

Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON



04 February 2025

Regional Memorandum
 No.85 s.2025

COMPLIANCE WITH THE SUBMISSION OF DOCUMENTARY REQUIREMENTS FOR THE 2025 REGIONAL ATHLETIC ASSOCIATION MEET

To: **Schools Division Superintendents**

1. In reference to DepEd Memorandum No. 020, s. 2024¹ through the Regional Screening and Accreditation Committee (RSAC), this Office directs the Schools Division Office to submit the documentary requirements for the 2025 Regional Athletic Association Meet (RAAM) on or before February 16, 2025.
2. As provided in Section 8 of the issuance above, the following are the required documents to be submitted by athletes, coaches, assistant coaches, and chaperones who intend to participate in the RAAM and shall be uploaded to the Regional Sport Monitoring System.

For the athletes:

- a. Athlete's Record (AR) signed (wet signature) by the athlete, coach, and authorised Division Sports Officer and/or Coordinator;
- b. Original Copy of PSA / NSO Birth Certificate, Late registration of the birth certificate of an athlete shall be accepted, provided the Birth Certificate is registered one (1) year before the event;
- c. In the case of foreign-born Filipino athletes in lieu of an NSO / PSA Birth Certificate, the Original Birth Certificate issued by the country where he/she was born and a valid passport or a document issued by the Bureau of Immigration or Department of Foreign Affairs showing his or her Filipino nationality. **The age eligibilities are subject to the specific technical rules of each sports discipline;**
- d. Certified true copy from original or computer printed of Learner's Permanent Academic Record or SF (Form 137)with entries of Learner Reference Number (LRN) duly signed by the Teacher-Adviser and Registrar or School Heads;
- e. Certificate of Enrolment and Attendance duly signed by the School Registrar or School Head:

¹ Conduct of the 2024 Palarong Pambansa Competitions



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Certificate No. PHP QMS
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- i. For Grades 1 to 10, a Certificate of Attendance and Completion stating that the athlete had attended and completed the Curriculum Year.
 - ii. For Grades 11 and 12, a Certificate of Completion issued by the school where the athlete was enrolled in the 2nd Semester, stating that the athlete had attended and completed the Curriculum Year. The foregoing requirements are applicable to Palarong Pambansa.
- f. Parental Consent. Combative sports, including gymnastics – Parental Consent signed by both parents duly verified by the School Head where the athlete is enrolled;

Non-combative sports – Parental consent of at least one parent duly verified by the School Head where the athlete is enrolled.



If the athlete is orphaned, has no known parents, or any other similar circumstances, the caregiver and custodian shall execute a Notarized Affidavit of Actual Care and Custody in lieu of the Parent's Consent.

- g. Medical Certificate issued within three (3) months before the opening of each level of competition, stating that the athlete is physically fit. The complete name and signature of the physician shall appear on the Medical Certificate, with the licence number and date of examination;
 - h. Dental Certificate with a universal entry issued within six (6) months before each level of competition is opened. The complete name and signature of the Dentist shall appear on the Dental Certificate, with the license number and date of examination;
 - i. For Secondary Athletes, No Dental Certificate is required;
 - j. Certification of School Sports Membership duly signed by the Schools Sports Club Coordinator and the School Head; and
 - k. Scanned Passport size ID picture (1.5 x 1.5) with name tag following the format is required. (Family Name, First Name and Middle Initial).
3. Relative to the qualifications and documentary requirements for coach and assistant coach, any school (private or public) personnel may be allowed/ designated as a coach or assistant coach, provided he/she meets and submits the following documentary requirements:
- i. He/She must be a Filipino citizen;
 - ii. Certificate of Relevant sports training of twenty – four (24) hours for non-combative sports and forty (40) hours for combative sports/ gymnastics;
 - iii. Certificate of Relevant experience of one (1) year for non-combative sports and two (2) years for combative sports/ gymnastics;
 - iv. Coach Track Record of participation in the division and regional meet;
 - v. Educational or professional attainment of at least 2nd-year college, preferably sports-related course;
 - vi. Certificate of Membership in any relevant sports association; or license or certification/accreditation issued by the National / International Sports

