



July 12, 2018

DIVISION MEMORANDUM

No. 52 s. 2018

GUIDELINES FOR DIVISION SPORTS COMPETITIONS AND CALENDAR OF ACTIVITIES

TO : OIC-Office of the ASDS
Chief, Curriculum Implementation Division (CID)
OIC – Chief, School Governance and Operations Division (SGOD)
Education Program Supervisors MAPEH
Education Program Supervisor in Charge in SPED
Education Program Specialist in ALS
Public Schools District Supervisors
Public and Private School Heads /Administrators
Unit Chairmen/District Sports Coordinators
School Sports Coordinators
All Others Concerned

1. In preparation for the 2018 Division of Antipolo City Athletic Meet which is tentatively scheduled on October 25-27, 2018. The theme for the competition is **"Championing One Goal, One Dream, One Team"**. The main objective of the competition is to select potential and best players/athletes, coaches and officials who will represent the Division of Antipolo City in the 2019 Regional Sports Competition as well as the 2019 Palarong Pambansa.
2. Intramurals, District and Unit meet shall be scheduled on a Thursday, Friday & Saturday (Please make a scheme **not to disrupt classes, teaching learning process and time on task of teachers**). Teachers who will serve as Officials of the Meet, Coaches and Chaperons during activities on Saturday will be given service credit as per DepEd Order No. 53, s. 2003 based on the number of days served upon the recommendation of their respective school heads. Student/Athletes and parent should sign a waiver/parents permit if the activity falls on a Saturday. Please take precautionary measure for the safety of both teacher coach and student athletes during the activity. School, District and Unit Memo should be available.
3. School Heads, District Sports Coordinators and Unit Chairmen should write a letter of information addressed to the Schools Division Superintendent, attention EPS-1 MAPEH of the schedule of your sports competition for monitoring and evaluation purposes and technical assistance.
4. For documentation purposes all schools and Districts should prepare a masterlist of athlete starting from the intramural indicating the list of athlete per event, grade level, teacher adviser, coaches and officials for justification in the participation of the athlete in the higher level (indicated in the AR). Unit delegation has also a standard template of masterlist to be submitted for the city meet.
5. Documents of Athletes shall be prepared in the lower level Sports competition such as District and Unit Meet (Screening of Athletes in the lower level must be strictly implemented). Please do not select athletes that have no or incomplete documents. If documents are not available during the Intrams please make a resolution/memo of what document will be evaluated during the school meet. Parents Permit and Medical Certificate are compulsory for our safety and security.



6. **ALS and SPED** Sports competition should be included in the lower level.

7. **Cut off Age and Documentary Requirements of Athletes and Coaches**

CUT-OFF DATE FOR AGE QUALIFICATION			
<ul style="list-style-type: none"> • Elementary - Born in the year 2006 • Secondary - Born in the year 2001 • ALS - 15-25-year-old, Chess no Age Limit • SPED - Visually Impaired (VI) <ul style="list-style-type: none"> • <i>Goalball-open age</i> • <i>Athletics-open age</i> • Intellectual Disability (ID) <ul style="list-style-type: none"> • <i>Athletics 15-25</i> • <i>Bocce-open age</i> • <i>Swimming-open age</i> 			
DOCUMENTARY REQUIREMENTS			
Regular Elementary and Secondary	SPED	ALS	COACH/CHAPERON
<ul style="list-style-type: none"> • Athletes Record (AR-1) & (AR-2) • Medical Certificate • Dental Certificate • Parental Consent • Form-137 certified true copy extracted from the original copy or photo copy duly signed by the principal/registrar. • Certificate of enrolment • Certificate of Live Birth (PSA) • Photocopy of the latest permit or recognition (for athletes enrolled in private schools) • Eight (8) copies of 1 ½ x 1 ½ picture 	<ul style="list-style-type: none"> • Athletes Record (AR-1) (AR-2) • Medical Certificates • Psycho-Educational Assessment (IQ Test 70% below) • Form 137 (indicating SPED Program) • Certificate of Live Birth (PSA) • Certificate of Enrolment Starting the school year the child first enrolled up to present/completion 	<ul style="list-style-type: none"> • Athletes Record (AR-1) (AR-2) • Certificate of Live Birth (PSA) • ALS Form 3 • Certificate of Enrolment • Parental Consent (if athlete under 18 years of age) • Medical Certificate 	<ul style="list-style-type: none"> • Certificate of Employment • Affidavit/Sworn Statement • Personal Data Sheet • Medical certificate • Accreditation Certificate

