



April 4, 2018

DIVISION MEMORANDUM

No. 49, s. 2018

To: Assistant Schools Division Superintendent
 Division Chiefs
 Public Schools District Supervisors
 Public Elementary/Secondary School Heads
 All Others Concerned

2018 DIVISION SPORTS FEST

1. This Schools Division will hold the 2018 Division Sports Fest on **May 2-4, 2018**. Opening Ceremonies will be held at **San Jose del Monte National Trade School**.
2. In coordination with the CSJDM School Sports Federation (CSSF), the activity will be participated in by Elementary and Secondary Teaching and Non-Teaching Personnel from the ten (10) Districts and the SDO who are assigned colors as follows:

District 1	-	violet
District 2	-	yellow
District 3	-	maroon
District 4	-	yellow-green
District 5	-	brown
District 6	-	red
District 7	-	grey
District 8	-	yellow-gold
District 9	-	green
District 10	-	black
SDO	-	white
3. General Instructions & Guidelines, Events in the Sports Competition, Program of Activities, Officials of the Meet, Working Committee are found in Inclosures A, B, C, and D.
4. The following required forms/documents should be submitted for screening by the Division Screening and Accreditation Committee at the SGOD Office not later than April 30, 2018 to wit:
 - For Athletes**
 - 4.1. Athletes' Record (AR 1)
 - 4.2. Copy of Appointment
 - 4.3. Certificate of Employment
 - 4.4. Medical Certificate
 - 4.5. Certificate of Affiliation/s
 - 4.6. 4 pcs. Passport size identical pictures with name tag (Surname, First Name, Middle Initial, and School) with school name and in white background
 - For Coaches**
 - 4.7. Accomplished Gallery Form
 - 4.8. Copy of Appointment
 - 4.9. Certificate of Employment
 - 4.10. Medical Certificate
 - 4.11. Certificate of Affiliation/s
 - 4.12. 4 pcs. Passport size identical pictures with name tag (Surname, First Name, Middle Initial, and School) with school name and in white background



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5. The Champion in this 2018 Division Sports Fest will be determined by tally point system.
6. Heads of Delegation, school heads, and coaches are responsible for the eligibility of athletes, discipline, and the observance of all rules and regulations governing the 2018 Division Sports Fest.
7. Each participating delegation should take charge of the subsistence of their own contingent including game officials coming from each delegation. Expenditures of each school relative to these activities shall be charged against local fund/MOOE subject to usual accounting and auditing rules and regulations.
8. Technical management meeting to be attended by the PSDS/Head of Delegations and tournament managers will be held on April 10, 2018, 9 am at SDO.
9. Wide dissemination of this Memorandum is highly desired.


GERMELINA H. PASCUAL, CESO V
Schools Division Superintendent



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(Inclosure A to Division Memorandum No. 49, s. 2018)

RULES AND GUIDELINES ON PARTICIPATION, SCREENING AND ACCREDITATION OF ATHLETES, COACHES, AND CHAPERONS

1. Participants

1.1. Participants in the 2018 Division Sports Fest shall be elementary and secondary teaching and non-teaching personnel from public schools and Schools Division Office.

2. Eligibility of Participants

2.1. Employed in a public elementary/secondary school with permanent position.

3. Disqualifications

- 3.1. Athletes/Coaches who do not have the certification from the medical officer that he/she is fit to participate in the said event
- 3.2. Participants who failed to submit the required documents
- 3.3. Other grounds including, but not limited to falsification of documents, misrepresentation, and use of prohibited drugs.

4. Documentary Requirements for athletes/coaches

- 4.1. Athlete's Record (AR) signed by the athlete, DSAC, and SEPS - HRD.
- 4.2. Certificate of Employment duly signed by the school head and the head of delegation.
- 4.3. Certified photocopy of Appointment
- 4.4. Medical Certificate issued within the month of the event and signed by a physician stating that the athlete/coach is physically fit. (The complete name of the signing physician shall clearly appear on the medical certificate, with the license number and date of examination.)
- 4.5. Four (4) copies of passport size 1 ½ x 1 ½ identical and clear pictures with name tag (surname, first name, middle initial) and with school name.

