



Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE
Dipolog City 7100



MEMORANDUM

To: Public Schools District Supervisors
Delegation Heads, 5 Clusters
Members, *division/ District Screening and Accreditation Committee*
Principals/School Heads, *Elem. & Sec. Public and Private Schools*
Coaches, Asst. Coaches, Trainers & Chaperones
All Others Concerned
This Division

FROM: The Office of the Schools Division Superintendent

SUBJECT: 2019 Provincial Games Screening and Accreditation Matters

DATE: October 14, 2019

1. Relative to the staging of the 2019 Zamboanga del Norte Athletic Association Provincial Meet and Special Games on October 21-25, 2019 in Dipolog City, the Division Screening and Accreditation shall convene starting 9:00 AM of October 20, 2019 and such other times thereafter, to conduct evaluation and validation of all documents submitted to its custody, interview athletes, coaches and chaperones, and conduct physical examination as well as monitoring of the fielded athletes and team officials during the games;
2. In view of the foregoing, deadline for the submission of eligibility documents of both the athletes, coaches, assistant coaches and chaperones, to the Schools Division Office, thru the School Management, Monitoring and Evaluation (SM&ME) is reset from October 15, 2019 to **October 18, 2019 @ 5 P.M.**;
3. It is imperative that the revised forms for the 2020 Palarong Pambansa should have been used in this Meet;
4. The composition of the Division Screening and Accreditation Committee for the 2019 Provincial Games is hereto attached as Annex 1, for information and guidance;
5. The revised requirements for screening and accreditation of athletes, coaches, assistant coaches and chaperones for the 2019 Palarong Pambansa is hereto as Annex 2, for information and reference;
6. Widest dissemination of this Memorandum to all concerned is desired.

PEDRO MELCHOR M. NATIVIDAD, Ph. D., CSEE
Schools Division Superintendent

Encl.: As stated



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2019 PROVINCIAL GAMES

COMPOSITION OF THE DIVISION SCREENING AND ACCREDITATION COMMITTEE

Head	:	WILSON H. INDING
Alternate Head	:	LUZENTES MARATAS
Asst. Head	:	JED A. NIEVES
Members	:	SONIA Y. UY, M.D. JOY MARIE LABOG WENESTON MAYO ANNALIZA CORPUS VICENTA MACADILDIG RYS A. INTIC STEPHEN BRYAN TABARNO MA. GRACE KIM MAE JANE A. MACATUAL NERLITO BALBUENA JAMES SOCRATES ABAPO GEORGE MICHAEL REYES CRISTINE GUMAPO JAMAL ALID
Secretariat	:	EMMANUEL ACAYLAR JOSEPH L. PANTOJA VERGO P. BAGARINAO

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2019 PROVINCIAL GAMES

**REVISED ELIGIBILITY REQUIREMENTS AND GUIDELINES FOR THE
SCREENING AND ACCREDITATION OF ATHLETES, COACHES AND
CHAPERONES, IN THE DIVISION, REGIONAL AND PALARONG PAMBANSA**

Pursuant to Section 13 of Republic Act 10588 otherwise known as "An Act Institutionalizing the Conduct of the Palarong Pambansa and Appropriating Funds therefor.", the following Rules for the Screening and Accreditation of Athletes, Coaches and Chaperons is hereby adopted:

Section 1. Creation of the NSAC, RSAC and DSAC.

The Palaro Board through the Secretary General shall constitute the NSAC composed of the following:

- Representative from DepEd Legal Service who will act as the Chairman;
- One (1) government physician;
- One (1) government dentist;
- One (1) authorized representative from RAA, preferably the chairman of the RSAC.

The Regional Director shall create a Regional Screening and Accreditation Committee (RSAC) composed of the following:

- Authorized representative by the Regional Director who will act as a Chairman;
- One (1) government physician;
- One (1) government dentist;
- One (1) authorized representative from each Division Athletic Association;
- Two (2) staff who will act as the Secretariat of the RSAC;
- The Regional Director may assign other personnel to assist the RSAC.

