DIVISION MEMORANDUM
No. 7 Series of 2019

September 13, 2019

2019 PALARONG CAMARINES SUR

To:
Assistant Schools Division Superintendents
Chief Education Supervisors (SGOD and CID)
Education Program Supervisors
Public Schools District Supervisors (Elementary and Secondary)
Heads of Public and Private Elementary and Secondary Schools
District/School Sports Officers
All Others Concerned

1. The Palarong Camarines Sur shall be on November 12 - 17, 2019, at the Freedom Sports Complex, San Jose, Pili, Camarines Sur.

2. The competing units and host districts are the following:

<table>
<thead>
<tr>
<th>HOST DISTRICT/ORGANIZATION</th>
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<tbody>
<tr>
<td>1st Congressional District</td>
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<td>2nd Congressional District</td>
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<td>3rd Congressional District</td>
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<td>4th Congressional District</td>
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<tr>
<td>5th Congressional District</td>
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<tr>
<td>Camarines Sur Sports Academy</td>
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<tr>
<td>Private Schools</td>
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3. The Solidarity Meeting shall be on November 11 at 1:00 o’clock PM while the opening program shall be on November 12 at 6:00 o’clock AM that will start with a parade around the Sports Complex. Each delegation shall perform a SALUOO for 3-5 minutes upon passing in front of the reviewing stand.

4. Submission of complete credentials of athletes, technical officials, coaches and chaperons shall be in bunch by congressional district until October 29, 2019 only to Mr. Manuel Cabiles, at 2nd floor of the Library Hub, using color coded folders, for 1st district – green; 2nd district – orange; 3rd district – red; 4th district – navy blue; 5th district – yellow; and CSSA – brown, OPSCSI – Purple.

The authenticated list of qualified athletes will be released on November 7, 2019. Only those participants included in the official list from the screening committee shall be allowed to participate in the Palaro.

5. Members of the Division Screening and Accreditation Committee (DSAC) are advised to report in the Division Office on November 5-9, 2019 for the actual screening of the credentials of athletes, coaches and chaperons.

6. Division Tournament Managers, Assts. TM, and Secretaries shall report at the Freedom Sports Complex starting November 6-9, 2019 to prepare their respective playing venues, courts, diamonds and forms to be used in their events.

7. Service credits shall be granted to teachers for services rendered on Saturdays and Sundays, per DepEd Order No. 53, s.2003 while Compensatory Overtime Credits (COC) shall be granted to non-teaching personnel, school heads and DepEd Officials pursuant to paragraph 5.3 letter K of the Joint Circular No. 2 of the Civil service Commission (CSC) and DBM dated October 4, 2004.

8. There shall be NO SUSPENSION OF CLASSES. However, teachers are authorized to see the Palaro as a gesture of support to their delegation scheduled as follows: November 12 – 2nd district; November 13 – 1st district; November 14 – 4th district; November 15 – 3rd and 5th district. Private schools shall have their own arrangement as to their schedule and expenses of their teachers/officials.
9. Attendance of teachers and school officials shall be the responsibility of their respective School Heads/Public Schools District Supervisors and shall be on official time only. Certificate of appearance will be available at the SGOD Office to be claimed by each Principal upon submission of attendance sheet.

10. Waste segregation shall be observed by all participants and billeting schools shall put up waste cans/bins properly labeled in every classroom/building. The use of Styrofoam for packed snacks/lunch is strictly prohibited.

11. During the Closing Program on November 16, 2019, every delegation is required to put up/send at least 100 participants to represent their respective congressional district/group.

12. Herewith attached are the following enclosures:

   1. Guidelines in the conduct of Palarong CamSur
   2. Honorary Officials Management and Staff
   3. Division Working Committees
   4. Congressional Delegation Management and Staff
   5. Tournament Managers and Technical Officials
   6. List of Billeting Schools
   7. Opening and Closing Program

13. For widest dissemination and compliance of all concerned.

   SUSAN S. COLLANO, CESO VI
   Assistant Schools Division Superintendent
   OIC – Office of the Schools Division Superintendent