



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE
Dipolog City



RELEASED

BY: [Signature] DATE: 9/8/15
NAME/SIGNATURE

DIVISION MEMORANDUM
NO. 226 s. 2015

To: **Assistant Schools Division Superintendent**
SGOD Chief
CID Chief
Public Schools District Supervisors
School Administrators
Classroom Teachers
Concerned Personnel

From: **NATIVIDAD P. BAYUBAY, CESO VI**
Officer-in-Charge
Office of the Schools Division Superintendent

Subject: **Provincial Meet and Special Games Schedule and Venue**
Provincial Meet and Special Games Concerns

Date: **September 8, 2015**

1. In its quest for the holistic development of the child, development of the mind- body and spirit- the Schools Division of Zamboanga del Norte in cooperation with the Municipal Government of Roxas, will hold its **Annual Provincial Meet and Special Games**.
2. The date of the Provincial Meet and Special Games will be on **October 27 -30, 2015** at the **Municipality of Roxas**.
3. The PSDS's of the districts of Roxas I and II are hereby directed to make the necessary preparations and coordination with the Municipality of Roxas as the host districts to guarantee the success of the event.
4. The PSDS's of the districts of Roxas I and II are further hereby directed to prepare for the following activities, to wit:
 - a. **Opening Parade**
 - b. **Opening Program**
 - c. **Closing Program**
 - d. **Conference for Tournament Managers and Officiating Officials**
 - e. **Solidarity Meeting for Coaches, Chaperones, Technical Officials and Dignitaries**
 - f. **Welcome Night**
 - g. **DEPED Night**
 - h. **Victory Party**

Coordinate with the LGU of the Municipality of Roxas for the preparation and communicate with Mr. LEONIDO A. PAMPILO, JR. for details.



5. The PSDS's of the districts of Roxas I and II are further hereby directed to identify four (4) DEPED Personnel within their district to man the ANNOUNCERS BOOTH for the said entire duration of the meet.
6. To ensure the success of the event, different working committees are created, to wit:

A. PROVINCIAL MEET STEERING COMMITTEE

Chairperson: **NATIVIDAD P. BAYUBAY, CESO VI, OIC SDS**
 Assistant Chairperson: **LOURMA I. POCULAN, MAED, OIC ASDS**
 Members: **LILIA A. ABELLO, Ed.D., CID Chief**
JOY E. LETRAN-SIGSON, EMD, SGOD Chief

B. PERSONNEL MANAGEMENT AND SUPPORT STAFF

Athletic Manager: **LEONIDO A. PAMPILO, JR., SEPS Planning & Research**
 Co-Athletic Manager: **GERARDO R. MONTILLA, SSP IV**
 Assistant Athletic Manager: **DAVE A. PATIGAYON, ENGR. III, Education Facilities**
BALTAZAR R. BUOT
 Members: **WILSON H. INDING**
NICOLLETTE RIA E. TANGON
ALAN BELARMINO
GRACE KIM
RORICH SAURA
MARCHER SUGOD
JOSE ARPEL ELPIDES
VICENTA MACADILDIG
 All Tournament Committee Chairpersons

C. TOURNAMENT COMMITTEE CHAIRPERSONS

SPORT	CHAIRPERSON
ARCHERY	NEORIENTE FERRER
ARNIS	EVELYN MALBACIAS
ATHLETICS	BALTAZAR R. BUOT
GYMNASTICS	ANNABELLE RAMOS
SEPAK TAKRAW	ARNOLD NAPIGKIT
SOFTBALL	ALFRED DESCALLAR
BADMINTON	RANDY DARCEA
BASEBALL	LUIS FEROLINO
BASKETBALL	RHAMSON SARITA
BOXING	FELIZARDO GAYAPA
CHESS	REY CABARON
FOOTBALL	DANILO CABRERA
TABLE TENNIS	ROEL PUJANES
TAEKWONDO	CATALINO ESTRADA, SR.
TENNIS	REMEGIO LUY
VOLLEYBALL	RIZALDO CASTILLON

The committee chairpersons are given the liberty to select the members of their chaired committee as to who and how many, however, subject to the approval of the SDS.



