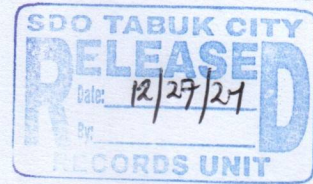




Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Tabuk City



Office of the Schools Division Superintendent

20 DECEMBER 2024

Division Memorandum
No. 520, s. 2024

**CONDUCT OF DIVISION SCREENING AND ACCREDITATION OF DOCUMENTS
OF ATHLETES, COACHES ASSISTANT COACHES AND CHAPERONES FOR THE
2025 TABUK CITY SELECTION MEET**

To: CID and SGOD Chief Education Supervisors
Public Schools District Supervisors
Public and Private Elementary and Secondary School Heads
All others concerned

1. In connection with the conduct of the 2025 Tabuk City Selection Meet, this Office scheduled a Division Screening and Accreditation of Documents for Athletes, Coaches, Assistant Coaches and Chaperones on January 3 to 8, 2025 at SDO Tabuk City Conference Hall.
2. To ensure the systematic and efficient screening and accreditation process, all members of the Division Screening and Accreditation Committee as per Div. Memo no. 416, s. 2024 are hereby enjoined to participate in the conference meeting on the updates and protocols on January 2, 2025, 1:00PM at the SDO Tabuk City Conference Hall.
3. This Activity aims to ensure that all athletes, coaches, assistant coaches and chaperones meet the necessary requirements in joining sports competitions.
4. The guidelines on the eligibility of the athletes, coaches, assistant coaches and chaperones shall be governed by the Guidelines on the Eligibility of Athletes in the Division, Regional and Palarong Pambansa 2024.
5. Be reminded that documents of the athletes, coaches, assistant coaches and chaperones shall be submitted on or before 3:00 PM of January 2, 2025 using the 2025 Palarong Pambansa Forms.



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6. Additionally, all information and complete documentary requirements of the athletes, coaches, assistant coaches and chaperones who will be forwarding to the higher meet shall be scanned copy per page and shall be uploaded to the DepEd Athletic Meet Screening and Accreditation System for purposes of the implementation of the PasSPORT for the Palarong Pambansa, an official document certifying the athlete's identity and entitling him or her to participate in the higher meet or Palarong Pambansa.
7. For guidance and strict compliance.

BENEDICTA B. GAMATERO PhD, CESO V
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