



Republic of the Philippines
Department of Education
 Region II – Cagayan Valley
 SCHOOLS DIVISION OF NUEVA VIZCAYA

12 February 2025

DIVISION MEMORANDUM
 No. 78, s. 2025

**ADJUSTMENT OF SCHEDULE AND COMPOSITION OF
 BEST PERFORMING TEAM (BPT) FOR THE 2025 NUEVA VIZCAYA
 PROVINCIAL ATHLETIC ASSOCIATION (NVPAA) MEET**

To: Assistant Schools Division Superintendent
 Chief, School Governance and Operations Division
 Chief, Curriculum Implementation Division
 Public Schools District Supervisors/District In-Charge
 School Heads Public Elementary, Secondary & Integrated Schools
 All others concerned

1. This Office announces the adjustment of schedule in the conduct of **2025 Nueva Vizcaya Provincial Athletic Association (NVPAA) Meet and Composition of Best Performing Team** as specified respectively:

A. Adjustment in NVPAA Meet Schedule

Activity	Date	Venue
Playing Venue Preparation & Setup by 5 Technical Officials & 1 Tournament Director per event with the venue preparation committee	February 24, 2025	Different Playing venues as attached
Arrival in the Billeting School	February 25, 2025	Bayombong CS: <i>Dupax Del Sur, Dupax Del Norte, Bagabag, Aritao, Solano</i> NVGCHS: <i>Sta Fe, Quezon, Kayapa, Kasibu, Diadi</i> Bayombong South ES: <i>Bayombong, Ambaguio</i> Bayombong West ES: <i>Bambang</i>



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Solidarity Meeting of Coaches and Technical Officials	February 25, 2025 8:30AM	NV Sports Complex, DDM, Bayombong, Nueva Vizcaya
Parade	February 26, 2025 Assembly: 6:30AM Start: 7:00AM	Provincial Capitol Provincial Capitol to NV Sports Complex
Opening Program	8:30AM	NV Sports Complex
Games Proper	February 26, 2025 1PM to February 28, 2025 <i>(some events played earlier, refer to schedule of games)</i>	Playing venues per event <i>(list of playing venue as attached)</i>
Closing Program	February 28, 2025 3:00PM	NV Sports Complex

- The composition of Best Performing Team with roles and responsibilities is hereto attached. It is highly emphasized that teachers and school heads who are involved in the sports activity are advised to implement appropriate interventions to ensure that all school concerns are well attended while rendering services in the NVPAA Meet.
- For information, guidance and compliance.

ORLANDO E. MANUEL Ph.D., CESO V
Schools Division Superintendent



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2025 NVPAA MEET
Composition of Best Performing Team (BPT)

ORLANDO E. MANUEL PhD, CESO V <i>Schools Division Superintendent</i>			
ADONIS S. CEPEREZ EdD, CESE <i>Assistant Schools Division Superintendent</i> NV Athletic Delegation Head			
Program Management Team			
1.	ROMULO S. ANCHETA <i>PhD</i>	Chief, SGOD	
2.	MARICEL S. FRANCO <i>PhD</i>	Chief, CID	
3.	MARITES E. VIDAD	AO V, Admin Office	
4.	ATTY. JULIUS CAESAR G. DOMINGO, <i>CPA</i>	Attorney III, Legal Office	
5.	EMERSON B. BALUT, <i>CPA</i>	Accountant III, Accounting Office	
6.	JEASSEL J. ALAYU	AO-V, Budget Office	
7.	ROSULA M. BALBERAN	AO-IV, Cash Unit	
8.	MELANY M. ASUNCION, <i>PhD</i>	EPS, Division Sports Officer	
Games Management Team			
MELANY M. ASUNCION, PhD			
Roles & Responsibilities			
<ol style="list-style-type: none"> Coordinates to all other committees instructions and updates from PMT and delegation heads. Oversees and/or the co-members of the Games Management Team. Monitor the management of all games by the Tournament Directors and Technical Officials. Ensure program logistics in coordination with finance team and other committee chairpersons. 			
MACRINO A. RAYMUNDO EdD	ORLANDO D. VICENTE PhD	DINDO JOHN H. MORENO	ROGER S. SEBASTIAN PhD
<ol style="list-style-type: none"> Oversees the monitoring team on games management Monitors the conduct of games: Athletics, swimming, 	<ol style="list-style-type: none"> Coordinate with committees of traffic management and venue setup/preparation 	<ol style="list-style-type: none"> Supervises the other committees : Publication, Announcement , Awards & recognition and program & invitation 	<ol style="list-style-type: none"> Ensure readiness of Parade Committee, Program Flow (Opening & Closing), Games results, Accommodation/ushers and food preparation Monitors the conduct of games:





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badminton & Special events	2. Monitors the conduct of games: Boxing, wushu, wrestling, Billiards and Chess	2. Monitors the conduct of games: Tennis, Table Tennis, Volleyball, Football & Archery	Dancesports, aerogymnastic, pencak silat,
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Monitoring Team

1	NOLI MAR M. NAVARRO EdD	SEPS, SMME
2	JAMESTONE T. INFANTA	HT-III, Bacneng ES
3	MARILOU G. TUGADE	P-II, Sta Rosa ES
4	ROSCOE G. GACUSANA PhD	SEPS, SMAN
5	MANUEL S. BAUTISTA	HT-V, Solano HS
6	JIGGER MANUEL	P-I, Lamo NHS
7	MENALYN A. SALVADOR	P-III, Quezon NHS
8	REGIE M. MARCOS	SS Technical Assistant
9.	MANUEL CARIAGA	P-II, Bagabag CS
10.	MICHAEL MILAN	HT-III, Darubba ES
11.	RONALD JAMES	P-IV, Sta Fe NHS
12.	MARC HENRICK R. NICANOR	PDO, YFU

Roles & Responsibilities

1. Coordinate with the Games Management Team and/or DSO the needs for the conduct of the games
2. Ensure the correct and proper implementation and observance of rules and playing guidelines by the Technical Officials, athletes and coaches.
3. Monitor the conduct of games for the whole duration of NVPAA Meet.
4. Ensure the submission of the Tournament Directors of selected athletes, coaches and co-coaches after the games.

Awards and Recognition

1	NIMFA NORIE A. AQUINO, Chairperson	
2	WILHEMINA CASTRO	EPS, ESP
3	HILDA ARAGON	EPS, Kindergarten and SNED
4	MARITES ESNARA	Pingkian ES
5	LIEZL ALEXANDER	Dumaliguia ES
6	MAYDA VALDEZ	Nagbitin ES
7	ROGINE MERIA	Curifang ES
8	GERALDINE GALAPON	Ammococan ES
9	MAY ANN DELA PEÑA	Careb ES
10	CAROL SAGUITAN	Buliwao ES
11	AVIGAYLE OLAYA	San Luis ES
12	LUVELLA LILAGAN	Wacal ES
13.	ARWIN SONDAY	ASDS Office



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Roles & Responsibilities

1. Prepare the list of awards per event.
2. Print certificates and sort medals per event.
3. Distribute the certificates to the Tournamnet Directors for the awarding ceremoning after the games
4. Prepare and sort trophies for the over-all awards
5. Assist in the over-all awarding ceremonies

Announcement/Clerk of Course

1.	EDWARD M. SANTIAGO, Chairperson	
2	JENNIFER DAULAYAN	Pappalungan ES
3	TAGUMPAY R. DIVINA	Bayombong CS
4	GLAYSA GUIAON	Macalong ES
5	AMHERSTINE BOY BATA	Bambang North CS
6	EUNICE P. WAIS	Bambang NHS

Roles & Responsibilities

1. Host the Opening and Closing program of NVPAA Meet.
2. Announces the schedule of games and results of played events.
3. Stays at the announcement booth and communicates concerns to assigned or concerned committees.
4. Announces reminders and updates from the management.

Stage Preparations & Restoration

1	MARIVIC C. BACUD, Chairperson	
2	AGNES ILARDE	Casat NHS
3	ROLDAN CORDERO	Bonfal NHS
4	RODEL CACHERO	Bayombong II
5	IRENE GONZALES	Bonfal West ES
6	NIKO SAMPAGA	Bayombong II
7	WILMA NALIDONG	Bonfal Annex ES
8	SILVESTER BATA	Casat ES

Roles & Responsibilities

1. Coordinate with the PMT regarding the essentials elements of stage decoration and venue preparation.
2. Ensure the provision of sufficient and comfortable accommodation of officials during the Opening Program and Closing Program.
3. Maintain the cleanliness of the stage for the whole duration of the activity.
4. Prepare the stage for the opening and closing program.
5. Return all amenities being utilized during the activity leaving the area organized and free from unnecessary mess.

Food Service

1	MERLYN S. ABAT , Chairperson	
2	SINGASING G. VALDEZ	Bagabag II
3	VIRGINIA R. TABERNA	Paima NHS





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4	CHERRY ROSE C. MANGORNONG	Bayombong South ES
5	ELSIE N. BAYLE	Bansing ES

Roles & Responsibilities

1. Ensure the provision of meals and snacks in the playing venues/ stations on time.
2. Maintain the cleanliness of the identified mess hall/area.
3. Coordinate with the TDs for the assigned food grabber as deemed necessary.
4. Ensure the clean and safe food service of the provider.
5. Note down observations and recommend solutions for continuous improvement of food services provision.

