



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Region III  
**DIVISION OF CITY SCHOOLS**  
City of San Jose del Monte



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# **1<sup>st</sup> CSJDM DepED TEACHERS' & EMPLOYEES' ATHLETIC TOURNAMENT**

**Sapang Palay National High School**  
**October 24-25, 2013**



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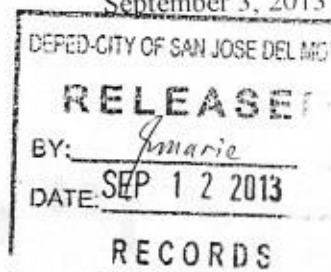


September 3, 2013

**DIVISION MEMORANDUM**

No. 131, s. 2013

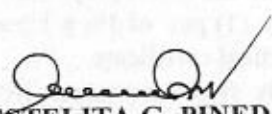

To: Division /District Supervisors  
Elementary /Secondary School Principals / OICs  
Heads of Private Schools



**1<sup>st</sup> CSJDM DepED TEACHERS' & EMPLOYEES'  
ATHLETIC TOURNAMENT**

1. **Date and Place** – The Elementary and Secondary Levels, Public and Private Schools Teachers and Employees in the City Schools Division will hold the 1<sup>st</sup> CSJDM DepED Teachers' & Employees' Athletic Tournament on October 24-25, 2013 to be hosted by Sapang Palay National High School.
2. **Sponsorship and Management** – The event will be sponsored by the DepEd, Division of City Schools, City of San Jose del Monte, in coordination with the Sangguniang Panglunsod, City Youth and Sports Development Office (CYSDO), all public elementary and secondary schools, and CSANPRISA. It is managed by the Board of Directors, the Division Staff and working committees.
3. **Participants** – The 1<sup>st</sup> CSJDM DepED TEACHERS' & EMPLOYEES' ATHLETIC TOURNAMENT will be participated in by the following:
  - 3.1. - CLUSTER 1 - San Isidro ES, Kakawate ES, San Roque ES, Paradise Farms Community School, Towerville ES, Goldenville ES, Minuyan ES
  - 3.2. - CLUSTER 2 - Sto. Cristo ES, BBA, BBG, BBI, BBB, BBF, BBE
  - 3.3. - CLUSTER 3 - BBC, BBD, BBH, Sapang Palay Proper ES, Dulong Bayan ES, SJDM Central School, Partida ES, Benito Nieto ES, Muzon Pabahay ES
  - 3.4. - CLUSTER 4 - Gaya-Gaya ES, Marangal ES, Graceville ES, San Manuel ES, Tungkong Mangga ES, Ricafort ES, Francisco Homes ES, Gumaok ES, Kaypian ES, Heroesville ES
  - 3.5. - CLUSTER A - SPNHS, SJDMNTS, Towerville HS, Minuyan HS, Kaypian HS, Citrus HS, San Martin HS, Sto. Cristo HS, CSJDMNSHS
  - 3.6. - CLUSTER B - SJDMNHS, Kakawate HS, Paradise Farms NHS, Marangal HS, Muzon HS, Muzon Harmony Hills HS, Graceville HS
  - 3.7. - CSANPRISA - All Private Schools
  - 3.8. - CSJDM DepED Division Office  
- All Non-Teaching Staff in CSJDM Schools
3. General Instructions & Guidelines, Program of Activities, Events and the corresponding number of athletes and coaches, and Point System to determine champion in this sports competition are found in Inclosures A, B, and C.

4. **Delegation Color** – the delegations will carry the following colors:
- CLUSTER 1 - Pink
  - CLUSTER 2 - Red
  - CLUSTER 3 - Yellow-Green
  - CLUSTER 4 - Orange
  - CLUSTER A - Blue
  - CLUSTER B - Yellow
  - CSANPRISA - Violet
  - CSJDM DepED - White
5. The following required forms/documents will be screened by the Division Screening Committee at the Division Office on October 14-18, 2013.
- Required documents**
- 5.1 Certificate of Employment duly signed by head of office
  - 5.2 Medical Certificate
  - 5.3 Gallery Form
  - 5.4 3 pcs. Passport Size identical pictures with name tag in white background.
6. **Tournament Format** – Double elimination type of tournament will be used.
7. **Duties and Responsibilities** – Heads of delegation are responsible for the discipline of their athletes and observance of all rules and regulations governing the athletic tournament.
8. **Subsistence and Transportation** – Each participating athletic delegation should take charge of the subsistence of their own contingent including game officials coming from each cluster/delegation.
9. **Attendance** – School Administrators and Teachers who are not assigned / designated coaches, chaperons, officials, athletes, and working committee members are expected to hold regular classes as usual.
10. **Solidarity Meeting** – Meeting of tournament managers, officiating officials, coaches, and chaperons will be held on October 18, 2013, 1:00 p.m. at Sarmiento Gym, Sapang Palay National High School.
11. Wide dissemination of this Memorandum is highly desired.

