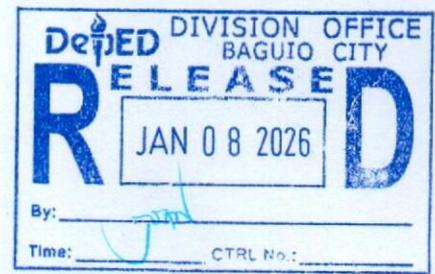




Republic of the Philippines
Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



05 January 2026

DIVISION MEMORANDUM

No. 008-2026

SUBMISSION OF DOCUMENTARY REQUIREMENTS OF ALL ATHLETES, COACHES, ASSISTANT COACHES, AND CHAPERONE FOR CARAA MEET

To: Public Schools District Supervisors
 Public School Heads
 Coaches and Assistant Coaches
 All Others Concerned

1. Relevant to the conduct of Cordillera Administrative Region Athletic Association (CARAA) Meet, all coaches and assistant coaches are required to submit the gallery together with the documentary requirements of all their athletes, coaches, assistant coaches, and chaperones in a blue expanding folder marked with the Event, Category (Boys or Girls), Name of Coach, and Contact Number on or before **January 23, 2026** at the Schools Division Office.

2. In addition, the following personnel are hereby designated as Division Screening and Accreditation Committee and are expected to adhere on the roles and responsibilities of DSAC as stated in the lates guidelines (Deped Memorandum OM-OUOPS-2025-05-01337, dated February 24, 2025) :

Name	Position / Designation
Jerry C. Ymson, SGOD-EPS	DSAC Chairperson
Roger Sin-ot Jr., MD	Member
Maria Loreto Andrada, Dentist	Member
Cliftone Bangse-il, PDO II	Member
Santiago Bugtong, PSDS	Member
Rey Gapasin, PSDS	Member
Victor Fernandez, School Head	Member
Nico Gam-ad, HT	Member
Randy Cayat, HT	Member
Romel Manzano, School Head	Member
Sarah Joy Sebastian, PDO I	Member / Data Group
Ferdinand Sapalong, PDO I	Member / Data Group
Leah Marie Calabias, PDO I	Member / Data Group
Sherielyn Mayao, PDO I	Member / Data Group

3. To facilitate the assessment of all documentary requirements submitted, all DSAC Members are required to attend the following schedules:

Activity	Date
Orientation and Review of Guidelines and Initial Screening of Documentary Requirements	January 26-30, 2026 Venue: SDO





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Activity	Date
Finalization of Documentary Requirements and preparation of encoding	February 2-6, 2026 Venue: SDO
Encoding, Scanning, and uploading of documentary requirements to the AMSAS	February 9-13, 2026 Venue: SDO

- Attached herewith is the guide in preparation of documentary requirements and the composition of athletes based on the previous Palarong Pambansa Guidelines.
- This shall serve as travel authority for the DSAC Members.
- For queries or clarifications, please contact Mr. Jerry C. Ymson, DSAC Chairperson.
- Immediate dissemination of this Memorandum is desired.

SORAYA T. FACULO PhD, CESO V
Schools Division Superintendent



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Documentary Requirement for Eligibility of Coaches, Assistant Coaches, Chaperones, and Athletes

Athletes' Documentary Requirements

Required Document/s	Details and Reminders
Athlete's Record (AR)	Should be signed by the Athlete, coach, and authorized Division Sports Officer and/or Coordinator ID Should bear the Name (Lastname, Firstname MI) and Grade level of the Athlete ***All the same entry from AR, PSA, and SF10 should be checked (Spelling of name, Date of Birth, LRN, etc)
Original and certified photocopy of Philippine Statistics Authority (PSA)/National Statistics Office (NSO) Birth Certificate	- Late registration of the Birth Certificate of an athlete shall be accepted, <i>provided the Birth Certificate is registered one(1) year before the current Palarong Pambansa.</i> Cut off age Elementary: must have been born on or after January 1, 2013 Secondary: must have been born on or after January 1, 2008 For players who joined the 2025 Palarong Pambansa at Ilocus, the athlete may attach a photocopy of his/her PSA/NSO and the AR should indicate that the athlete has joined the previous Palarong Pambansa In case of foreign-born Filipino athletes, in lieu of NSO/PSA Birth Certificate, the Original Birth Certificate issued by the country where he/she was born AND a valid passport or document issued by the Bureau of Immigration or DFA showing his or her Filipino nationality.
Certified True Copy from Original OR computer printed of Learner's Permanent Academic Record or SF10 (Form 137)	Duly signed by Teacher-Adviser OR Registrar OR Principal, OR School Heads. To be signed also by the Division Sports Coordinator OR PESS Coordinator OR Education Program Supervisor in charge of Sports Athletes with failing grades in three (3) or more learning areas for the 1 st Grading Period will be disqualified for the Division Meet. While athletes with failing grades in three (3) or more learning areas for



