



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

REGIONAL MEMORANDUM
ORD 2024 191

TO : SCHOOLS DIVISION SUPERINTENDENTS
REGIONAL AND DIVISION SPORTS OFFICERS
SCHOOL HEADS
ALL OTHERS CONCERNED

FROM : **JOCELYN DR. ANDAYA** 
Director IV

SUBJECT : VACANCY ANNOUNCEMENT FOR PALARONG PAMBANSA
TOURNAMENT DIRECTOR AND ASSISTANT TOURNAMENT
DIRECTOR

DATE : MARCH 7, 2024

1. Pursuant to the attached Palarong Pambansa Memorandum No. 0123-00 dated March 1, 2024, from ASEC FRANCIS CESAR B. BRINGAS, Assistant Secretary for Operations, Secretary General, Palarong Pambansa Secretariat, the Schools Divisions are hereby informed of the vacancy for the positions of Tournament Director (TD) and Assistant Tournament Director (ATD) for Wushu and Assistant Tournament Director for Men's Artistic Gymnastics.

2. The duties and functions of TD and ATD are stated in the said Memorandum. All interested applicants who will meet the requirements based on the enclosed Criteria in the selection of Tournament Directors for the 2024 Palarong Pambansa are encouraged to submit their application through email at palorong.pambansa@deped.gov.ph on or before **March 8, 2024**. Application with incomplete documents shall not be accommodated for shortlisting.

3. For further queries, please contact Palarong Pambansa Secretariat Office through email at palorong.pambansa@deped.gov.ph or telephone number 8-687-4146.

4. For information and guidance.

/essd/joan/



Address: 6 Misamis St., Bago Bantay, Quezon City
Email address: ncr@deped.gov.ph
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PALARONG PAMBANSA SECRETARIAT

Department of Education

Philippine Sports Commission

Department of Interior and Local Government



PALARONG PAMBANSA MEMORANDUM

No. 0123-00_____

TO : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
REGIONAL/DIVISION SPORTS OFFICERS
SCHOOLS HEADS
ALL OTHERS CONCERNED

FROM : FRANCIS CESAR B. BRINGAS
Assistant Secretary for Operations
Secretary General, Palarong Pambansa

SUBJECT : VACANCY ANNOUNCEMENT FOR PALARONG PAMBANSA
TOURNAMENT DIRECTOR AND ASSISTANT TOURNAMENT
DIRECTOR

DATE : 1 MARCH 2024

The *Palarong Pambansa* Secretariat announces the vacancy for the position of Tournament Director and Assistant Tournament Director for Wushu and Assistant Tournament Director for Men's Artistic Gymnastics.

The Tournament Director shall perform the following duties and functions:

- a. Assist the Secretariat in the planning and staging of activities for their respective sports;
- b. Formulate standards for competition, playing venues, and management of tournaments in the lower meets and the culminating *Palarong Pambansa* competition;
- c. Develop technical guidelines and health protocols for their respective sports;
- d. Participate/attend to activities relative to the conduct of the 2024 *Palarong Pambansa* such as meetings and organizational planning;
- e. Ensure readiness and preparedness of their respective playing venues; and
- f. Oversee conduct of the *Palarong Pambansa* for their respective events.

The Assistant Tournament Director shall assist their Tournament Directors in carrying out the above stated tasks and duties and ensure the success of the conduct of the competition for their respective sports.

All interested applicants who will meet the requirements in the enclosed Criteria in the Selection of Tournament Directors for the 2024 Palarong Pambansa are encouraged to submit their application through email at palarong.pambansa@deped.gov.ph on or March 8, 2024.

The prerequisite application portfolio are as follows:

- a. Letter of Intent;
- b. Curriculum Vitae;
- c. Training Certifications;
- d. License/s and Accreditation documents; and
- e. All documentary evidences related to the attached criteria.

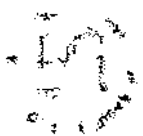
Application with incomplete documents shall not be accommodated for shortlisting.

For further information on the matter, you may contact the Palarong Pambansa Secretariat Office through email at palarong.pambansa@deped.gov.ph or telephone number (02) 8687-4146.

For your information and guidance.

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DEPARTMENT OF EDUCATION
SECRETARIAT OFFICE
PALARONG PAMBANSA



Enclosure 1

CRITERIA IN THE SELECTION OF TOURNAMENT DIRECTOR AND ASSISTANT TOURNAMENT DIRECTOR FOR THE 2024 PALARONG PAMBANSA.

1. Education

20%

Must have obtained a degree in any PE and Sports related courses, or its equivalent.

2. Experience

30%

Must have documented experiences in performing jobs related to running/managing a tournament which includes among others, formulating ground rules of the sport, scheduling, scoring, technical officiating, and the like.

3. Specialized Training and Skills

20%

Specialized training for skills development in fields related to the work, duties, and functions of the position.

4. License/s and Accreditation

20%

Official recognition from authorized sporting organizations, local and international, as having a particular status or being qualified to perform or manage a sports tournament/competition.

5. Potential

10%

This criterion covers personal qualities, communication skills, leadership/management skills, technological skills and interpersonal skills.

DEPARTMENT OF EDUCATION
OFFICE OF THE SECRETARY
EDUCATION HALL, PASAY CITY

