



Republic of the Philippines  
**OFFICE OF THE CITY MAYOR**  
 City of Davao

FILE MAJOR'S  
 OFFICE

**EXECUTIVE ORDER NO.** 20  
 Series of 2018

760.11 ED, CMO

**AN ORDER CREATING VARIOUS COMMITTEES FOR THE HOSTING OF THE 2019 DAVAO REGIONAL ATHLETICS ASSOCIATION MEET AND THE 2019 PALARONG PAMBANSA IN DAVAO CITY, ITS COMPOSITIONS AND FUNCTIONS**

**WHEREAS**, Republic Act No. 10588 known as the Palarong Pambansa Act of 2013 enunciated the policy of the state to promote physical education and encourage sports programs, league competitions and amateur sports, including training for international competitions, to foster self-discipline, teamwork and excellence for the development of a healthy and alert citizenry;

**WHEREAS**, all educational institutions are mandated to promote physical education and undertake regular sports activities as well as support the local meets and the Palarong Pambansa;

**WHEREAS**, the said law also encourages the local government units (LGUs) to take the proactive role in the promotion of athletic meets, both local and national by collaborating with the Department of Education;

**WHEREAS**, Davao City has been officially awarded the hosting of the 2019 DAVRAA Meet and the 2019 Palarong Pambansa;

**WHEREAS**, as the next Host-City and given the importance and gravity of this sport events, it is necessary to create committees to ensure the success of the 2019 DAVRAA and the 2019 Palarong Pambansa;

**NOW THEREFORE**, I, **SARA Z. DUTERTE**, Mayor of the City of Davao, by virtue of the powers vested in me by law, do hereby order the following:

**SECTION 1. CREATION AND COMPOSITION OF THE EXECUTIVE COMMITTEE**. There is hereby created an Executive Committee ("EXECOM") to be composed of the following:

- Chairperson :City Mayor or in her behalf, the City Administrator *[Signature]* 2/8/18 10:00
- Co-Chair :Regional Director, Department of Education *[Signature]*
- Members :City Vice Mayor
- Schools Division Superintendent
- Department Head, Public Safety and Security Command Center
- [Signature]* 02-02-18 Director, Davao City Police Office
- [Signature]* Assistant City Administrator for Operations
- Chairperson, SP Committee on Education
- Chairperson, SP Committee on Youth and Sports
- [Signature]* Department Head, City Sports Division
- [Signature]* Department Head, Central 911
- [Signature]* Department Head, Disaster Risk and Reduction Management Office
- [Signature]* Representative, University of the Philippines-Mindanao

08-07-241

**SECTION 2. FUNCTION OF THE EXECOM.** The EXECOM shall coordinate with all the different committees to ensure the successful conduct of the 2019 DAVRAA Meet and the 2019 Palarong Pambansa.

**SECTION 3. CREATION AND CLUSTERING OF VARIOUS SUB-COMMITTEES.** There is hereby created sub-committees which shall be clustered into the following:

**3.1 TECHNICAL/FACILITATING COMMITTEE (CLUSTER 1)**

Cluster Members: DepEd Region XI  
 DepEd Division of Davao City  
 City Sports Division  
 City Engineer's Office  
 General Services Office  
 City Environment and Natural Resources Office  
 UP-Mindanao

*[Handwritten signatures and dates: 8/8/18, 8/8/18]*

**3.2 TRAFFIC,HEALTH AND SECURITY COMMITTEE (CLUSTER 2)**

Cluster Members: DepEd Region XI  
 DepEd Division of Davao City  
 Public Safety and Security Command Center  
 City Health Office  
 City Social Services and Development Office  
 DRRMO/Central 911  
 City Transport and Traffic Management Office  
 UP-Mindanao

*[Handwritten signatures and dates: 8/8/18, 8/8/18]*

**3.3 EVENT COMMITTEE (CLUSTER 3)**

Cluster Members: DepEd Region XI  
 DepEd Division of Davao City  
 City Tourism Operations Office  
 City Information Office  
 City Information Technology Office  
 City Economic Enterprise  
 City Legal Office  
 City Accounting Office  
 City Budget Office

*[Handwritten signatures and dates: 8/8/18, 8/8/18, 8/8/18, 8/8/18, 8/8/18]*

**SECTION 4. TASKS AND FUNCTIONS.** The Sub-Committees shall have the following tasks and functions:

**4.1 TECHNICAL/FACILITATING COMMITTEE (CLUSTER 1)**

**4.1.1 INSPECTORATE**

- a. Ensure the playability of all playing venues including equipment, fixtures, etc;
- b. Check if the sports equipment, supplies and fixtures follow the required standards.

**4.1.2 SPORTS EQUIPMENT, SUPPLIES AND FIXTURES**

- a. Make an inventory of all sports equipment and recommend the procurement if the need requires;
- b. Ensure the availability of all needed sport equipment, supplies, fixtures, and add-ons prior to the start of the games.