The SDS shall create a DSAC composed of the following:

- Authorized Representative of the SDS who will act as a Chairman;
- One (1) government physician;
- One (1) government dentist;
- One (1) authorized representative from each district or cluster; and Documenter who will act as Secretariat of the DSAC.

The SDS may assign other personnel to assist the DSAC.

Section 2. Duties and Functions of the NSAC.

The National Screening and Accreditation Committee shall:

- a. Evaluate and verify the authenticity of the documents of athletes, coaches, assistant coaches and chaperones, submitted by the Head of Delegation for the Palarong Pambansa;
- b. Accredite qualified athletes, coaches, assistant coaches and chaperones and submit masterlist to the Board at least two (2) months before the conduct of the Palarong Pambansa;
- c. Monitor with the proper technical officials the athlete fielded by the coaches during the actual competition based on the final official master list with the photo gallery with checklist (Enclosure 1);
- d. Resolves protest brought before the NSAC;
- e. Investigate complaint, information and reports, regarding the eligibility of athletes, coaches, assistant coaches and chaperons, and immediately disqualify the same, if there is substantial evidence that would warrant disqualification;
- f. Such other functions as may be delegated by the Board.

Section 3. Duties and Functions of the RSAC and DSAC.

The Regional Screening and Accreditation Committee and the Division Screening and Accreditation Committee shall:

- a. Evaluate and verify the authenticity of the documents of athletes, coaches, assistant coaches and chaperones, submitted by the Head of Delegation for the Regional Meet in case of RSAC and Division Meet in the case of DSAC;
- b. Accredite qualified athletes, coaches, assistant coaches and chaperones and submit master list to the Regional Athletic Association or Division/Provincial Athletic Association, as the case may be;
- c. Resolves protest brought before the RSAC/DSAC;
- d. Investigate complaint, information and reports, regarding the eligibility of athletes, coaches, assistant coaches and chaperons, and immediately disqualify the same, if there is substantial evidence that would warrant disqualification;
- e. Monitor with the proper technical officials the athlete fielded by the coaches during the actual competition.

Section 4. Rules on Participation.

- a. Participants in the Palarong Pambansa shall be elementary and secondary athletes from public and private schools who participated in the lower meets (Division and Regional). Participants in the Division and Regional meet must have participated in the preceding lower meets;

- b. As a general rule, elementary athlete shall play in the elementary division, and secondary athlete shall play in the secondary division. However, elementary athletes who have been declared overage in the elementary level may be allowed to play in the secondary level provided he met the other eligibility requirements;
- c. Athlete already graduated in the Elementary level cannot play in the elementary division, even if he is still underage.

Section 5. Eligibility of Athletes.

A. Regular Sports Events:

1. Filipino citizen;
2. Enrolled in a public or an authorized private school at the beginning of the current school year, and have attended and/or completed the curriculum year, regardless of the delivery mode of learning, **except** those enrolled under Alternative Learning System;

In case of transfer, a one-year school residency requirement shall be imposed to a learner-athlete before he or she shall be allowed to participate in the lower meets or Palarong Pambansa.

The One (1) year residency prohibition shall commence at the beginning of the school year, except to those incoming Grade 7 and Grade 11. Provided however, that should the athlete-learner transfers from one school/division/region to another school/division/region within the school year, the one (1) year residency prohibition shall apply.

3. Age Requirement

For **2020** Palarong Pambansa, Regional and Division Meet:

- *Elementary athletes* - he or she should have been born in 2007 or after.
- *Secondary athletes* - he or she should have been born in 2002 or after.

For **2021** and succeeding Palarong Pambansa, Regional and Division Meets:

- *Elementary Athletes* - he or she must not be more than 13 years old and one (1) day on April 15 in the year of Palarong Pambansa he/she is competing.
- *Secondary Athletes* - he or she must not be more than 18 years old and one (1) on April 15 in the year of Palarong Pambansa he/she is competing.

The foregoing age eligibilities are still subject to the specific technical rules of each event or game.

