



REPUBLIC OF THE PHILIPPINES

DEPARTMENT OF EDUCATION

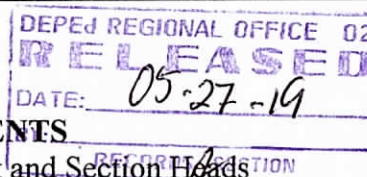
Regional Office No. 02 (Cagayan Valley)

Regional Government Center, Carig Sur, Tuguegarao City, 3500



MEMORANDUM

To: **ALL SCHOOLS DIVISION SUPERINTENDENTS**  
OARD and RO2 Functional Division Chiefs, Unit and Section Heads  
Supervisors/SAO/PDOs, and  
**ALL OTHERS CONCERNED**



From: **ESTELA LEON- CARIÑO, EdD, CESO IV**  
Director IV/ Regional Director

Date: May 24, 2019

Subject: **“TAKBO PARA SA KATUTUBO” FUN RUN FOR PROJECT CLASSHOME**

In support to the “Project Classhome”, construction of a dormitory house for Indigenous Peoples learners in Zinundungan Valley, specifically at the Masi Elementary School in Rizal, Cagayan, the Regional Office has initiated a fund raising activity dubbed as “**TAKBO PARA SA KATUTUBO**” which shall be conducted on June 3, 2019 at 5:30 in the morning to 7:00 AM starting from the regional office’s old gate en route towards the GSIS office to our Main Gate as the finish line. Awarding shall take place at the NEAP lawn.

A Registration Fee (Donation) per participant of P500.00 shall be collected on –site or may be paid in advance through Ms. Luvy Bago, Cash Section Head (09175655526), and the corresponding acknowledgement receipt shall be duly issued. A registered participant shall be entitled to a t-shirt and provision for mineral water during the event.

In this regard, the nine (9) SDOs are strongly encouraged to support this run for a cause activity by sending at least 5 participants per SDO. Participants may personally join the fun run or may just tender their donations/registration fee and the RO shall be assigning runners to represent them. Schools Division Superintendents are likewise strongly encouraged to advise their school heads or PSDSs to support the activity if they are available on the said time and date, subject to the options provided above.

RO2 personnel specifically the abovementioned officials are strictly enjoined to participate to manifest support to the project and by way of modelling.

(078) 304-3855  
(078) 396-0677  
(078) 396-9728

DepEDRO2  
<https://region2.deped.gov.ph>  
[region2@deped.gov.ph](mailto:region2@deped.gov.ph)

Document Code: FM-ORD-003  
Rev.: 00  
As of: 07-02-2018



For additional information and guidance of all concerned listed below are the designated RO2 offices and personnel serving as chairmen of identified committees with assigned tasks.

| Committee   | Office/Person(s) Responsible     | Tasking  |
|---|----------------------------------|--|
| Overall Event Coordinator and Medical Services                                      | ESSD                             | <ul style="list-style-type: none"> <li>• Prepare Memo for SDOs/RO2</li> <li>• Ensure smooth coordination of distributed tasks</li> <li>• Medical Team on post</li> </ul>   |
| Communication ,Program hosting and Documentation                                    | PAU-ORD and CLMD                 | <ul style="list-style-type: none"> <li>• Letters for target offices/participants</li> <li>• Emcee from Opening to Closing/Awarding Program</li> <li>• Documentation</li> </ul>   |
| Registration, Road Security and Traffic Signages and Directions and Allied Services | Administrative Division and PPRD | <ul style="list-style-type: none"> <li>• Distribution of letters</li> <li>• Follow-up and confirmation of attendees</li> <li>• Stage preparation, sound system , water provision</li> <li>• On-site registration and collection of fees/donation</li> <li>• Identified routes for JO manpower on post</li> <li>• Coordination with LGU and PNP on security and Traffic concerns</li> <li>• Provide list of target Pax (letter recipients)</li> </ul> |
| T-Shirt and Printing, Distribution and Tarpaulin                                    | Finance and QAD                  | <ul style="list-style-type: none"> <li>• Procurement and printing of the advocacy /fun run t-shirts and strategic display of tarpaulins</li> <li>• T-shirt Sizing identification</li> </ul>  |





|                               |               |   |
|-------------------------------|---------------|---|
| Provisions for Snacks/ Coffee | HRDD and FTAD | <ul style="list-style-type: none"> <li>• Readily –available provisions for coffee, water/snacks at RNEAP</li> </ul> |
|-------------------------------|---------------|---|

Transportation and other allowable expenses incurred by participants from the SDOs and schools shall be charged to local funds subject to existing accounting and auditing rules and regulations.

For information, guidance and appropriate action.

*ESSD/jln/fcn*

