the website.
   c. Create a mobile app for the conduct of PP;
   d. In-charge of all information, announcement, updates and palaro results;
   e. Coordinate with other committees as the need arises
   f. Update steering committee in the status and development of the committee.

25. Design committee (Tarp, Logo, medals trophy etc.)
   a. Responsible for the design of logo, posters, trophy, medals, flyers, brochures and
      other materials to be published;
   b. Prepare Tarpaulin Lay-out/design and printing;
   c. Prepare maps (soft and hard copy) for playing venues, billeting venues, business
      establishments, and cultural landmarks;
   d. Prepare directional signs of playing venues, billeting venues & practice venues;
   e. Coordinate with the different committee for the needed tarpaulin.
   f. Coordinate with the finance for the budget and other committee for the tarpaulin
   g. Coordinate with other committees as the need arises;
   h. Update steering committee in the status and development of the committee.

26. Awarding and Ceremonies
   a. In-Charge of ceremonies in awarding of Medals and Trophies to the winners;
   b. Coordinate with the Incentive Committee for the distribution of incentives to the
      winners (incentives c/o Central Office);
   c. Coordinate with the TMs for the schedule of awarding.

27. Awards (Medals, Plaques, Trophies, Certificates)
   a. Responsible for the availability of medals, plaques, trophies and certificates;
   b. Responsible for the distribution of awards (plaques, medals, trophies and
      certificates) to playing venues and other events;
   c. Coordinate with the TM for the distribution of awards;
   d. Coordinate with other committees as the need arises; and
   e. Update steering committee in the status and development of the committee.

28. Media (Tri-media)
   a. Responsible for coordination with Local and National Media;
   b. Ensure for the designated area of media center;
   c. Coordinate with the Central office Media Communication Unit;
   d. Coordinate with other committees as the need arises; and
   e. Update steering committee in the status and development of the committee.

29. Marketing /Sponsors
   a. Responsible for Marketing the Palarong Pambansa to gather sponsors;
   b. Coordinate with other committees as the need arises;
   c. Update steering committee in the status and development of the committee.
   d. Coordinate with Palaro Marketing committee on sponsorship to avoid overlapping

30. Environmental (Clean and Green)
   a. Responsible for the cleanliness of all the event venues of the Palarong Pambansa;
   b. Make plans, programs and campaign for collection and proper disposal of
      garbage;
c. Coordinate with the management of MRF for the conduct of segregation process activity.
d. Coordinate with other committees as the need arises
e. Update steering committee in the status and development of the committee.

31. Uniform Committee for the Local Work force
   a. Responsible for the uniforms of all members and volunteers of the Local Workforce for Palarong Pambansa
   b. Make sure that there available for freebies for select guest and VIPs
   c. Coordinate with other committees as the need arises
d. Update steering committee in the status and development of the committee
e. Submit budget proposal (PPMP)

32. GAD & Child Protection Committee
   a. Prepare plans for the organization, coordination and conduct of orientation of Child Protection Policy for every delegation.
b. Coordinate with other committees as the need arises.
c. Update steering committee in the status and development of the committee
d. Coordinate with Delegation GAD and Child Protection Committee for proper cases handling as the need arises.

33. Finance & Supplementary Allowances
   a. Responsible for the financial matters of PP;
b. Prepare the payroll for officiating officials, committee members (local and national) and other concerned people.
c. Coordinate with steering committee for all concerned people entitled for honorarium and allowances.

34. Special Committee (Deliverables/Minutes Takers)
   a. Ensure among committees that deliverables are done on time or ahead.
b. Ensure that minutes of all meetings are properly documented and provided copies for committee chairs
c. Coordinate with other committees as the need arises.
d. Regularly updates the organizing committee in the status and development of the task.

Note: All committees are required to submit after activity report for documentation and evaluation purposes.

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