



Tanggapan ng Kalihim
Office of the Secretary

MAR 02 2007

DepED MEMORANDUM

No. 87 s. 2007

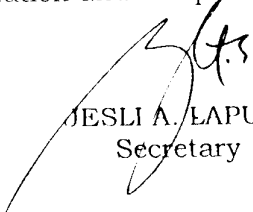
GOVERNANCE OF THE 2007 PALARONG PAMBANSA

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Regional Directors
Schools Division/City Superintendents
Heads, Public and Private Elementary Schools

1. **Governance of the Palarong Pambansa:** The governance of the Palarong Pambansa shall be vested in the Palaro Board composed of all DepED senior executive officials including the Regional Directors, and chaired by the Secretary.
2. **Governing Organizational and Functional Structure:** The Palarong Pambansa organizational and functional structure as presented in the enclosed ANNEX A shall be followed in the implementation of the National Palarong Pambansa; and may serve as a model for Regional and Division Palaro.
3. **Setting Standard for Quality Services:** DepED shall have standards in order to measure its performance in its delivery of quality services.

As an initial step towards attaining quality services, DepED shall:

1. implement Palarong Pambansa in conformity with the national policy of a unified and comprehensive national sports development plan;
 2. strengthen its institutional partnership with the Philippine Sports Commission (PSC), Philippine Olympic Committee (POC) and its different National Sports Associations (NSAs), Local Government Units (LGUs), and other agencies both public and private; and
 3. adopt best practices in management. Sports tournament shall be administered in accordance with the current international rules and regulations governing a specific sport as existing condition warrants.
4. **Effectivity:** this Memorandum shall take effect immediately. All previous issuances that are inconsistent are hereby revised, amended or rescinded.
 5. **Implementing Instruction:** For dissemination and compliance.


JESLI A. LAPUS
Secretary

Encl.:

As stated

Reference:

DepED Memorandum: No. 65, s. 2007

Allotment: 1--(D.O. 50-97)

To be indicated in the Perpetual Index
under the following subjects:

ATHLETICS
OFFICIALS
STUDENTS
SOCIETY or ASSOCIATIONS

Reformatted by: Sally - Governance of 2007 Palarong Pambansa
March 1, 2007

ANNEX A:

PALARONG PAMBANSA ORGANIZATIONAL STRUCTURE AND FUNCTIONS

The Palarong Pambansa organizational structure, and functions including composition of Advisory council, the Board of Director, and different working committees.

1. PALARONG PAMBANSA ADVISORY COUNCIL:

Functions:

1. Provide policy on the integration of Palarong Pambansa in the National Unified Sports Development Program
2. Provide guiding principles in the implementation of the Palarong Pambansa
3. Enhance inter-agency support and cooperation in the implementation of unified sports development program.

Composition:

Chairman:	Secretary DepED
Members	Secretary DILG President, Phil Olympic Committee Chairman, Phil Sports Commission Representative or Secretary DOH Representative or Secretary DND

2. PALARONG PAMBANSA BOARD OF DIRECTORS:

Functions:

1. Formulate policies and guidelines
2. Approve budget allocation
3. Direct, control and supervise the Palarong Pambansa activities.

Composition:

Chairman:	DepED Secretary
Vice-chairman	Undersecretary for Regional Operations
Members	All Undersecretaries All Assistant Secretaries All Bureaus/Centers Office Directors All Regional Directors

3. EXECUTIVE COMMITTEE:

Functions:

1. Implement all policies and guidelines formulated by Palaro Board
2. Organize all working committees at the National and Local level as well as regional participation.
3. Direct, supervise and control all programs of the Palaro.
4. Perform other functions/task assigned by the Board.

Composition:

Chairman
Members

Undersecretary for Admin and Finance
All Chairpersons of the different
Working committees
Host Regional Director
Host Division Superintendent
To be appointed by the Chairman of the
Executive Committee

Secretary General

4. OVERSIGHT COMMITTEE:

Functions:

1. Evaluate the implementation of the Palaro eg: technical management, athletes performances and working committee functions
2. Submit recommendation to the Board in aid of policy formulation

Composition:

Chairman
Members

PSC Executive Director
DILG representative
POC/NSA Technical Commissioner
DepED representative
PSC representative
DOH representative
Selected staff

5. SECRETARIAT:

Functions:

1. Provide general information and coordination with all working committees and all the regions
2. Provide liaison work with all the working committees

Composition:

Chairman
Members

Secretary General
Selected Central Office Staff

6. ADMINISTRATION AND FINANCE COMMITTEE:

Functions:

1. Provide financial management
2. budget allocation for TEV, professional fees, supplies, equip etc
3. procurement, Bids and Awards, cashiering, accounting and auditing
4. financial assistance to the host region/division
5. administration services and support services for games management such as transportation, medical and first aid, billeting, supplies and other needs of the technical committee

Composition:

Chairman
Members

Asst Sec for Adm & Finance
Selected staff from different divisions/
Offices

7. TECHNICAL COMMITTEE:

Functions:

1. General management of the games and conduct of tournament
2. Schedule of Games
3. Results and documentation
4. Assignment and supervision of technical officials
5. solidarity meeting with all coaches and technical officials
6. provide uniform, food, billeting, transportation as well as local transportation
7. Inspection of playing venues and official equipment
8. Provide/disseminate technical information manual

Composition:

Chairman
Members

Tournament Director
All tournament managers
All tournament secretaries
All administration and finance
Coordinators such as registration
Billeting, food, supply, etc.
Jury of appeals
Chief of records and documentation

8. NATIONAL SCREENING AND ACCREDITATION COMMITTEE:

Functions: (Per DepEd Memo no. 65. s. 2007)

1. Evaluate/verify the authenticity of the athletes/coaches/chaperons documents submitted before and during personal interview.
2. Accredit qualified athletes/coaches/chaperons
3. Issue list of qualified athletes and coaches and Palaro identification Cards.
4. Consider replacement for disqualified athletes during the period of screening only.
5. Formulate ground rules not covered by the guidelines on eligibility before the start of the screening, approved and duly signed by the members of the NSAC.
6. Re-check with the tournament managers athletes being fielded through the photo gallery.
7. Issue athlete's photo gallery to Tournament Managers.
8. Investigate and render final decision(s) on cases of protests/complaints on eligibility and inform the tournament manager regarding the decision (s) made.
9. Submit all updated records of athletes to National Secretariat

Composition:

Chairman
Members

Asst Sec for Legal
DepEd Memo. No. 65 s. 2007

9. PROGRAM AND COMMUNICATION COMMITTEE:

Functions:

1. coordinate with the Office of the President
2. Invite the President and other VIPs
3. Approve the program for the Opening and Closing Ceremonies
4. Reception of the President and other VIPs
5. Snack and billeting of VIPs
6. Security and Transportation arrangement of VIPs
7. Coordination with the Official Host City/Province, division/region

Composition:

Chairman
Members

Assist Sec. for Programs and Plans
Selected DepEd Central Office staff

10. HOST REGION/DIVISION/LOCAL GOVERNMENT WORKING COMMITTEES

The Host may adopt, modify or create other committees suitable to local conditions.

PALARONG PAMBANSA 2007

ORGANIZATIONAL STRUCTURE AND FUNCTIONAL CHART

