



Republic of the Philippines
Department of Education
Region VI-Western Visayas
SCHOOLS DIVISION OF KABANKALAN CITY

DIVISION MEMORANDUM
NO. 081, s. 2024

MAR 13 2024

**PRE-SCREENING OF ATHLETES', COACHES', ASSISTANT COACHES', AND
CHAPERONES' DOCUMENTS IN PREPARATION FOR THE PROVINCIAL
SCREENING AND OCULAR INSPECTION OF ATHLETES**

To: Asst. Schools Division Superintendent
Chiefs, CID & SGOD
Public Schools District Supervisors
Public Elementary & Secondary School Heads
All Others Concerned

1. This Office announces the conduct of Pre-screening of Athletes', Coaches', Assistant Coaches', and Chaperones' Documents on March 14-16, 2024, from 8:00 AM to 5 PM, at the Old Conference Hall, Gabaldon Building, in preparation for the Provincial Screening and Ocular Inspection of Athletes.
2. During the pre-screening activity, the concerned school heads of the winning coaches shall bring and submit all documents to the Division Screening and Accreditation Committee (DSAC) Members. It is important to note that there will be no appearance of teachers during this activity.
3. Participants are advised to arrive at the respective venues 15 minutes before the start of the activity, bring their water tumbler, and wear appropriate clothing during the activity.
4. The travel and incidental expenses are chargeable against the School MOOE Fund subject to the availability and the usual accounting and auditing rules and regulations.
5. Non-teaching personnel who will render services on weekend shall be provided with Compensatory Time-Off (CTO) as per Civil Service Commission (CSC) and the Department of Budget and Management (DBM) Joint Circular No. 2, s. 2004 on Non-Monetary Remuneration for Overtime Service Rendered.
6. For questions regarding this communication, send SMS (text) to or call Jacqueline B. Dagunan, PSDS/DSAC Chairperson, at 0917-629-1530.

MICHELL L. ACOYONG, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