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	<p>the 2nd Grading Period will be disqualified for the Regional Meet.</p>
<p>Certificate of Enrolment and Attendance duly signed by the School Registrar OR School Head</p>	<p>For the Regional Meet, the Certificate of Enrolment should be signed only.</p> <p>The certificate of attendance shall be signed for the Palarong Pambansa.</p>
<p>Parental Consent</p>	<p>Combative Sports including gymnastics</p> <ul style="list-style-type: none"> - Parental consent should be signed by both parents duly verified by the School Head, or principal, or registrar, or teacher-adviser where the athlete is enrolled. - Copy of the signed parent consent of any parent may be in electronic form (sent to the school head or coach through email or other electronic means) <p>In case of de facto separation (a married couple or de facto couple lives apart, ending cohabitation, but without a formal court order for legal separation or divorce), legal separation, annulment of marriage, or declaration of nullity of marriage of parents, the consent of the parent with actual care and custody of the athlete duly verified by the SH, or registrar, or teacher-adviser. <i>(Please indicate the reason in the remarks why both parents cannot sign)</i></p> <p>Non-combative Sports</p> <ul style="list-style-type: none"> - At least one parent should sign the parental consent duly verified by the school head or principal, or registrar, or teacher-adviser. <p>In case the athlete is orphaned, the caregiver and custodian shall execute a Notarized affidavit of Actual Care and Custody in lieu of the Parent's Consent</p>
<p>Medical Certificate</p>	<p>Issued within (3) months before the opening of each level of competition.</p> <p>The complete name and signature of the physician shall appear on the medical certificate, with the license number and date of examination</p>
<p>Dental Certificate (For Elementary Level Only)</p>	<p>Issued within (6) months before each level of competition is opened.</p> <p>The complete name and signature of the dentist shall appear on the dental certificate, with the license number and date of examination</p>
<p>For Special Sports Events for SWDL</p>	<p>Intellectual Disability Certificate – Psycho-educational assessment Test conducted and certified by</p>



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	<p>Psychologist or DepEd SPED Supervisor indicating the athlete's IQ level (70 and below);</p> <p>Visual Impairment Certification – test conducted and certified by an Ophthalmologist to determine the visual acuity (totally Blind or Low Vision); and</p> <p>Hearing Impairment Certification – test conducted and certified by an Otorhinolaryngologist to determine that the athlete is unable to hear</p>
Affidavit of the Coach	Attesting to the authenticity, validity and correctness of the entries on the above-mentioned documents

Coaches and Assistant Coaches Documentary Requirements

Required Document/s	Details and Reminders
Coaches and Assistant Coaches Record (CACR)	<p>Properly filled data</p> <p>Track record of participation in the District and Division Meet should be properly answered.</p>
Certificate of Relevant Sports Training	<p>Non-Combative: 24 hours</p> <p>Combative: 40 hours</p>
Certificate of Relevant Experience	<p>Non-Combative: 1 year (School year)</p> <p>Combative: 2 year (School year)</p>
Certificate of Membership	<p>In any relevant sports association; OR</p> <p>License OR certifications / accreditation issued by the National / International Sports Association, authorized organization, OR by the DepEd (Division, Region, or Central Office)</p>
Medical Records	Medical Certificate of Fitness
Employment / Appointment Paper or Duly Notarized Contract of Service	<p>It should show that the coach or assistant coach was employed at least six (6) months before the Division Meets.</p> <p>Private: Certificate of Employment indicating the start of employment</p> <p>CoS: Contract of Service needed (may attach more than one contract as proof)</p> <p>Public: Appointment will be required (May attach the previous appointment if necessary)</p>
Omnibus Affidavit	Following the template



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Other documents (Optional as required by the Screening and accreditation committee)	Can be required by the Screening and Accreditation Committee to establish the coaches' competence, integrity and capability, and its legal relationship to the school and/or athletes to show accountability
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Chaperone's Documentary Requirements

Required Document/s	Details and Reminders
Employment / Appointment or Contract of Service	It should show that the coach or assistant coach was employed at least six (6) months before the Division Meets. Private: Certificate of Employment indicating the start of employment CoS: Contract of Service needed (may attach more than one contract as proof) Public: Appointment will be required (May attach the previous appointment if necessary)
Commitment	Commitment that SHE will nurture female athletes only and shall NOT coach the athletes
Medical Certificate	She should be physically fit
Other documents	The Palaro Board may require additional document's if necessary.



