



Republic of the Philippines
Department of Education
 REGION I



REGIONAL MEMORANDUM

No. 148 s. 2025

**COMPOSITION OF THE 2025 REGION I ATHLETIC ASSOCIATION (R1AA)
 MEET TECHNICAL MANAGEMENT COMMITTEE**

To: Schools Division Superintendents

1. In preparation for the upcoming 2025 Region I Athletic Association (R1AA) Meet, scheduled to be held from March 10-15, 2025, please find attached the composition of the 2025 R1AA Meet Technical Management Committee.
2. All committee members are expected to diligently perform their designated duties and responsibilities for the entire duration of the event to ensure its successful execution. The attached roster outlines the names of the committee members, along with their respective roles and responsibilities.
3. Committee members who will provide services during the weekends leading up to the 2025 R1AA Meet will be granted service credits for teaching personnel and compensatory time-off (CTO) for non-teaching personnel, in accordance with existing regulations.
4. Be guided accordingly.

TOLENTINO G. AQUINO
 Director IV

Incls: As stated

To be indicated in the Perpetual Index
 under the following subjects:

COMMITTEES
 OFFICIALS
 SPORTS

ESSD/den/RM_Composition of the R1AA Technical Management
 January 28, 2025



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2025 REGION 1 ATHLETIC ASSOCIATION (RIAA) MEET TECHNICAL MANAGEMENT COMMITTEE

COMMITTEES	ROLES AND RESPONSIBILITIES	REGIONAL OFFICE PROPER
STERING COMMITTEE	<ul style="list-style-type: none"> Supervise the entire spectrum of operations carried out by the technical and working committees of the RIAA Meet, from the initial preparation phase to the seamless execution of the Regional Meet. Foster effective communication and collaboration with other committees to ensure the harmonious execution of the regional meet. Ensure that all technical and operational aspects align with regulatory standards and guidelines, fostering a compliant and professionally conducted Regional Meet. 	<p align="center">REGIONAL OFFICE PROPER</p> <p>Tolentino G. Aquino, RD Rhoda T. Razon, ARD Sarah Q. Casuga, CES, ESSD</p>
GAMES AND TECHNICAL MANAGEMENT COMMITTEE	<ul style="list-style-type: none"> Provide valuable technical advice to the Tournament Manager to enhance the overall quality and efficiency of the event. Actively participate in the thoughtful deliberation process for the selection of athletes representing the region in the prestigious Palamong Pamhansa (PP). Endorse eligibility protests submitted by coaches to the Regional Screening and Accreditation Committee (RSAC). Additionally, forward technical matters related to protests and all other concerns to the Tournament Managers (TM) during the RIAA Meet. Conduct continuous evaluation of technical and working committee operations, identifying areas for improvement and implementing necessary adjustments to enhance the efficiency and effectiveness of the Regional Meet. Explore innovative approaches and incorporate best practices in sports event management, staying abreast of industry advancements to elevate the standards of the RIAA Meet. Prepare comprehensive post-event reports detailing the performance of technical and working committees, outlining achievements, challenges, and recommendations for future improvements. Engage with athletes, coaches, officials, and relevant stakeholders to gather feedback, address concerns, and foster a positive environment conducive to the development of sportsmanship and excellence. 	<p>Chair: Ryan Bantiding, RSO, EPS, QAD Co-Chairs: Darius C. Nieto, PDO IV, ESSD Ramon O. Cantezo, SAO, AD</p>
SECRETARIAT (Letters and Invitation)	<ul style="list-style-type: none"> Play a key role in facilitating the timely dissemination and posting of urgent notices and instructions from the management, ensuring that relevant information reaches the concerned parties promptly. Maintain meticulous records by consolidating reports from individuals and committees, minutes of meetings and discussions, game results, and other noteworthy activities during both the RIAA Meet and Palamong Pamhansa (PP). Generate a comprehensive annual report highlighting the performance of School District Offices (SDOs) during the RIAA Meet and PP, providing a valuable overview to aid in future planning and decision-making. Provide regular updates to top management, ensuring that they are well-informed about the ongoing developments, challenges, and successes related to the RIAA Meet and PP. 	<p>Chair: Darius C. Nieto, PDO IV, ESSD Co-Chair: Ryan Bantiding, EPS, QAD Members: Joanna D. Sabado, PDO II, PAV Joshua Plaza, TA I, ESSD Elemer P. Sabado, ESSD</p>

