



Republic of the Philippines
Department of Education
Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

3 April 2024

Division Memorandum

No. 171 S, 2024

**Division Conduct of Table Top screening for Surigao del Sur Athletic
Delegation in Preparation for CARAGames 2024**

To: All PSDSs/DICs

Elem & Sec. School Heads

DSAC Team

EPS. DSO

All Concerned

This Division

1. Please be informed of the Caraga Regional Athletic Games (CARAGames) is in need of the Final submission of our Athletes, Coaches, asst. Coaches, Chaperons Documents.
2. Hence, there is a need of the DSAC Team to Conduct the Table Top screening of Document to fast tract our submission as a basic requirement for our athletes, coaches, ass. Coaches, chaperons to play in their respective sports events.
3. Participants to this are Coaches, asst. coaches, DSAC team to screen the documents as early as possible.
4. The date of the screening is April 5 & 6, 2024 of which the venue is at the Division Conference Hall. Since April 6, 2024 is Saturday the Working Committee is entitled to a compensatory time off (CTO) for Non-teaching personnel, while for Teaching Personnel Service Credits.
5. Traveling expenses such as Transportation Fares, per diems and other allowable expenses are chargeable to School MOOE for Schools employees while Division employees to Division MOOE subject to the usual accounting and auditing rules and regulations.





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6. Coaches, asst. coaches to submit their athlete's documents, deadline April 4, 2024, Thursday at the DSAC Team assigned in the Division office.

7. For your Guidance and Compliance.

LORENZO O. MACASOCOL, PhD, CESO V

Schools Division Superintendent



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