8. Athlete Forms to be used by the Coaches and Athletes are the forms issued in the last Southern Tagalog CALABARZON Athletic Meet. You may access the forms from your Unit Screening Committee representative

9. All District/Units should organize their own Screening Committee and evaluate the veracity/authenticity of submitted documents of coaches and athletes.



Republic of the Philippines
Department of Education
Region IV-A CALABARZON
CITY SCHOOLS DIVISION OF ANTIPOLO



10. Unit Chairmen and Unit Coordinators shall submit the final list (soft excel format and signed hard copy) of selected athletes by events of their respective Units to EPS MAPEH @ FB Messenger @ ansel celeste jr or email anselmo.celeste@deped.gov.ph) on or before September 10 in preparation for planning and budgeting for the City Meet.
11. Division screening of selected athletes by Unit will be on the last week of September 2018. **No Document No Play Policy (starting from the lower meet) this must be strictly implemented.** A memo will be published regarding the organization of the Division Screening Committee that will evaluate the documents of athletes for the City Meet.
12. Kindly see attached copy of events to be played, calendar of activities, and composition of unit athletic delegations and terms of reference in the conduct of Antipolo City Athletic Meet 2018.
13. Immediate dissemination of this Memorandum is desired.


DR. ROMMEL BAUTISTA, CESO V
Schools Division Superintendent



Enclosure No. 1 to Division Memorandum No. 52, s. 2018

EVENTS TO BE PLAYED: ELEMENTARY LEVEL

EVENTS	NUMBER OF ATHLETES		COACHES	Assistant Coach	CHAPERONS	TOTAL
	Boys	Girls				
Arnis	3	3	2		1	9
Athletics	12	12	4		2	30
Badminton	4	4	2	2	1	13
Baseball	12	0	1	1		16
Basketball	12	0	1			13
Chess	2	2	1		1	6
Football	18	0	1			19
Rhythmic Gymnastics (RG)	0	3	1			4
Men's Artistic Gymnastics (MAG)	3	0	1			4
Women's Artistic Gymnastics (WAG)	0	3	1		1	5
SepakTakraw Junior	4	0	1			5
Softball	0	12	1	1	1	15
Swimming	10	10	2		1	23
Table Tennis	4	4	2		1	9
Taekwondo	6	6	2		1	9
Tennis	4	4	2		1	11
Volleyball	12	12	2	2	1	29
TOTAL	106	75	27	6	12	226

EVENTS TO BE PLAYED: SECONDARY LEVEL

EVENTS	NUMBER OF ATHLETES		COACHES	Assistant Coach	CHAPERONS	TOTAL
	Boys	Girls				
Arnis	5	5	2		1	13
Archery	4	4	2		1	11
Athletics	15	15	4		1	35
Badminton	4	4	2	2	1	13
Baseball	12	0	1	1		14
Basketball	12	12	2		1	27
Billiards	2	2	2		1	7
Chess	2	2	2		1	7
Football	18	0	1			19
Futsal	0	12	1		1	14
Rhythmic Gymnastics (RG)	0	3	1			4
Men's Artistic Gymnastics (MAG)	3	0	1			4
Women's Artistic Gymnastics (WAG)	0	3	1		1	5
SepakTakraw	12	5	2		1	13
Softball	0	12	1	1	1	15
Swimming	10	10	2		1	23
Table Tennis	4	4	2		1	9
Taekwondo	10	10	2		1	23
Tennis	4	4	2		1	11