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B. Para Games:

- a. Filipino citizen;
- b. Enrolled in a public or in a recognized private school;
- c. Suffering from restriction or different abilities, as a result of a mental, physical or sensory impairment, to perform an activity in the manner or within range considered normal for a human being;
- d. Age requirement for Intellectual Disability shall be 15 years old and below; for those with other restriction or different abilities shall be 16 to 25 years old.
- e. Cut-off date set in Section 5 (3.2) shall apply for 2021 and succeeding Palarong Pambansa.

Section 6. Grounds for Disqualification.

Unless otherwise provided by the Board, the following athletes shall not be allowed to play in the Palarong Pambansa or other lower meets:

A. Regular Sports Events.

1. Athlete who have been declared over-age;
2. Elementary athletes with 3rd molar tooth;
3. **For Elementary and Junior High School:**
 - 3.1. **For the Division meet:** Athlete with failing grades in three (3) learning areas in the first grading period;
 - 3.2. **For Regional and Palarong Pambansa:** Athlete with failing grades in three (3) learning areas in the second grading period.
4. **For Senior High School:**
 - 4.1. **For the Division meet:** Athlete with failing grades in three (3) or more learning areas in the **first quarter of the first semester**;
 - 4.2. **For Regional and Palarong Pambansa:** Athlete with failing grades in three (3) or more learning areas in the **second quarter of the first semester**.
5. Athletes who have been or are currently members of the National Team, National Training Pool, National Developmental Pool, regardless of whether or not he or she received a salary or stipend. Provided, that the said athletes shall not be disqualified to play in the Palarong Pambansa and other lower meets in a sports discipline other than the sport wherein the athlete participated in as member of the above-mentioned team or pools;
6. Athletes who failed to submit the required documents;
7. Athletes banned during the previous Palarong Pambansa or disqualified during the preceding lower meets; *and*

8. Other grounds, including, but not limited to falsification of documents, misrepresentation, and use of prohibited drugs.

B. Para Games

1. Athlete with Disability who has been declared over-age;
2. Failure to submit the required documents; and
3. Other grounds, including, but not limited to falsification of documents, misrepresentation as to the restriction or different abilities, and use of prohibited drugs.

Section 7. Documentary Requirements.

Athlete who intend to participate in the Palarong Pambansa and other lower meets shall submit the following documents:

1. Athlete Record (AR) signed by the athlete, coach and authorized Division Sports Supervisor/Coordinator (Enclosure 2);
2. Original Copy of National Statistics Office (NSO)/Philippine Statistic Authority (PSA) Birth Certificate

Late registration shall be accepted, provided, that the birth record be registered one (1) year prior to the current Palarong Pambansa;

In case of athlete-learner born outside the Philippines, copy of the athlete's valid Philippine passport or document issued by the Bureau of Immigration or Department of Foreign Affairs showing the Filipino nationality of the athlete or that of his or her parents;

3. Parent's Consent (Enclosure 3):

Combative sports including gymnastics – Parent's Consent signed by both parents duly verified by the school head where the athlete is enrolled;

- In case one or both parent/s is /are residing in place other than the residence of the athlete, signed parent's consent from both parents is necessary to be submitted and verified by the school head where the athlete is enrolled. Copy of the signed parent's consent of any parent may be in electronic form (i.e. sent to the school head or coach through email or other electronic means.);
- In case of de facto separation, legal separation, annulment of marriage, or declaration of nullity of marriage of parents, parent's consent of the parent with actual care and custody of the athlete duly verified by the school head where the athlete is enrolled;

Non-combative sports – Parent's Consent of at least one parent duly verified by the school head where the athlete is enrolled;

- In case both parent/s is /are residing in place other than the residence of the athlete, signed parental consent from one parent is necessary to be submitted and verified by the school head where the athlete is enrolled;

- Copy of the signed parental consent of any parent may be in electronic form (i.e. sent to the school principal or coach through email or other electronic means.); and
- In case the athlete is orphaned, has no known parents, or any other similar circumstances, the actual caregiver and custodian of the athlete shall execute a Notarized Affidavit of Actual Care and Custody in lieu of the Parent's Consent.