	<ul style="list-style-type: none"> • Assist in the dissemination and posting of urgent notices and instructions from management, prioritizing swift communication to address critical matters promptly. • Collaborate in preparing a comprehensive list of winners and payroll, serving as the foundation for the cashier to efficiently disburse incentives, if applicable, to deserving recipients. • Draft and distribute letters of invitation to the Governors, City Mayors, and Mayors of all the concerned 14 SDOs. 	
PROCUREMENT COMMITTEE	<ul style="list-style-type: none"> • Play a vital role in organizing the RIAA Meet by ensuring that all necessary goods, services, and resources are procured efficiently, cost-effectively, and within the prescribed specifications and timeline. Its primary responsibilities include: <ol style="list-style-type: none"> a. Ensure all purchases align with the approved budget and financial policies. b. Collaborate with end-user to understand specific requirements. c. Negotiate contracts with suppliers and service providers. Ensuring agreements cover the delivery timelines, quality standards, and payment terms. d. Ensure procurement processes comply with the DepEd policies. e. Maintain detailed records of all procurement activities for accountability and auditing. f. Inspect purchase items with the end-user for quality assurance. g. Develop contingency plans to address procurement challenges. h. Assist the end-user to ensure the RIAA Meet runs smoothly and successfully through fair and transparent procurement practices. 	<p>Chair: Atty. Rhea Joy L. Carbonell, CAO AD Co-Chair: Elvira Q. Bueno, AO IV, Procurement Unit</p> <p>Members: Rowie Red N. Balanon, AO V, ASSET Russel J. Milanes, ASSET Darius C. Nieto PDO IV, ESSD Elmer P. Sабado, ESSD</p>
JURY OF APPEALS COMMITTEE	<ul style="list-style-type: none"> • Safeguard the spirit of fairness in the competition and ensure the just application of the rules. The Jury is committed to upholding the rights of competitors while acknowledging the responsible efforts of the Judges. • Hear, process, and resolve official complaints with a commitment to maintaining fairness. Address breaches of discipline or handle extraordinary circumstances that may impact the smooth running of the competition. • Maintain comprehensive records of protests and actions taken during the RIAA Meet, ensuring transparency and accountability in the decision-making process. • Prepare and submit detailed reports to the Secretariat, providing insights into the nature of appeals, resolutions reached, and any significant occurrences that require attention or consideration at a higher administrative level. 	<p>Chair: Atty. Kaye Chiday M. Karame Co-Chair: Atty. Percival Nicolas Tan Secretariat: Glaiza Leonen, Legal Assistant, LU</p> <p>Members: All the 14 SDO Legal Officers (Attorney III)</p>
REGIONAL SCREENING AND ACCREDITATION COMMITTEE	<ul style="list-style-type: none"> • The Chairperson shall collaborate with District Screening and Accreditation Committees (DSACs) and coaches to ensure the accuracy, currency, and completeness of athletes', coaches', and chaperones' documents. • Committee members shall assist the Chairperson in guaranteeing the accuracy, timeliness, and completeness of documents related to athletes and coaches. • Rigorously evaluate and verify all documents submitted by athletes and coaches for the RIAA Meet. • Ensure the timely preparation of athletes' and coaches' documents for review by the National Screening and Accreditation Committee (NSAC) for the Palang Pambansa. • Oversee the retrieval process of Accreditation of Competence and Certification (ACC) documents in an organized and efficient manner. • Post the masterlist of ACCs on the official DepEd Facebook page or website, promoting transparency and accessibility of information. 	<p>Chair: Atty. Rosemarie M. Wallan Co-Chair: Arnel Sabuco, SDO Laoag City Secretariat: Glaiza Leonen, Legal Assistant, LU</p> <p>Members: All the 14 Division Screening & Accreditation Chairmen & Alternate</p>

