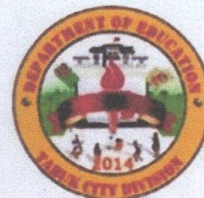


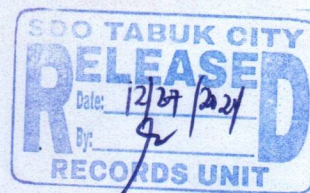


Republic of the Philippines
DEPARTMENT OF EDUCATION
Cordillera Administrative Region
SCHOOLS DIVISION OF TABUK CITY
Bulanao Central School Compound, Bulanao Norte, Tabuk City, Kalinga



Division Memorandum

No. 519 Series 2024



TO : **City Head of Offices**
Tabuk City Sports Coordinators
SDO Tabuk City Functional Division Chiefs
District Supervisors/Education Program Supervisors
Public and Private Elementary and Secondary School Heads
All Others Concerned

From : **HON. DARWIN C. ESTRANERO** **BENEDICTA B. GAMATERO PhD, CESO V**
Tabuk City Mayor **Schools Division Superintendent**

DATE : **December 19, 2024**

Subject : **2025 TABUK CITY ATHLETIC MEET**

1. Please be informed that the conduct of the 2025 City Athletic Meet will be on January 9-12, 2025 and shall be held at the Tabuk City National High School.
2. Enclosed to this Memorandum are the following:
 - a. Enclosures 1 - Sports Events to be competed
 - b. Enclosures 2 - List of Technical Officials, Committee Members and Officiating Officials
 - c. Enclosures 3 - Ground Rules
 - d. Enclosures 4 - Playing Venues
 - e. Enclosures 5 - Billeting Schools
 - f. Enclosures 6. - Schedule of Activities
3. Arrival of different delegations will be **on January 8, 2025 at 10:00 AM to their designated** billeting school.
4. Participation to the 2025 Tabuk City Athletic Meet will be by Mother Districts (4 districts) on both Private and Public Elementary and Secondary Schools of SDO Tabuk City.
5. Deadline of submission of athlete documents will be on or before **December 20, 2024 at 5:00 PM** for screening at the SDO Tabuk City, Bulanao Norte, Tabuk City.
6. **Elementary athletes shall be born in 2012 or later and Secondary athletes shall be in 2007 or later.**
7. The following documents are needed for Screening and Accreditation of Athletes, Coaches and Chaperones:
 - a. **GALLERY** - Please Encode the details in the gallery
You may use Digital picture to be attached in the Gallery. With name tag and white background
Athletes should be placed in the Gallery alphabetically and Horizontally arranged.
 - b. **COACHES**
 1. **Coach Record** - Encode the details
 2. **Appointment** (for Public Schools) **Employment/ Contract of Service** (for Private Schools)

3. **Omnibus Affidavit** – use Long/legal size Paper
4. **Medical Certificate of the Coach**
5. **Certificate of Trainings** – Attach Certificate of trainings attended
6. **Certificate of Sports Membership / Sports Club Membership** – Certificate in any relevant sports association.
7. **License or Certificate or Accreditation**

c. CHAPERONE

1. **Appointment** (for Public Schools) **Employment/ Contract of Service** (for Private Schools)
2. **Certificate of Commitment**
3. **Medical Certificate** as Physically fit.

d. ATHLETES

1. **Athletes Record** – please encode the details
 - You may use digitalized photo. with Name Tag and White Background
2. **PSA/NSO Certificate of Live Birth** – must be Original Copy
 For Elementary, must be born January 1, 2012 or later.
 For Secondary, must be born January 1, 2007 or later
 For late Registration, should be registered 1 year before the *Palarong Pambansa
3. **SF 10 / Form 137** – must be signed by the Adviser and School Head/Registrar
 Eligibility of Residency – must be "1-year school residency"
 *Exceptions: Grade 7 and Grade 11.
4. **Certificate of Enrollment and Attendance** – Signed by the School Head / Registrar only on the upper part, certifying enrollment.

5. Parental Consent

For COMBATIVE SPORTS (including Arnis and Gymnastics), STRICTLY BOTH parents must sign the Parental Consent. In the Absence of 1 or both parents within nearby vicinity, electronic copy of the Parental consent shall be accepted (a copy of the parental consent shall be printed out and affix the Original signature and take a scan copy of the originally signed Parental consent to be printed out and to be originally signed by the present parent. This will be allowed only in cases one of the parents is in Abroad or signature of the impossible to secure due to work or service of the parent who is part of the PNP or AFP or other uniformed personnel that are away from home.

For Non-COMBATIVE SPORTs – one or both of the PARENTS can sign the PC who is in actual care of the child. If the child in the actual care of a relative, still the PC should be signed by the PARENTS.

For Single parents, attach a copy of SOLO PARENT ID.

For Deceased parent/s attach copy of death certificate.

For Orphans, Notarized Affidavit of Actual Care and Custody.

6. Medical CERTIFICATE

Signed by the physician with remarks that athlete is physically fit. Validity of three (3) months from date of issue. Complete name of signing physician shall clearly appear with his/her license number and date of examination.

7. DENTAL CERTIFICATE – for Elementary Athletes only.

The complete name and signature of the dentist shall appear on the dental certificate, with the license number and date of examination.

8. All delegation Heads/District Sports Coordinators both Elementary and Secondary should submit the list of athletes, birthdates, sports event and name of school to the screening committee.
9. In relation to the conduct of Tabuk City Athletic Meet, Service Credits/ Compensatory Time-Off shall be granted to all teachers who will participate during weekends as Coach, Assistant Coach, Chaperone, Technical Officials, and even the committee members coming from the Districts and SDO Monitoring Team as well pursuant to DepEd Order No. 53 s. 2003 titled Updated Guidelines on the Grant of Service Credits to Teachers, while Non-Teaching Personnel shall earn Compensatory Time-Off.
10. Wide dissemination of this memorandum is desired.