DSAC

1	REYMA M. CASARENO	MV Duque ES
2	ATTY JULIUS CAESAR DOMINGO, CPA	SDO Legal Office
3	DR. RONNIE B. BIBAS	EPS, CID
4	EVANGELINE E. MAGNO	Lingay ES
5	DR. LUVIMINDA C. CORDERO	Bambang NHS
6	JOSEPH GASTON DONALD LANANG	Tuao NHS
7	JONHNNY PAGADUAN	Bagabag NHS
8	LEONORA CORTADO	HT-V, NVGCHS
9	AGNES ILARDE	Casat ES
10	GEORLY TUGADE	Murong NHS
11	ROSIE CALIP	Paniki HS
12	MEDY BIANZON	Duapx Del Norte NHS
13	NOEMI BULAN	Uddiawan NHS
14	MICKAEL RAYMUNDO	Pelaway ES
15	ROSELLE MENDOZA	Ambaguio HS
16	BELINDA DULAY	Solano West ES
17	NENETTE MAGNO	Bayombong West ES
18	JEFFERSON RODA	Mauan ES
14.	AHMERSTINE BOY BATA	Bambang North CS
15.	DR. RYAN CHRISTOPHER BUCCAT	SHS, SGOD
16.	DR. EPIFANIA TUMALIUAN (MedTeam)	SHS, SGOD
17.	RUDY AGUSTIN (MedTeam)	SHS, SGOD

Roles & Responsibilities:

1. Ensure dissemination of updated and correct information especially pertaining to the guidelines and policies in the qualification of athletes, coaches and co-coaches in participating in the NVPAA Meet.
2. Safe keep all files/folders for evaluation. It will be returned to the MSAC after the conduct of the sports activity.
3. Coordinate with MSAC for the development or results of document evaluation for appropriate action of the Municipal delegation.
4. Declares the qualification and/or disqualification of athletes, coaches and/or co-coaches to participate.
5. Turn-over the Event's Athletes' Gallery to the Tournament Directors, bases for qualified athletes to play.



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6. Gather documents of all selected athletes as per submitted official games results.

	Medical Team/Dental Team	
1	RYAN CHIRSTOPHER A. BUCCAT, MD, <i>Chairperson</i>	
2	EPIFANIA TUMALUIAN	Dentist II
3	AARON BERNAS	Dentist II
4	RUDY AGUSTIN	Nurse II
5	MARILOU RODEROS	Nurse II
6	TRICIA PASCUA	Nurse II
7	SHIEA ZAPATA	Nurse II
8	HAZEL ARREO	Nurse II
9	JULIUS MICHAEL PANGANIBAN	Nurse II
10	JENNIFER SANO	Nurse II
11	LOVELYN CAMBALIZA	Nurse II
12	WILSON HINDAC	Nurse II
13	ICARUS CANAM	Nurse II
14	BEN CLARION LLANTADA	Nurse II
15	BRIAN MACABABBAD	Nurse II
16	RODOLFO MARIÑAS	Nurse II
17	AMANTE AFAN	Nurse II
18	SHAIRUS CAESAR DUGAY	Nurse II
19	KAREN ANN GREGORIO	Nurse II
20	HERMINIA BASILIO	Nurse II
21	TRIXIA CABATIN	Nurse II
22	JONA PANIS	Nurse II
23	MARVIN QUIAMBAO	Nurse II
24	BERNETTE ANN SEBBEY	Nurse II
25	ELVIE RANCHEZ	Nurse II
26	MIGNONETTE ERIM DULAY	Nurse II
27	MARY ANN CABANGON	Nurse II
28	ALI VILLAR	Nurse II
29	FLORENCE BULAYO	Nurse II
30	RAMELYNE MA DE LEON	Nurse II
31	JONALOU CAMAT	Nurse II

Roles & Responsibilities

1. Checks on the fitness of the athletes who will play during the NVPAA Meet.
2. Ensure the complete and accurate documents supporting the fitness of the athletes before the play.
3. Assign Nurse-on-Duty to all playing venues for immediate and prompt medical attention during the conduct of the sports activity especially to the combative events.
4. Ensure the Medical Doctor's presence, emergency support and contingency measures for the whole duration of the activity.
5. Coordinates medical/dental concerns of athletes, coaches and/or co-coaches to the Municipal Athletic delegation head for appropriate action/intervention.



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6. Reports medical issues and other related concerns to the SDO delegation head or top management for appropriate action/intervention.

