DIVISION MEMORANDUM
No. _______________________, s. 2019

TO: Public Schools District Supervisors
    Elementary & Secondary School Heads
    Division Sports Screening & Accreditation Committee Members

FROM: SOCORRO V. DELA ROSA, CESO V
    Schools Division Superintendent

SUBJECT: Creation of Municipal Sports Screening & Accreditation
         Committee (MSSAC)

DATE: September 27, 2019

1. Through the mandate of the Department of Education to continuously improve its
   services to better serve its clientele, a Division Sports Screening & Accreditation
   Committee is created to evaluate and verify the authenticity of the documents of
   the athletes, coaches and chaperons.

2. To ensure fairness and honesty in upcoming sports events like Division, Regional
   and National Meets, Municipal Sports Screening and Accreditation Committees
   (MSSAC) shall be created in respective municipalities.

3. Each municipality shall create two Municipal Sports Screening and Accreditation
   Committee (MSSAC), 1 for elementary level and 1 for secondary level.

4. The composition of the MSSAC shall have the following requirements:
   - Preferably non-teaching personnel (School Head, Head Teacher or
     Administrative Assistant)
   - Computer literate

5. To provide the MSSAC members a uniform interpretation and application of the
   guidelines on screening and accreditation of athletes, a Division Workshop will be
   conducted on October 2, 2019 (8:00 AM – 5:00 PM) at SDO Conference Hall.

6. Participants are advised to bring laptops, extension wire, and USB Flash Drive.

7. Travel expenses of the participants shall be charged against School MOOE.

8. For information, guidance and compliance.