



Republic of the Philippines
Department of Education
Negros Island Region
DIVISION OF SAGAY CITY

DIVISION MEMORANDUM
No. 300 s. 2025

May 9, 2025

SDO SAGAY CITY PARTICIPATION TO THE 2025 PALARONG PAMBANSA

To: Asst. Schools Division Superintendent
Chief Education Supervisors – CID and SGOD
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

- Relative to Regional Memorandum No. 275, s. 2025**, titled “*Participation of WVRAA in the 2025 Palarong Pambansa*,” this office announces the official **SDO Sagay City Delegation** to the 2025 Palarong Pambansa, which will be held from **May 17 to June 2, 2025**, in **Ilocos Norte**. The delegation will be billeted at **San Nicolas National High School, Brgy. 24, San Nicolas, Ilocos Norte**.
- Enclosed with this memorandum are the official lists of athletes, coaches, SDO delegation heads, local coaches, chaperones, trainers, and selected Division Executive Committee members.
- The official coach, chaperone, local coaches and trainers, along with the 10 qualified athletes from **SDO Sagay City**—as part of the **Negros and Region VI delegation** to the 2025 **Palarong Pambansa**—will depart from **BREDCO Port** on **May 17, 2025, at 2:30 p.m.** bound for **Metro Manila**. Delegates are requested to bring extra food packs for the duration of the trip. The expected time of arrival at **Pier 4, Manila** is on **May 18, 2025, at 12:30 p.m.** Afterward, they will be transported to **San Nicolas National High School, San Nicolas, Ilocos Norte**, shortly after the lunch break and are expected to arrive at the billeting quarters by **2:00 a.m. on May 19, 2025**.
- The return to **Negros** will be via the same mode of transportation on **May 31 and/or June 3, 2025**, except for the local coaches and trainers, who will be taking a different route via airplane.
- The official delegates who opt to take other means of transportation to and from San Nicolas, Ilocos Norte shall shoulder their own expenses as their allotted amount for transportation from the Palarong Pambansa support funds shall be deemed forfeited.
- The athletes, official coach, local coaches, chaperons, and trainers are expected to adhere to the following schedule concerning this activity:

Date	Activity	Venue(s)
March 10, 2025-May 20, 2025	In-house Training	Sagay National High School, Gil Lopez Elementary School Old Sagay Elementary School

- All athletes, official coach, local coaches, chaperons, trainers, and the SDO Sagay City delegation committee/heads, **shall bring two (2) pieces of 2x2 ID** picture for the Palarong Pambansa ID which shall be provided by the Secretariat Committee and shall be used as a means of verification for all the official delegates during the entire duration of the Palarong Pambansa.



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8. Participation and services rendered by nationally paid teachers are entitled to **Service Credits** for work performed during the vacation period, not to exceed **15 days**, in accordance with **DepEd Order No. 53, s. 2023**. Teaching-related and non-teaching personnel shall be granted **Compensatory Time Off (CTO)** for services rendered during weekends and holidays, as provided under **Civil Service Commission (CSC) and DBM Joint Circular No. 2, s. 2004** on Non-Monetary Remuneration for Overtime Service Rendered. The processing of **Service Credits/Compensatory Overtime Credits** shall be carried out by the schools through their **Administrative Officers**, while that of Division personnel shall be processed by their respective **Administrative Aides**, after all required documents have been completely submitted by the personnel involved in the **2025 Palarong Pambansa**.
9. Expenses for meals, traveling allowance, transportation, accommodation, and other incidental expenses incurred by the participants relative to the conduct of this activity are chargeable against SEF, Division MOOE, Sports Program Support Funds, and any other funds subject to the usual accounting and auditing rules and regulations.
10. For immediate and widest dissemination.

DANNIE CLARK M. UGUIL
Officer In-Charge
Schools Division Superintendent



Enclosure : as stated
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SGOD **SPORTS**

FN: JPB-SPORTS



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Annex 1, Division Memo No. 300 s. 2025

SDO Sagay City Delegation to 2025 Palarong Pambansa

SDO Sagay City Executive Committee

Schools Division Superintendent
Asst. Schools Division Supt.
Chief, SGOD
Chief, CID
Division Sports Officer
School Head/OIC-MAPEH
Nurse II
Officiating Official

DANNIE CLARK M. UGUIL
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MA. THERESA Q. BINGCANG, PhD
ALMA M. MIRASOL, PhD
JOSETTE P. BALANDRA, PhD
RENE M. ENCABO
LISETTE GRACE U. CABALANG
JERRY ZARAGOZA

Athletes		Official Coach	Official Chaperon	Local Trainer	Local Chaperon	Local Coaches
1	Cedrick Jison	Rose Mermida	Rema Aguirre	Norven Ledesma	Aiza Prudente	Ana Mae Ledesma
2	Gene Royce Casyao		Marichelle Bandolon	Marco Angelo Mermida		Leovie L. Fuyong
3	Nicole Rosatasi					
4	Ella Marie Lapira					
5	James Brian Mermida					
6	Psyque Cabalisa					
7	Kenno Artajo					
8	Bryan Nepomoceno					
9	Marjen Iwayan					
10	Marianne Faith Pedales					