	<ul style="list-style-type: none"> • Harness the capabilities of the PASSport System for Athletes, ensuring its optimal use in streamlining accreditation processes and maintaining an updated and secure database. 	<p>Chair: Arnold I. Vino, CAO, FD Co-Chair: Maureen M. Maccailing, SAO, FD</p> <p>Members: May G. Cacaminidin, Accountant III, FD Ederlyn M. Pimentel, AO IV, FD Leah M. Paet, AO V, Cash Section, AD</p>
<p>WAYS AND MEANS COMMITTEE</p>	<ul style="list-style-type: none"> • Undertake a comprehensive oversight of all financial matters related to the successful execution of the RIAA Meet. • Develop, monitor, and manage the budget for the RIAA Meet and PP, ensuring prudent financial planning and allocation of resources. • Explore and implement strategies for resource mobilization, including seeking sponsorships, grants, and other funding opportunities to support the financial requirements of the events. • Review and approve expenditures in accordance with the established budget, ensuring that financial resources are utilized efficiently and in line with the event's objectives. • Generate regular and transparent financial reports detailing income, expenses, and any financial discrepancies, providing stakeholders with a clear understanding of the financial status of the events. • Ensure that all financial transactions are conducted in accordance with established financial procedures and standards, preparing the committee for any internal or external audits. • Identify potential financial risks and implement mitigation strategies to safeguard the fiscal integrity of the RIAA Meet and PP. • Collaborate closely with the Secretariat to align financial planning with the overall administrative and operational requirements of the events. 	
<p>GAME RESULTS, CERTIFICATES AND FORMS COMMITTEE</p>	<ul style="list-style-type: none"> • Vigilantly monitor and maintain updated records of results for each sports event during the RIAA Meet, ensuring accuracy and timeliness. • Facilitate the distribution of necessary forms required for reporting game results for each event, ensuring a streamlined and efficient process for data collection. • Accept, validate, record, and meticulously document all game results, guaranteeing the integrity and accuracy of the information collected. • Coordinate with the Marketing, Communication, Documentation, and Media Information Committee to ensure the timely posting and dissemination of updated game results for both the RIAA Meet and PP. • Prepare the certificates essential for the smooth conduct of the RIAA Meet, acknowledging the achievements and contributions of participants. • Collaborate with the Marketing and Communications Committee to integrate game results into promotional and communication materials, enhancing the visibility and engagement of the events. • Implement measures to ensure the quality and accuracy of reported results, minimizing errors and discrepancies in the data. • Establish efficient archival and documentation practices to preserve historical data related to game results and certificates for future reference and analysis. • Coordinate closely to Registration and attendance committee for the updated and accurate attendance of TOs, winning coaches, and TWG for the issuance of the coded certificates, certificate of participation and appearance. 	<p>Chair: Sammy C. Legaspi, ITO I, ICTU Co-Chair: Jun Howard J. Rloveros, SDO SFC</p> <p>Members: Bernard Alcantara, AO II, RPSU Joshua Plaza, TAI, ESSD Ian Jay Arce, SDO LU Sherwin Dulay, SDO LU</p>

MARKETING, COMMUNICATIO N, DOCUMENTATIO N, AND MEDIA INFORMATION COMMITTEE	<ul style="list-style-type: none"> • Conduct interviews with key stakeholders and participants relevant to the promotion of the RIAA Meet, capturing compelling narratives that contribute to the overall event promotion. • Publish engaging online newsletters, updates, information, and advisories on the Official Facebook Page and website of DepEd Region I, ensuring a dynamic and informative online presence. • Stream live coverage of the RIAA Meet on Facebook Live, providing real-time engagement and fostering a broader audience reach. • Respond to media interviews (Print and Broadcast) and actively participate in press conferences to disseminate key information and ensure the general public is well-informed about the highlights of the RIAA Meet. • Contribute high-quality photos and videos for use by the regional office, hosts, other divisions, and media platforms in various formats such as social media, Audio-Visual Presentations (AVPs), news coverage, and write-ups. • Work closely with fellow documenters from Schools Division Offices to enhance the comprehensiveness of RIAA Meet and PP coverage, promoting collaboration and synergy. • Respond to additional functions and tasks as required by officials from both the Regional and Division offices, demonstrating flexibility and adaptability in supporting the success of the RIAA Meet. • Provide real-time updates during crucial events such as the parade, opening and closing programs, and other scheduled activities, ensuring that stakeholders and the public stay informed. • Receive official results from the Games Results Committee and ensure their timely dissemination to maintain transparency and keep the audience informed. 	<p>Chair: Cesar Bucsit, AO IV, PAU Co-Chair: German P. Junio, CP II, ICTU</p> <p>Members: Lennuel Dino V. Visperas, PDO II, SDO DC Jayson D. Tomagan, AA III, SDO SCC Jordan A. Perez, MT I, SDO PII Allan T. Reguilman, FT 3, SDO IS Jovanie M. Mazon, ADAS I, PAU</p>
RIAA SPOKESPERSON	<ul style="list-style-type: none"> • Conduct coverage and documentation activities, such as taking photos, videos, and record speeches during the opening and closing programs. • Prepare Press Releases (news articles and photo with caption) on the result of the different sporting events including the tabulation of medal tally involving the participating schools division offices. • Attend interviews upon request by Media practitioners both print and broadcast. • Establish close coordination with the top management (RD, ARD, & and other key officials) for possible guidance and assistance on possible inevitable issues and concerns that may arise. • Engage the active participation of the Division Information Officers and Alternates in the coverage and documentation activities to ensure a blow-by-blow delivery of information regarding the daily result of the sporting event. • Establish close coordination with the Local Chief Executives of the Local Government Units (Province, City, Municipality, & Barangay) for possible provision of support and assistance if needed. 	<p>Cesar Bucsit 09167859842 Regional Office I</p>
SPORTS SUPPLIES, MATERIALS AND	<ul style="list-style-type: none"> • Ensure the effective and efficient procurement and timely delivery of all required sports supplies, materials, and equipment necessary for the smooth execution of the RIAA Meet. • Prioritize and ensure the timely delivery of all procured materials, guaranteeing that the necessary resources are available according to the scheduled events. 	<p>Chair: Elmer P. Sabado, ESSD Co-Chairs: Darius C. Nieto, PDO IV, ESSD Pablo Almoite, DSO, EFS LU Members:</p>