D. SPECIAL GAMES COMMITTEE

Chairperson: **ARCELITA B. ZAMORAS, Ed.D.**
Assistant Chairperson: **AGUSTINA P. MAGALSO, MAED**
Members: All SPED Center Representatives

E. BILLETING QUARTERS' IDENTIFICATION AND PREPARATION COMMITTEE

Chairpersons: **PSDS JUDITH PEPITO**
PSDS HENRIETTA MINDA BALDOZA
Members: All School Heads of Roxas I and II

F. COMMITTEE ON PROTESTS AND APPEALS

Chairperson: **LOURMA I. POCULAN, OIC ASDS**
Assistant Chairperson: **HELEN E. TANGON, AO V**
Members: **LEONIDO A. PAMPILO, JR., SEPS Planning & Research**
GERARDO R. MONTILLA, SSP IV
ROBERT I. POCULAN III, SEPS, HRDO
LILIA A. ABELLO, Ed.D., CID Chief
JOY E. LETRAN-SIGSON, EMD, SGOD Chief
ARCELITA B. ZAMORAS, Ed.D., EPS SGOD

G. SCREENING and ACCREDITATION COMMITTEE

Chairperson: **LEONIDO A. PAMPILO, JR., SEPS Planning & Research**
Co-Chairperson: **GERARDO R. MONTILLA, SSP IV**
Co-Chairperson: **NICOLLETTE RIA E. TANGON, EPS II HRDO**
Members: **GRACE KIM, EPS II**
RORICH SAURA, EPS II
SONIA Y. UY, MD, MEDICAL OFFICER III
CHERYL V. OCUPE, MD, MEDICAL OOFICER II
JOY MARIE O. LABOG, DDM, DENTIST II
HORLITA D. BALAIS, RN, NURSE II
EDWIN M. GONZALES, DENTAL AIDE II
JOSE ARPEL ELPIDES
VICENTA MACADILDIG
All District Nurses

H. COMMITTEE ON DOCUMENTATION

Chairperson: **MARCHER SUGOD**
Assistant Chairperson: **DENNIPHER RILLERA**
Members: All Delegation Representatives

I. COMMITTEE ON SUPPLIES

Chairperson: **NARLYN MENDOZA**
Assistant Chairperson: **FELIMON NALZARO**
Members: **ROLAN REYES**
ARTHUR NACILA



J. MEDICAL and DENTAL COMMITTEE

Chairpersons: **SONIA Y. UY, MD, MEDICAL OFFICER III**
CHERYL V. OCUPE, MD, MEDICAL OFFICER II
JOY MARIE O. LABOG, DDM, DENTIST II

Members: **HORLITA D. BALAIS, RN, NURSE II**
EDWIN M. GONZALES, DENTAL AIDE II
All District Nurses

7. The deadline for the submission of athletes', coaches' and chaperones' documents will be on **October 7, 2015**. It will be submitted to **MS. NICOLLETTE RIA E. TANGON** at the Schools Division Office. We will strictly enforce the **"NO DOCUMENT, NO PLAY"** policy.
8. For guidance, the Schools Division of Zamboanga del Norte adapted this eligibility rules and requirements for athletes, coaches and chaperons:

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE ELIGIBILITY RULES AND REQUIREMENTS

A. The DIVISION Screening & Accreditation Committee (DSAC)

I. COMPOSITION

A. The Division Screening and Accreditation Committee shall consist of the following personnel:

Chairperson: **LEONIDO A. PAMPILO, JR., SEPS Planning & Research**
Co-Chairperson: **GERARDO R. MONTILLA, SSP IV**
Co-Chairperson: **NICOLLETTE RIA E. TANGON, EPS II HRDO**
Members: **GRACE KIM, EPS II**
RORICH SAURA, EPS II
SONIA Y. UY, MD, MEDICAL OFFICER III
CHERYL V. OCUPE, MD, MEDICAL OFFICER II
JOY MARIE O. LABOG, DDM, DENTIST II
HORLITA D. BALAIS, RN, NURSE II
EDWIN M. GONZALES, DENTAL AIDE II
JOSE ARPEL ELPIDES
VICENTA MACADILDIG
All District Nurses

II. DUTIES AND FUNCTIONS OF THE DSAC

- A. Evaluate, verify the authenticity of the athletes', coaches' and chaperons' documents before and during personal interview.
- B. Accredit qualified athletes, coaches and chaperons to the Provincial Meet.
- C. Issue master list of accredited athletes/coaches/chaperons before the opening of the Provincial Meet on soft and hard copies. Certified true copies shall be furnished to the Heads of Delegations.
- D. Consider replacement for disqualified athletes during the period of screening.



