



April 9, 2024

Division Memo
No. 126 s.2024

SECRETARIAT COMMITTEE COMPOSITION
2024 Zamboanga Peninsula Regional Athletic Association Meet

To: Jovita S. Dugenia) Education Program Supervisor
Dexter Jones Fiel) Education Program Supervisor
Salem T. Uyag) Education Program Supervisor
Ma. Theresa C. Tarranza) Public Schools District Supervisor
Jocelyn T. Perez) Public Schools District Supervisor
Thais A. Tardo) Public Schools District Supervisor
Juanito N. Cantila, Jr.) Public Schools District Supervisor
Joel A. Baterna) ITO
Marlon C. Caduyac) ITO
Others concerned

1.) Relative to the participation of Pagadian City Division Athletic Association Delegation (PCDAAD) to the ZPRAAM in Zamboanga City on April 18-27, the **SECRETARIAT COMMITTEE** is hereby organized.

2.) The following are the members of the committee with their specific assigned roles.

PSDS Jocelyn T. Perez	- Chairperson
PSDS Ma. Theresa C. Tarranza	- Co-Chairperson/Announcer
EPS Jovita S. Dugenia	- Announcer
EPS Salem T. Uyag	- Recorder/Announcer
EPS Dexter Jones D. Fiel	- Documenter
PSDS Juanito N. Cantila, Jr.	- Minute Taker/Announcer
PSDS Thais A. Tardo	- Minute Taker/Announcer
Joel A. Baterna	- Documenter
Marlon C. Caduyac	- Documenter

3.) In view thereof, you shall be tasked to perform the following roles and responsibilities:

Chairperson:

- Oversees the whole secretariat in discharging their responsibilities.
- Prepares communications.
- Ensures meetings are effectively organized and minuted.

Vice-Chairperson:

- *Assists and serves as alternate of the chairperson.*

Documenter:

- *Takes pictures of the different activities.*
- *Maintains effective records and ensure that all documents/ records related to the ZPRAAM were compiled, kept and made available.*

Documenter/ITO:

- *Provides online platforms/links for information dissemination, data/result gatherings and recordings.*
- *Provides technical support in the documentation process.*

Recorder:

- *Records results reports from the different coaches.*
- *Submits recorded results to the ITO for online recording.*

Minute Taker:

- *Takes minutes of the meetings conducted before, during and after conduct of the ZPRAAM activities.*

Announcer:

- *Announces results in the billeting quarter of the different games and other concerns.*

- 4.) This order entails no additional remuneration whatsoever and shall remain effective until the conduct of the 2024 ZPRAAM is done.
- 5.) For your prompt compliance.

LOURMA I. POCULAN, CESO VI
Assistant Schools Division Superintendent
OIC-Schools Division Superintendent