  
**ESTELITA G. PINEDA, CESO V**  
Schools Division Superintendent 

**RULES AND GUIDELINES ON  
1<sup>st</sup> CSJDM DepED TEACHERS' & EMPLOYEES'  
ATHLETIC TOURNAMENT**

**1. Participants**

- 1.1 Participants are elementary and secondary teacher-athletes from the public and private schools, and non-teaching CSJDM DepED Personnel who are presently employed.

**2. Eligibility of Athletes**

- 2.1 As a general rule, public elementary and secondary teachers (permanent and locally funded) in their respective schools shall play in their respective clusters, private elementary and secondary teachers shall play in CSANPRISA, and all public non-teaching personnel of the DepED in the entire CSJDM will play in CSJDM DepED Cluster.
- 2.2 Athlete will be allowed to play in only one event.
- 2.3 Medical Certificate is a must for all participants in this activity.

**3. Disqualification**

- 3.1 Athlete/Coach/Chaperon who fails to submit the required documents.

**4. Required documents to be submitted during screening**

- 4.1 List of athletes by event using the official form duly signed by the head of the delegation on hard copy.
- 4.2 Certificate of Employment duly signed by the school head.
- 4.3 Medical Certificate signed by a physician stating that the athlete is physically fit (Use the official form.)
- 4.4 Photocopy of School Identification Card
- 4.5 Three (3) pcs. of 1½ x 1½ identical pictures with name tag (surname, first name, and middle initial)

**5. Eligibility of Coaches and Chaperons**

- 5.1 Coaches and chaperons must be school or DepEd personnel.
- 5.2 Documents to be submitted:
- 5.2.1 Certificate of Employment
- 5.2.2 Three (3) pcs. of 1½ x 1½ identical pictures with name tag
- 5.2.3 Medical certificate
- 5.2.4 Duly sworn statement (for public schools) / Affidavit duly notarized (for private schools)

**6. Screening of Athletes**

- 6.1 The Division Screening and Accreditation Committee (DSAC) shall receive and examine all athletes' documents at least one (1) week before the start of the 1<sup>st</sup> CSJDM DepED Teachers' & Employees' Athletic Tournament.

**7. Replacement of Athletes prior to the issuance of the Master list of Accredited Athletes**

- 7.1 Replacement of the athletes may be allowed only before the final deliberation of athletes upon the written request signed by the coach and the head of the delegation, on the following grounds:
- 7.1.1 Medical/health reasons
- 7.1.2 Original athlete is not screened
- 7.1.3 None or incomplete set of required document on the date set by the DSAC.

## **8. Protest on Eligibility**

- 8.1 Protest shall be in writing and duly signed by the coach and the head of the cluster or his/her official representative and shall be filed **before the start of the second game** of the concerned team with the chair of the DSAC.

The **Division Screening Accreditation Committee** may **MOTU PROPIO** conduct investigation if there is an obvious truth or merits of the allegation questioning the eligibility of the athlete.

- 8.2 Protest shall be accompanied by evidences to support thereof.
- 8.3 The protest shall be acted immediately by the DSAC upon receipt thereof. Decision of the DSAC shall be final and unappealable.
- 8.4 Athletes who have been disqualified on the grounds provided in these rules may appeal the decision of the DSAC. However, the appellant cannot play pending the resolution of his appeal.
- 8.5 The DSAC may also conduct investigation on complaint/s of misinterpretation, impersonation, and violations of similar nature, for purposes of determining the eligibility of the athlete without prejudice of filing administrative and criminal action.

## **9. Determination of Champion**

- 9.1 Champion to this 1<sup>st</sup> CSJDM DepED Teachers' & Employees' Athletic Tournament will be determined by point system found in Inclosure C.

## **10. Sanctions**

- 10.1 Any violation of the rules on eligibility is punishable by lifetime ban from participating in school sports competitions without prejudice to the filing of appropriate administrative and criminal charges against erring officials and athletes.
- 10.2 When a violation on eligibility rules is proven in team competitions, the games in which the individual has taken part shall be declared forfeited in favor of the opposing team. The individual performance, in case of individual event shall be nullified.

## **11. Ground Rules**

- 11.1 A comprehensive preliminary screening of athletes' documents shall be the main responsibility of the Head of Delegation.
- 11.2 Heads of Delegation and Principals shall be held liable to any discrepancies on their athletes' eligibility.
- 11.3 10-minutes grace period for a team to show up before the start of each game. Failure to conform will mean default on the said match.



