



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

**DIVISION MEMORANDUM**

No. 353, s.2023

SEP 18 2023

**ENSURING THE EFFECTIVE AND EFFICIENT CONDUCT OF SPORTS ACTIVITIES  
AND COMPETITIONS IN PUBLIC ELEMENTARY, JUNIOR HIGH, AND  
SENIOR HIGH SCHOOLS IN SDO – KABANKALAN CITY**

**TO:** OIC - Assistant Schools Division Superintendent  
Chiefs, CID and SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
All Others Concerned

1. This Office, cognizant of the significant contribution of grassroots sports to the physical, mental, and social well-being of individuals and communities and the crucial role of the schools in its promotion, is issuing the following general guidelines in the conduct of sports activities and competitions at the school and district levels.
2. It is emphasized that, primarily, sports activities and competitions at the school and district levels are conducted in order to:
  - a. promote physical activity in order to help learners maintain and improve their physical health and mental well-being. Regular participation in sports helps reduce the risk of obesity, cardiovascular diseases, and other health-related issues;
  - b. provide learners with opportunities for social interaction where they can develop valuable social skills such as teamwork, communication, and cooperation as well as physical and cognitive skills, including hand-eye coordination, agility, strategic thinking, and problem-solving;
  - c. offer a platform for promoting inclusivity and diversity such that school level sports activities and competitions must be inclusive and accessible to learners of all ages, genders, abilities, and backgrounds;
  - d. teach important life lessons such as discipline, perseverance, sportsmanship, and leadership which can have a lasting positive impact on the learners' character development; and
  - e. provide learners with constructive alternatives to negative influences inasmuch as engaging in sports keeps learners engaged in positive activities, reducing the likelihood of involvement in risky behaviors.
3. Secondly, sports activities and competitions at the school and district levels are conducted in order to serve as a breeding ground for identifying and nurturing talented learners who may go on to excel at higher levels of competition.
4. In the interest of achieving the aforementioned objectives while minimizing disruption to instructional time as stipulated in DepEd Order No. 9, s. 2005 *"Instituting Measures to Increase Engaged Time on Task and Ensuring Compliance*



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*Therewith*", School Heads and Public Schools District Supervisors shall ensure that academics is prioritized by:

- a. developing a sports calendar outlining the dates and times of all sports activities and competitions at their respective levels, preferably, during non-core instructional periods, such as after school or on weekends;
  - b. maintaining open communication with teachers, coaches, and parents who should be informed about upcoming competitions well in advance so teachers can plan their lessons accordingly or the parents in order to secure their consent and support to their children's participation;
  - c. making arrangements that allow learners to make up missed assignments or tests due to sports-related absences and ensure teachers are aware of and adhere to these arrangements;
  - d. planning transportation for games conducted away from the school to minimize disruption and one that allows learners to return to school or their homes promptly and safely after the competition; and
  - e. ensuring that relief teachers are available and are well-prepared with lesson plans and instructions for learners in the event that a teacher-coach needs to be absent due to a sports event.
5. Inasmuch as the rules and mechanics for conducting sports competitions can vary widely depending on the specific sport, School Heads and Public Schools District Supervisors are given the authority to formulate such rules and mechanics in consideration of the following general principles and guidelines:
- a. Rules and Regulations:
    - i. Clearly define and communicate the rules and regulations of the sport. Make sure all participants, coaches, officials, and spectators understand the rules.
    - ii. Insofar as practicable, adhere to the official rules set by the governing body of the sport.
  - b. Organization:
    - i. Appoint an organizing committee responsible for planning, coordinating, and overseeing the competition.
    - ii. Create a schedule that includes dates, times, and locations of games or events and submit the same for approval and monitoring purposes on or before **29 September 2023** c/o Julieta V. Gempison PhD, EPS-SGOD/ Division Sports Coordinator.
  - c. Venue and Facilities:
    - i. Ensure that the venue of the games meets safety and infrastructure requirements for the sport.
    - ii. Arrange for necessary equipment, such as goalposts, nets, or scoreboards.
  - d. Registration and Eligibility:



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- i. Establish clear eligibility criteria for participants, including age, skill level, and any other relevant factors.
  - Participants to the district level sports activities and competition for SY 2023-2024 shall be the learner-athletes from public and private elementary and secondary schools in this Division who have participated and won in the school level sports activities and competition
  - As a general rule, Kindergarten to Grade 6 learner-athletes shall play in the Elementary Division while Grades 7 - 12 learner-athletes shall play in the Secondary Division. However, learner-athletes who are overage in the Elementary level may be allowed to play in the Secondary Division.
  - ***In the selection of learner-athletes to represent the school or district to higher level competitions in measurable sports such as athletics, swimming, and archery, this Office, shall adopt the qualifying distance, time, and points set by the Palarong Pambansa; hence, it is strongly advised that School Heads and Public Schools District Supervisors are aware of these standards and national records.***
- ii. Verify the eligibility of participants through registration and documentation
- e. Officiating:
  - i. Appoint qualified officials, referees, or umpires who are knowledgeable about the sport's rules.
  - ii. Provide ongoing training and evaluation for officials.
- f. Scoring and Timing:
  - i. Determine the scoring system and timing rules for the sport, including the duration of matches or games.
  - ii. Set up a scoring system and scoreboard or timing equipment.
- g. Uniforms and Equipment:
  - i. Insofar as practicable, enforce uniform and equipment regulations, including clothing, footwear, and safety gear.
  - ii. Conduct equipment checks to ensure compliance.
- h. Safety Measures:
  - i. Prioritize the safety of learner-athletes and spectators by implementing safety protocols, first aid facilities, and emergency plans.
  - ii. Enforce rules that prevent dangerous play or behavior.
- i. Fair Play and Sportsmanship:
  - i. Promote fair play, sportsmanship, and respect among participants, coaches, and spectators.







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- ii. Establish penalties for unsportsmanlike conduct.
  - j. Protest and Dispute Resolution:
    - i. Develop procedures for handling protests or disputes, including the role of a protest committee or review panel.
    - ii. Ensure that decisions made by officials are final, but allow for review in cases of rule misinterpretation.
  - k. Spectator Behavior:
    - i. Set expectations for spectator behavior, including codes of conduct, and take measures to prevent disruptive or harmful behavior.
  - l. Record Keeping:
    - i. Maintain accurate records of game results, scores, statistics, and any incidents or disputes.
    - ii. Share results and updates with participants and the public through various communication channels.
    - iii. Submit the Official Results of the District Level Sports Activities and Competitions to the Schools Division Office c/o the Division Sports Officer cc the Division Sports Coordinator as soon as they become available.
  - m. Communication:
    - i. Establish clear lines of communication between organizers, participants, coaches, officials, and spectators.
    - ii. Use technology, such as websites and social media, to disseminate information and updates.
  - n. Contingency Plans:
    - i. Prepare contingency plans for inclement weather, unforeseen circumstances, or emergencies that could disrupt the competition.
6. In the development of the School/District Sports Calendar, School Heads and Public Schools District Supervisors are advised to refer to the following indicative schedule of activities:

Level	Timeframe	Suggested Activities
School	September-October 2023	<ul style="list-style-type: none"><li>• Conduct of physical fitness/battery test in PE classes</li><li>• Conduct of Children's Games, Sportsfest, Intramurals to identify potential learner-athletes</li><li>• Submission of School Entries to the District Level Sports Activities and Competition</li></ul>





