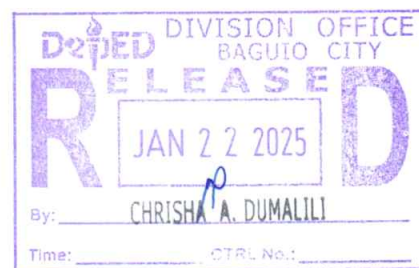




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



22 January 2025

DIVISION MEMORANDUM

No. 060-2025

**SUBMISSION OF COACHES, ASSIST. COACHES, CHAPERONES, AND
ATHLETES' DOCUMENTS FOR ASSESSMENT BY DSAC**

To: Chief Education Supervisors
Public Schools District Supervisors
Public School Heads
All Others Concerned

1. Relevant to the conduct of Cordillera Administrative Regional Athletic Meet (CARAA) on February 24-28, 2025, all documents of coaches, assistant coaches, chaperones, and athletes should be scanned and uploaded to the system on or before January 13, 2025. Thus, we require all City Meet winning coaches and/or assistant coaches to prepare all necessary documents of the team to be submitted to the Schools Division Office on or before January 31, 2025.
2. All documents shall be assessed by the Division Screening and Accreditation Committee (DSAC) on February 3-7, 2025, at the Training Center 2, 3rd Floor, Schools Division Office Building, Military Cutoff Rd., Baguio City.
3. This memorandum shall serve as travel authority to all DSAC Members to report in the Schools Division Office on February 3-7, 2025.
4. Attached herewith is the checklist of documents to be submitted.
5. For queries or clarifications, please contact Mr. Jerry C. Ymson, DSAC Chairperson, through 0995-362-9924.
6. Immediate dissemination of this Memorandum is desired.

SORAYA T. FACULO PhD, CESO VI
Schools Division Superintendent

ENCLOSURE:

1. Checklist of Documents

SGOD/SMN/DRRM/ckb



CHECKLIST OF DOCUMENTS

COACHES and/or ASSISTANT COACHES

1. Coach/Asst. Coach Records
2. Certificate of Employment / Duly notarized Contract of Service (COS)
 - 2.1. shows at least six (6) months of employment/engagement in the public or private school before the Division meet.
 - 2.2. 2 COS can be attached if needed.
3. Photocopy of Appointment (Public only)
4. Omnibus Affidavit (notarized)
 - 4.1. Must be duly signed and notarized.
5. Medical Certificate
 - 5.1. Duly filled and signed by the Physician
6. Certificate of Trainings
 - 6.1. Sports Training Certificate Relevant to the event to be coaching with for the last 3 years
 - For Combative and Gymnastics: 40 hours
 - For non-combative: 24 hours
7. Certificate of Coaching
 - 7.1. Proof of experience for CACR Letter D
 - For combative and gymnastics: 2 years
 - For non-combative: 1 year
8. Certificate of Membership in Sports Association
9. Certificate of Sports Accreditation
10. ID picture with white background with name (Surname, First Name & Middle Initial) and Coach or Asst. Coach below the name

Note: CACR must be signed by the coach/assist. Coach, attested by Division Sports Officer, and Verified by the Administrative Officer V (SDO) or the Schools Division Superintendent

CHAPERONE - (For girls' team with no female coach / assist. Coach)

1. Certificate of Employment / COS
 - 1.1. shows at least six (6) months of employment/engagement in the public or private school before the Division meet.
 - 1.2. 2 COS can be attached if needed.
2. Photocopy of Appointment (Public only)
3. Medical Certificate
4. Certificate of Commitment
5. ID picture with white background with name (Surname, First Name & Middle Initial) and Chaperone below the name

ATHLETES (ELEMENTARY)

1. Athlete's Records (AR)
 - Must be duly properly filled
 - Dates should follow the format indicated in the form
 - LRN No., Birthdates, and spelling of names should be consistent with the NSO, SF10 and other forms.

2. Original NSO/PSA
 - Late registration shall be accepted: *Provided*, that the birth Certificate be registered one (1) year before the current *Palarong Pambansa*.
Cutoff date: should have been born on or after **January 1, 2012.**

3. SF10 (Permanent Record)
 - Duly signed by the Teacher Advisers and School.
 - If Photocopy, it should be certified true copy by the registrar or the School Head.

4. Certificate of Attendance
 - Should only sign the Certificate of Enrollment

5. Parental Consent
 - For combative: should be signed by both parents
 - For non-combative: signature of 1 parent shall suffice
 - The Affidavit of Actual Care and Custody shall only be used in circumstances where Both Parents cannot be contacted or deceased.
 - For parents who are away from the learner, digital signature is accepted with a proof of approval of the parent (e.g. screen shot, email, etc.)

6. Medical History (combative)
7. Medical Certificate
 - Duly filled and signed by the Physician

8. Dental Certificate
 - Duly filled and signed by the Dentist

9. ID picture with white background with name (Surname, First Name & Middle Initial) and Grade below the name (Grade 6) FONT STYLE BOOKMAN OLD STYLE

ATHLETES (ELEMENTARY)

1. Athlete's Records (AR)
 - Must be duly properly filled
 - Dates should follow the format indicated in the form
 - LRN No., Birthdates, and spelling of names should be consistent with the NSO, SF10 and other forms.
2. Original NSO/PSA
 - Late registration shall be accepted: *Provided*, that the birth Certificate be registered one (1) year before the current *Palarong Pambansa*.
Cutoff date: should have been born on or after **January 1, 2007**.
3. SF10 (Permanent Record)
 - Duly signed by the Teacher Advisers and School.
 - If Photocopy, it should be certified true copy by the registrar or the School Head.
4. Certificate of Attendance
 - Should only sign the Certificate of Enrollment
5. Parental Consent
 - For combative: should be signed by both parents
 - For non-combative: signature of 1 parent shall suffice
 - The Affidavit of Actual Care and Custody shall only be used in circumstances where Both Parents cannot be contacted or deceased.
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6. Medical History (combative)
7. Medical Certificate
 - Duly filled and signed by the Physician
8. Dental Certificate
 - Duly filled and signed by the Dentist
9. ID picture with white background with name (Surname, First Name & Middle Initial) and Grade below the name (Grade 6) FONT STYLE BOOKMAN OLD STYLE

ARRANGEMENT OF DOCUMENTS FOR SUBMISSION

1. Gallery (Vertical, Alphabetically Arranged from Lastname)
2. Coach / Assistant Coach Documents
3. Chaperone (if applicable)
4. Athletes Documents (Should be arranged alphabetically)
5. All documents should be arranged according to the checklist above.
6. Should be properly fastened in a blue expanding folder with the following labels:
 - SDO Baguio Logo, Level (Elementary or Secondary), Event, Category (Boys/Girls), Name of Coach,