

Republic of the Philippines
Department of Education
Region V - Bicol

TANGGAPANG PANSANGAY NG CATANDUANES

September 30, 2024

DIVISION MEMORANDUM

No. 481 s, 2024

DIVISION ORIENTATION ON THE PREPARATION OF DOCUMENTS OF ATHLETES

To : Chief Education Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
Private Elementary and Secondary School Heads
All Others Concern

1. Pursuant to Division Memorandum No. 408, s. 2024 re: Conduct of Sports Activities in SDO Catanduanes for School Year 2024-2025, there will be a Division Orientation on the Preparation of Documents of Athletes on October 12, 2024 from 8:00 am to 5:00 pm at Calatagan High School, Calatagan Proper, Virac, Catanduanes.
2. The objectives of the orientation are as follows:
 - a. Orient the participants on the accomplishment of the Modified Athletes Forms and Coach/Assistant Coach Records (CACR);
 - b. Equip the participants with the knowledge and skills in screening and validating the required documents of athletes and coaches in the different level of school sports competitions.
3. Expected participants are the members of the Municipal Screening and Accreditation Committee (MSAC), one (1) per district designated by the PSDS preferably school head or non-teaching personnel. The activity will be facilitated by the members of the Division Screening and Accreditation Committee (DSAC) found in the enclosure of this memorandum.
4. Participants are advised to bring laptop, external hard drive/flash drive and extension wire which will used during the orientation.
5. Attached is the matrix of activity.



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Enclosure:

DIVISION SCREENING AND ACCREDITATION COMMITTEE (DSAC)

Designation	Name	Position	School/Office
Chairperson	Perlita V. Tatel	Principal I	Danicop ES
Members	Lorenzo E. Gando	Principal I	Antipolo NHS
	Dr. Amylou B. Celso	Dentist II	SDO-SGOD
	Ruben Jose V. Tria	Principal I	Antipolo ES
Secretariat	Efren G. Gurrobat	Head Teacher V	SAVS
DSO	Fidel A. Vegim	Principal II	Calatagan HS

TRAINING MATRIX

TIME	ACTIVITY	LEARNING FACILITATOR/ IN-CHARGE
8:00-8:30	Arrival & Registration	Efren G. Gurrobat Secretariat, DSAC
8:30-9:00	Opening Program	
	Philippine National Anthem	AVP
	Opening Prayer	AVP
	Welcome Remarks	Perlita V. Tatel Chairperson, DSAC
	Message	Mary Jean S. Romero SGOD Chief
9:00-10:00	Orientation	Fidel A. Vegim DSO
10:00-11:30	Session 1: Rules and Guidelines for the Screening and Accreditation of Athletes, Coaches, Assistant Coaches and Chaperones for the Palarong Pambansa	Lorenzo E. Gando Member, DSAC
11:30-1:00	Lunch Break	
1:00-2:30	Session 2: Validation of Athletes Documents	Dr. Amelou B. Celso Member, DSAC
2:30-4:00	Session 3: Validation of Documents of Coaches, Assistant Coaches and Chaperones	Perlita B. Tatel Chairperson, DSAC
4:00-4:45	Open Forum/Clearing House	Ruben Jose V. Tria Member, DSAC
4:45-5:00	Closing Program	Efren G. Gurrobat Secretariat, DSAC




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6. Travel and other related expenses of the participants shall be charged against their local funds/school MOOE/other sources subject to the usual accounting and auditing rules and regulations.
7. Since the activity is scheduled on Saturday, participants shall be granted Compensatory Overtime Credit (COC) pursuant to paragraph 5.3, letter k of Joint Circular of Civil Service Commission (CSC) and Department of Budget and Management (DBM) dated October 4, 2004.
8. For information, guidance, and compliance.


CECILE C. FERRO CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent



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