EQUIPMENT COMMITTEE	<ul style="list-style-type: none"> • Collaborate with the host LGU to provide essential support and guidance regarding the procurement of materials and supplies, fostering a cooperative and organized approach to meet event requirements. • Efficiently sort and distribute all procured materials to the respective individuals or entities involved, ensuring a streamlined and organized process for accessing and utilizing the acquired resources. • Implement effective inventory management practices to keep track of the stock of sports supplies, materials, and equipment, preventing shortages and promoting resource optimization. • Ensure the procurement of high-quality sports supplies and equipment, adhering to established standards and specifications to guarantee the safety and satisfaction of participants. • Manage procurement activities in alignment with the budgetary constraints, optimizing resource utilization and preventing unnecessary overspending. • Collaborate with the logistics team to facilitate the smooth transportation and delivery of sports supplies, materials, and equipment to designated venues and points of use. • Demonstrate flexibility and adaptability to cater to any changes or additional requirements that may arise during the planning and execution phases of the RIAA Meet. 	<p>Ramon O. Caniezo, SAO, AD Russel J. Milanes, ASSET Joshua Plaza, ESSD</p>
ACCOMMODATION COMMITTEE	<ul style="list-style-type: none"> • Establish a proactive coordination mechanism with the host LGU or region to address any concerns related to the billeting area, ensuring a smooth and comfortable stay for all the invited CO/Palero Secretariat, adjudicators, boxing judge, PSC representative and select TWG. • Ensure the availability of suitable accommodation for all delegations, Technical Working Committee members, and guests, meticulously planning to meet the diverse needs of the attendees. • Ensure that accommodations are conveniently located and accessible for all the guests, taking into consideration their diverse needs. • Establish and communicate emergency protocols, including evacuation procedures and medical assistance, to ensure the safety and well-being of all individuals staying in the billeting quarters. • Maintain an open line of communication with the host entities throughout the event to promptly address any emerging concerns and enhance the overall experience of the participants. • Establish a feedback mechanism to gather input from occupants and stakeholders, facilitating continuous improvement in accommodation services for future events. • Assist and serve as Protocol Officers if needed. 	<p>Chair: Oliver F. Gutierrez, EPS QAD Co-Chair: Emiliana M. Boac, CES SGOD LU Members: Maureen M. Macaling, SAO FD Leah M. Paet, AO V, Cash Section, AD Lourdes Floria, SDO LU Cristeta Badua, SDO LU Francis A. Domingo, EPS QAD</p>
BILLETING AND PLAYING VENUE COMMITTEE	<ul style="list-style-type: none"> • Prepare and disseminate clear house rules for the billeting area, promoting a harmonious living environment and setting expectations for all occupants. • Maintain a high standard of cleanliness, orderliness, and beautification in the billeting quarters, creating a welcoming and comfortable atmosphere for all occupants. 	<p>Chair: Darius C. Nieto, PDO IV, ESSD Co-Chairs: Ryan E. Bantidng, RSO, EPS, QAD Pablo Almoite, EPS, SDO LU</p>

