Republic of the Philippines
Department of Education
REGION XII
DIVISION OF SULTAN KUDARAT

DEPARTMENT OF EDUCATION
DIVISION OF SULTAN KUDARAT
RECORDS SECTION
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DIVISION MEMORANDUM
SGOD EPS No. 245 s. 2026

CONDUCT OF ORIENTATION AND SYSTEM INSTALLATION TRAINING ON HY-TEK MEET MANAGER FOR SWIMMING TECHNICAL OFFICIALS

To: Assistant Schools Division Superintendent
Chiefs of the Functional Divisions
Education Program Supervisors
Schools District Supervisors/Principals In-charge
Elementary and Secondary School Heads
Tournament Managers and Technical Officials
Concerned Employees
This Division

1. In preparation for the efficient and systematic conduct of swimming competitions, the Schools Division of Sultan Kudarat shall conduct an Orientation and System Installation Training on HY-TEK Meet Manager for Swimming Technical Officials on November 24, 2026, at 8:00 AM at the SDO Kalimudan Hall, Isulan, Sultan Kudarat.

2. The activity aims to capacitate swimming technical officials on the proper installation, configuration, and utilization of the HY-TEK Meet Manager system in managing swimming events, including the encoding of entries, preparation of heat and lane assignments, recording of results, and generation of competition reports.

3. Participants shall be the Swimming Technical Officials listed in the Enclosure of this Memorandum. They are advised to bring their laptops and other necessary equipment to facilitate the hands-on installation, configuration, and practical application of the system.

4. All participants are expected to actively participate in the discussions and hands-on exercises to ensure their readiness and proficiency in utilizing the system during the conduct of swimming competitions.

5. Expenses for meals, snacks, transportation, and other incidental expenses shall be charged against the respective School/Division MOOE, subject to the availability of funds and the usual accounting, budgeting, and auditing rules and regulations.

6. For inquiries and clarifications, contact Lazaro P. Oriel, SEPS/OIC EPS SGOD, through lazaro.oriel@deped.gov.ph.

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Enclosure to Division Memorandum SGOD EPS No. 245 s, 2026

LIST OF SWIMMING TECHNICAL OFFICIALS

NO.	Name	Designation
1	ELWIN MARK A. EUGENIO	Tournament Manager
2	CHRISTIANSON LAYES	Technical Official
3	EULA MAE CELETERIA	Technical Official
4	JANINE M. GALIGAO	Technical Official
5	JOCELYN G. SUSTITUEDO	Technical Official
6	KINNETH F. GOROY	Technical Official
7	KNOX MAQUERME	Technical Official
8	LOVELYN PANGCOG	Technical Official
9	MA. JOYCE VAGILIDAD	Technical Official
10	MERRY JOY GELECANAO	Technical Official
11	NORHATA ONDO	Technical Official
12	RHEA YVONNIE FIGUEROA	Technical Official
13	RUTH LACASANDILI	Technical Official
14	SHERYCE H. DISTOR	Technical Official
15	RACHELE JOHN MORAGAS	Technical Official
16	FRELEN RAGASA	Technical Official

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