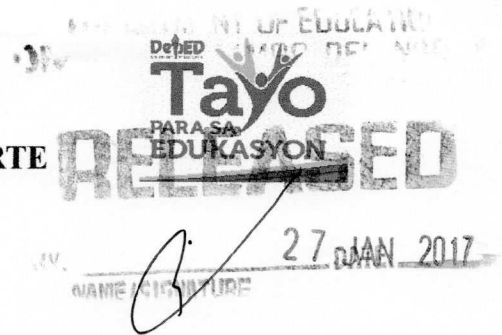




Republic of the Philippines
DEPARTMENT OF EDUCATION
Region IX, Zamboanga Peninsula
DIVISION OF ZAMBOANGA DEL NORTE
Dipolog City 7100



DIVISION MEMORANDUM
No. 032, S. 2017

To: **School Heads Concerned/ Elem and Secondary Dept
Coaches, Co-coaches, Chaperones, Trainers, ZNAA Delegation
All Others Concerned**
This Division

From : **NATIVIDAD P. BAYUBAY, CESO VI**
Officer In-Charge
Office of the Schools Division Superintendent

Date : January 27, 2017

Subject: **SECOND PREPARATORY AND CONSULTATIVE MEETING WITH COACHES, CO-
COACHES, TRAINERS AND CHAPERONES OF ZNAA DELEGATION FOR
REGIONAL MEET 2017**

1. All concerned coaches, co-coaches, trainers and chaperones of the regular games and the representatives of the Special Games, are hereby informed of the *2nd Preparatory and Consultative Meeting on January 28, 2017, 1:00 o'clock PM, at the Conference Room, Schools Division Office, Capitol Drive, Estaka, Dipolog City.*
2. The discussions in the meeting shall center on the following:
 - a. Role clarifications of coaches, co-coaches, trainers, chaperones and the documentary requirements thereof for the forthcoming Meet
 - b. Assessment of training matrices for the In-house training
 - c. Distribution of available sports equipment for the training
 - d. Other matters (esp. clarification about the earlier-issued related memoranda)
3. *Participants are expected to bring uniform sizes of their players and their co-coaches and chaperones, not earlier submitted and receipt acknowledged.*
4. *Attendees shall be entitled to a half-day service credit, subject to their compliance of the formalities required by applicable CSC circular.*
5. *Travel expenses shall be charged against local fund or from any other legitimate sources, subject to the usual accounting and auditing procedures of COA.*
6. For information, guidance and adherence.

Wide dissemination of this Memorandum is desired.