	<ul style="list-style-type: none"> • Collaborate with the host school, LGU, or region to address the following: <ul style="list-style-type: none"> • Designated parking areas for delegations to ensure efficient traffic flow. • Availability of isolation facilities in all billeting quarters, adhering to health and safety protocols. • Implementation of robust security and protection measures for both the delegation and billeting quarters. • Ensure strict adherence to established standards for all playing venues, maintaining the quality and integrity of the facilities to meet the requirements of the sporting events. • Engage in regular discussions with event coordinators to address any concerns or issues related to the playing venues, fostering effective communication and problem resolution. • Collaborate with the host LGU, or region to coordinate and implement security measures for the playing venues and billeting schools prioritizing the safety and well-being of athletes, officials, and spectators. • Work closely with the host entities to provide a location map that outlines the playing venues and their appropriate time/distance from billeting quarters. Ensure that venues are easily accessible, optimizing the convenience for all participants. • Conduct thorough inspections of playing venues before and during the events, identifying and addressing any maintenance needs promptly to guarantee optimal conditions for competitions. • Ensure that playing venues are equipped with the necessary technical infrastructure, including scoreboards, timekeeping devices, and any other equipment required for fair and efficient competition. • Develop contingency plans for adverse weather conditions, ensuring that playing venues are prepared to handle contingencies while prioritizing the safety of participants. • Collaborate with event organizers to provide essential amenities and services at playing venues, such as medical facilities, refreshment areas, and spectator seating, enhancing the overall experience for participants and attendees. • Establish and communicate emergency response plans for playing venues and billeting, including medical evacuation procedures and coordination with relevant authorities to handle unforeseen situations. • Conduct a post-event evaluation of playing venues and billeting schools to gather feedback and identify areas for improvement, contributing to the enhancement of future events. 	<p>Members:</p> <p>Jose Marie Almeida, SGOD CES, SFC Ramon O. Canizo, SAO, AD Elmer P. Sabado, ESSD Engr. Celso C. Manangan, Engr. III, ESSD Engr. Patrick Espinueva, TA IV, ESSD Engr. Philip Nardo, TA III, ESSD AR. Gary D. Agcaolle, TA III, ESSD Lourdes Florida, SDO LU Cristeta Badua, SDO LU</p>
<p>COMMITTEE ON TOKEN</p>	<ul style="list-style-type: none"> • Identify meaningful, tangible, economical, and practical tokens as expressions of appreciation to the VIP guests/officials during the RIAA Meet. • List down the VIP guests/officials. • Ensure the distribution of the token to the identified guests. 	<p>Chair: Marjorie G. Pudín, Dentist III, ESSD</p> <p>Co-Chair: Benjie F. Miranda, ESSD</p> <p>Members: May G. Cacaminidin, Accountant III, Russel J. Milanes, ASSET Mark Jezzar Sordilla, ESSD</p>

<p>FOOD COMMITTEE</p>	<ul style="list-style-type: none"> • Collaborate with the Program Owner/End-user to determine and coordinate food specifications, ensuring alignment with dietary needs and preferences. • Ensure the strict adherence of the approved food specifications by the service provider, maintaining consistency and quality in the meals served throughout the RIAA Meet and Palorong Pamantasan. • Efficiently manage the food reservations of athletes and coaches, addressing dietary requirements, allergies, and special requests to ensure the well-being and optimal performance of participants. • Monitor and ensure that catering service food servers adhere to proper attire and maintain a disciplined and professional demeanor while serving meals. • Establish a rotation schedule for committee members, ensuring continuous monitoring of food services to address any issues promptly and maintain high standards throughout the events. • Administer and manage the collection of food stubs during every meal, facilitating a systematic process for liquidation purposes and ensuring accurate documentation of food consumption. • Conduct regular quality assurance checks on the food preparation, presentation, and serving, guaranteeing that the meals meet the approved specifications and satisfy the participants' nutritional needs. • Collaborate with health and safety committees to ensure that food handling and preparation adhere to hygiene and safety standards, preventing any potential health risks. • Establish a mechanism for gathering customer feedback on the quality and variety of meals, incorporating suggestions for continuous improvement in future events. • Develop contingency plans for food services, including addressing unexpected changes in participant numbers, accommodating special dietary needs, and responding to emergencies affecting food supply. 	<p>Chair: Maria Teresa M. Bautista, CES, FTAD Co-Chair: Myla V. Lalicon, EPS, FTAD Member: Maricris Rimas, ND II, ESSD Carmelita Rajardo, SDO LU</p>
<p>MEDICAL AND DENTAL COMMITTEE</p>	<ul style="list-style-type: none"> • Actively attend solidarity meetings during the RIAA Meet to stay informed and aligned with the overall event proceedings. • Provide essential medical services to athletes participating in various sports events, ensuring their well-being, health, and immediate attention in case of injuries or health concerns. • Accompany injured athletes to the nearest clinics or hospitals promptly, facilitating swift and appropriate medical attention. • Report any medical incidents or health-related matters to top management on a daily basis, maintaining transparent communication about the well-being of participants. • Coordinate with the host division/region to secure any necessary financial assistance for injured athletes, ensuring that they receive the required support for medical expenses. • Mandate the attendance of all medical doctors from School Division Offices (SDOs) during the RIAA Meet, reinforcing the commitment to comprehensive medical support. • Implement health education programs and preventive measures to minimize the occurrence of injuries and illnesses among athletes, promoting overall well-being. 	<p>Chair: Dr. Ursulo John Ursua, MO IV, ESSD Co-Chair: Dr. Marjorie G. Pudin, Dentist III, ESSD Members: Mark Jeazar Sordilla, TA I, ESSD Jose Ritchie Peres, PDO II, DRRM, ESSD</p>

