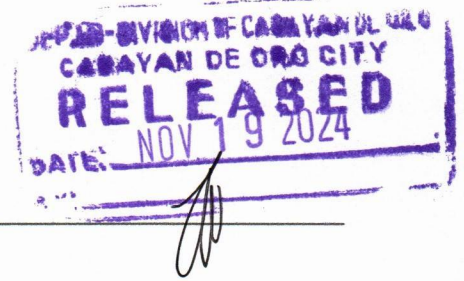




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

18 November 2024

DIVISION MEMORANDUM
No. 909 s.2024

INVITATION TO THE MAGITING ECO-TRAIL RUN: TAKBONG BAYANI,
MINTUGSOK CHALLENGE

TO: Assistant Schools Division Superintendent
Chiefs, CID and SGOD
All Division Office Personnel
All Public Elementary and Secondary School Heads and Principals
All Teaching and Non-Teaching Personnel
This Division

1. In celebration of **National Heroes Day**, the Department of Education – Division of Cagayan de Oro City, in partnership with the Magiting Trail Run Organizers and Division Federated PTA is proud to host the "**Magiting Eco-Trail Run: Takbong Bayani, Mintugsok Challenge**," on November 30, 2024 at Mintugsok Trail, Cugman, Cagayan de Oro City.
2. Participation in this event is voluntary.
3. The participants in this Eco-Trail Run are expected to:
 - a. Embrace the spirit of heroism as we promote a healthy lifestyle and environmental awareness.
 - b. Tackle challenging trails, experience the beauty of nature, and witness stunning landscapes in Cagayan de Oro City.
4. This special event not only honors the heroism of our forebears but also serves as a meaningful **resource mobilization initiative** to support the **Migtugsok Mobile School**, ensuring accessible education for children in remote communities.
5. The registration and payment details are as follows:
 - a. Trail distances: 5K & 10K (*Enclosure 3 – Race rules & guidelines*)
 - b. **Registration fee:** One Thousand Pesos (Php 1,000.00 in all category)
 - c. **Pre-registration link:** [http://bit.ly/Magiting Eco Trail Run](http://bit.ly/Magiting_Eco_Trail_Run)
 - d. Registration form: (see Enclosure 2)
 - e. **Payment options:**
 - i. In-person payment (Alvic Marie S. Francisco/ SDS Office)
 - ii. Gcash (09770965869)
 - f. For further inquiries, you may contact: **Mr. Jerry P. Taruc** at 0917-115-2363 or **Mr. Wilfredo Belono Jr.** at 0935-917-9461



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (088) 855-0044, (088) 855-0047, (088) 328-2142
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Website: <https://depedcdo.net/>

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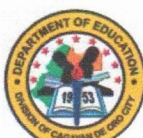
6. The deadline for the registration with payment shall be November 22, 2024 (Friday) at 5pm.
7. Participants should bring a copy of signed Registration, Waiver Form, and payment receipt upon claiming your *Race Kit*. The distribution of race kits shall be on November 29, 2024, at the Division Office. The kit will include a Jersey & Race bib.
8. The *Top 10 Finishers of the 10K Category* will be recognized for their outstanding performance and will receive a cash prize.
9. Enclosure 1 enumerates the identified Technical Working Group (TWG).
10. In adherence to Equal Opportunity Policy (EOP), inclusive and fair treatment are accorded to all participants regardless of age, gender and sexual orientation, disability, religion, and ethnicity.
11. For widest dissemination and guidance.

ROY ANGELO E. GAZO
Schools Division Superintendent

Encl.: As stated
Reference: None
To be indicated in the Perpetual Index
under the following subjects:

EVENTS

DM-001-SGOD-SMN-AMSF/ MAGITING ECO-TRAIL RUN
November 18, 2024



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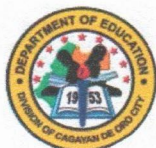
ENCLOSURE 1

