



Republic of the Philippines  
**Department of Education**  
Region 1

**SCHOOLS DIVISION OF CITY OF SAN FERNANDO (LA UNION)**

**DIVISION MEMORANDUM**

DM No. 008, s. 2025

JAN 03 2025

TO: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public School Heads  
All Others Concerned

FROM: **OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

SUBJECT: **EVALUATION OF DOCUMENTS OF WINNING ATHLETES  
AND COACHES FOR THE REGION I ATHLETIC  
ASSOCIATION MEET 2025**

Date: January 3, 2025

**PARTICULARS**

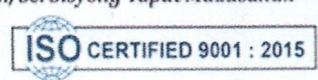
1. Relative to the upcoming Region I Athletic Association Meet (RIAA), the authenticity of the documents of athletes, coaches, assistant coaches, and chaperones will be evaluated and verified by the Screening and Accreditation Committee for the Meet.
2. The following, among others, are the required documents to be submitted by the athletes:
  - a. Athlete's Record
  - b. Original Copy of PSA/NSO Birth Certificate
  - c. School Form 10
  - d. Certificate of Enrolment and Attendance
  - e. Parental Consent
  - f. Medical Certificate
  - g. Dental Certificate (Elementary only)



Address : Tanqui, City of San Fernando  
2500 La Union  
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Email : [sanfernando.city1@deped.gov.ph](mailto:sanfernando.city1@deped.gov.ph)

*"Sa Matatag na Panuntunan, Serbisyong Tapat Maaasahan"*

Document Code: \_\_\_\_\_  
Reference No. : \_\_\_\_\_





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3. Coaches and Assistant Coaches are required to submit certificates or any documents duly signed by competent authorities, showing the following:
  - a. Relevant sports training of 24 hours for non-combative sports and 40 hours for combative sports/gymnastics
  - b. Relevant experience of 1 year for non-combative and 2 years for combative sports/gymnastics
  - c. Track Record of participation in the division
  - d. Educational and professional background of at least 2<sup>nd</sup> year college, preferably sports-related course
  - e. Membership in any relevant sports association
  - f. License of certifications/accreditation issued by the National/International Sports Association, authorized organization, or by DepEd
  - g. Medical Records
  - h. Employment/Appointment Paper or Contract of Service showing at least 6 months of employment/engagement in the public school or private school before the City Meet
  
4. Documentary requirement for Chaperones include certificates or any documents duly signed by competent authorities showing the following:
  - a. Competence, integrity, capability, and relation to a school (i.e., Employment/Appointment Paper or Contract of Service showing at least 6 months of employment/engagement in the public school or private school before the City Meet).
  - b. Commitment that she will nurture female athletes only and not coach athletes
  - c. Other eligibility that may be required.
  
5. Documents will be submitted to Marie Camille S. Hufana, DSAC Chairman, on the specified date.
  
6. Attached herewith is the schedule of evaluation of documents.
  
7. Compliance and dissemination of this Memorandum is desired.

**DR. SHEILA MARIE A. PRIMICIAS, CESO VI**  
 OIC- Schools Division Superintendent

*(Handwritten signature of Dr. Sheila Marie A. Primicias)*

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**Schedule of Evaluation of Documents**

<b>Date</b>	<b>Event</b>
January 9, 2024	Arnis (Elementary & Secondary) Athletics (Elementary & Secondary)
January 10, 2024	Basketball (Elementary & Secondary) Basketball (3x3) (Elementary & Secondary)
January 13, 2024	Chess (Elementary & Secondary) Dancesport (Elementary & Secondary) Badminton (Elementary & Secondary)
January 14, 2024	Gymnastics (Elementary & Secondary) Swimming (Elementary & Secondary)
January 15, 2024	Table Tennis (Elementary & Secondary) Taekwondo (Elementary & Secondary) Tennis (Elementary & Secondary)
January 16, 2024	Archery (Secondary) Billiard (Secondary) Football (Elementary & Secondary)
January 17, 2024	Boxing (Secondary) Futsal (Secondary)
January 20, 2024	Wrestling (Secondary) Wushu (Secondary) Pencak Silat (Secondary)
January 21, 2024	Baseball (Elementary & Secondary) Sepak-Takraw (Elementary & Secondary)
January 22, 2024	Volleyball (Elementary & Secondary) Softball (Secondary)
January 23, 2024	ParaGames
January 24, 2024	ParaGames



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