	<ul style="list-style-type: none"> • Collaborate with the Safety and Security Committee to establish emergency response plans, ensuring seamless coordination in cases of medical emergencies. • Conduct post-event health assessments to evaluate the overall well-being of participants, identifying any long-term health implications or recommendations for future events. • Integrate dental health promotion within the overall medical services, emphasizing the importance of oral health for athletes' overall well-being. 	<p>Chair: Ramon O. Caniezo, SAO, AD</p> <p>Co-Chair: Ferdinand A. Chan, AO V, GSU</p> <p>Members: Claire Sibulo, GSU Elmer P. Sabado, ESSD Eleazar Carriaso Dante Carbonell</p>
<p>TRANSPORTATION COMMITTEE</p>	<ol style="list-style-type: none"> 1. Efficient Transportation Coordination <ul style="list-style-type: none"> • Coordinate transportation arrangements meticulously for athletes, coaches, and the technical working group, ensuring seamless movement between the billing area and various playing venues during the RIAA Meet. 2. Committee and Official Transport Logistics <ul style="list-style-type: none"> • Take charge of transporting committees and officials to and from activity venues throughout the RIAA Meet. 3. Timely Arrival of TWG <ul style="list-style-type: none"> • Ensure that TWG and guests arrive at playing venues at least 30 minutes before scheduled games, allowing adequate time for preparation and minimizing any disruptions to the event schedule. 4. Prevention of Transportation Delays <ul style="list-style-type: none"> • Proactively prevent transportation delays for athletes heading to playing venues, implementing strategies to address potential challenges and maintain the smooth flow of events. 5. Service Vehicle Availability for Regional Sports Officer and Steering Committee <ul style="list-style-type: none"> • Maintain the availability of the service vehicle for the Regional Sports Officer and Steering Committee, ensuring that they have reliable transportation for official duties and engagements. 6. Rotating Schedule for Monitoring <ul style="list-style-type: none"> • Establish a rotating schedule for committee members to monitor their assigned areas effectively, guaranteeing continuous oversight and quick response to any transportation-related issues. 7. Emergency Response Planning <ul style="list-style-type: none"> • Develop and communicate emergency response plans for transportation, including contingency measures for unforeseen circumstances that may impact the transportation schedule. 8. Coordination with Other Committees <ul style="list-style-type: none"> • Collaborate with other committees, particularly the Registration and Attendance Committee, M&E Committee, and Accommodation Committee to ensure that transportation arrangements align with safety protocols and security measures. 9. Continuous Monitoring and Improvement <ul style="list-style-type: none"> • Implement continuous monitoring of transportation services, gathering feedback from stakeholders, and making improvements to enhance the overall efficiency and satisfaction of participants. 	<p>Chair: Cecilia P. Rosido, CES PPRD</p> <p>Co-Chair: Melisa Del Prado, EPS QAD</p> <p>Members:</p>
<p>ANNOUNCERS COMMITTEE</p>	<ul style="list-style-type: none"> • Utilize the public address system to effectively communicate essential information to the delegation, covering crucial details such as the schedule of games, 	

