### DOCUMENTARY REQUIREMENTS:

# COACHES, ASST. COACHES & CHAPERONS



### DOCUMENTARY REQUIREMENTS COACHES & ASST. COACHES

- Certificate of Employment and \*Notarized Contract of Service (Private)
- Sworn Statement / Affidavit
- Personal Date Sheet (Form 212 revised 2017)
  Medical Certificate
- Certificates:
  - Membership in any relevant sports association
  - Participation in Sports Training

- Track Records / Participation in Lower meets

# CERTIFICATE OF EMPLOYMENT

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To Whom It May Con This is to certify th	NG	En is	presently
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## CERTIFICATE OF EMPLOYMENT

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## CERTIFICATE OF EMPLOYMENT

#### **CERTIFICATE OF EMPLOYMENT**

(for Private School)

Date March 12, 2018

#### To Whom It May Concern:

Т	his	is	to	certify	that	Mr./Ms.	_	RICHAR	RD D.	TAMAYO		is
present	ly d	emp	loye	d in DI	E LA SA	LLE JOHN B	osco	COLLEGE	as	TEACHER	,	since
	JU	NE 2	2011		or for	a period	of	six (	6) YE	ARS		

This certification is issued upon the request of <u>RICHARD D. TAMAYO</u> to coach in <u>PALARONG PAMBANSA 2018</u> at <u>VIGAN CITY, ILOCOS SUR</u>.

MRS. GINA &. JO School Administrator/Official

# SWORN STATEMENT

Republic of the Philippines) City of \_\_\_\_\_]S.S.

#### SWORN STATEMENT

I \_\_\_\_\_\_, of legal age, single/married, with postal address at \_\_\_\_\_\_, after having duly sworn in accordance with law hereby depose and state:

That I am presently employed with the \_\_\_\_\_ as

That I have been employed in \_\_\_\_\_\_ tince or for a period of \_\_\_\_\_:

That I was designated as coach / assistant coach / chaperon of who will participate in the

That all the athletes are not members of the National Team, National Training Pool and Development Pool receiving monthly stipend/allowance from the Philippine Sports Commission (PSC);

That all the athleter records submitted are true and correct to the best of my personal knowledge:

That all the athleter	of		dag.
will participate in the		are eligible;	

That I execute this Affidavit to attest to the authenticity and veracity of all the documents submitted.

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FOR PALARONG PAMBANSA ONLY

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Republic of the Philippin, , City of \_\_\_\_\_)

#### AFFIDAVIT

I <u>RICHARD D. TAMAYO</u>, of legal age, <u>single</u> / married, with postal address at <u>P3 CASTILLO VIL., MANGAGOY, BISLIG CITY</u> after having duly sworn in accordance with law hereby depose and state:

That I am presently employed in DE LA SALLE JOHN BOSCO COLLEGE as TEACHER ;

That I am presently employed in <u>DE LA SALLE JOHN BOSCO COLLEGESINCE</u> JUNE 2011 or for a period of <u>6 years</u>;

That I was designated as coach of the <u>VOLLEYBALL - SECONDARY</u>; BOYS who will participate in the PALARONG PAMBANSA 2018

That all the athletes records submitted are true and correct to the best of my personal knowledge;

That all the athletes are not members of the National Team, National Training Pool and Development Pool receiving monthly stipend/allowance from the Philippine Sports Commission (PSC);

That all the athletes o	of VOLLEYBALL - SECONDARY		BOYS
who will participate in the	PALARONG PAMBANSA 2018	are elig	ible to play;

That I execute this Affidavit to attest to the authenticity and veracity of all the documents submitted.

Richard D. TAMAYO Affiant

SUBSCRIBED and sworn to before me in \_\_\_\_\_\_, this dayMAR 2 3 2018 of month 20\_\_\_\_, affiant executing his/her Community Tax Certificate No. \_\_\_\_\_04084727 \_\_\_\_, issued at \_\_\_\_\_ABON\_\_ on \_\_\_\_\_1/8/2018 \_\_\_\_\_.

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# AFFIDAVIT

#### CS Form No. 212 Revised 2017

#### PERSONAL DATA SHEET

WARNING: Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal case/s against the person concerned.