Venue Preparations

1	ROSCOE N. GACUSANA, PhD, <i>Chairperson</i>	
2	ARCH. CHRISTOPHER DOMINGUEZ	EFU, SGOD
3	LORETO T. ALAMAN	Quezon District
4	LEMUEL SANTOS	Diadi District
5	CRISANTO MATIAS	EFU, SGOD
6	JAMESTONE INFANTA	HT-III, Bacneng ES

Roles and responsibilities

1. Collaborate with Tournament Directors in identifying the playing venues to be used during the sports activity.
2. Prepare the materials and supplies for the setup of the playing venues
3. Do necessary repairs, painting and other preparatory activities to make sure that all playing venues are ready and safe.
4. Coordinate with authorities especially for the use of LGUs' and school facilities for the venue setup one day before the schedule of games.

Learner Rights Protection

1	MARC HENRICK R. NICANOR, <i>Chairperson</i>	
2	CHRISTIAN LLOYD T. VICENTE	FYP
3	JESSIE BALUT, RGC	Bintawan NHS
4	JANNETT CALATA, RGC	Bambang NHS

Roles and responsibilities

1. Promote the optimum observance of learners' rights protection during the conduct of the activity.
2. Ensure wide dissemination of learners' rights through the posting of tarpaulin and visible LRP Desk with accommodating LRP advocates for the whole duration of the activity.
3. Accommodate and act on concerns relative to learner's rights and protection being raised during the activity.
4. Provide assistance to all learners as needed especially pertaining to bullying, harassment, abuse and other related incidents.
5. Refers and consults to the SDO Legal Officer for legal opinion and/or action as deemed necessary.

Sports Equipment & Uniform Distribution

1	GAYE C. CASTILLO, <i>Chairperson</i>	
2	JAMESTONE T. INFANTA	HT-III, Bacneng ES
3	FRANCIS C. LINDA	Supply Office
4	JONAS A. LIBAN	Supply Office
5	PETER HERMOSO	Supply Office
6	KAIREE BRYCE Q. CARNATE	Supply Office

Roles & Responsibilities





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1. Collaborate with Tournament Directors in identifying the sports equipment needs for the conduct of the sports activity.
2. Prepare logistics for the provision of sports equipment and delegation uniform.
3. Distribute sports equipment and uniform to technical officials, PLGU and SDO Officials and Best Performing Team before the activity.
4. Retrieve sports equipment after the conduct of the activity.
5. Account and safe keep the returned sports equipment.

Accommodation/Program Ushers

1	IRENE B. BOSQUE, <i>Chairperson</i>	
2	RUBELITA TALLASE	Bayombong CS
3	MERLITA PADILLA	NVGCHS
4	NENNETTE MAGNO	Bayombong West ES
5	CHERRY MANGORNONG	Bayombong South ES
6	ANA MARIE JASMIN	NVGCHS
7	KEVIN MARF SAQUING	Bayombong CS

Roles & Responsibilities

1. Coordinate with the municipal delegation head for the preparation of rooms and other facilities needed before their arrival.
2. Prepare the list of rooms per athletic delegation.
3. Coordinate with authorities to provide safety and security of all participating athletes, coaches and officials for the whole duration of their stay in the billeting school.
4. Orient the delegation regarding the accommodation guidelines for information and compliance.
5. Note down incidents and other observations for appropriate action with PMT and/or authorities as deemed necessary.

Publication & Documentation

1	BERMELITA E. GUILLERMO, <i>Chairperson</i>	
2	RONALD S. HERNANDEZ	Bambang NHS
3	RHEANEL E. SARMIENTO	Solano East CS
4	VICTORINO L. CLEMOR	Calaoagan ES
5	LEOMAR YSRAEL A. DISAY	Salinas HS
6	REINMARK J. TAMANI	Solano HS
7	AXEL ROSS S. VELASCO	Dupax Del Norte NHS
8	KEVIN MARF B. SAQUING	Bayombong CS
9	MARIA VICTORIA M. PADRO	CID-LRMS
10	CHESTER C. CORTEZ	CID-LRMS
11	CHRISTIAN HECTOR G. MISANES	Solano HS

Roles and Responsibilities

1. Document the slated activities before, during and after the NVPAA Meet.
2. Update social media post.
3. Photograph and/or document events/activities.
4. Prepare press releases.
5. Produce one publication issue to be distributed during the Closing Program.





