Republic of the Philippines
Department of Education
Region II – Cagayan Valley
Schools Division of Nueva Vizcaya

10 November 2026

DIVISION MEMORANDUM
No. 455, s. 2026

AWARDS COMMITTEE ASSIGNMENTS FOR THE 2026 NUEVA VIZCAYA PROVINCIAL ATHLETIC ASSOCIATION (NVPAA) MEET

TO: Assistant Schools Division Superintendent/Chief-OIC, CID
Chief, School Governance and Operations Division
Education Program Supervisors
Public Schools District Supervisors/District-In-Charge
All Others Concerned

1. To ensure the smooth, orderly, and efficient conduct of the Awarding Ceremony during the 2026 Nueva Vizcaya Provincial Athletic Association (NVPAA) Meet on November 11-14, 2026, the Awards Committee is hereby organized and assigned specific functions.

2. The **Awards Committee members** and their corresponding assignments are as follows:

Committee	Functions
A. Preparation, Production, Sorting, and Packing of Awards Nimfa Norie A. Aquino Wilhelmina C. Castro Hilda D. Aragon Mary Ann A. Dela Peña Avigayle A. Olaya Luvella U. Lilagan Jobel S. Olli Carol L. Suguitan Rubilyn T. Vicente Myda N. Valdez Analyn Quiambao Mark Wendhelle Jeff A. Aquino	• Sort and pack medals and certificates per event, category, and play • Label trophies properly; • Ensure completeness, proper labeling, and secure packing of all awards; • Turn over all medals and certificates to the tournament managers during the Solidarity Meeting, with proper acknowledgment and inventory; • Maintain an inventory record of all awards prepared and distributed; and • Coordinate with the SGOD and CID EPSs and tournament managers to address discrepancies or shortages.
B. Grand Awarding Ceremony Ivy F. Gundayao Janine Abegail G. Peralta Mary Jane V. Rosal	• Transport the trophies and certificates for the Grand Awarding Ceremony from the Curriculum

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Maria Celestine M. Irizari Jo Marielle D. Absalon Anna Marie P. Afan Avigayle Carbonel	Implementation Division (CID) Office to the Nueva Vizcaya Sports Complex; • Assist in the orderly flow and conduct of the Grand Awarding Ceremony; • Coordinate with tournament managers, event officials, and announcers for proper sequencing of award presentations; • Guide award presenters and awardees to ensure proper positioning and protocol; • Observe proper decorum, timing, and ceremonial procedures; • Report on November 14, 2026, in appropriate attire, to assist in the conduct of the final awarding ceremonies; and • Provide immediate assistance in addressing unforeseen concerns during the awarding ceremonies.

3. The Committee on the Preparation, Production, Sorting, and Packing of Awards shall report to the Curriculum Implementation Division (CID) Office on **November 11-13, 2026**, while the Committee on the Grand Awarding Ceremony shall report on **November 14, 2026**. The tournament managers shall facilitate the awarding of medals and certificates at their assigned playing venues.

4. Accommodation expenses of the Awards Committee shall be charged to SDO–Nueva Vizcaya Sports Funds. Travel expenses shall be charged to the respective School MOOE or other available local funds, subject to the usual auditing and accounting rules and regulations.

5. For information, guidance and compliance.

DEPARTMENT OF EDUCATION
RELEASED
Date: 10 NOV 2026
Time: 2:35
By:
DIVISION OF NUEVA VIZCAYA

ORLANDO E. MANUEL PhD, CESO V
Schools Division Superintendent
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