



July 31, 2018

**DIVISION MEMORANDUM**

No. 152, s. 2018

**GUIDELINES ON THE CONDUCT OF  
PALARONG PAMPAARALAN FOR SCHOOL YEAR 2018-2019**

To : Assistant Schools Division Superintendent  
Chiefs, CID and SGOD  
Public School District Supervisors  
Public and Private Elementary and Secondary School Heads

1. Pursuant to DepEd Order No. 43, s. 2016 entitled Implementing Rules and Regulation of Republic Act No. 10588 or the Palarong Pambansa Act of 2013, this office informs the field relevant information, guidelines and updates in the Conduct of Palarong Pampaaralan for School Year 2018-2019.
2. Schedule of the different Meets are as follows:

Intramural Meet	July 2018
District Meet	August 16 - 17, 2018 (Simultaneous in 5 Districts)
Division City Meet	September 5 - 8, 2018
Area Meet	November, 2018
Provincial Meet	December, 2018
Regional Meet	February or March 2019
Palarong Pambansa	April or May 2019
3. The sports events played in the previous 2018 Palarong Pambansa except for Wrestling, with its related general and technical guidelines shall remain in effect unless otherwise amended, modified or revised.
4. Aero Gymnastics, Dance Sports and Pencak Silat which were played as demonstration sports during the 2018 Palarong Pambansa will still be played as demonstration sports in this school year's meets. Medals earned in these spoils events will not be included in the medal counts on the summary of points.
5. Elementary athletes should have been born in 2006 or after, and secondary athletes, should have been born in 2001 or after as stipulated in DepEd Memorandum No. 95, s. 2015 to add one year to the cut-off date for the succeeding year. Grade 11 and 12 students of Senior High Schools are qualified to play in the secondary level provided they are of age of the cut-off date.
6. Consistent with previous DepEd issuances on the conduct of the meet, lower level meets shall adopt a policy guidelines and criteria in the identification and selection of athletes, coaches, assistant coaches and chaperons for the next level meet, taking into consideration

fairness, merit, talent and skill, worthiness and competence, and moral and emotional fitness. Each districts are directed to create a selection committee in each of the sports event to take charge on the selection of the best athletes to represent the team in the next higher meet.

7. All delegation must adhere to the provisions of DepEd Order No. 40, s. 2012 entitled, *DepEd Child Protection Policy*. As such, delegation officials shall be held responsible for the protection, welfare, safety of their pupil/student-athletes.
8. In compliance to DepEd Order No. 13, s. 2017 entitled *Policy Guidelines on Healthy Food and Beverages Choices in Schools and in DepEd Offices*, all delegations in all level meets shall promote healthy eating habits by making available healthy and nutritious food and beverages during the meets.
9. The Clean, Green and Eco-Friendly Policy which is being implemented during the Palarong Pambansa shall continue to be implemented in all levels meets.
10. The following documents are enclosed for reference:
  - Enclosure No. 1 List of Sports Events to be played during the City Division Meet, and Number of Athletes, Coaches /Chaperon per event
  - Enclosure No. 2 Guidelines and Procedure in the Screening and Accreditation of Athletes, Coaches and Chaperons
11. Travel expenses and other incidental expenses incurred by the athletes, coaches, chaperons and officials in the attendance and in the conduct of these activities are chargeable against MOOE/ local funds or any other sources of funds subject to the usual accounting and auditing rules and regulations.
12. Immediate dissemination of this Memorandum is desired.