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### PERSONAL DATA SHEET (FORM 212-REVISED 2017)

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	Bureau or Dispartment where you will be appointed,	Abbe auto water over you in the childe.	
	a. within the third degree?		1 VES 2 NO
10	b. within the fourth degree (for Local Government Unit-	-Career Engloyees/?	
			EYES, give details:
35.	a. Have you ever been found guilty of any administrativ	e offense?	YES INO
	b. Have you been criminally charged before any court?		YES
36.	Have you ever been convicted of any crime or violation or tribunal?	of any law, decree, ordinance or regulation by any court	If YES, give details:
37.	Have you ever been separated from the service in any from the rolls, dismissal, termination, end of term, finish private sector?	of the following modes: resignation, retirement, dropped eed contract or phased out (abolition) in the public or	☐ YES ✓ NO If YES, give details:
38.	a. Have you ever been a candidate in a national or local election)?	I election held within the last year (except Barangay	If YES, give details:
	b. Have you resigned from the government service duri promote/actively campaign for a national or local candid	ng the three (3)-month period before the last election to date?	If YES, give details:
39.	Have you acquired the status of an immigrant or perma	nent resident of another country?	If YES, I'V NO
40.	Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Solo Parents Welfare Act of 2000 (RA 8972), please an		
a.	Are you a member of any indigenous group?		If YES, please specify:
b.	Are you a person with disability?		YESNO If YES, please specify ID No:
c.	Are you a solo parent?		YES ✓ NO     If YES, please specify ID No:

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointe

NAME	ADDRESS	TEL, NO.
DR. PABLO N. JORDAN JR.	DE LA SALLE JOHN BOSCO COLLEGE	
DR. ARISTARCO A. UGMAD	DE LA SALLE JOHN BOSCO COLLEGE	9473622488
MRS. ANN MARIE M. UGMAD	DE LA SALLE JOHN BOSCO COLLEGE	9062487152

agency head/authorized representative to verify/validate the contents stated herein. I agree that any misrepresentation made in this document and its attachments shall cause the filing of administrative/criminal case/s against me.

	6-
MACAPAYAG, LOLITA	AEA
	MACAPAYAG, LOLITA V

Inment Issued ID (Le.Passport, GSIS, SSS, PRC, Driver's License, etc.) SE INDICATE ID Number and Date of Issuance	. /	
ment Issued ID: PROFESSIONAL REGULATION COMMISION	Hundcapayay	A state of the
nse/Passport No.: 0294615	Signature (Sign inside the box)	
	3/17/2018	

**Right Thumbr** affiant exhibiting his/her validly issued government ID as indicated above

SUBSCRIBED AND SWORN to before me thi

Doc. No. 190 Page No. Book No. Series of 2018

M Ice

NPerson Administering Oath TIN: 156-902-635-000 PTR No. 0882855, 1/03/18

CS FORM 212 (Revised 2017), Page 4

IBP OR No. 1064056, 1/03/18



#### Republic of the Philippines Department of Education

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(Den any
(Salard)
A CONTRACTOR OF
Contraction of the Industry of the

#### MEDICAL CERTIFICATE

#### To Whom It May Concern:

Palarong Pambansa-

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:

FOR PALARONG PAMBANSA ONLY

## MEDICAL CERTIFICATE



Republic of the Philippines
Department of Education
CARAGA
BISLIG CITY
(Drvision)
BISLIG CENTRAL ELEM. SCHOOL
(School)
Bislig City
(School Address)

#### MEDICAL CERTIFICATE

3/25/18 (Date)

## MEDICAL CERTIFICATE

#### To Whom It May Concern:

This is to certify that I have personally examined <u>LOLITA V. MACAPAYAG</u> age <u>55</u> sex <u>F</u> born on <u>MARCH 12, 1963</u> and have found that he she is physically fit, during the time of examination, to join and compete in the lower meets and Palarong Pambansa.

Event: BADMINTON

#### **Physical Examination**



			/				00.	AON	
Date examined Height Pulse, Resting	58	3/28/ cm. 72	18 Weight: bpm.	62	19	Blood Pressure Respiratory Rate	<u>5454/</u> 21	114/70 cpm	mu Itg.
Other Remarks:		191	,	GY	$\int$			5	
		a la companya da companya d		19	T	coach			-

SUSAN Physician/Medical Officer (Signature over printed name)

License No. 85303 PTR .: Date:

CERTIFICATE OF MEMBERSHIP IN ANY RELEVANT SPORTS ASSOCIATION Republic of the Philippines CARAGA Administrative Region Bislig City Division Bislig City Division Athletic Association BISLIG CITY SPORTS COACHES ASSOCIATION (BISCA)

# Certificate of Membership

is awarded to

This

### LOLITA MACAPAYAG

for having successfully completed the relevant sports training of 24 hours in non-combative and 40 hours in combative sports, complied the minimum requirement of not less than 2 years of relevant experience in any sports event. Thereby, vesting upon awardee all the rights, privileges and the corresponding obligations and responsibilities of a bonafide member of this coaches' association.