Republic of the Philippines
 Department of Education
 Region IV-A CALABARZON
CITY SCHOOLS DIVISION OF ANTIPOLO



Volleyball	12	12	2	2	1	29
Wrestling	5	5	2		1	13
TOTAL	134	124	37	6	17	318

ALTERNATIVE LEARNING SYSTEM (ALS)

Event	Boys	Girls	Coach	Chaperon	Total
Athletics	5	5	2	1	13
Chess	1	1	1	0	3
Swimming	2	2	1	1	6
Badminton	1	1	1	1	4
TOTAL	9	9	5	3	26

SPECIAL EDUCATION (SPED)

Event	Boys	Girls	Coach	Chaperon	Total
Visually Impaired (VI) Athletics	3	3	3	0	9
Goal Ball	2	2	1		5
Intellectually Disabled (ID) 15 yrs, Old & Below	5	5	2	0	12
Intellectually Disabled (ID) 16 yrs. Old to 25 yrs old	5	5	2	0	12
Bocce	2	2	1	0	5
Swimming	2	2	2	0	6
Ortho/Amputee Athletics/Swimming	2	2	2	0	6
TOTAL	21	21	13	0	55

DEMONSTRATION SPORTS

Sports/Event	Category	Athletes	Coaches	Chaperon	Total
Dance Sports	Elementary	2 pairs 2B/2G	1	1	10
	Secondary	2 pairs 2B/2G			
Aerogymnastics	Elementary	2 boys and 3 girls (combination)	1		6
	Secondary	2 boys and 3 girls (combination)	1		6
Total		8 boys 10 Girls = 18	3	1	22



Enclosure No. 2 to Division Memorandum No. 52, s. 2018

COMPOSITION BY UNIT

UNIT 1 Athletic Delegation	Unit Over-all Chairman	Unit Coordinators
DISTRICT I-A DISTRICT I-B Private Schools Cluster District I-A and I-B	Mr. Erwin P Acorda	Mr. Jommel Camalig – Elem Mr. Jeffrey Laserna – Sec Coordinator for Private School
UNIT 2 Athletic Delegation	Unit Over-all Chairman	Unit Coordinators
DISTRICT I-C DISTRICT I-D DISTRICT II-D Private Schools Cluster District I-C, I-D, and II-D	Dr. Romeo Rodriguez Jr	Mr. Michael Bravo – Elem Mr. Ronald Mendoza – Sec Coordinator for Private School
UNIT 3 Athletic Delegation	Unit Over-all Chairman	Unit Coordinators
DISTRICT II-A DISTRICT II-B DISTRICT II-C Private Schools Cluster District II-A, II-B, and II-C	Dr. Ferdinand Millan	Mr. Bryan Tayaban – Elem Mr. Nino Pantoja – Sec Coordinator for Private School
UNIT 4 Athletic Delegation	Unit Over-all Chairman	Unit Coordinators
DISTRICT II-E DISTRICT II-F Private Schools Cluster District II-E and II-F	Mr. Esteban Casauay	Mr. Alfred Magana – Elem Mr. Rodrigo Tabieros – Sec Coordinator for Private School