  
**MA. LORLINIE M. ORTILLO, CESO VI**  
*Schools Division Superintendent*

Enclosure: As stated

Reference: DepEd Order No. 40, s. 2012

DepEd Memorandum No. 95, s. 2015

DepEd Order No. 43, s. 2017

DepEd Memorandum Nos. 26, 47 and 49, s. 2018

To be indicated in the Perpetual Index  
under the following subjects

ATHLETICS    CONTESTS    RULES AND GUIDELINES    SCHOOL SPORTS

**COMPOSITION AND NUMBER OF ATHLETES / OFFICIALS / CHAPERONS PER SPORTS EVENT****I. ELEMENTARY LEVEL**

Events	Number of					TOTAL
	Gender	Athletes	Coach	Chaperon	Asst. Coach	
Amis	B	3	1			4
	G	3	1	1		5
Athletics	B	12	2			14
	G	12	2	1		15
Badminton	B	4	1		1	6
	G	4	1	1	1	7
Baseball	B	12	1		1	14
Basketball	B	12	1			13
Chess	B	2	1			3
	G	2	1	1		4
Football	B	18	1			19
Gymnastics - MAG WAG RG	B	3	1			4
	G	3	1	1		5
	G	3	1			4
Sepak Takraw - Junior	B	4	1			5
Softball	G	12	1	1	1	15
Swimming	B	10	1			11
	G	10	1	1		12
Table Tennis	B	4	1			5
	G	4	1	1		6
Taekwondo	B	10	1			11
	G	10	1	1		12
Tennis	B	4	1			5
	G	4	1	1		6
Volleyball	B	12	1		1	14
	G	12	1	1	1	15
<b>TOTAL</b>		<b>189</b>	<b>28</b>	<b>11</b>	<b>6</b>	<b>234</b>

**COMPOSITION AND NUMBER OF ATHLETES / OFFICIALS / CHAPERONS PER SPORTS EVENT****I. SECONDARY LEVEL**

Events	Number of					TOTAL
	Gender	Athletes	Coach	Chaperon	Asst. Coach	
Archery	B	4	1			5
	G	4	1	1		6
Arnis	B	5	1			6
	G	5	1	1		7
Athletics	B	15	2			17
	G	15	2	1		18
Badminton	B	4	1		1	6
	G	4	1	1	1	7
Baseball	B	12	1		1	14
Basketball	B	12	1			13
	G	12	1	1		14
	B 3x3	4	1			5
	G 3x3	4	1	1		6
Boxing	B	10	1		1	12
Chess	B	2	1			3
	G	2	1	1		4
Football	B	18	1			19
Gymnastics - MAG WAG RG	B	3	1			4
	G	3	1	1		5
	G	3	1			4
Sepak Takraw - Senior	B	12	1			13
	G	5	1	1		7
Softball	G	12	1	1	1	15
Swimming	B	10	1			11
	G	10	1	1		12
Table Tennis	B	4	1			5
	G	4	1	1		6
Taekwondo	B	10	1			11
	G	10	1	1		12
Tennis	B	4	1			5
	G	4	1	1		6
Volleyball	B	12	1		1	14
	G	12	1	1	1	15
Billiard	B	2	1			3
	G	2	1	1		4
Futsal	G	12	1	1		14
Wushu	B	6	1			7
	G	4	1	1		6
<b>TOTAL</b>		<b>276</b>	<b>40</b>	<b>18</b>	<b>7</b>	<b>341</b>

## ACCREDITATION OF ATHLETES, COACHES AND CHAPERONES

### *Rules and Guidelines in the Conduct of Screening and Accreditation*

The rules and guidelines provided in DepEd Order No. 43, s. 2016 and other issuances for the Palarong Pambansa, which are not inconsistent with the said DepEd Order, shall be followed for the screening and accreditation of athletes, coaches, assistant coaches and chaperones.

As clarification on the documentary requirements in said DepEd Order No. 43, s. 2016, the following documents should be submitted:

A. Original National Statistic Office/Philippine Statistic Authority Authenticated Birth Certificate or Birth Certificate issued by foreign country and valid passport or document issued by Bureau of Immigration or Department of Foreign Affairs showing Filipino citizenship. (In lieu of NSO/PSA Birth Certificate in case of foreign- born Filipino Athletes) showing the following Age Eligibility of Athletes:

1. For elementary athletes, he or she should have been born in 2006 or after.
2. For Secondary athletes, he or she should have been born in 2001 or after.
3. The foregoing age eligibilities are subject to the specific technical rules of each event or game.

B. Certificate of Enrollment and Certificate of Completion of Athletes

1. For Kinder to Grade 10, Certificate of Completion stating that the athlete had attended and completed the Curriculum Year.
2. For Grades 11 and 12, 1<sup>st</sup> Semester Final Grade must not have 3 or more failing grades in learning areas.
3. For Grades 11 and 12, Certificate of Completion, to be issued by the school where the athlete was enrolled in the 2<sup>nd</sup> Semester, stating that the athlete had attended and completed the Curriculum Year, which include the 1<sup>st</sup> and 2<sup>nd</sup> Semesters of said Curriculum Year.
4. The foregoing requirements applies to Palarong Pambansa.
5. For the lower meets, Kinder to Grade 10 must not have 3 or more failing grades in any learning areas, likewise, Grades 11 and 12, 1<sup>st</sup> Semester Grades must not have 3 or more failing grades in any learning areas.

