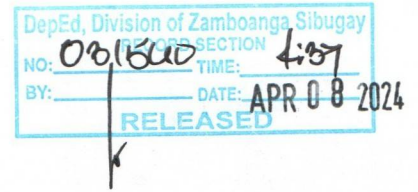




Republic of the Philippines
Department of Education
REGION IX
SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY



5 April 2024

DIVISION MEMORANDUM

NO. 161, s. 2024

**COORDINATION AND INSPECTION OF THE HOST SCHOOL
& BILLETING QUARTERS**

TO: Angelito A. Aballe, EPS-Division Sports Officer-Designate
Hope R. Acuesta, PSDS- Chair, Mess Hall
Gregorio R. Leviste, HT IV -Head, Billeting Quarter Preparation
Joel A. Magbanua, HT V, Head Coach
Mobin Toto-Driver
This Division

1. In order to make a comprehensive plan in preparation for the upcoming MAPEH Regional Culmination Program cum Zamboanga Peninsula Regional Athletic Association (ZPRAA) Meet on April 21-26, 2024, you are advised to coordinate with the school head of Zamboanga City Main High School in barangay Tetuan on April 8, 2024 for the arrival and hosting of Sibugay contingent. You are directed to do the following:

- a. Conduct inspection on the functionality of the comfort rooms, ventilation of room assignments for athletes and coaches, and officials; check water supply and functionality of faucets; and ensure the safety of the entire contingent.
- b. Identify the most appropriate venue for the Mess Hall that shall accommodate the contingent during mealtime and meetings.
- c. Find a strategic area for the kitchen so that it will be easy for the staff to bring the food to the mess hall.
- d. Check perimeter fence for safety purposes, identify practice area for different events, designate deployment area of the vehicles that shall ferry the athletes and coaches to their playing venues, and locate area for washing and putting-up clothesline.

2. This memorandum serves as travel authority.



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3. For immediate dissemination and compliance.






VIRGILIO P. BATAN JR., CESO V
Schools Division Superintendent

Encl. As Stated
Reference: None
To be indicated in the Perpetual Index
under the ff. subjects:

INSPECTION BILLETING QUARTER

ZS-DM-CID-2024-04-30
AAA20240405



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