



REPUBLIC OF THE PHILIPPINES
OFFICE OF THE CITY MAYOR
CITY OF DAVAO

EXECUTIVE ORDER NO. 04
Series of 2024

**AN ORDER CREATING VARIOUS COMMITTEES FOR THE HOSTING OF THE
2024 DAVAO REGIONAL ATHLETICS ASSOCIATION (DAVRAA) MEET IN
DAVAO CITY, ITS COMPOSITIONS AND FUNCTIONS**

WHEREAS, Republic Act No. 10588, also 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 a proactive role in the promotion of athletic meets, both locally and nationally, by collaborating with the Department of Education (DepEd);

WHEREAS, Davao City has been officially awarded the hosting of the 2024 Davao Regional Athletics Association (DAVRAA) Meet;

WHEREAS, winning athletes of the DAVRAA shall represent the Davao Region in the Palarong Pambansa, the annual multi-level national scholastic athletic competition;

WHEREAS, as the next host city and given the importance and gravity of this regional sports event, it is necessary to create committees to ensure the success of the 2024 DAVRAA Meet.

NOW, THEREFORE, I, SEBASTIAN 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") for the hosting of the 2024 Davao Regional Athletics Association Meet in Davao City to be composed of the following:

- Chairperson : City Mayor or, on his behalf, the City Administrator
Co-Chair : Regional Director, Department of Education XI
Members :
 - Davao City Schools Division Superintendent
 - City Director, Davao City Police Office (DCPO)
 - Assistant City Administrator for Operations
 - Head, City Treasurer's Office

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- Chairperson, Sangguniang Panlungsod Committee on Education, Science and Technology, Arts and Culture
- Chairperson, Sangguniang Panlungsod Committee on Youth and Sports
- Head, City Mayor's Office - City Sports Division
- Head, Public Safety and Security Office (PSSO)
- Head, Disaster Risk and Reduction Management Office (DRRMO)
- Representative, University of the Philippines - Mindanao

SECTION 2. FUNCTION OF THE EXECOM. The EXECOM shall coordinate with all the different committees to ensure the successful conduct of the 2024 DAVRAA Meet.

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

3.2 TRAFFIC, HEALTH, CHILD PROTECTION, AND SECURITY COMMITTEE (CLUSTER 2)

Cluster Members: DepEd Region XI
 DepEd Division of Davao City
 Public Safety and Security Office
 City Health Office
 City Social Welfare and Development Office
 DRRMO
 City Transport and Traffic Management Office
 UP-Mindanao

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 Center
 City Economic Enterprises
 City Legal Office
 City Accounting Office
 City Budget Office

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 procurement if the need requires.
- b. Ensure the availability of all needed sports equipment, supplies, fixtures, and add-ons before 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 a report of the list of awardees.
- b. Take charge of the layout and printing of certificates and awards.
- c. Take charge of 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 site inspection to evaluate the conduciveness of the billeting venues for housing delegates and recommend action to address the same.
- 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 delegation heads regarding concerns on the day-to-day operations at the billeting venues.
- f. Assign an officer-in-charge who will oversee the daily use of individual billeting venues to ensure that whatever concern may arise will be immediately attended to by the concerned official, i.e. transportation, electricity, and water supply, among others.
- g. Prior to each event, ensure that all playing venues are void of all obstructions and that these are ready and equipped with the proper lights and sounds, and other necessary equipment.
- h. Take charge of the maintenance of the playing venues and ensure that all equipment, paraphernalia, fixtures,

add-ons, etc., are well-accounted for 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 on all roads to and from the playing and billeting venues.
- b. Help in the formulation of a traffic plan (both for foot and vehicle traffic) to ensure efficient crowd management during the entire duration of the event.
- c. Coordinate with the proper authorities 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 DepEd regional officials and other identified government officials.
- c. Coordinate with the transport group as to the provision of easy and accessible public utility vehicles on standby at the DCUP Complex to commuters.
- d. Monitor fare rate during the entire duration of 2024 DAVRAA.

4.2.3 FOOD SAFETY AND DISTRIBUTION

- a. Coordinate with the local suppliers and producers to ensure a 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 offices concerned as to the implementation of the scheme to ensure orderliness during food distribution and remind them of proper food handling and preparation.
- c. Ensure that concessionaires/caterers are performing their responsibilities to make sure that the food supply is always replenished.
- d. Ensure the provision of food/meals for various events and the working committees.
- e. Coordinate with the Health and Medical Committee to ensure food safety and quality.