5. Screening of Athletes

5.1. The Division Screening and Accreditation Committee (DSAC) shall:

- 5.1.1. Receive all documents at least one (1) week before the start of the 2018 Division Sports Fest.
- 5.1.2. Screen documents submitted by athletes, coaches, and assistant coaches.
- 5.1.3. Accredit qualified athletes, coaches, assistant coaches, and chaperons (2 weeks submission of masterlists prior to Regional Sports Fest)
- 5.1.4. Consider replacement during screening
- 5.1.5. Resolve protest.

6. Replacement of Athletes prior to the issuance of the Master list of Accredited Athletes

6.1. 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:

- 6.1.1. Medical/health reasons
- 6.1.2. Original athlete is not screened
- 6.1.3. None or incomplete set of required document on the date set by DSAC.
- 6.1.4. Original athlete is not eligible to play due to over-aged, impersonation, etc.

7. Protest on Eligibility

- 7.1. Protest shall be in writing and duly signed by the coach and the head of the school 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. Protest filed by other person shall be automatically dismissed without prejudice or refiling the same upon compliance of the above-mentioned requirement.
- 7.2. 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.
- 7.3. Protest shall be accompanied by affidavit(s) of witness(es) and evidence(s) to support thereof.
- 7.4. The protest shall be acted immediately by the DSAC upon receipt thereof. Decision of the DSAC shall be appealable only to the Schools Division Superintendent.
- 7.5. 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.



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- 7.6. The protestant shall have the burden of proving his allegations and shall provide necessary evidence (documentary/testimonials), otherwise, the protest will be dismissed "MOTU PROPIO".
- 7.7. 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.

8. Sanctions

- 8.1. Any violation of the rules on eligibility is punishable by lifetime ban from participating in school sports competition without prejudice to the filing of appropriate administrative and criminal charges against erring officials and athletes.
- 8.2. 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.
- 8.3. With respect to sanctions that will be imposed against individuals who caused the violation of the rules on eligibility, he/she may be suspended from participating in future school sports competitions, the duration of which shall be one (1) to three (3) years depending on the gravity of the offense: *Provided*, that he/she shall suffer the penalty of perpetual disqualification from participating in any future school sports competition in case of violations which are intentional and wilful.
- 8.4. These sanctions shall be without prejudice to the filing of appropriate administrative and/or criminal charges against the erring officials and/or athletes in accordance with existing laws, rules and regulations.

9. Ground Rules

- 9.1. Rules shall be strictly enforced against erring coach; however, one (1) year suspension to play in any event shall be enforced against erring athletes.
- 9.2. Athletes included in the official list of qualified athletes in higher level meet, but refuse to play without valid reason will be penalized by one (1) year suspension to play in any event the following school year. Likewise, the same sanction will be enforced to the school, if the school failed/did not allow the athlete to participate in the said athletic meet.
- 9.3. A comprehensive preliminary screening of athletes' documents shall be the main responsibility of the Head of Delegation. No athlete shall be recommended by the Public Schools District Supervisors /School Heads without having been validated by the District/School Committee on Sports.
- 9.4. Head of Delegations and School Heads will be held liable to any discrepancies on their athletes' eligibility.
- 9.5. Head of Delegations and School Heads will be held liable to any inappropriateness on their coaches' and athletes' behavior.