4. Certificate of Enrollment and Attendance (Enclosure 4) stating the following:

For Kinder to Grade 10- that the athlete is enrolled and currently attending in the Curriculum Year;

For Grades 11 and 12- that the athlete enrolled and currently attending in the Curriculum Year, which include the 1st and 2nd Semesters of said Curriculum Year.

5. Learner's Permanent Academic Record (LPAR) or SF 10 (Form 137) with Learner Reference Number (LRN) for the verification of the qualification stated in Section 6 (a) par. 3 and 4.
6. Medical certificate issued within three (3) months prior to the opening of each level of competition, stating that the athlete is physically fit. The complete name and signature of the physician shall clearly appear on the medical certificate, with license number and date of examination (Enclosure 5 for non-combative sports and Enclosure 5 and 6 for combative sports including gymnastics);
7. Dental certificate with a universal entry issued within six (6) months prior to the opening of each level of competition. The complete name and signature of the dentist shall clearly appear on the dental certificate, with license number and date of examination (Enclosure 7);

Section 8. Documentary requirement for the Coach and Assistant Coach.

Coach and Assistant Coach shall submit Certificate or any document(s), duly issued by competent authorities, showing the following eligibility, membership and experience.

1. Coach Records (CR) and/or Assistant Coach Record (ACR) duly signed by the Division Sports Coordinator and Regional Sports Coordinator. (Enclosure 8);
2. Relevant sports training of **twenty-four (24) hours** for non-combative sports and **forty (40) hours** for combative sports/gymnastics;
3. Relevant experience of **one (1) year** for non-combative sports and **two (2) years** for combative sports;
4. Track Record of participations, in division and regional meet;

5. Educational and professional background preferably sports related course;
6. Membership of any relevant sports association;
7. License or certification/accreditation issued by National/ International Sports Association, authorized organization or by the DepEd (Division, Region or Central Office);
8. Medical Certificate (Enclosure 9);
9. Employment/Appointment Paper or Contract of Service showing at least **six (6) months prior to Division Palaro**; and
10. Duly notarized omnibus affidavit of the coach, attesting to the authenticity, validity and correctness of the entries on the above-mentioned documents (Enclosure 10).

Section 9. Documentary Requirement for Chaperone.

1. Chaperons Record signed by the Coach and the Sports Coordinator;
2. Employment/Appointment or Contract of Service showing at least six (6) months employment prior to the Division Palaro;
3. Commitment that SHE will nurture female athletes only and not to coach athlete (Enclosure 11); and
4. Medical Certificate (Enclosure 9).
5. **Section 10. Special Cases- In cases there are discrepancies in the birth certificate and school records of the athlete-learner:**
6. In case there is a discrepancy in the entry of date of birth between the NSO/PSA Birth Certificate and SF 10 (Form 137), the entry in the NSO/PSA Birth Certificate shall prevail. As a remedy in case of said discrepancy, the following shall be submitted:
7. NSO/PSA Birth Certificate;
8. SF 10 (Form 137);
9. Certificate of Live Birth issued by the Local Civil Registrar (LCR);
10. Joint Affidavit of two (2) disinterested persons, attesting to the true date of birth of the athlete;
11. Resolution issued by the Head of the Delegation correcting the discrepancy in the SF (Form 137).

In case there is a discrepancy the name appearing in the NSO/PSA Birth Certificate and SF 10 (Form 137), the name appearing in the NSO/PSA Birth Certificate shall prevail. As a remedy in case of said discrepancy, the following shall be submitted:

- a. NSO/PSA Birth Certificate;

- b. SF 10 (Form 137);
- c. Resolution issued by the Head of the Delegation correcting the discrepancy in the SF 10 (Form 137);

In case the first or last name is not found at the portion pertaining to the first or last name in the NSO/NSA Birth Certificate but indicated in the box below of said portion, the following shall be submitted:

- a. NSO/PSA Birth Certificate;
- b. Certificate of Live Birth issued by the LCR;
- c. Copy of the application/petition duly received by the LCR (supplemental report to the LCR/Court);
- d. Affidavit of the parents, attesting to the true first or last name of the athlete;
- e. Joint Affidavit of two (2) disinterested persons, attesting to the true first or last name of the athlete;
- f. Resolution issued by the Head of the Delegation attesting the true first or last name of the athlete as shown in the foregoing records.