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

- a. Set up Medical Teams and Child Protection Policy Desks in all playing and billeting venues;
- b. Come up with a comprehensive Medical/CPP Plan for the 2024 DAVRAA Meet;
- c. Coordinate with the referral hospitals and other hospitals to ensure prompt response to emergencies and urgent cases that require immediate medical attention.
- d. Work with the food security and distribution committee to help ensure food safety and quality.

4.3 EVENT COMMITTEE (CLUSTER 3)

4.3.1 MARKETING, PROMOTION AND INFORMATION MANAGEMENT

- a. Take charge of seeking out support from various LGUs and other entities for possible donors & sponsors.
- b. Create a comprehensive marketing plan that will effectively promote the Davao Regional Athletic Association (DAVRAA) and the City of Davao as the official host of the event.
- c. Coordinate with local and regional media to ensure media coverage of the 2024 DAVRAA.
- d. Publish the latest updates and events of the 2024 DAVRAA on the official website of the division and other official websites of the event.
- e. Issue press releases periodically to all media outlets.
- f. Take charge of the photo and video coverage of the games and events of the 2024 DAVRAA.
- g. Organize and brief the media on the guidelines and policies for the official coverage of the event.
- h. Develop a mobile application for the 2024 DAVRAA.
- i. Take charge of the development and management of the official website of 2024 DAVRAA.

4.3.2 RECEPTION AND PROTOCOL

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

4.3.3 CREATIVE PRESENTATION, PROGRAMS AND EVENTS

- a. Take charge of the overall coordination of the 2024

DAVRAA 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 a checklist to ensure that all requirements/needs of the functions and activities are well attended to before the function.
- d. Coordinate with the responsible offices and persons for the preparation of the venues.
- e. Ensure that all equipment, paraphernalia, fixtures, and add-ons, to be used during the function are well accounted for after the function.

4.3.5 TOURISM, TRADE FAIR AND DAVAO CITY PRODUCTS PROMOTIONS

- a. Coordinate with the City Tourism Operations Office for the identification and preparation of tourism destinations.
- b. Take charge of the drafting and preparation of tourism packages.
- c. Take charge of 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 the general budget for DAVRAA 2024 and ensure proper disbursement and liquidation of the same.
- b. Allocate and handle the necessary financial requirements during the 2024 DAVRAA Meet.
- c. Make sure the budget disbursement of food, supplies, and other expenses is immediately done to ensure the timely purchase/procurement of required supplies.
- d. Coordinate with the DepEd Regional Office as to their financial counterpart.

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 of the coordination with other offices and the dissemination and sending out of letters and communications;
2. Formulate letters, invitations, and other correspondences in relation to the hosting of the 2024 DAVRAA;
3. Take charge of the registration of attendance of guests and participants during the events;
4. Coordinate with the ushers/usherettes in securing 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 2024 DAVRAA Meet, subject to the usual accounting and auditing rules and regulations.

SECTION 7. SEPARABILITY CLAUSE. If any provision of this Executive Order is declared invalid or unconstitutional, the other provisions not affected thereby shall remain valid and subsisting.

SECTION 8. REPEALING CLAUSE. All other Orders or parts thereof which are inconsistent with the provisions of this Executive Order are hereby repealed or modified accordingly.

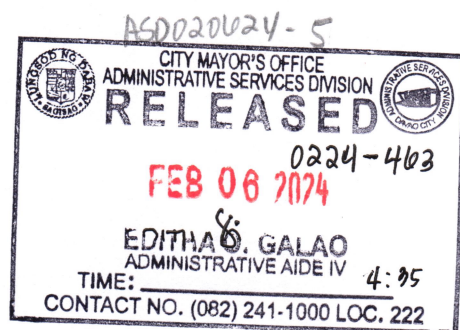
SECTION 9. EFFECTIVITY. This Executive Order shall take effect immediately.

Done this FEB 06 2024 in Davao City, Philippines.


SEBASTIAN Z. DUTERTE
 City Mayor

Attested by:


ATTY. FRANCIS MARK H. LAYOG
 Acting City Administrator



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