- Association, authorized organization, or by the DepEd (Division, Region, or Central Office);
- vii. Medical Records (Medical Certificate of Fitness);
 - viii. Employment / Appointment Paper or duly Notarized Contract Service that shows at least six (6) months of employment/engagement in the public or private school before the Division meets;
 - ix. Omnibus Affidavit;
 - x. In the case of coaches and assistant coaches of the National Academy Sports (NAS), items a to h shall be complied with, and in lieu of item j, Section 9 of these guidelines, authorization from NAS shall be submitted; and
 - xi. Scanned Passport size ID picture (1.5 x 1.5) with a name tag following the format is required. (Family Name, First Name and Middle Initial).
4. As to the qualification and documentary requirements for Chaperone, a chaperone may be designated to accompany the athlete provided that she meets the qualifications and submits the following documents duly issued by competent authorities showing the following:
 - a. Competence, integrity, capabilities and relation to a school (i.e., employment/appointment or contract of service showing at least six (6) months of employment/ engagement in the public school or private school before the Division Meets;
 - b. Commitment that SHE will nurture female athletes only and shall not coach the athletes;
 - c. Physically fit; for this purpose, a medical certificate is required;
 - d. Other eligibility that the Palara Board may require; and
 - e. Scanned Passport size ID picture (1.5 x 1.5) with name tag following the format is required. (Family Name, First Name and Middle Initial).
 5. In addition, Section 8, Intellectual Disability Certification, visual impairment, hearing impairment certification orthopedically handicapped certification provides that the Intellectual Disability Certification must be a Psycho-Educational Assessment Test which was conducted and certified by a registered Psychologist. The certificate must show the IQ level of the athlete, the name of the registered Psychologist and his/her license number. The Visual Impairment Certification must show the result of the visual impairment test which was conducted by a registered Ophthalmologist. The certification must show the visual acuity of the athlete, the signature and the name of the registered Ophthalmologist and his/her license number. The Hearing Impairment Certification must show the result of the hearing impairment test which was conducted by a registered Otorhinolaryngologist. The certification must state the degree of the hearing level of the athlete including the signature and name of the registered Otorhinolaryngologist and his/her license number. The Orthopedically Handicapped Certification must show the amputee level of the athlete. The name, signature and the name of the Medical Specialist including his/her license number must be duly indicated in the certificate. The certification must be issued by a government medical doctor. Only in the

absence of a government medical doctor can a private medical doctor issue such certification.

6. For athletes of special events, the preceding requirements shall be submitted including the following additional documentary requirements:
 1. Intellectual Disability Certification
 2. Visual Impairment Certification
 3. Hearing Impairment Certification
 4. Orthopedically Handicapped Certification
7. For athletes who are studying under the Alternative Learning System, the following are the requirements:
 1. Athlete Record
 2. Certificate of live birth (xerox copy)
 3. Certified true copy of ALS Form 3
 4. Certificate of enrolment
 5. Parental consent (if under 18 years old)
 6. Medical Certificate
8. Athletes who **fail to submit the required documents**, physically appear during the screening and interview, and play in the Regional, Division, and lower meets, **unless his/ her failure to appear is justifiable or due to a fortuitous event beyond his/ her control shall be deemed disqualified.**
9. In addition, the list of RSAC members and the assigned sports event for this purpose is enclosed herewith.
10. For inquiry, kindly contact Chief Michael Girard R. Alba of the Field Technical Assistance Division and the Chairman of the Regional Screening and Accreditation Committee via email michael.alba@deped.gov.ph or through mobile number at 09913842394.
11. Immediate dissemination and strict compliance with this Memorandum is highly desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director 

