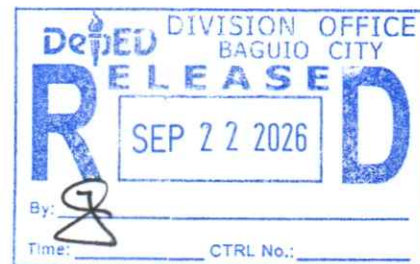




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



September 21, 2026

DIVISION MEMORANDUM

No. 624-2026

CONDUCT OF DISTRICT 4 ATHLETIC MEET 2026

To: Public Schools District Supervisor
Public and Private School Heads/Administrators
District Sports Coordinators
School Sports Coordinators and Coaches
All others concerned

1. In line with the conduct of Palarong Lungsod 2026, District 4 shall hold its District Athletic Meet on October 3-4, 2026 at the designated playing venues.
 2. An **Opening Program** shall be held on **October 2, 2026, at 3:30 PM at Mabini Elementary School**. All participating schools are required to bring their respective school banners for the activity.
 3. The District 4 athletic meet aims to:
 - a. provide learners with opportunities to demonstrate and develop their skills, talents, sportsmanship, discipline, and teamwork through athletic competition;
 - b. identify and select qualified athletes who may represent the district in the Palarong Lungsod 2026; and
 - c. promote fair play, camaraderie, respect, and healthy competition among participating schools, athletes, coaches, and officials.
 4. The following guidelines shall be observed and strictly adhered to:
 - a. Coaches shall officiate their respective games. The Law of Succession shall be strictly observed and applied throughout the tournament.
 - b. Athletes found to have violated the prescribed eligibility requirements shall be disqualified from participating in the tournament. The concerned coach shall likewise be held accountable for the violation and may be banned from coaching in accordance with the applicable rules and regulations.
- Cut-off Age:
Elementary: Born on or after January 1, 2014
Secondary: Born on or after January 1, 2009
- c. Any inquiry or protest shall be addressed to the respective Tournament Manager through a formal letter duly signed by the protesting coach. Complaints or protests submitted by parents, supporters, or other unauthorized individuals shall not be entertained.



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- d. All required athlete documents shall be submitted to the respective Tournament Managers for screening and verification prior to the scheduled game.

The following documents shall be prepared and submitted:

- d.1 Entry Form, placed on top of the documents and duly signed by the coach and school principal;
- d.2 Duly accomplished Parental Consent Form;
- d.3 Photocopy of the athlete's NSO/PSA Birth Certificate;
- d.4 Photocopy of the athlete's School ID.

All documents shall be arranged alphabetically by the athletes' surnames, placed in a long folder, and properly labeled using the prescribed format:

DISTRICT 4 ATHLETIC MEET 2026

Name of School

Event

Category

Name of Coach

Contact Number

- 5. See the enclosure for the general schedule.
- 6. School personnel who shall render services during the activity may be granted Service Credits/Compensatory Overtime Credits (COCs), as applicable, in accordance with DepEd Order No. 542, s. 2025 and CSC-DBM Joint Circular No. 2, s. 2004, and other applicable issuances
- 7. For inquiries and clarifications, please contact **JULIET C. SANNAD, EdD, Chief Education Supervisor, CID**, through the Division Office telephone number 619-3491.
- 8. Immediate and wide dissemination of this Memorandum is desired.


SORAYA T. FACULO PhD, CESO V
Schools Division Superintendent



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Enclosure 1 to Division Memorandum **624-2026**

GENERAL SCHEDULE

No	Events/No. of Athletes	Dates	Playing Venues	Tournament Manager/ Incharge
1	Badminton 4B/ 4 G	Oct. 3-4, 2026	Dona Aurora Elementary School	Mary Jane N. Saob
2	Basketball 12 B/ 12 G	Oct. 3-4, 2026	Don Bosco School of Baguio City, Inc.	Bernardino M. Danglay
3	Baseball/ Softball 12B/ 12G	Oct. 3-4, 2026	Melvin Jones	Daniel Pagaduan
4	Chess 3B / 3G	Oct. 3-4, 2026	Dona Aurora National High School	Ethel Loi Pagaduan
5	Swimming 11B / 11G	Oct. 3-4, 2026	Baguio Swimming Pool	Jojie Carino Mylady Villafuerte
6	Table Tennis 8 B/ 8G	Oct. 3-4, 2026	Dona Nicasia Juco Puyat Elem School	Jason P. Quinopez
7	Volleyball Sec. 12 B/ 12 G	Oct. 3-4, 2026	Don Bosco School of Baguio City, Inc.	Henry S. Esquejo
8	Volleyball Elem. 12B / 12 G	Oct. 3-4, 2026	Mabini Elementary school	Arlon P. Parista
9	All events not included in the list will proceed directly to the Division Meet. Please coordinate with the respective Tournament Manager for further instructions.			