



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

October 21, 2026

DIVISION MEMORANDUM

No. 454 s.2026

FINAL DIVISION SPORTS MANAGEMENT CONFERENCE (COORDINATION MEETING) AND CONVERGENCE OF STAKEHOLDERS FOR THE CONDUCT OF THE NORTHERN SAMAR ATHLETIC ASSOCIATION MEET FOR SY 2026-27

To: Assistant Schools Division Superintendents
Chiefs (SGOD & CID)
District & School Heads
NSPAA Officers
All Others Concerned

1. In line with our continuing commitment to ensure the smooth, systematic, and successful conduct of the upcoming Northern Samar Athletics Association Meet for S.Y. 2026-2027, this Office shall conduct the **Final Division Sports Management Conference (Coordination Meeting) and Convergence of Stakeholders for the conduct of the Northern Samar Athletic Association Meet for SY 2026-2027** on **October 28, 2026** at Portico De Ching Building, Catarman, Northern Samar.
2. The activity aims to:
 - a. align and clarify roles, responsibilities and expectations among key stakeholders in the implementation of the S.Y. 2026-2027 NSPAA Meet, ensuring effective coordination and smooth executive of activities;
 - b. asses the readiness, suitability, and safety of proposed venues for various NSPAA Meet events;
 - c. establish clear communication lines between DepEd Northern Samar Division, the Host Municipality of Catarman, and other municipalities;
 - d. address potential operational gaps and budget allocations prior to the main event; and,
 - e. finalize logistical, technical and program requirements including accommodations, transportation, event flow, and contingency plans.
3. The table below shows the breakdown and details of the participants to the aforesaid activity:

OFFICE	POSITION/DESGINATION	NO. OF PARTICIPANTS
Division Office	SDS	1
	ASDS	2
	Chiefs (CID & SGOD)	2
	Division Sports Officer	1
	Sports Technical Assistant-I Focal	1



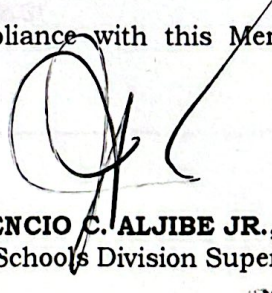
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	DSAC/USAC	10
	NSPAA Officers	12
	Division Medics	1
	Division Dentist	1
	DRR	1
	Social Mobilization	1
	LRP	1
	District Heads	35
	Host/Billeting	5
	Tournament Directors	28
	TWGs (Kitchen & Secretariat)	6
Provincial & Municipal Government Office	Provincial & Municipal LGU Officials/Representatives;	
	Governor	1
	Vice-Governor	1
	Congressman	2
	Municipal Mayors	23
Host Municipality (Cataraman)	Municipal Mayor	1
	Secretariat	3
	Municipal Sports Director	1
	Partner Offices/Agencies	10
TOTAL		150

- Morning snack and lunch for all participants shall be charged against the Provincial Special Education Fund (SEF) for the Provincial Athletic Meet, while travel, accommodation, and other incidental expenses shall be charged against their respective schools' Maintenance and Other Operating Expenses (MOOE) and/or local funds.
- The School Heads must ensure that classes left by the teacher-participants are taken over by relieving teachers, merged with other classes, or given an alternative instruction so that the learners can still avail the full benefit of classroom instruction.
- This Memorandum shall serve as official **Travel Order/Authority** of the participants.
- Immediate dissemination of and compliance with this Memorandum are desired.


GAUDENCIO C. ALJIBE JR., PhD, CESO V
Schools Division Superintendent

DepEd Northern Samar

RELEASED



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Date: 21 OCT 2026