SCREENING AND ACCREDITATION COMMITTEE

	Designation	Name	Division	Sports Event Assignment
1.	Chairperson:	Michael Girard R. Alba	Regional Office	
2.	Co-Chairperson	Dr. Pearl Oliveth S. Intia	Regional Office	
3.		Atty. Melford A. Lapnawan	Regional Office	
4.		Rey Valenzuela	Regional Office	
5.	Data Group	John Raymond Durusan	Regional Office	
6.		Melvin Punzalan	Regional Office	
7.		Andrea Mabel E. Abrencillo	Regional Office	
8.		Donna Gel V. Rumbaoa	Regional Office	
9.		Shiela May Gubat	Regional Office	
10.		Isagani Arida	Quezon Province	
11.	Government Physician	Dr. Mary Grace E. Javier	Gen. Trias City	
12.	Medical Team	Dr. Cesar L. Pajuyo	Bacoor City	
13.		Dr. Jose Carlo Antonio L. Nasol	Rizal Province	
14.		Dr. Mirasol A. Dimaano	Cavite City	
15.		Dr. Rommel C. Clerigo	San Pablo City	
16.		Dr. Cesar C. Dionglay	Laguna Province	
17.		Dr. Cirila Lilibeth S.J.Avecilla	Laguna Province	
18.		Dr. Ma. Teresita G.Carpio	Laguna Province	
19.		Dr. Xynovia Brana	Laguna Province	
20.		Dr. Maria Socorro Espiritu	Rizal Province	
21.		Dr. Sherloc Andres Malapitan	Rizal Province	
22.		Dr. Annaliza Rinoza	Rizal Province	
23.		Dr. Patrice Potestades	Rizal Province	
24.		Winchell Y. De Vera	Imus City	
25.		Rupert F. Baricuatro	San Pedro City	
26.		Johnasis S. Kalugdan	Laguna Province	
27.		Christian L. Sacluti	Laguna Province	
28.		Divina May F. Campos	Rizal Province	
29.		John Henry G. Victorio	Rizal Province	
30.		Nhoberto P. Arabkt	Rizal Province	
31.		Dharlo M. Lizares	Rizal Province	
32.	DSAC Members	Anselmo C. Celeste, Jr.	Antipolo City	Taekwondo Boys and Girls Sec

				Taekwondo Girls Elem
33.		Girlie B. Redondo	Bacoor City	Volleyball Elem. Boys and Girls
34.		Riza C. Eborá	Batangas City	Gymnastics (Aero,Wag,Mag,Rg)Elem & Sec Taekwondo Elem Boys
35.		Mildred De Torres	Batangas Province	Athletics Elem and Secondary
36.		Pilar I. De Castro	Biñan City	Wrestling, Boxing, Archery
37.		Ma. Elena Lazanas	Cabuyao City	Swimming Secondary Boys and Girls
38.		Kino J. Abustan	Calamba City	Basketball Sec. Boys and Girls (5x5)
39.		Michelle R. Basuil	Cavite City	Softball Elementary & Secondary
40.		Ronalyn S. Manongsong	Cavite Province	Swimming Elem. Boys and Girls
41.		Marie Jane T. Marquina	Dasmariñas City	Futsal Sec & Pencak Silat B/G Sec
42.		Cristopher Panaligan	General Trias City	Demo Sports Football Elem & Sec
43.		Alona O. Verdad	Imus City	Tennis (ElemB/G, Secondary B/G & Basketball 3x3 Boys
44.		Armin O. Cabrales	Laguna Orovince	Dancesports
45.		Agnes O. Titular	Lipa City	Table Tennis Elem & Sec B/G, 3x3 Basketabl Sec-Girls
46.		Maria Leah P. Comia	Lucena City	Basketball Elementary
47.		Sherwin P. Vargas	Quezon Province	Sepaktakraw Elem. and Sec.
48.		Gemma H. Quianzon	Rizal Province	Volleyball Sec. Boys & Girls
49.		Raine P. Ramos	San Pablo City	Chess and Badminton Elem/Sec
50.		Dory S. Gallardo	San Pedro City	Athletics Elem. and Secondary
51.		Lilian D. Perez	Santa Rosa City	Arnis Elem/Sec and Archery
52.		Lourdes M. Pulanco	Sto. Tomas City	Athletics Elem and Secondary Boys and Girls
53.		Luisa D. Vispo	Tanauan City	Baseball Elem and Secondary
54.		Erico P. Ybardaloza	Tayabas City	Boxing and Wushu
55.		Anthony G. Valmadrid	Rizal Province	ALS
56.		Cristina M. Sarmiento	Imus City	Bocce,ID Swimming (B&G), OH Swimming (B&G) & OH Athletics (B&G)
57.		Julie Ann U. Narte	General Trias City	Athletics

58.		Ma. Victoria E. Sia	Dasmariñas City	Goalball Boys And Girls; VI Athletics Boys
59.		Ric L. Marquez	Rizal Province	Athletics ID Youth Boys and Athletics ID Youth ID Girls , VI Athletics Girls
60.		Maria Francesca C. Fadri	Dasmariñas City	SPED
61.		Jocyvi C. Montiel	Laguna Province	Athletics ID Youth Boys And Athletics ID Youth ID Girls , VI Athletics Girls