C. Certificate or any document(s), duly issued by competent authorities, showing the following eligibility, membership and experience of Assistant Coaches and Coaches:

1. Relevant sports training of twenty-four (24) hours for non- combative sports and forty (40) hours for combative sports / gymnastics.
2. Relevant experience of one (1) year for non-combative sports and two (2) years for combative sports.
3. Track Record of participation, of at least, in a lower meet.
4. Educational and professional background of at least K to 12 Sports Track completer or 2<sup>nd</sup> year college sports related course.
5. Membership of any relevant sports association.
6. License or certifications/accreditation issued by National/ International Sports Association, authorized organization or by the DepEd (Division, Region or Central Office)
7. Medical Records (Medical Certificate of fitness)
8. Competence, integrity, capability, and relation to school (i.e. Employment Appointment Paper or Contract of Service showing at least one (1) year employment prior to the Palaro, and certification of SSS contributions) for accountability.
9. Other eligibility that may be required by the Palaro Board.

D. Special Cases

In case there is a discrepancy in the entry of date of birth between the NSO/PSA Birth Certificate and Form 137, the entry in the NSO/PSA Birth Certificate shall prevail. As a remedy in case of said discrepancy, the following shall be submitted:

- a) NSO/PSA Birth Certificate;
- b) Form 137;
- c) Certificate of Live Birth issued by the Local Civil Registrar (LCR);
- d) Joint Affidavit of two (2) disinterested persons, attesting to the true date of

- birth of the athlete;
- e) Resolution issued by the Head of the Delegation correcting the discrepancy in the Form 137.
1. In case there is a discrepancy in the entry of name between the NSO/PSA Birth Certificate and Form 137, the entry in the NSA-NSO/PSA Birth Certificate shall prevail. As a remedy in case of said discrepancy, the following shall be submitted:
    - a) NSO/PSA Birth Certificate;
    - b) Form 137;
    - c) Resolution issued by the Head of the Delegation correcting the discrepancy in the Form 137.
  2. In case the first or last name is not found at the portion pertaining to the first or last name in the NSO/NSA Birth Certificate but indicated in the box below of said portion, the following shall be submitted:
    - a) NSO/PSA Birth Certificate;
    - b) Certificate of Live Birth issued by the LCR;
    - c) Copy of the application/petition duly received by the LCR (supplemental report to the LCR/Court);
    - d) Affidavit of the parents, attesting to the true first or last name of the athlete;
    - e) Joint Affidavit of two (2) disinterested persons, attesting to the true first or last name of the athlete;
    - f) Resolution issued by the Head of the Delegation attesting the true first or last name of the athlete as shown in the foregoing records.
  3. In case an illegitimate child (athlete) uses the surname of his/her father, the following shall be submitted:
    - a) NSO/PSA Birth Certificate;
    - b) 2<sup>nd</sup> copy of the NSO/PSA Birth Certificate showing acknowledgement by the father, a duly notarized acknowledgement by the father, or an annotation on the NSO/PSA Birth Certificate of the subsequent marriage of the parents of the athlete.
  4. In case of unreadable entries in the NSO/PSA Birth Certificate, the following shall be submitted:
    - a) NSO/PSA Birth Certificate;
    - b) Certificate of Live Birth issued by the LCR;
    - c) Affidavit of the parents, attesting to the true and correct entries;
    - d) Joint Affidavit of two (2) disinterested persons, attesting to the true entries;
    - e) Resolution issued by the Head of the Delegation attesting the true and correct entries as shown in the foregoing records.
  5. In case the gender of the athlete could not be categorically determined in the NSO/PSA Birth Certificate and by mere visual inspection, the following shall be submitted:
    - a) NSO/PSA Birth Certificate;
    - b) Joint Affidavit of two (2) disinterested persons, attesting to the true gender of the athlete;
    - c) Certification issued by the NSAC Medical Team attesting to the true and correct gender of the athlete, after conducting physical examination.

The above mentioned Resolutions or Certification issued by the Head of Delegations or the NSAC shall be for purposes of Palaro only.

- E. Certificate or any document(s), duly issued by competent authorities, showing the following eligibility of Chaperones:
1. Competence, integrity, capability, and relation to school (i.e. Employment Appointment or Contract of Service showing at least one (1) year employment prior to the Palaro, and certification of SSS contributions) for accountability.
  2. Commitment that SHE will nurture female athletes only and not to coach athlete.
  3. Other eligibility that may be required by the Palaro Board.