CALENDAR OF ACTIVITIES FOR SPORTS SY 2018-2019

DATE	ACTIVITY	PERSONNEL INVOLVED	Means of Verification
June 2018	<ul style="list-style-type: none"> ➤ Profiling of Athletes ➤ School Selection 	School Head Sports Coordinator Teacher Coaches/Trainers Athletes SPED/ALS Coordinator	List of Selected Athletes Documentation Reports
July 2018	<ul style="list-style-type: none"> ➤ School Intramurals ➤ (Regular, SPED, ALS) ➤ District Sports Clinic 	School Head Sports Coordinator Teacher Coaches/Trainers Athletes SPED/ALS Coordinator	Documentation Report List of Athletes Complete Athletics Documents
August 2018	<ul style="list-style-type: none"> ➤ Screening of Documents of Athletes (1st Week) ➤ District Meet (1st Week) (Regular, SPED, ALS) ➤ Deliberation of Final Selection of Athletes for the Unit Meet (2nd Week) ➤ Screening of Athletes Documents for Unit Meet (2rd Week) 	District Screening Committee District Sports Coordinators Coaches/Trainers Athletes SPED, ALS Coordinators	Documentation Report List of Athletes Complete Athletics Documents



<p>September 2018</p>	<ul style="list-style-type: none"> ➤ Unit Meet (1st Week) (Regular, SPED, ALS) ➤ Deliberation of Final Selection of Athletes for the City Meet (last day of the 1st Week) ➤ Submission of Final Masterlist of Selected Athletes for City Meet (September 10) ➤ Staggered Training of Selected Athletes by unit (3rd to 4th week) ➤ Division Screening of Selected Athletes (September 25-28) 	<p>Unit Screening Committee Unit Sports Coordinator District Sports Coordinators Coaches/Trainers Athletes SPED, ALSD Coordinators</p>	<p>Documentation Report List of Athletes Complete Athletics Documents</p>
<p>October 2018</p>	<ul style="list-style-type: none"> ➤ Solidarity Meeting (October 24) ➤ City Meet (October 25-27) (Regular, SPED, ALS) 	<p>EPS Division Screening Committee Unit Sports Coordinator District Sports Coordinators Tournament Managers Coaches/Trainers Athletes SPED, ALSD Coordinators</p>	<p>Documentation Report List of Athletes Complete Athletics Documents</p>
<p>November 2018</p>	<ul style="list-style-type: none"> ➤ Deliberation and Final Selection of Athletes for the Qualifying Sports Competition and submission of masterlist (November 6-7) ➤ Division Series of Live Out and Live in Training (November 13-17) (Regular, SPED, ALS) ➤ Cluster Screening of Athletes Document ➤ Provincial Cluster Qualifying Sports Competition (Dual Meet for Rizal and Antipolo) (November 28-29 tentative date) ➤ Deliberation on Final Selection of Athletes for the Regional Sports Competition 	<p>EPS Division Screening Committee Unit Sports Coordinator District Sports Coordinators Tournament Managers Coaches/Trainers Athletes SPED, ALSD Coordinators</p>	<p>Documentation Report List of Athletes Complete Athletics Documents</p>
<p>December 2018</p>	<ul style="list-style-type: none"> ➤ Live Out Training of Athletes 	<p>EPS, Division Screening Committee, Unit Sports Coordinator, District Sports Coordinators, Tournament Managers, Coaches/Trainers Athletes, SPED, ALS Coordinators</p>	<p>Documentation Report List of Athletes Complete Athletics Documents</p>



Republic of the Philippines
Department of Education
Region IV-A CALABARZON
CITY SCHOOLS DIVISION OF ANTIPOLO



January 2019	➤ Provincial Live In Training of Athletes	EPS Division Screening Committee Unit Sports Coordinator District Sports Coordinators Tournament Managers Coaches/Trainers Athletes SPED, ALSD Coordinators	Documentation Report List of Athletes Complete Athletics Documents
February 2019	➤ Regional Screening of Athletes ➤ Regional Sports Competition Proper	EPS Division Screening Committee Meet Officials Coaches/Trainers Athletes	Documentation Report List of Athletes Complete Athletics Documents
March 2019	➤ Live in Training of Athletes for the Palarong Pambansa	EPS Division Screening Committee Coaches/Trainers Athletes	Documentation Report List of Athletes Complete Athletics Documents
April – May 2019	➤ Palarong Pambansa	EPS Coaches Athletes	Documentation Report List of Athletes Complete Athletics Documents