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Traffic and Security Management		
1	ALVIN CULANAG, <i>Chairperson</i>	
2	OSMUDO ESPEJO	Bonfal NHS
3	GABRIEL ULLANI	Kongkong Valley NHS
4	ROBERT CUTILLON	Diadi HS
5	GEORLY TUGADE (DSAC)	Murong NHS
6	JIGGER MANUEL (Monitoring Team)	Lamo NHS
7	OLIVER TAMANI	Belance NHS
8	SATURNINO CALANSI	Kayapa HS
9	OSCAR CASTRO	
10	RODRIGO ROSETTE	Aritao HS
Roles and Responsibilities <ol style="list-style-type: none"> Coordinates with the committee of parade for the preparation of traffic management plan. Request authorities for Police visibility during the conduct of the parade and for the whole duration of activity. Designate parking areas and provide directional signs. Request from LGUs for the collaboration of Public Order and Safety Officer (POSO) during the Parade to facilitate the smooth flow of parade. 		
Jury of Appeals		
1	ATTY. JULIUS CAESAR G. DOMINGO, CPA (PMT), <i>Chairperson</i>	
2	NIMFA NORIE A. AQUINO PhD	CID, SDO
3	RUDY S. AGUSTIN	SGOD, SDO
4	MERLITA C. PADILLA PhD	NVGCHS
5	MANUEL A. CARIAGA	Bagabag CS
Roles and Responsibilities <ol style="list-style-type: none"> Accept and act on queries/complains that pertains but not limited to athlete's and/or coache's qualification and games results during the sports activity. Do general mediation function from arising irregularities as needed. 		
Secretariat and Games Results		
1	LEILA OBANA, <i>Chairperson</i>	
2	REGIE M. MARCOS	School Sports Technical Assistant
3	NOEMIE BULAN	Uddiawan NHS
4	JOSEPH GASTON DONALD LANANG	Tuao NHS
5	MIKAEL RAYMUNDO	Abuyo ES
6	REYMA CASARENO	MV Duque ES
Roles and Responsibilities <ol style="list-style-type: none"> Consolidate the games schedule and disseminate to all participating municipalities and post in the sports complex for information. Prepare communication letters to LGUs and other external partners for support. Gather official games results from Tournament Directors. Submit official list of selected athletes, coaches and co-coaches to the management. 		





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5. Attend meetings and note down proceedings or the Minutes of Meeting for approval by the top management.
6. Do other related tasks as requested by the Delegation Head and Program Management Team.

Parade Committee

1	JERRY LAZARO, <i>Chairperson</i>	
2	ANGELITO ALIPIO	Bagabag II
3	LYNDON DEO D. REYES	Aritao I
4	MONICO CAPISTRANO	Villaverde District
5	DICK LAPITAN	Bugkalot HS

Roles and Responsibilities

1. Organize a team to manage an organized and safe parade before the Opening Program.
2. Develop guidelines or directions to be coordinated to the municipal sports officers.
3. Coordinate with authorities to ensure safety and security during the parade especially in managing traffic and road safety.
4. Ensure a well-coordinated Order of Parade and other needs/requirements to the Municipal Athletic delegation heads and others concerned.



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2025 NVPAA MEET
Playing Venues

	Event	Playing Venues
1	Arnis	San Nicolas Brgy Gymnasium
2	Archery	Camp Agbaper, Masoc, Bayombong, NV
3	Athletics	NVSports Complex (NVSC)
4	Badminton	NVGCHS
5	Baseball	NVSC
6	Basketball	Latorre South Brgy Gym Latorre North Brgy Gym SMU Elem Gymnasium NVSC
7	Billiards	Bayombong South ES
8	Boxing	NVSC
9	Chess	Bayombong CS
10	Dancesports <i>Standard-Secondary</i> <i>Latin-Secondary</i>	DepED LGU Gymnasium
11	Futsal	DepED LGU Gymnasium
12	Football	NVSC
13	Gymnastics:	
	<i>AeroG</i>	NVGCHS Gym
	<i>MAG</i>	NVGCHS Gym
	<i>RG</i>	NVGCHS Gym
	<i>WAG</i>	NVGCHS Gym
14	Pencak Silat	Muirwoods Academy Covered Gymnasium
15	Taekwondo	Bayombong Central School
16	Table Tennis	NVGCHS
17	Tennis	Capitol Compound, Bayombong, Nueva Vizcaya
18	Sepaktakraw	Salvacion Brgy Gymnasium, Salvacion, Bayombong, Nueva Vizcaya
19	Swimming	Tam-an Resort
20	Volleyball	NVSC Solano High School (Secondary) Solano East CS
21	Wushu	Muirwoods Academy Covered Gymnasium
22	Wrestling	Sta Rosa Brgy Gymnasium, Sta Rosa, Bayombong, NV
23	Para Games	Bayombong CS/NVSC