Given this 25th day of October 2017 at Mangagoy, Bislig City, Philippines.

DEMOS **OIC-SGOD** Chief



DEPARTMENT OF EDUCATION Caraga Regional Office J.P. Rosales Avenue, Butuan City (085) 342-8207

CERTIFICATE OF SPORTS TRAINING

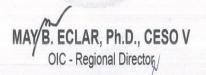
Certificate of Participation is given to

Polita V. Macapayag

for having actively participated in the REGIONAL REFRESHER COURSE ON SPORTS COACHING

held on November 14-16, 2016 at Bayugan City.

Given this 16th day of November, 2016 at Bayugan City, Philippines.





CERTIFICATE OF PARTICIPATION/ RECOGNITION IN LOWER MEETS DEPARTMENT OF EDUCATION Caraga Administrative Region BISLIG CITY DIVISION

### Certificate of Recognition

is awarded to

Lalita N. Macapayag

Who exhibited his/her sports and athletics coaching skills prowess earning him/her the honor as the coach of an athlete/s who was/were hailed

as_	FIRST	in	BADMINTON	
	[Place/Rank]		[Event]	19425103
	Brys Bracket A	, in the	Secondary	
	[Category]		[Level]	

#### 2017 DIVISION SPORTS and ATHLETICS CHALLENGE

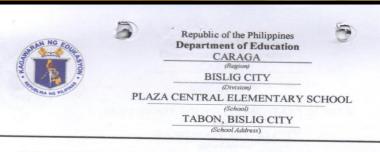
on November 2 - 5, 2017 held at Mangagoy Barangay Gymnasium, Mangagoy, Bislig City. Given this 5<sup>th</sup> day of November 2017 at Mangagoy Barangay Gymnasium, Mangagoy, Bislig City, Philippines.

> JOSITA B, GARMEN, CESO V Schoots Division Superintendent



### DOCUMENTARY REQUIREMENTS CHAPERONS

- Certificate of Employment
  Personal Data Sheet (Form 212 revised 2017)
  Medical Certificate
  Certificate:
  - -Commitment (for chaperons)



#### COMMITMENT TO NURTURE THE ATHLETES

(for Chaperons)

I \_\_\_\_\_\_ FLORDEME S. DONOZO \_\_\_\_\_\_ of legal age, single/ married with postal address at \_\_\_\_\_\_\_ TABON, BISLIG CITY \_\_\_\_\_\_ ;

That I am presently employed in <u>PLAZA CENTRAL ELEMENTARY SCHOOL</u> as TEACHER-III ;

That I have been employed in <u>DEPED-BISLIG CITY DIVISION</u> since **NOVEMBER 28, 1998** or for a period of <u>19 YEARS</u>;

That I was designated as CHAPERON of <u>VOLLEYBALL ELEM. GIRLS</u> who will participate in the <u>2018 PALARONG PAMBANSA</u> on April 16 to April 21, 2018 to be held at Vigan, Ilocos Sur, Philippines, do hereby commit myself to foster the welfare of athletes under my care and take the responsibility of watching their wellbeing in the duration of PALARONG PAMBANSA 2018:

That I will not interfere in the coaching of our team or acting as coach of the athletes, as it is not my responsibility to do so.

FLORDEME S. DONOZO Signature over Printed Name of the CHAPERON ALLANA, LEGASPO Signature over Printed Name of the COACH DEMOSTHENES J. QUINAL **OIC-SGOD** Chief

## COMMITMENT

# THANK YOU FOR YOUR INDULGENCE!



FAQ's Who are qualified to become a coach? Teaching and non-teaching personnel of both public and private schools.

### FAQ's

# Is there a need for a coach to undergo training / refresher course yearly?

Yes. A 24 hours relevant training for noncombative events and 40 hours for combative events/gymnastics.

# FAQ's Is there an age limit for a coach?

It is the discretionary power of the SDS/RD to impose age limit for coaches.

## FAQ's Who will be the authorized signatories of the following documents of the coaches? a. Form 212-PDS b. Sworn Statement/Affidavit

The division/region legal officer/administrative officer.

### FAQ's

What is the requirement of the newly hired teacher/non-teaching employee to become a coach as to rendered service?



### Is it possible to have a male chaperons?

FAQ's

### No. Only female athletes with male coach