#### *4.1.3 GAMES MANAGEMENT AND ADMINISTRATION*

- a. Coordinate with the different tournament managers regarding the logistical and technical requirements of the games.

#### *4.1.4 AWARDS AND CERTIFICATES*

- a. Keep report of the list of awardees;
- b. Take charge in the lay outting and printing of certificates and awards;
- c. Take charge in the fabrication of plaques and trophies.

#### *4.1.5 PLAYING VENUES AND BILLETING QUARTERS PREPARATION, OPERATIONS AND MANAGEMENT*

- a. Supervise the construction of additional infrastructure for the playing venues and billeting quarters;
- b. Identify schools to be utilized as billeting venues and ensure that the number is sufficient to accommodate all delegations;
- c. Conduct the site inspection to evaluate the conduciveness of the billeting venues for housing delegates and recommend action(s) to address it;
- d. Implement the construction/rehabilitation and repair of any damage in the billeting and playing venues to ensure its utmost quality;
- e. Coordinate with the school principals and regional delegation heads regarding the day-to-day operations concerns at the billeting venues;
- f. Assign an officer-in-charge who will oversee the daily use of individual billeting venue to ensure that whatever concern may arise is immediately attended to by the proper concerned, e.g transportation, electricity and water supply, among others;
- g. Ensure that all playing venues are void of all obstructions, ready and equipped, e.g. lights and sounds, etc. prior to the opening of every event;
- h. Take charge of the maintenance of the playing venues and ensure that all equipment, paraphernalia, fixtures, add-ons, etc. are well accounted before and after the use of the playing venue.

#### *4.1.6 CLEAN AND GREEN/GARBAGE COLLECTION AND DISPOSAL*

- a. Assign maintenance personnel who will enforce cleanliness in every billeting and playing venue;
- b. Ensure that all billeting venues are well provided with sufficient electricity and water supply and garbage receptacles to maintain sanitation in the surroundings.

## **4.2 TRAFFIC, HEALTH, CHILD PROTECTION AND SECURITY COMMITTEE (CLUSTER 2)**

### *4.2.1 TRAFFIC AND SECURITY*

- a. Ensure smooth traffic in all roads to and from the playing and billeting venues;

- b. Help in the formulation of a traffic plan to ensure efficient crowd management during the entire duration of the event;
- c. Coordinate with the proper authority(ies) to ensure that adequate traffic and security personnel are deployed during the entire duration of the event;
- d. Provide security to all delegates and guests;
- e. Facilitate the establishment of several Public Help Desks in different areas of the playing venues.

#### *4.2.2 TRANSPORTATION*

- a. Ensure the availability of service vehicles at the billeting and playing venues;
- b. Ensure the availability of service vehicles for the regional and government officials;
- c. Coordinate with the transport group as to the provision of easy and accessible public utility vehicles on standby at the complex to commuters;
- d. Monitor fare rate during the entire duration of 2019 DAVRAA and Palarong Pambansa.

#### *4.2.3 FOOD SAFETY AND DISTRIBUTION*

- a. Coordinate with the local suppliers and producers to ensure sufficient supply of agricultural products and meats;
- b. Come up with a practical and efficient scheme for food distribution and brief concessionaires/caterers and other office(s) concerned so as to the implementation of the scheme to ensure orderliness during food distribution;
- c. Ensure that concessionaires/caterers are performing their responsibilities to make sure that food supply is always replenished;
- d. Ensure the provision of food/meals for various events and for the working committees;
- e. Coordinate with the Health and Medical Committee to ensure the food safety and quality.

#### *4.2.4 HEALTH , MEDICAL/INCIDENT COMMAND POST AND CHILD PROTECTION POLICY*

- a. Set up Medical Team and Child Protection Policy Desk in all playing and billeting venues;
- b. Come up with a comprehensive Medical/CPP Plan for the 2019 DAVRAA and Palarong Pambansa;
- c. Coordinate with the referral hospitals and other hospitals;
- d. Work with the food security and distribution committee in helping ensure food safety and quality.

### **4.3 EVENT COMMITTEE (CLUSTER 3)**

#### *4.3.1 MARKETING, PROMOTION AND INFORMATION MANAGEMENT*

- a. Take charge in seeking out support from various LGUs and other entities for possible donors & sponsors;

- b. Make a Marketing Plan;
- c. Coordinate with local and regional media to ensure media coverage of the 2019 DAVRAA and the 2019 Palarong Pambansa;
- d. Publish the latest updates and events of the 2019 DAVRAA and the 2019 Palarong Pambansa in the official website of the division and other official websites of both events;
- e. Issue press releases periodically to all media outlets;
- f. Take charge in the picture and video coverage of the games and events of 2019 DAVRAA and the 2019 Palarong Pambansa;
- g. Organize and brief the media of the guidelines and policies as to the official coverage of the event;
- h. Develop mobile application for the 2019 DAVRAA and the 2019 Palarong Pambansa;
- i. Take charge in the development and management of the official website of 2019 DAVRAA and the Palarong Pambansa.