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		<ul style="list-style-type: none"><li>• Conduct of Physical Examination of the school learner-athletes</li><li>• Preparatory training for school learner-athletes for the District Level</li></ul>
District	November 2023	<ul style="list-style-type: none"><li>• Screening of school learner-athletes</li><li>• Conduct of preparatory activities for the District Level Sports Activities and Competition</li><li>• Conduct of the District Level Sports Activities and Competition</li><li>• Submission of Official Results of the District Level Sports Activities and Competition and District Entries to the Division Sports Meet</li><li>• Conduct of Physical Examination of the district learner-athletes</li><li>• Preparatory training for district learner-athletes for the Division Sports Meet</li></ul>
Division	December 2023	<ul style="list-style-type: none"><li>• Screening of district learner-athletes</li><li>• Conduct of preparatory activities for the Division Sports Meet</li><li>• Conduct of the Division Sports Meet</li><li>• Conduct of Physical Examination of the district learner-athletes</li><li>• Preparatory training for district learner-athletes for the Division Sports Meet</li></ul>

7. Below are the sports disciplines being contested in Palarong Pambansa which this Office aims to be represented by learner-athletes with high potential of winning:

Sports Discipline	Division	Category	Number of Learner-Athletes
Arnis	Elementary	Boys	3
		Girls	3
	Secondary	Boys	5



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Athletics	Elementary	Girls	5
		Boys	12
		Girls	12
	Secondary	Boys	15
		Girls	15
Badminton	Elementary	Boys	4
		Girls	4
	Secondary	Boys	4
		Girls	4
Baseball	Elementary	Boys	12
	Secondary	Boys	12
Basketball	Elementary	Boys	12
	Secondary	Boys	12
		Girls	12
		Boys (3X3)	4
		Girls (3X3)	4
Chess	Elementary	Boys	2
		Girls	2
	Secondary	Boys	2
		Girls	2
Football	Elementary	Boys	18
	Secondary	Boys	18
Futsal	Secondary	Girls	12
Gymnastics	Elementary	Boys (MAG)	3
		Girls(WAG)	3
		Girls (RG)	3
	Secondary	Boys (MAG)	3
		Girls (WAG)	3
		Girls (RG)	3
Sepak Takraw	Elementary (Junior)	Boys	4
	Secondary (Senior)	Boys	12
		Girls	5
Softball	Elementary	Girls	12
	Secondary	Girls	12
Swimming	Elementary	Boys	10
		Girls	10
	Secondary	Boys	10
		Girls	10
Table Tennis	Elementary	Boys	4
		Girls	4
	Secondary	Boys	4
		Girls	4
Taekwondo	Elementary	Boys	10
		Girls	10
	Secondary	Boys	10
		Girls	10
Tennis (Lawn)	Elementary	Boys	4
		Girls	4
	Secondary	Boys	4



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Volleyball	Elementary	Girls	4
		Boys	12
		Girls	12
	Secondary	Boys	12
		Girls	12
Billiard	Secondary	Boys	2
		Girls	2
Wushu	Secondary	Boys	6
		Girls	4
Pencak Silat	Secondary	Boys	5
		Girls	5
		Girls	5
Special Events	Athletics (ID Category)	Boys (15 below)	5
		Girls (15 below)	5
		Boys (16 above)	5
		Girls (16 above)	5
	Swimming (OH Category)	Boys	2
		Girls	2
	Bocce (ID Category)	Boys	2
		Girls	2

- Teacher-participants who will render services during weekends and holidays shall be given Service Credits per DepEd Order No. 53, s. 2003 titled “Updated Guidelines on Grant of Vacation Service Credits to the Teachers.” On the other hand, non-teaching staff shall be provided with Compensatory Time-Off (CTO) per Civil Service Commission (CSC) and the Department of Budget and Management (DBM) Joint Circular No. 2, s. 2004 on Non-Monetary Renumeration for Overtime Service Rendered.
- Incidental expenses incurred during the conduct of the activities are chargeable against the School MOOE and/or Special Education Fund.
- For further details and concerns, please contact **Julieta V. Gempison, PhD**, EPS-SGOD and Division Sports Coordinator thru FB Messenger or telephone number 09661640164 .
- Wide and immediate dissemination of and compliance with this Memorandum are desired.

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



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