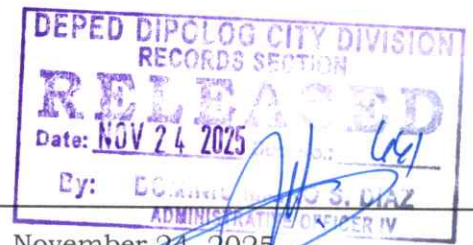




Republic of the Philippines
Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY



November 24, 2025

DIVISION MEMORANDUM

No. 61, s. 2025

**PREPARATION OF VENUE FOR THE OPENING CEREMONY OF THE 2025
DIPOLOG CITY ATHLETIC ASSOCIATION (DICAA) QUALIFYING MEET**

To: **Assistant Schools Division Superintendent**
Chiefs of CID & SGOD
Education Program Supervisors
Public Schools District Supervisors
School Principals/School Heads
Committee Chairpersons and Members
All Others Concerned
This Division

1. In preparation for the Opening Ceremony of the 2025 Dipolog City Athletic Association (DICAA) Qualifying Meet on November 26, 2025, the Host District, West District, together with the Committee in charge of venue preparation, is hereby directed to undertake all necessary arrangements at the Olingan Sports Center and its surrounding areas.
2. All concerned personnel are instructed to report on November 25, 2025 to conduct the full setup and inspection of the venue. This includes, but is not limited to:
 - Physical arrangements and cleanliness of the grounds and stage area
 - Securing seating arrangements for delegations and guests
 - Placement of division and delegation banners
 - Ensuring readiness of the entrance/assembly area for the parade of athletes
 - Coordinating with the Safety, Security, and Emergency Response Teams for crowd control and emergency protocols
3. All committees are expected to work collaboratively to ensure that the venue is fully ready and that all aspects of the Opening Ceremony are properly organized and executed.
4. The Committee Chairpersons shall provide updates to the Division Sports Office once preparations have been completed.
5. Immediate and widest dissemination of this memorandum is desired.

MA. LIZA R. TABILON, EdD., CESO V
Schools Division Superintendent



Address: Government Center, Sta. Isabel, Dipolog City
Email: dipolog.city@deped.gov.ph
Website: www.depeddipolog.com
Facebook: DepEd Tavo – Division of Dipolog City