



SEP 02 2016

DIVISION MEMORANDUM

No. 523 s. 2016

**PHILIPPINE ATHLETICS TRACK AND FIELD ASSOCIATION (PATAFA)
 ATHLETICS SCHOOL TOUR PROJECT**

To: Assistant Superintendents
 Education Supervisors/Coordinators
 District Supervisors/OICs
 Elementary and Secondary School Heads


1. This Office announces the schedule of the school tour and the Athletics Coaching Enhancement Seminar (ACES) to be conducted by the Philippine Athletics Track and Field Association (PATAFA) from September 4-8, 2016 in the selected Elementary Schools in the North and from September 9-11, 2016 for the ACES to be held in the Municipality of Balamban.
2. Participants to this activity are elementary teachers who are really coaching athletics in their respective schools in the identified districts.
3. Attention is invited to the following schedules and venues:

Date	Activity	Host Municipality/ Venue	Things to prepare by the host	Participants
Sept. 4, 2016	Arrival of PATAFA Team to sleep at Liloan CS	Liloan District		
Sept. 5, 2016	Day 1 of Tour 8:00-8:30 A.M. Registration 8:30-9:00 A.M. Opening Program • Prayer • National Anthem • Sugbo Hymn	Venue: Liloan CS Covered Court	Tables Chairs Projector Projection Screen Sound System Program Accommodation	Grades 4 to 6 pupils of Liloan CS

	<ul style="list-style-type: none"> • Presentation of Participants • Welcome Remarks • Rationale • Talk/Discussion (PATAFA) • Open Forum • Closing Remarks (participant) <p>P.M. Departure for Carmen CS (Team to Sleep at Carmen CS)</p>		of the 7 persons from PATAFA Food of the Team Documenter	
Sept. 6, 2016	<p>Day 2 of Tour 8:00-8:30 A.M. Registration 8:30-9:00 A.M. Opening Program</p> <ul style="list-style-type: none"> • Prayer • National Anthem • Sugbo Hymn • Presentation of Participants • Welcome Remarks • Rationale • Talk/Discussion (PATAFA) • Open Forum • Closing Remarks (participant) <p>P.M. Departure for Daanbantayan (Team to sleep at Daanbantayan 1 CS)</p>	Carmen Gym	Tables Chairs Projector Projection Screen Sound System Program Accommodation of the 7 persons from PATAFA Food of the Team Documenter	Grades 4 to 6 pupils of Carmen CS
Sept. 7, 2016	<p>Day 3 of Tour 8:00-8:30 A.M. Registration 8:30-9:00 A.M. Opening Program</p> <ul style="list-style-type: none"> • Prayer • National Anthem • Sugbo Hymn • Presentation of Participants • Welcome Remarks • Rationale • Talk/Discussion (PATAFA) • Open Forum • Closing Remarks (participant) <p>P.M. Departure for Balamban (Team to sleep at Balamban I CS)</p>	Daanbantayan 1 CS	Tables Chairs Projector Projection Screen Sound System Program Accommodation of the 7 persons from PATAFA Food of the Team Documenter	Grades 4 to 6 pupils of Daanbantayan CS
Sept. 8, 2016	<p>Day 4 of Tour 8:00-8:30 A.M. Registration 8:30-9:00 A.M. Opening Program</p> <ul style="list-style-type: none"> • Prayer • National Anthem 	Mayor Exasperanza Gym Host: Balamban	Tables Chairs Projector Projection Screen Sound System Program	Grades 4 to 6 pupils of Balamban 1 CS

	<ul style="list-style-type: none"> • Sugbo Hymn • Presentation of Participants • Welcome Remarks • Rationale • Talk/Discussion (PATAFA) • Open Forum • Closing Remarks (participant) <p>Team to sleep at Balamban I CS</p>	I District	Accommodation of the 7 persons from PATAFA Food of the Team Documenter	
Sept. 9,10,11, 2016	Athletics Coaching Enhancement Seminar (ACES)	Venue: Balamban Roof Deck Host: Balamban II District	Chairs Projector Projection Screen Sound System Program Accommodation of the 7 persons from PATAFA	4 elementary coaches per District

4. Participants to this Level 2 Coaching Enhancement Seminar on September 9-11, 2016 must be a coach in athletics for at least 1 year.
5. Along with the PATAFA staff from the National Office, **Ms. Lourdes Sigamata** from Badian District and **Mr. Archie Gallego** from Bakhawan NHS, Daanbantayan, Cebu shall help facilitate the conduct of said activity.
5. All School Heads are directed to arrange with other teachers in the school to handle the classes of the coaches who will be sent to attend said seminar. No classes should be suspended.
6. This Memorandum serves as Authority to Travel of the participants.
7. Traveling and other incidental expenses of the participants shall be chargeable against local School MOOE/PTA and other funds, subject to the usual accounting and auditing rules and regulations.
8. Immediate and wide dissemination of this Memorandum is desired.


RHEA MAR A. ANGTUD, Ed. D., CESO VI
 Schools Division Superintendent

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