#### *4.3.2 RECEPTION AND PROTOCOL*

- a. Provide ushers and usherettes to welcome the guests during Opening /Closing Program and Mayor's Night;
- b. Organize a pool of ushers/usherettes/receptionists and conduct briefing to the group to ensure smooth reception of guests and VIPs in every event;
- c. Take charge in the seating arrangement of guests;
- d. Assist the Secretariat in the identification of arriving guests and VIPs;
- e. Provide welcome to the arriving guests and participants at the Airport and coordinate with the DepEd for the welcome of each delegation;
- f. Provide souvenir programs, tokens, and other items for the guests and VIPs;
- g. Provide the secretariat the schedule of arrival of guests and the delegation.

#### *4.3.3 CREATIVE PRESENTATION, PROGRAMS AND EVENTS*

- a. Take charge in the overall coordination of the 2019 DAVRAA and 2019 Palarong Pambansa events:
  - Opening & Closing Program
  - 3D Mapping Projection
  - Solidarity Meeting
  - Opening and Closing Parade
  - Fellowship Night
  - Thanksgiving Mass
  - Media/Medical/Commissary/DRRM/ CPP Coordinators' Briefing

#### *4.3.4 PREPARATION AND RESTORATION (Stage, Hall and Ground Preparation/Restoration, lights and sounds)*

- a. Coordinate with the Creative Programs and Events Committee as to the requirements of the stage, grounds, and venues for the events;
- b. Prepare ground, hall, stage, and other physical and logistical requirements;
- c. Prepare checklist to ensure that all requirements/needs of the function are well attended to prior to the function;
- d. Coordinate with the responsible office(s) and person(s) for the preparation of the venue;
- e. Ensure that all equipment, paraphernalia, fixtures, add-ons, etc. used during the function are well accounted after the function.

#### *4.3.5 TOURISM, TRADE FAIR AND DAVAO CITY PRODUCTS PROMOTIONS*

- a. Coordinate with the City Tourism Office and all Local Tourism Officers for the identification and preparation of tourism destinations;
- b. Take charge in the drafting and preparation of tourism packages;
- c. Take charge in the overall setup of tourism and trade fair booths;
- d. Meet and brief exhibitors as to the guidelines of the tourism trade fair;
- e. Coordinate with the Physical Preparation and Restoration Committee as to the logistical requirements of the tourism and trade fair.

#### *4.3.6 FINANCE (WAYS AND MEANS)*

- a. Prepare general budget and ensure proper disbursement and liquidation;
- b. Allocate and handle the necessary financial requirements during the 2019 DAVRAA Meet and the 2019 Palarong Pambansa;
- c. Make sure the budget disbursement of food, supplies and other expenses is immediately done to ensure that the purchase/procurement of required supplies are timely;
- d. Coordinate with the DepEd Regional Office as to their financial counterpart.

#### *4.3.7 LEGAL*

- a. Prepare Memorandum of Agreement (MOA);
- b. Render legal opinion vis-à-vis draft MOA

**SECTION 5. SECRETARIAT.** There shall be created a Secretariat composed of personnel from the City Government of Davao and the Department of Education who shall perform the following functions:

1. Take charge in the coordination with other offices and dissemination and sending out of letters and communications;
2. Formulate letters, invitations, and other correspondences in view of the hosting of the 2019 DAVRAA Meet and the 2019 Palarong Pambansa;

3. Take charge in the registration of attendance of guests and participants during the events;
4. Coordinate with the ushers/usherettes in getting the attendance of the participants;
5. Perform other tasks that may be assigned by the Executive Committee.

**SECTION 6. BUDGET.** There shall be a budget allocated from available and appropriate resources to fund the operations and activities of the committees in view of the preparation and hosting of the 2019 DAVRAA Meet and the 2019 Palarong Pambansa, subject to the usual accounting and auditing rules and regulations.

**SECTION 7. EFFECTIVITY.** This order shall take effect immediately upon approval hereof and shall remain in full force and in effect unless rescinded.

**SO ORDERED.**

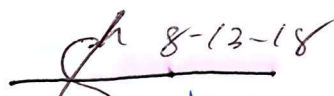
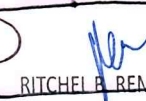
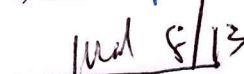
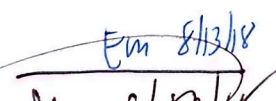
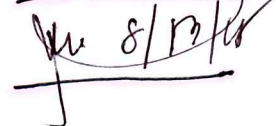
Done this 07 AUG 2018 day of \_\_\_\_\_ 2018 at Davao City, Philippines.

  
**SARA Z. DUTERTE**  
 City Mayor

CMO - CRD 709-17  
**RELEASED**  
 07 AUG 2018 4:30 AM

Attested by:

  
**ATTY. ZULEIKA T. LOPEZ**  
 City Administrator

CMO  8-13-18  
 Asst. CADO (Adm)  RITCHEL B. REMOLLO  
 CPDO  8/13  
 SP  Em 8/13/18  
 DILG  8/13/18