	<p>announcement of winners, and presentation of teams during championship games (RIAA Meet).</p> <ul style="list-style-type: none"> • Ensure clarity and precision in all announcements, providing concise and accurate information to avoid confusion among participants, officials, and spectators. • Deliver timely and relevant details and announcements crucial to the smooth execution of the RIAA Meet, keeping all stakeholders informed and engaged. • Engage the audience through dynamic and captivating announcements, enhancing the overall experience for participants and spectators alike. • Collaborate closely with event coordinators to stay updated on the schedule, program flow, and any changes that may require announcement, ensuring seamless communication during the events. • Effectively communicate emergency and safety announcements, ensuring that all participants are aware of protocols and procedures in case of unforeseen situations. • Recognize and celebrate the achievements and milestones of participants, fostering a positive and supportive atmosphere during the RIAA Meet. • Where applicable, demonstrate multilingual capability in announcements to accommodate the diverse linguistic backgrounds of participants and attendees. • Coordinate with the Media, Communication, Documentation, and Media Information Committee to integrate announcements seamlessly into various promotional materials and broadcasts. • Conduct rehearsals and preparation sessions to ensure the smooth delivery of announcements, minimizing the likelihood of errors or miscommunication. 	<p>Vivien De Guzman, EPS HRDD Leah L. Ohta, EPS PPRD Ritchie Macalanda, EPS FTAD Johnson A. Sunge, EPS CLMD Brandon Culbengan, SDO LU Antonio V. Lacede Jr., EPS CLMD</p>
<p>PROGRAM COMMITTEE (Opening and Closing Programs)</p>	<ul style="list-style-type: none"> • Artfully compose the sequences or components of the program, both for the opening and closing ceremonies, ensuring a cohesive and engaging presentation. • Oversee the layout, printing, and timely distribution of program papers to relevant individuals, ensuring that all participants and attendees have access to the necessary information. • Collaborate closely and coordinate effectively with the host's counterpart, fostering a seamless integration of elements and information into the overall program. • Assume responsibility for ensuring the organized and dynamic flow of the program during both the opening and closing ceremonies, keeping participants and attendees engaged and informed. • Infuse cultural and local elements into the program to showcase the unique identity and traditions of the host region, enhancing the overall experience for participants and spectators. • Coordinate with various committees, such as the Announcers Committee and Safety and Security Committee, to synchronize elements of the program with announcements, safety measures, and other relevant considerations. • Conduct thorough rehearsals and run-throughs of the program to ensure smooth execution, identify potential issues, and address any last-minute adjustments for optimal presentation. • Coordinate with performers, artists, and any live entertainment involved in the program, ensuring their seamless integration and timely execution during the ceremonies. 	<p>Chair: Dinah C. Bona, CES, HRDD Co-Chair: Emilianna M. Boac, CES SGOD, LU</p> <p>Members: Philip Gregory Aldos, CES SGOD, IS John Marvin Gacutan, CES SGOD, CC Francis A. Domingo, EPS QAD Abigail A. Cablin, EPS II, HRDD</p>

	<ul style="list-style-type: none"> • Incorporate acknowledgments, recognitions, and awards seamlessly into the program, honoring individuals and entities that have contributed significantly to the success of the RIAA Meet. • Conduct a post-event evaluation of the program, gathering feedback from participants and stakeholders to identify strengths and areas for improvement for future events. 	
CREATIVE DESIGNS, STAGE, BILLETING AND VENUES COMMITTEE	<ul style="list-style-type: none"> • They shall prepare budget allocations, overall creative designs, landscaping, with the touch of Regionalization, aligned with theme, and in adherence to ecofriendly environment. • They shall prepare the floor plan for the opening and closing programs. They shall ensure that the seat plan of the guests, athletes, coaches and visitors will be coordinated with the stage decoration committee. • They shall conceptualize the theme of the stage decoration. They shall prepare the placement plan of the led wall and speakers, so that all presentations will be seen and sounds will be heard by the spectators. • Also, the team shall ensure that the following will be available during the opening and closing programs: <ul style="list-style-type: none"> • poles • delegation banners • podium • urn • cauldron • microphones for the hosts and performers 	<p>Chair: Dr. Marjorie G. Pudín, Dentist III, ESSSD</p> <p>Co-Chair: Francis A. Domingo, EPS, QAD</p> <p>Members: Benjie F. Miranda, ESSSD Arch. Gary Agcaoil, ESSSD Engr. Philip Nardo, ESSSD</p>
PARAGAMES COORDINATING COMMITTEE	<ul style="list-style-type: none"> • Ensure the successful execution of Paralympic games in the region, adhering rigorously to established standards and sports rules, fostering an inclusive and accessible sports environment. • Maintain a strict commitment to adherence to Paralympic standards, ensuring that all aspects of the games, including facilities, equipment, and officiating, meet the specific needs and requirements of athletes with disabilities. • Prioritize the safety and guidance of athletes with physical disabilities during various sports events and activities held at the RIAA Meet, implementing measures to accommodate and support their unique needs. • Advocate for accessibility and inclusivity in all aspects of the Para Games, promoting an environment that empowers athletes with disabilities to participate fully and showcase their abilities. • Collaborate closely with the Medical and Dental Team to ensure that athletes with disabilities receive appropriate medical support and attention throughout the events. • Coordinate with other relevant committees, such as the Transportation Committee, to address specific transportation needs and facilitate seamless movement for athletes with disabilities. • Integrate adaptive sports equipment as necessary, ensuring that athletes with disabilities have access to specialized gear that enables them to participate safely and effectively in their respective sports. 	<p>Chair: Arlene A. Niro</p> <p>Co-Chairs: Mary Grace Dulay, EPS CLMD Genevieve Ugay, SDO, SFC</p> <p>Member: Rica Perez, EPS, CLMD</p>

