



# PHILRECA

PHILIPPINE RURAL ELECTRIC COOPERATIVES ASSOCIATION, INC.  
*The Philippines' Electric Cooperatives*

21 January 2025

**ADVISORY 2025-D-004**

FOR : ALL EC GENERAL MANAGERS

ATTENTION : ALL ISD MANAGERS  
ALL LEXICON MEMBERS  
ALL SAFETY OFFICERS

SUBJECT : SUPPLEMENTAL ADVISORY - GUIDELINES FOR THE  
2025 LAKTAK: POWER LOVE ON THE RUN

---

Greetings from PHILRECA!

This is in reference in the upcoming nationwide fun run entitled **2025 LAKTAK: Power Love on the Run** on **February 15, 2025 (Saturday)**.

During the virtual meeting of 2025 LAKTAK with ISD managers and LEXICON last January 20, 2025, a concern was raised regarding the fact that some ECs will be facilitating a fun run for the first time. To support these first-time ECs in successfully managing the event, a comprehensive set of general guidelines has been drafted.

This set of guidelines is designed to provide some necessary instructions and best practices for facilitating a fun run, ensuring a smooth and enjoyable experience for all employees and member-consumer-owners. However, this is just a general guideline. The guideline may vary depending on the needs of your local government unit.

We encourage all first-time ECs to review the following guidelines:

#### **A. EVENT PROPOSAL**

PHILRECA has already furnished the comprehensive details of the fun run, encompassing the date, target participants, objectives, and mechanics of the event. EC task in this step is to provide the information regarding the location and route of the race courses.

#### **B. APPROVAL OF THE LOCAL GOVERNMENT UNIT (LGU)**

It is essential to **draft a formal letter addressed to your local authorities, such as the city or municipal council**, to seek approval for organizing the LAKTAK: POWER LOVE ON THE RUN event. We encouraged that you deliver the letter in person to expedite the approval process. Upon receiving approval from the local authorities, you will be issued the necessary permits to proceed with the event. It is

***"United We Stand, We Stand United."***

2<sup>nd</sup> Floor, PNB Building, No. 92 West Avenue, Quezon City, Philippines

Telephone Nos.: 8967-1580/0917-850-6830/0939-905-2206

Website: [www.philreca.org](http://www.philreca.org); e-mail address: [core@philreca.org](mailto:core@philreca.org)



important to note that the specific permits required may vary depending on the regulations of your respective LGU. However, the common permits that you will likely need to obtain include:

1. Mayor's Permit
2. Barangay Permit
3. Police Permit
4. Department of Public Works and Highways (DPWH) Permit
5. Environmental Compliance Certificate (ECC)

We also encourage ECs to ensure that you have **event insurance** to cover any potential liabilities that may arise during the fun run.

## C. CREATE A MEMORANDUM

Draft and disseminate a memorandum **mandating the participation of all employees** in the event.

## D. CREATING A BUDGET

Create a budget for the event, including costs for marketing, supplies, and any necessary permits. A budget helps you allocate resources effectively by prioritizing spending on key aspects of the event specifically the registration.

## E. EVENT SCHEDULE/PROGRAM AND DISPLAY MATERIALS AND EVENT PROMOTION

Attached in the initial advisory the mechanics that includes a proposal program for your reference and the link where you can access the materials, including the bib, t-shirt design, and tarpaulin to be used during the event.

*Note: You may modify the designs of the materials but not the LOGOs. Furthermore, PHILRECA is prepared to assist the ECs in Luzon with the production of shirts. For ECs in Visayas and Mindanao regions, we recommend sourcing a local supplier to facilitate quicker communication and more efficient production. Thank you for your cooperation.*

For event promotion, you can **create engaging posts in your EC Facebook page with our display materials**. Please utilize our proposed hashtags or other hashtags related to running, fitness, and community events to reach a wider audience. Additionally, you may want to collaborate with your local running sports club or any group to help spread the word.

## F. REGISTRATION SYSTEM

Prepare **registration forms through online platform or by visiting to your respective offices or designated area** for participants to sign up for the fun run.

***"United We Stand, We Stand United."***



Include important details such as participant information, emergency contacts, and any medical conditions that organizers should be aware of.

Create **waiver forms** that participants must sign to acknowledge the risks associated with participating in the fun run. This helps protect the organizers from legal liabilities. A sample of LEYECO III's registration form and waiver is attached on this advisory for your reference.

Establish a registration deadline at least one week before the event to allow sufficient time for the printing of shirts. Include a provision for excess shirts to accommodate walk-in participants if necessary.

## **G. VOLUNTEER FORMS AND EMERGENCY PLAN**

If you need volunteers to help facilitate the fun run, create volunteer forms for individuals to sign up and provide their availability and areas of interest. Develop an emergency plan outlining procedures for handling medical emergencies, evacuations, and other unforeseen incidents that may occur during the fun run.

## **H. PREPARE A CHECKLIST**

These are some of the essentials that must be in your checklist:

1. Check-in with volunteers and staff to ensure everyone knows their roles and responsibilities.
2. Set up registration tables and check-in stations for participants.
3. Provide participants with race bibs, timing chips (if applicable), and any other necessary materials.
4. Ensure that the course is properly marked with signage and volunteers stationed at key points.
5. Have water stations and first aid stations set up along the course.
6. Coordinate with timing services to ensure accurate timing of participants.
7. Monitor the progress of the race and communicate with volunteers and staff as needed.
8. Be prepared to handle any emergencies or medical issues that may arise.
9. Prepare for the finish line by setting up timing mats, finisher medals, and any post-race refreshments.
10. Coordinate with announcers to welcome participants as they cross the finish line.
11. Organize awards ceremonies and distribute prizes to top finishers in each category.
12. Collect feedback from participants and volunteers to evaluate the event and make improvements for future fun runs.

***"United We Stand, We Stand United."***



# PHILRECA

PHILIPPINE RURAL ELECTRIC COOPERATIVES ASSOCIATION, INC.  
*The Philippines' Electric Cooperatives*

You may modify this checklist depending on your needs.

## **I. FACILITATE THE FUN RUN**

After completing all the necessary preparations, the EC is now ready to facilitate the fun run. Ensure that all participants are welcomed and informed about the event details. As the run begins, encourage member-consumer-owners to enjoy the experience and foster a spirit of camaraderie. Wishing your 2025 LAKTAK: Power Love on the Run the best of luck – God bless!

By coming together in a fun and active setting, we can foster a sense of unity, camaraderie, and appreciation for one another, and ensure the continued success of the rural electrification movement for the benefit of our MCOs and the communities we serve. For other inquiries and/or concerns, you may reach Ms. Kathleen Cayat at 0916.266.6888 or Ms. Louella Cayat at 0939.905.2205, or via email at [core@philreca.org](mailto:core@philreca.org)/[philreca1979@gmail.com](mailto:philreca1979@gmail.com).

Prepared by:

**LOUELLA MAE A. CAYAT**  
*Training Associate*

Noted by :

**KATHLEEN B. CAYAT**  
*Corporate Affairs Manager*

**ATTY. JANEENE DEPAY-COLINGAN**  
*Executive Director/General Manager*

***“United We Stand, We Stand United.”***