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COMPOSITION OF TEAM

Reference: Palarong Pambansa 2025 Composition (DM 41 s. 2025)

A. REGULAR EVENT (ELEMENTARY LEVEL)

EVENT	GENDER	COMPOSITION				TOTAL
		ATHLETES	COACH	ASST.COACH	CHAPERONE	
ARNIS	BOYS	3	1			4
	GIRLS	3	1		1	5
ATHLETICS	BOYS	13	1	1		15
	GIRLS	13	1	1	1	16
BADMINTON	BOYS	4	1			5
	GIRLS	4	1		1	6
BASEBALL	BOYS	15	1	1		17
BASKETBALL	BOYS	15	1	1		17
CHESS	BOYS	2	1			3
	GIRLS	2	1		1	4
DANCESPORT	BOYS	2	1			3
	GIRLS	2	1		1	4
FOOTBALL	BOYS	21	1	1		23
GYMNASTICS						
AER	B/G	4	1		1	6
MAG	BOYS	3	1			4
WAG	GIRLS	3	1		1	5
RG	GIRLS	3	1		1	5
SEPAK TAKRAW	BOYS	4	1			5
SWIMMING	BOYS	11	1	1	1	14
	GIRLS	11	1	1		13
SOFTBALL	GIRLS	15	1	1	1	18
TABLE TENNIS	BOYS	4	1			5
	GIRLS	4	1		1	6
TAEKWONDO	BOYS	6	1			7
	GIRLS	6	1		1	8
TENNIS	BOYS	4	1			5
	GIRLS	4	1		1	6
VOLLEYBALL	BOYS	15	1	1		17
	GIRLS	15	1	1	1	18
TOTAL		211	29	10	14	264



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B. REGULAR EVENT (SECONDARY LEVEL)

EVENT	GENDER	COMPOSITION				TOTAL
		ATHLETES	COACH	ASST.COACH	CHAPERONE	
ARCHERY	BOYS	4	1			5
	GIRLS	4	1		1	6
ARNIS	BOYS	5	1			6
	GIRLS	5	1		1	7
ATHLETICS	BOYS	17	1	1		19
	GIRLS	17	1	1	1	20
BADMINTON	BOYS	4	1			5
	GIRLS	4	1		1	6
BASEBALL	BOYS	15	1	1		17
BASKETBALL	BOYS	15	1	1		17
	GIRLS	15	1	1	1	18
BASKETBALL (3 x 3)	BOYS	4	1			5
	GIRLS	4	1		1	6
BILLIARD	BOYS	2	1			3
	GIRLS	2	1		1	4
BOXING	BOYS	10	2	1		13
CHESS	BOYS	3	1			4
	GIRLS	3	1		1	5
DANCESPORT	BOYS	2	1			3
	GIRLS	2	1		1	4
FOOTBALL	BOYS	21	1	1		23
FUTSAL	GIRLS	15	1		1	17
GYMNASTICS						
AER	B/G	4	1		1	6
MAG	BOYS	3	1			4
WAG	GIRLS	3	1		1	5
RG	GIRLS	3	1		1	5
PENCAK SILAT	BOYS	5	1			6
	GIRLS	5	1		1	7
SEPAK TAKRAW	BOYS	15	1	1		17
	GIRLS	5	1		1	7
SWIMMING	BOYS	12	1	1		14
	GIRLS	12	1	1	1	15
SOFTBALL	GIRLS	15	1	1	1	18
TABLE TENNIS	BOYS	4	1			5
	GIRLS	4	1		1	6
TAEKWONDO	BOYS	10	2	1		13
	GIRLS	10	1	1	1	13
TENNIS	BOYS	4	1			5
	GIRLS	4	1		1	6
VOLLEYBALL	BOYS	15	1	1		17
	GIRLS	15	1	1	1	18
WRESTLING	BOYS	8	1			9
	GIRLS	8	1		1	10



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WUSHU	BOYS	6	1			7
	GIRLS	4	1		1	6
TOTAL		347	47	15	23	432

C. DEMONSTRATION SPORTS (SECONDARY LEVEL)

EVENT	GENDER	COMPOSITION				TOTAL
		ATHLETES	COACH	ASST.COACH	CHAPERONE	
WEIGHTLIFTING	BOYS	5	1			6
	GIRLS	5	1		1	7
TOTAL		10	2		1	13

D. PARAGAMES

EVENT	CATEGORY	COMPOSITION				TOTAL
		ATHLETES	COACH	ASST.COACH	CHAPERONE	
Visually Impaired						
ATHLETICS	BOYS	3	2		2	20
	GIRLS	3				
GOAL BALL	BOYS	4	2			
	GIRLS	4				
Intellectual Disability						
ATHLETICS	BOYS	4 (Youth)	1		2	32
		4 (Juniors)				
	GIRLS	4 (Youth)	1			
		4 (Juniors)				
SWIMMING	BOYS	2	1			
	GIRLS	2	1			
BOCCE	BOYS	2	1			
	GIRLS	2	1			
Orthopedically Handicapped						
ATHLETICS/ SWIMMING	BOYS	2	1		1	7
	GIRLS	2	1			
TOTAL		42	12		5	59

****Additional Sports**

Football Secondary Girls (Same composition with football secondary boys + 1 chaperone if the coach and assistant coach is male)

Futsal Elementary Girls (Same composition with futsal secondary girls + 1 chaperone if the coach is male)