



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



**Office of the Schools Division Superintendent**

07 JANUARY 2025

**Division Memorandum**

No. 65, s. 2025

**CONDUCT OF ENCODING OF DATA AND UPLOADING COPIES OF DOCUMENTS OF ATHLETES, COACHES ASSISTANT COACHES AND CHAPERONES TO THE ATHLETIC MEET SCREENING AND ACCREDITATION SYSTEM (AMSAS) FOR THE 2025 CARAA MEET**

To: Assistant Schools Division Superintendent  
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 CARAA, this Office scheduled Encoding of Data and Uploading copies of Documents of Athletes, Coaches, Assistant Coaches and Chaperones to the Athletic Meet Screening and Accreditation System (AMSAS) on February 8 to 16, 2025 at SDO Tabuk City Conference Hall.
2. To ensure the timely compliance, systematic and efficient process of encoding and uploading to the AMSAS, all members of the Division Screening and Accreditation Committee as per Div. Memo no. 416, s. 2024 are hereby enjoined.
3. Teaching and non-teaching personnel participants shall be entitled to vacation service credit or COC applicable pursuant to DepEd Order No. 53 s. 2003 and DO 30 s. 2016 – Policies and Guidelines on Overtime Services and Payment in the Department of Education and CSC & DBM Joint Circular No. 2 s. 2004 on Non-monetary Remuneration for Overtime Services Rendered.
4. For guidance and strict compliance.

**BENEDICTA B. GAMATERO PhD, CESO V** ✓  
Schools Division Superintendent



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DepEd Tayo Tabuk City