In case of unreadable entries in the NSO/PSA Birth Certificate, the following shall be submitted:

- a. NSO/PSA Birth Certificate;
- b. Certificate of Live Birth issued by the LCR;
- c. Affidavit of the parents, attesting to the true and correct entries;
- d. Joint Affidavit of two (2) disinterested persons, attesting to the true entries;
- e. Resolution issued by the Head of the Delegation attesting the true and correct entries as shown in the foregoing records.

In case the physiological sex/assigned gender of the athlete could not be categorically determined in the NSO/PSA Birth Certificate and by mere visual inspection, the following shall be required:

- a. NSO/PSA Birth Certificate;
- b. Joint Affidavit of two (2) disinterested persons, attesting to the true physiological sex/assigned gender of the athlete;
- c. Certification issued by the NSAC Medical Team attesting to the true and correct physiological sex/assigned gender of the athlete, after conducting physical examination.

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- d. The above mentioned Resolutions or Certification issued by the Head of Delegations or by the NSAC shall be for purposes of school sports competition only.

Section 11. Additional documents for athletes in Para Games:

1. Intellectual Disability Certification – Psycho-Educational Assessment Test conducted and certified by Psychologist or DepEd SPED Supervisor indicating the athlete's IQ level (70 and below);
2. Visual Impairment Certification – test conducted and certified by an Ophthalmologist to determine the visual acuity (Totally Blind or Low Vision); and
3. Hearing Impairment Certification – test conducted and certified by an Otorhinolaryngologist to determine that the athlete is unable to hear.

Section 12. Replacement of Athletes, Coaches and Chaperons.

Replacement of athletes, coaches, assistant coaches, and chaperons may be allowed based on meritorious grounds three (3) days before the opening of the Palarong Pambansa, Regional or Division meet and upon the written request of the Head of the Delegation.

Section 13. Protests on Eligibility and Appeals on Disqualification.

13. 1 Protest on the eligibility of athlete, coach, assistant coach and chaperon shall be in writing, signed by the coach and the head of the delegation, must be under oath, and supported with substantial evidence;
13. 2 It shall be filed on or before the start of the event competition with the NSAC, RSAC or DSAC as the case maybe, and shall be resolved within Seventy-two (72) hours from receipt hereof.
- 13.3 Protest filed after the first game of the sports competition shall not be entertain. However, the same shall be treated as a complaint. The DSAC, RSAC, or the NSAC as the case maybe, may investigate the matter to determine the truthfulness of the allegation contain in the said protest.
- 13.4 Protest filed in the Division level shall be resolved by the DSAC and shall only be appealed to the Head of the Delegation in the Division (e.i. district delegation against another district within the division). The Decision is final and executory and shall not be appealable;
- 13.5 Protest filed in the region shall be resolved by the RSAC and shall be appealable only to the Head of the Regional Delegation. The decision shall be final and executory and shall not be appealable. (e.i. division delegation against another division delegation within the region).

- 13.6 Protest filed by the Regional Delegation against another Regional Delegation shall be resolved by the NSAC and shall be appealable to the Palaro Board through the Secretary General. The decision of the Palaro Board shall be final and executory.

Section 14. Sanctions against Athletes, Technical Officials and other persons.