TECHNICAL WORKING GROUP OF MAGITING ECO-TRAIL RUN

Date: November 30, 2024

Venue: Malasag, Cugman, Cagayan de Oro City

COMMITTEE	ROLES AND RESPONSIBILITIES	CHAIRPERSON AND MEMBERS
Over-all Chairperson: Roy Angelo E. Gazo – Schools Division Superintendent Co-Chair: Audie S. Borres – Assistant Schools Division Superintendent Members: Rosalio R. Vitorillo – SGOD Chief Jean S. Macasero – CTD Chief Romeo B. Aclo – Asst. SGOD Chief Jinky M. Arnejo – Asst. CTD Chief Arnel A. Calubag, CPA – Accountant III Risa Bea Socorro M. Borres – AO V Romiel S. Vallente – AO V Derrold Marl S. Aves – SEPS Mary Caress T. Galono – EPS II		
EVENT MANAGEMENT COMMITTEE	Oversee the entire event, coordinating all other committees and ensuring each aspect of the run is implemented as planned. Responsibilities: Develop and approve the event design, schedule, and flow. Supervise committee activities to ensure alignment with the event's goals. Ensure communication and coordination among all committees. Troubleshoot any unforeseen issues during the event.	Chairperson : Romeo B. Aclo - Asst. Chief SGOD Co-Chairperson : Wilfredo L. Belono Jr. – School Head Cugman Integrated School Co-Chairperson : Jerry P. Taruc Members : Christian Gem Pimentel Vaicar Mayake Arven Garcines



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REGISTRATION AND KIT DISTRIBUTION	Manage participant registration and distribute race kits • Responsibilities: Organize online and onsite registration processes. Collect registration fees and record participant details. Prepare race kits, including bibs and jersey. Distribute kits efficiently before the day of the event.	Chairperson : Alvic Marie S. Francisco Members : Vanessa Mae Martinez Emily A. Tabamo Arabella G. Labial Alrose Veloz
PROGRAM AND CEREMONIES COMMITTEE	Plan and facilitate the program flow, including the opening, awarding and closing program • Responsibilities: Prepare the script and event sequence for the program. Coordinate with emcees, guest speakers, and performers. Ensure all materials, props, and AV equipment are ready for each part of the program. Oversee the conduct of the opening ceremony, award presentation, and closing remarks.	Chairperson : Mary Caress T. Galono -EPS II Co-Chairperson: Dennis Acheron Members: Angelee U. Salise Julie Anne P. Quicson Noelfred Balarote Jechr L. Bug-os
SAFETY AND MEDICAL COMMITTEE	Ensure the safety and well-being of all participants and handle medical emergencies Responsibilities:	Chairperson : Baldomero Mark Meso III Members: Crystal Cartel Kito Francisco Francis Tagadiad Ershemaiah Dangazo



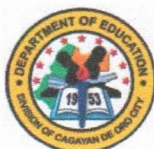
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ENCLOSURE 1

	Arrange for first-aid stations at key points along the route. Coordinate with local medical personnel, including medics and ambulances. Conduct a pre-run briefing on trail safety and emergency protocols. Monitor participants during the run to provide immediate assistance if needed.	Herlie Ontoy
ROUTE AND LOGISTICS COMMITTEE	Manage the route layout, safety signage, and logistical arrangements for a smooth-running experience. Responsibilities: Plan and mark the route, including start and finish lines and designated trail markers. Set up directional signs, kilometer markers, and hydration stations. Ensure road and trail safety by organizing barricades, ropes, and cones where necessary. Coordinate with marshals to guide and assist runners on the trail.	Chairperson : Wilfredo L. Belono Jr. Members: Christian Gem Pimentel John Paul Pasigay Russel Love Salungayan Roxanne Sandigan Engilbert de la Peña Rico Cagape Hirojen Enero Chibert Jala
ENVIRONMENTAL AWARENESS COMMITTEE	Promote eco-friendly practices and raise environmental awareness among participants. Responsibilities: Set up eco-stations along the trail, featuring	Chairperson : John Mingo Members: Vaicar Mayake Arven Garcines Mylene Pimentel