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- E. Formulate ground rules not covered by the guidelines on eligibility.
 - F. Issue athletes photo galleries to Tournament Managers.
 - G. Re-check and monitor with the Tournament Managers the fielding of athletes during actual competition based on the photo gallery.
 - H. Monitor the fielding of athletes during actual competition.
 - I. Investigate and render decision(s) on cases of protest/complaints on eligibility and inform the Tournament Manager on the decision(s) made. All decisions shall be approved by the majority of the members of the DSAC.

III. RULES ON PARTICIPATION

A. Participants

A. Participants in the Palarong Pambansa are elementary and secondary athletes from public and private schools who have participated in the lower meets (Division and Regional).

B. Eligibility of Athletes

1. Must be Filipino Citizen.
2. Must be enrolled in a recognized school at the beginning of the current school year.
3. Must have attended and finished the curriculum year.
4. Should have participated in the preliminary meets.
5. Elementary athletes shall be born January 1, 2003 or later, and secondary athletes on January 1, 1997 or later. Thereafter, add one (1) year to the cut-off date for the succeeding year.
6. Pupil/student-athletes that transferred from one region to another are allowed to participate, provided their transfer was done at the beginning of the school year. Transferees from one division to another within the region are allowed to participate, provided, they have participated in the lower meets.

C. Grounds for Disqualification

1. Over-aged.
2. Failing grades in more than two (2) core subjects in the second grading period.
3. Being a member of the National Team, National Training Pool and Development Pool receiving monthly stipend / allowances from the Philippine Sports Commission (PSC).
4. Failure to submit the required documents or failure to submit oneself for personal interview on the specified time.



5. Banned during the previous Palaros, Regional Meets and Provincial Meets.

D. Required Documents to be Submitted During Screening

1. Athlete's Record signed by the athlete, coach, and Athletic Association President.
2. Original and photocopy of Birth Certificate issued by the National Statistics Office (NSO). Late registration may be accepted, provided, it was issued one (1) year prior to current Palarong Pambansa.
3. In the case of foreign born Filipino athlete, in lieu of NSO Birth Certificate, the Original Birth Certificate issued by the country of his/her birth and a valid passport showing his/her nationality, date and place of birth.
4. Form 137, certified true copy from original or computer printed, duly prepared and signed by the teacher-adviser, with fresh signatures of the registrar/principal/school heads, and by the Division PESS Supervisor.
5. In case the grades for the second grading period are not indicated in the Form-137 of the athlete, the Form – 138 (Report Card) shall be attached thereof.
6. Certification of Enrolment and Certificate of Completion duly signed by the school registrar or the school head.
7. Parent's or guardian's consent verified by the teacher-adviser and the Principal.
8. Medical Certificate signed by a physician that the athlete is physically fit and within the age limit required with a validity of six (6) months from the date of issue. (The complete name of the signing physician shall clearly appear on this document, with the license number and date of examination.)
9. Four (4) passport size 1 ½ x 1 ½ identical pictures with name tag (surname, first name and middle initial) and grade/year level for Athlete's Record, medical/dental certificate, gallery and Palarong Pambansa ID card.
10. List of athletes indicating the date of birth, division, school and name of coach duly signed by the Regional Director, on soft (diskette, USB or any other media) and hard copy.
11. Affidavit of the coach attesting the authenticity, validity and correctness of the entries on the above-mentioned documents submitted.

5. Eligibility of Coaches and Chaperons

1. Coaches and chaperons must be school or DepED personnel. Coaches and chaperons from private schools must have been in the service for at least six (6) months.
2. Documents to be submitted:
 - 2.1 Certificate of Employment (certified true copy of the original document duly notarized)



- 2.2 Form 212 with three (3) pieces ID pictures
- 2.3 Medical Certificate

IV. SCREENING OF ATHLETES

1. The Screening Procedures

A. The DSAC shall:

A.1 Receive and examine all athletes' documents at least one week before the start of the Palarong Pambansa.

A.2 Interview athletes based on the documents submitted. It shall start on specified schedule date and shall end two days before the opening of the Palarong Pambansa.

A.3 Refer immediately to the medical/dental team for further medical and dental examination on doubtful findings regarding the age and physical appearance of the athlete. The finding(s) of the NSAC Medical Team shall be binding and legal.

A.4 Write down all findings/comments notes on the front cover of the folder of the concerned athlete/team properly signed by the interviewer.

B. The DSAC shall interview and receive the documents in the following order:

B.1 The coach will be interviewed first, and shall submit the Certificate of Employment, duly sworn Affidavit, Medical Certificate, Personal Data Sheet and a picture with name tag.