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(Inclosure B to Division Memorandum No. 49, s. 2018)

EVENTS IN THE 2018 DIVISION SPORTS FEST

Events	Number of Athletes	Coach	Total Per Team
1. Athletics (M)	4	1	9
2. Athletics (W)	4		
3. Badminton (B)	4	1	9
4. Badminton (G)	4		
5. Basketball (B)	12	1	13
6. Billiard (M)	2	1	5
7. Billiard (W)	2		
8. Bocce (M)	2	1	5
9. Bocce (W)	2		
10. Chess (B)	2	1	5
11. Chess (G)	2		
12. Sepak Takraw (B)	4	1	5
13. Table Tennis (B)	4	1	9
14. Table Tennis (G)	4		
15. Tennis (B)	4	1	9
16. Tennis (G)	4		
17. Volleyball (B)	12	1	13
18. Volleyball (G)	<u>12</u>	<u>1</u>	<u>13</u>
TOTAL	84	11	95



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(Inclosure C to Division Memorandum No. 49, s. 2018)

OFFICIALS OF THE MEET

GERMELINA H. PASCUAL, CESO V Schools Division Superintendent	-	General Manager
MARIA CARMEN P. CUENCO, ED.D. Assistant Schools Division Superintendent	-	Assistant General Manager
BERNADETTE B. ROSAROSO Division School Sports Officer	-	General Referee
MANUEL P. DELA CRUZ SEPS – HRD	-	Assistant General Referee

TOURNAMENT MANAGERS

EVENT	VENUE	NAME	SCHOOL
ATHLETICS	Moldex	ELVERA P. CAILING	STO. CRISTO ES
BADMINTON	SPNHS	REDEMPTO D. SARMIENTO	BNES
BASKETBALL	SJDMNTS	ROSENDO N. PINEDA JR.	BBF ES
BILLIARD	BBE ES	JESSIE V. NAVARRA	SPNHS
BOCCE	BBE ES	DARRA MENZI B. DE MESA	SPNHS
CHESS	BBE ES	EUGENE TORRES	MINUYAN ES
SEPAK TAKRAW	BBE ES	ROGERSON N. PEÑA	SJDMNHS
TABLE TENNIS	BBE ES	RIZAL A. GEMAO	TMES
TENNIS		MARK JOHN T. RAMOS	SJDMNTS
VOLLEYBALL	SPNHS	BAMBIE R. CORTEZ	SPNHS



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(Inclosure D to Division Memorandum No. 49, s. 2018)

TECHNICAL WORKING COMMITTEE

Chairman – Manuel P. Dela Cruz

Division Screening & Accreditation Committee

Wilfredo R. Nicolas (SJDMCS)	-	Chairman
Rizal A. Gemao (TMES)	-	Co-Chairman
Gereline B. Novo (Towerville NHS)	-	Committee Secretary

Technical Records Management Committee

Raquel Z. Sanoy (SPNHS)	-	Chairman
Trixie Cylene Lorenzo (BBF ES)	-	Documentation
Catalina S. Feliciano (SPPES)	-	Records

Health & Medical Services

Mary Ann L. Soriano	-	Medical Officer III
Raymundo G. Villena	-	Nurse II
Adelynn Joie M. Bijasa	-	Nurse II
Randhell C. Ruzgal	-	Nurse II
Abdul Rasheed L. Daquiz	-	Nurse II
Mary Lei Jane R. Batan	-	Nurse II

PANUNUMPA NG ISANG MANLALARO

Kami / mga manlalarong kumakatawan / sa iba't ibang Pampurok Edukasyunal / ng Lungsod ng San Jose del Monte / ay nagpapahayag / na kami ay mga baguhan / at nangangakong / makikipagpaligsahan sa mga larong itinakda / sa diwa ng tunay na pagkamaginoo.

Patnubayan nawa kami ng Poong Maykapal.

PANUNUMPA NG MGA OPISYAL NG PALARO

Kami / mga opisyal ng Palaro / ay nanunumpa / at nangangakong gagampanan / ang mga tungkulin / at Gawain iniatang sa amin / sa abot ng aming makakaya / nang may katapatan at karangalan / sa diwa ng malinis / at walang kinikilingang panunungkulan.

Patnubayan nawa kami ng Poong Maykapal.