	<ul style="list-style-type: none"> • Work with the Facilities and Playing Venues Committee to ensure that all facilities and venues used for Para Games are accessible and accommodate the unique requirements of athletes with disabilities. • Ensure the inclusion of special presentations or segments in the opening and closing ceremonies that celebrate the participation and achievements of athletes with disabilities, fostering a sense of belonging and recognition. • Conduct a comprehensive post-event evaluation focused on the Para Games, gathering feedback from athletes, coaches, and officials to identify areas for improvement and enhance future editions of the RIAA Meet. 	
REGISTRATION AND ATTENDANCE COMMITTEE	<ul style="list-style-type: none"> • Facilitate the seamless registration of the delegation on the opening day of the RIAA Meet, ensuring a swift and organized process for all participating teams. • Maintain meticulous daily attendance records for key personnel, including the Tournament Manager (TM), Technical Officials (TO), and various working committees, providing a reliable overview of participation throughout the events. • Coordinate closely with delegations to collect accurate and up-to-date information, streamlining the registration process and minimizing delays. • Implement effective identification and access control measures during the registration process, ensuring that only authorized individuals have access to specific areas and services. • Provide information kits to delegations during the registration, containing essential details about the schedule, venues, and other relevant information to enhance their overall experience. • Provide an updated and accurate attendance of TOs, winning coaches and TWG for the coded certificates and certificate of participation and appearance. • Compile post-event data related to registration and attendance, providing comprehensive reports to aid in the evaluation of participant engagement and identifying areas for improvement in future events. 	<p>Chair: Juner Wendel Valdez, EPS, HRDD Co-Chair: Ritchnelle E. Legaspi, EPS II, HRDD</p> <p>Members: Jackelyn R. Aguineldo, EPS CLMD Benjie F. Miranda, ESSSD Thea Charisse Q. Casuga, SDO LU Mary Jane L. Almoite, SDO LU Yasmin Rose Agustin, SDO LU Vilma Parchamento, SDO LU</p>
MONITORING AND EVALUATION COMMITTEE	<ul style="list-style-type: none"> • Assess the performance, impact, and outcomes of the RIAA meet, and to identify the strengths, weaknesses, opportunities, and challenges for improvement. • Provide and discuss the consolidated analysis of the M&E report to the RSO and ESSD for improvement. • Report the analysis of the M&E report to the Rexecom and Mancom for improvement. 	<p>Chair: Oscar P. Flores, CES, QAD Co-Chair: Oliver F. Gutierrez, EPS QAD</p> <p>Members: All Division M&E Focal Person</p>

LEARNER RIGHTS PROTECTION COMMITTEE

- Attend meetings and consultations as requested by the DepEd Learner Rights and Protection Office (LRPO), ensuring alignment with broader learner protection initiatives.
- Coordinate with the appropriate team for the establishment and functioning of the Learner Rights Protection (LRP) Desk, providing a dedicated space for addressing learner protection concerns.
- Provide prompt and accurate responses to queries on Learner Rights (LR) concerns, offering information and support to individuals seeking assistance.
- Conduct comprehensive orientation sessions for all officials and learners participating in the R1AA Meet, covering topics related to the Child Protection Policy and other relevant issuances.
- Submit daily reports to the Learner Rights Protection (LRP) Regional Committee during the R1AA Meet, detailing incidents, responses, and actions taken to address learner protection matters.
- Adhere to the 4 Rs framework for the Child Protection Policy:
 - a. Recognition of the Incident: Identify and acknowledge incidents affecting learners' rights.
 - b. Recording: Maintain accurate and comprehensive records of learner protection incidents.
 - c. Reporting: Report incidents promptly and appropriately to relevant authorities.
 - d. Referral Mechanisms: Ensure effective referral mechanisms for reporting safeguarding concerns, connecting affected individuals with necessary support services.
- Collaborate with other committees, particularly the Discipline Committee and Safety and Security Committee, to address learner protection concerns comprehensively.
- Engage in continuous training and development programs to stay updated on evolving child protection protocols and best practices, enhancing the committee's capacity to address learner rights issues effectively.
- Handle learner protection matters with utmost confidentiality and sensitivity, prioritizing the well-being and privacy of the individuals involved.
- Engage in public awareness campaigns to educate participants, officials, and the general public about learner rights and the importance of a protective and supportive environment.

Chair: Jose Ritchie Perez, PDO II, ESSD
 Co-Chair: Roxanne Cases, TA II, ESSD
 Members:
 Raquel Benjamin, TA I, ESSD
 Amante C. Ofana, TAIL, ESSD
 Stephanie Alyssa T. Montemayor, EPS II, PPRD

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