B.2 The chaperon shall submit the Medical Certificate and personal Data Sheet with picture with name tag.

B.3 The athlete shall submit the AR-1, NSO (photo copy), Form 137, Certificate of Enrolment, Certificate of Completion, Parent's Consent, Medical Certificate and Dental Certificate.

2. Special Cases

A. In case where there is a discrepancy on the entry in the NSO and Form 137, the following documents shall be presented:

A.1 Joint Affidavit of two (2) disinterested persons certifying on the true date of birth;

A.2 Resolution signed by the Head of the Regional Delegation;

A.3 Local Civil Registry (LCR) issued Birth Certificate;

B. In cases where there is a discrepancy on the entry of name in the NSO and Form 137, the entry in the NSO shall prevail, but must be supported by a resolution from the Head of the Regional Delegation for change of entry or correction of name.

C. In cases where the first or last name is not found at the top portion of the NSO but at the box below, the following shall be submitted:



C.1 Live Birth Certificate issued by the LCR

C.2 Copy of the application/petition duly received by the LCR (supplemental report to the LCR/Court).

C.3 Resolution signed by the Head of the Regional Delegation.

C.4 Affidavit of the parents.

C.5 Affidavit of two (2) disinterested persons.

D. When an illegitimate athlete uses the surname of his/her father, he/she shall submit an acknowledgement (2nd page of the NSO issued Birth Certificate) or a duly notarized acknowledgement by the father, and an annotation on the NSO (subsequent marriage of the parents)

E. When the gender cannot be categorically determined, an affidavit of two (2) disinterested persons shall be submitted. The NSAC medical team shall conduct a physical examination. The finding(s) opinion of the NSAC medical team shall be binding (for purposes of Palarong Pambansa records only).

F. Unreadable entries shall be supported by the original Live Birth Certificate from the LCR, and affidavits of the parents and two (2) disinterested persons. Typographical errors shall be supported by a resolution signed by the Head of the Regional Delegation (for purposes of Palarong Pambansa records only).

V. REPLACEMENT OF ATHLETES PRIOR TO THE ISSUANCE OF THE MASTERLIST OF ACCREDITED ATHLETES

A. Replacement of athletes may be allowed only before the final deliberation of athletes, upon the written request signed by the Head of the Regional Delegation, on the following grounds:

A.1 Medical/Health reasons

B.2 Original athlete is not screened or interviewed

B.3 None or incomplete set of required documents on the date set the DSAC

B.4 Original athlete is not eligible to play- over aged, impersonation, etc.

VI. PROTEST ON ELIGIBILITY

A. Protest shall be in writing and duly signed by the coach and the Head of the Delegation or his / her official representative and shall be filed before the start of the second game of the concerned team with the Chair of the DSAC. Protest filed by other person shall be automatically dismissed without prejudice of refiled the same upon compliance of the abovementioned requirement.

The NSAC may MOTU PROPIO conduct investigation if there is an obvious truth or merits of the allegation questioning the eligibility of the athlete.

B. Protest shall be accompanied by affidavit, witnesses and / or evidences to support thereof.



3. The protest shall be acted immediately by the NSAC upon receipt thereof. Decision of the NSAC shall be appealable only to the Secretary of Education or, on his behalf, the Vice-Chairman of the Palarong Pambansa Board.

C. The protestant shall have the burden of proof and shall provide necessary evidences (documentary / testimonials), otherwise, the protest will be dismissed "MOTU PROPIO".

D. The DSAC may also conduct investigation on complaint/s of misrepresentation, impersonation and violations of similar nature, for purposes of determining the eligibility of the athlete without prejudice of filing administrative and criminal action.

E. The DSAC, by authority of the Secretary of Education, shall act on information on violations of athletes even after the Palarong Pambansa. It shall determine the existence of a prima facie case.

VII. SANCTIONS

A. When a violation on eligibility rules is proven in team competitions, the games in which the individual has taken part shall be declared forfeited in favor of the opposing team. The individual performance, in case of individual events, shall be nullified.

B. Any violation of the rules on eligibility is punishable by lifetime ban from participating in school sports competitions without prejudice to the filing of appropriate administrative and criminal charges against erring officials and athletes.

Adapted with modification from:

The 2009 Palarong Pambansa

National Screening and Accreditation Committee (NSAC)

9. The PSDS's are directed to inform the personnel concerned in their district of their respective membership to the different committees and all other individual tasks.
10. Travel and other expenses incurred by the participants will be charged against the SEF of the LGU concerned.
11. For compliance, information and guidance.