### EVENTS AND CORRESPONDING NUMBER OF ATHLETES AND COACHES

EVENTS	NUMBER OF ATHLETES	COACHES	TOTAL PER TEAM
1. Badminton (M)	4	1	5
2. Badminton (W)	4	1	5
3. Basketball (M)	15	2	17
4. Chess (M)	2	1	3
5. Chess (W)	2	1	3
6. Sepak Takraw (M)	12	1	13
7. Table Tennis (M)	4	1	5
8. Table Tennis (W)	4	1	5
9. Volleyball (M)	12	1	13
10. Volleyball (W)	<u>12</u>	<u>1</u>	<u>13</u>
<b>TOTAL</b>	<b>71</b>	<b>11</b>	<b>82</b>

## 1<sup>st</sup> CSJDM DepED TEACHERS' & EMPLOYEES' ATHLETIC TOURNAMENT

### POINTS SYSTEM

EVENT	INDIVIDUAL / SINGLES						DOUBLES / MIXED						RELAY						TEAM						GENERAL CHAMPIONSHIP POINTS					
	1st	2nd	3rd	4th	5th	6th	1st	2nd	3rd	4th	5th	6th	1st	2nd	3rd	4th	5th	6th	1st	2nd	3rd	4th	5th	6th	1st	2nd	3rd	4th	5th	6th
BADMINTON	7	3	1				7	3	1																15	10	7	4	3	2
BASKETBALL																									25	15	10	5	3	2
CHESS																									15	10	7	4	3	2
SEPAK TAKRAW																									25	15	10	5	3	2
TABLE TENNIS	7	3	1																10	8	6	4	2	1	15	10	7	4	3	2
VOLLEYBALL																									25	15	10	5	3	2



DELEGATION

EVENT



COACH		AFFIDAVIT CERTIFICATE OF EMPLOYMENT MEDICAL CERTIFICATE		COACH
		NAME		
		SCHOOL		
		CERTIFICATE OF EMPLOYMENT MEDICAL CERTIFICATE		
		NAME		
		SCHOOL		
		CERTIFICATE OF EMPLOYMENT MEDICAL CERTIFICATE		
		NAME		
		SCHOOL		
		CERTIFICATE OF EMPLOYMENT MEDICAL CERTIFICATE		
		NAME		
		SCHOOL		





DELEGATION

EVENT



## OFFICIAL LIST OF ATHLETES

NAME (Surname, First Name, Middle Initial)	AGE	GENDER	SCHOOL	DESIGNATION
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

## OFFICIAL COACH

NAME (Surname, First Name, Middle Initial)	AGE	GENDER	SCHOOL	DESIGNATION
16.				
17.				

I declare that this list has been made in good faith, verified by me, and to the best of my knowledge and belief, is true and correct.

DELEGATION HEAD  
(Signature or Printed Name)



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\_\_\_\_\_  
(Delegation)

\_\_\_\_\_  
(Name of School)

## CERTIFICATE OF EMPLOYMENT

Date \_\_\_\_\_

### To Whom It May Concern:

This is to certify that Mr. / Ms. \_\_\_\_\_ is presently  
employed in \_\_\_\_\_ as \_\_\_\_\_,  
(Name of School) (Designation/Position)  
since \_\_\_\_\_ or for a period of \_\_\_\_\_.

This certification is issued upon the request of \_\_\_\_\_  
to participate in the \_\_\_\_\_ CSJDM DepED Teachers' & Employees' Athletic Tournament.

\_\_\_\_\_  
School Head  
(Signature over Printed Name)



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\_\_\_\_\_  
(Delegation)

\_\_\_\_\_  
(Name of School)

## MEDICAL CERTIFICATE

\_\_\_\_\_  
(Date)

### To Whom It May Concern:

This is to certify that I have personally examined \_\_\_\_\_  
Name  
age \_\_\_\_\_ sex \_\_\_\_\_ born on \_\_\_\_\_ and have found that he/she is physically  
fit, during the time of examination, to join and compete in the \_\_\_\_\_ CSJDM DepED Teachers' &  
Employees' Athletic Tournament.

Event: \_\_\_\_\_

### Physical Examination

Date examined: \_\_\_\_\_

Height \_\_\_\_\_ Weight: \_\_\_\_\_ Blood Pressure \_\_\_\_\_  
Pulse, Resting \_\_\_\_\_ Respiratory Rate \_\_\_\_\_  
Other Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Physician/Medical Officer  
(Signature over printed name)

License No. \_\_\_\_\_

PTR.: \_\_\_\_\_

Date: \_\_\_\_\_



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