Unless otherwise provided for by the Board, the following sanctions shall be imposed against the team of the delegation who will violate the rules on eligibility as enumerated under revised Rule V of this IRR:

- a. In team competitions, the games where the ineligible and/or disqualified athlete has taken part shall be declared forfeited in favor of the opposing team;
- b. In individual competitions, the games where the ineligible and/or disqualified athlete played shall be forfeited in favor of the opposing athlete;
- c. With respect to sanctions that will be imposed against individuals who caused the violation of the rules on eligibility, he/she may be suspended from participating in future school sports competitions, the duration of which shall be one (1) to three (3) years depending on the gravity of the offense: Provided, that he/she shall suffer the penalty of perpetual disqualification from participating in any future school sports competition in case of violations which are intentional and willful misrepresentation relative the eligibility of non-qualified athletes; and
- d. These sanctions shall be without prejudice to the filing of appropriate administrative and/or criminal charges against the erring officials and/or athletes in accordance with existing laws, rules and regulations.

Section 15. Except for the Bangsamoro Autonomous Region for Muslim Mindanao (BARMM), the Screening, interview and evaluation of athlete's documents shall be conducted in the Region. However, in meritorious ground the Head of the Delegation may request in writing to the Palaro Board, through the NSAC, that the interview and screening of athletes and the evaluation of their documents be conducted at the venue of the Palarong Pambansa.

Section 16. Submission of official lists of Athletes, Coaches, Assistant Coaches.

The Head of the Delegation shall submit the lists of the athletes, coaches, assistant coaches and chaperons to the National Screening and Accreditation Committee (NSAC) and the required documents, and photo galleries as required thereto.

The athletes, coaches, assistant coaches and chaperons that are included in the official lists and submitted by the Head of Delegation shall be presumed to have been screened and accredited in the Regional Palaro.

The official lists shall likewise be certified by the head of the delegation, stating in his/her accompanying letter-recommendation this:

“He/she certifies that the attached documents are true, complete and correct to the best of his/her knowledge and belief, and he/she understands that any false information given or any true information withheld from said documents may provide grounds for administrative disciplinary action.”

Falsification or any irregularities relative to the eligibility of athletes, coaches, Assistant Coaches and Chaperons that have been included in the official lists and submitted by the Head of Delegation shall be his accountability, responsibility and liability.

Section 17. The NSAC shall screen and accredit the athletes, coaches, assistant coaches and chaperones of a particular region. The NSAC member who screened the same shall submit to the NSAC Chair the final master list, galleries (soft and hard copies) and photo album of the athletes coaches, assistant coaches and chaperones, stating in their accompanying letter-recommendation this:

“They had screened and evaluated the athletes, coaches, assistant coaches and chaperones of the subject regional athletic delegation and they certify that the attached documents are true, complete and correct to the best of their knowledge and belief, and they understand that any false information given or any true information withheld from said documents may provide grounds for administrative disciplinary action.”

Section 18. Submission by the NSAC of final Master list- The NSAC through its Chair shall submit to the Palaro Board the lists of qualified athletes, coaches, assistant coaches and chaperons two (2) days before the opening of the Palarong Pambansa.

Section 19. Monitoring.

The NSAC members shall monitor the conduct of the screening and accreditation of the athletes, coaches, assistant coaches and chaperones during the Division and Regional meets.

Section 20. Fielding of the NSAC members to the Palaro Venue

The NSAC members shall be at the Palaro venue Seven (7) days prior to the opening of the Palaro to continue the performance of their duties and responsibilities, and during the period of the Palaro, to re-check and monitor with the proper technical officials the athletes, coaches, assistant coaches and chaperones fielded by the delegations.

Section 21. The following issuances are hereby repealed, amended or modified accordingly:

- Rule V, DepEd Order No. 43, s. 2016;
- DepEd Memorandum No. 95, s. 2015;
- Palarong Pambansa Board Memorandum No. 4, s. 2017;
- Palarong Pambansa Board Memorandum No. 3, s. 2018;
- Enclosure 5 of Palarong Pambansa Memorandum No. 1, s. 2019.

All prior DepEd Orders, other issuances or provisions thereof which are inconsistent with this issuance are rescinded.

Section 22. This issuance shall be effective beginning 2020 Palarong Pambansa and shall remain in force and effect, unless sooner repealed, amended or rescinded.

Section 23. School residency requirement shall be effective for the School Year 2020-2021 beginning from lower meet leading to Palarong Pambansa.

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