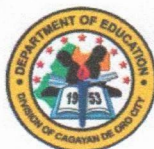
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ENCLOSURE 1

	educational materials on environmental conservation. Design and implement the post-run tree planting activity and clean-up drive. Promote waste management practices, ensuring waste bins are strategically placed and used properly. Encourage participants to follow eco-friendly guidelines.	
SPONSORSHIP AND FINANCE COMMITTEE	Manage finances, secure sponsors, and maintain transparent financial records. Responsibilities: Prepare and manage the event's budget. Approach potential sponsors and partners to support the event financially or in-kind. Ensure transparency in handling registration fees and sponsorship funds. Prepare a financial report after the event to account for all expenses and contributions.	Chairperson : Roy H. Lumban Co-Chairperson: Alvic Marie S. Francisco Beverly Anne E. Nicolasora Members: Ely V. Mamacalay Augustine F. Patlunag Nelson Tacandong Engelbert Dela Peña Adel Cambangay Elizer O. Teruel
MARKETING AND PUBLICITY COMMITTEE	Promote the event to encourage participation and local partners involvement. Responsibilities: Design and distribute promotional materials (e.g., posters, tarpaulins, social media content, press releases).	Chairperson : Rico I. Cagape Members: Mark Olango All PSD's



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	Coordinate with local media outlets for coverage of the event. Update participants and stakeholders with information through online platforms and community channels. Highlight sponsors and partners in marketing materials.	
AWARDS AND RECOGNITION COMMITTEE	Oversee the awards distribution and recognition of participants and key contributors Responsibilities: Prepare medals, certificates, and tokens of appreciation for winners and partners. Coordinate with the Program Committee to organize the awarding ceremony. Ensure timely and accurate distribution of awards and special recognitions Prepare post-event certificates for sponsors, volunteers, and other contributors.	Chairperson : Beverly Nicolasora Members: Leah Neniria Nida Mandawe
VOLUNTEER AND MARSHALS COMMITTEE	Recruit and Manage volunteers and marshals to assist in various areas of the event. Responsibilities: Recruit and assign volunteers to key areas (e.g., registration, hydration stations, route guidance). Train marshals to manage participants, provide	Chairperson : Christian Gem Pimentel Co-Chair: Chibert Jala Members: Roy Lumban Joel Granada Beverly Nicolasora Ryan Blanco Roxanne Sandigan



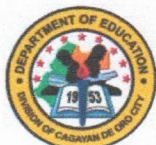
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ENCLOSURE 1

	direction, and uphold safety along the trail. Ensure volunteers are briefed on their tasks and roles in advance. Monitor volunteer performance and provide support as needed during the event.	
DOCUMENTATION COMMITTEE	Capture photos and videos of the entire event, ensuring that it is well-documented and preserved for future reference, reporting, and promotion. Responsibilities: Take high-quality photos of significant moments, including the start, checkpoints, scenic trail areas, the finish line, and award ceremonies. Capture video footage of the start, various checkpoints, and the finish line, as well as interviews with participants, organizers, and volunteers. Prepare a short event summary or highlight video to showcase the Eco-Trail Run's success for promotional purposes. Write a detailed report of the event that includes an overview, purpose, participation details, environmental goals, and outcomes.	Chairperson : Amor Radaza Co-Chair: Lorynel Majaducon Members: Mark Olango Ivan Gaspar Christian Dauhog Nida Mandawe June Suzette Obsid Margelina Tabian
Evaluation and Feedback Committee	Collect feedback and evaluate the event for future improvements.	Chairperson : Eleanor Consejo H. Rollan Co-Chair: Amor A. Radaza



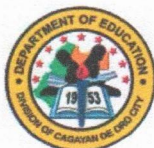
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	Responsibilities: Prepare and distribute post-event surveys to participants, staff, and partners. Gather insights and recommendations from each committee and volunteer group. Compile an event evaluation report highlighting successes, challenges, and suggested improvements. Organize a debriefing session to discuss feedback and outline potential adjustments for future events.	Members:
FOOD COMMITTEE		Chairperson : Juliet N. Dolero Co-Chairperson: Arven Garcines Member: Mylene Pimentel



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OFFICIAL ENTRY FORM

Name: _____

Age (on race day): _____ Gender: _____ Birthdate: _____

School: _____

Address: _____ Nationality: _____

Email: _____ Contact No: _____

Emergency Contact Person: _____

Relationship: _____ Nationality: _____

Category: ☐ 5K ☐ 10K

Jersey Size: ☐ S ☐ M ☐ L ☐ XL ☐ XXL

Waiver of Liability and Race Agreement

By signing this Official Entry Form and participating in the Magiting Eco-Trail Run:

1. I confirm that I am aware and agree to all the rules and guidelines set by the event organizer including decisions made related to disqualifications, forfeitures, weather conditions and natural disasters;
2. I certify that I am physically fit and capable of participating in the race;
3. I accept to understand the risk involved in trail running like serious injury or even death due to various causes including but not limited to falls, slippage, dehydration, over fatigue, collision with participants and spectators, and trail conditions due to the weather;
4. I, my heirs, executors, administrators, and next of kin do hereby waive, release, and forever discharge the event organizers, sponsors, volunteers, promoters, race officials, and all other parties involved from all liabilities, claims, actions, or damages of any nature to myself or property that I may have against them for whatever cause arising out my participation in this event;
5. I authorize the event organizers to use my personal information including name, photos, interviews, audio-visual materials, and any information provided by myself on this entry form to be used without monetary considerations in any broadcast, telecast, promotion or advertising, related to this event;
6. I declare that I agree and understood to the above conditions, provided true and correct information and signed this waiver in my own free will.

Date: _____

Signature over printed name

Name of Participant: _____

Date form received: _____

Date payment received: _____

Mode of payment: ☐ Cash ☐ Gcash

Registration Stub

Received By: _____

Race Kit Claim Stub

Name of Participant: _____

Date released: _____

Bib Number: _____

Released by: _____



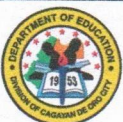
RACE RULES AND GUIDELINES

I. Race Details:

Date:	November 30, 2024
Categories:	Category 1 (approximately 5 kilometers) and Category 2 (approximately 10 kilometers)
Assembly Time:	4:30 a.m.
Starting Line:	Malasag Elementary School
Starting Time:	5:30 a.m.
Finish Line:	Migtugsok Mobile Classroom
Registration Fee:	One Thousand Pesos (Php 1,000.00) in all category
Refunds:	No refund of registration fee allowed for all confirmed participants but is transferrable to another person.

II. Rules and Guidelines:

1. Check-in of participants will start at 4:30 a.m. on the race day, just present your registration stub to the secretariat upon arrival.
2. You can check-in your baggage at the designated place at the starting line and claim them upon returning, just present your bib number.
3. Meals will be provided at the finish line in a form of boodle fight.
4. All participants who are late at starting time can still participate in the race but not eligible for winning but can still claim their finisher's certificate.
5. Finisher's certificate will be given to all finishers and medals to top ten-(10) runners in 10K category.
6. Race officials have the right to remove any runner from the course deemed necessary for their safety and safety of others.
7. Warning: Race course especially along the trails are slippery when wet with sharp stones and other obstructions (fallen trees, branches, grasses, etc.) so we encourage the participants to take all the necessary precautions to avoid any accidents.
8. Water is available at the STARTING and FINISHING LINE and CHECK POINTS but we encouraged the runners to bring their own water bottle. No glass/plastic cups will be provided at the stations.
9. All participants must comply to the following rules:
 - Bibs must be visible at the front of the runner's jersey.
 - Any participant with the intention of dropping out of the race must notify any race marshals along the course or at the check points.
 - To ensure that all participants stay energized and hydrated throughout the race, trail food and refreshments will be available at every checkpoint along the route. These will include light snacks and drinks to support your endurance during the run. Participants are encouraged to make use of these provisions responsibly, maintaining cleanliness in the area to support our eco-friendly initiative.



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- Absolutely no littering along the trail. Anybody caught littering will be disqualified. You can leave your garbage at the check points.
- There will be trail signs and race marshals stationed along the trail to guide the runners.
- No weapons, alcohol, glass bottles will be permitted on the race course and absolutely NO SMOKING.
- Only attempt to pass another runner when it is safe for both you and the other runner to do so especially on a single trail.
- Always yield to the faster runners passing on the trail and who announces his/her intention to pass by stepping off the trail.
- Physical aids are allowed including walking sticks or trekking poles and it is the responsibility of the runner that this cannot in any way hamper or cause inconvenience to other runners.
- Course cutting/shortcuts/switchbacks are not allowed.
- Violating any of these rules will result in runner's disqualification.

10. And above all **LET'S HAVE FUN OUT THERE.**

III. Rule Violation Procedure

Alleged rule violations must be formally reported the event staff. To file a protest, runners should adhere to the following protocol:

- Report the protest verbally to the Check Points or Race Marshal on the trail course or at the race officials at the finish line no later than 10 minutes after the arrival of the last runner.
- Race officials will assess the situation and communicate the determined outcome to all parties involved in the protest.
- Decision of the race director is deemed final.

