



September 13, 2013

DIVISION MEMORANDUM

No. 539, s. 2013

**2013 CEBU PROVINCIAL SPORTS AND CULTURAL FESTIVAL HOSTS
AND OTHER IMPORTANT INFORMATION**

To: OIC, Assistant Superintendents
Division Supervisors/Coordinators
District Supervisors/OICs
Elementary and Secondary School Heads
Heads, Private Elementary and Secondary Schools

1. In line with DepEd Cebu Province Division Sports and Cultural Development Program Calendar for School Year 2013-2014, this Office announces the staging of **2013 Cebu Provincial Sports and Cultural Festival** on November 4-10, 2013. This annual festival will be hosted by the Municipality of Argao, DepEd Argao and Co-hosted by the Municipalities of Sibonga and Dalaguete and DepEd Sibonga and Dalaguete respectively.
2. To achieve the ultimate goal of values development among our pupils and students through sports and cultural competitions including adults, attached are the following for the information and guidance of all concerned:
 - Rules and Guidelines on the Screening & Accreditation of Athletes and Coaches
 - Norms and Standards of Conduct for Athletes, Coaches, Assistant Coaches
Trainers, Chaperons and Officiating Officials
3. Billeting quarters for the delegations, list of Management Officials, Technical Officials, Working Committees and Playing Venues shall be duly announced after its finalization and due arrangement with the other private schools in the area.
4. Attention is invited to the following preliminary activities, to wit:
 - September 24-26, 2013 - Submission of Municipal Sports/Cultural entries
(Attention: Mrs. Virginia S. Cayon/ Mrs. Nenita G. Jaralve)
 - September 30 to Oct. 3, 2013 - First Checking of Athletes' Credentials
by respective members of the Credentials Com.
nearest the school/ area
 - October 11, 2013 - Final Checking and Meeting of all Coaches,
Tournament Managers and Dist. PESS/Sec. Lead
MAPEH Coordinators, Consolacion National HS
5. District Supervisors/OICs, Elementary and Secondary School Heads are held responsible in assuring perfect attendance of all concerned in all preliminary activities for the success of the Cebu Provincial Sports and Cultural Festival.
6. This Memorandum shall serve as the participants' Authority to Travel.
7. Immediate and wide dissemination of this Memorandum is desired.

ARDEN D. MONISIT, Ed. D.
Schools Division Superintendent

RULES AND GUIDELINES ON THE SCREENING AND ACCREDITATION OF ATHLETES AND COACHES

Rules on Participation

1. Participants

1.1. Participants in the Palarong Pambansa are elementary and secondary athletes from public and private schools who have participated in the lower meets (Division and Regional).

2. Eligibility of Athletes

2.1. Must be a Filipino Citizen or Dual Citizen.

2.2. Must be enrolled in a recognized school at the beginning of the current school year.

2.3. Must have attended/finished the curriculum year.

2.4. Should have participated in the preliminary meets.

2.5. Elementary athletes shall be born on January 1, 1999 or later, and secondary athletes on January 1, 1994 or later. Thereafter, add one (1) year to the cut-off date for the succeeding year.

2.6. Pupil/student athletes who transferred from one region to another are allowed to participate provided that their transfer was done at the beginning of the school year. Transferees from one division to another within the region are allowed to participate provided that they have participated in the lower meets.

2.7. Elementary athletes shall play in the elementary division and secondary athletes shall play in the secondary division. However, Grade 7 pupils of private schools who are born before 1999 are allowed to play in the secondary division.

3. Basis for Disqualification

3.1. Over-aged athletes

3.2. Athletes with failing grades in more than two(2) core subjects in the second grading period.

3.3. Athletes who are members of the National Team, National Training Pool and Development Pool receiving monthly stipend/allowance from the PSC.

3.4. Athletes who failed to submit the required documents/failed to submit him/her for personal interview on the specified time.

3.5. Penalized with suspension or ban during the previous Palaros.

4. Required Documents to be submitted during Screening.

4.1. Athlete's Record signed by the athlete, coach, and Division PESS Supervisor/Coordinator-Sports.

4.2. Original and photocopy of Birth Certificate issued by the National Statistic (NSO).

Late registration maybe accepted provided the same was issued one (1) year prior to current Palarong Pambansa.

4.3. Form 137, certified true copy from the original/computer printed duly prepared by the teacher with fresh signatures of the registrar/principal/school heads and the Division Supervisor/Coordinator.

4.4. Certification of Enrolment and Certificate of Completion duly signed by the school registrar or the school head.

4.5. Parent's/guardian's consent verified by the teacher adviser and the Principal.

4.6. Medical Certificate signed by a physician that the athlete is physically fit and within the age limit required with a validity of six (6) months from the date of issue.(The complete name of the signing physician shall clearly appear on this document, with the license number and date of examination.

4.7. Dental Certificate with a universal entry duly signed by a dentist over his/her clearly printed name and license number and the date of examination not later than six (6) months from the date of opening of the Meet.

4.8. Five (5) passport size 1 ½ x 1 ½ identical pictures with name tag (surname, first name and middle initial) and grade/year level for Athlete's Record, Dental Certificate, Gallery and ID card.

4.9. List of Athletes indicating the date of birth, division, school and name of coach duly signed by the Regional Director on soft(diskette, USB or other media) and hard copy.

4.10. Affidavit of the Coach attesting the authenticity, validity, and correctness of entries on the above-mentioned documents submitted.

5. Eligibility of Coaches and Chaperons

5.1. Coaches and Chaperons must be school or DepEd personnel.

5.1.1. Coaches and chaperons from public schools must have been in the service for at least six (6) months.

5.1.2. Coaches and chaperons from private schools must have a minimum tenure of six (6) months.

5.2. Documents to be submitted:

5.2.1. Certificate of employment (certified true copy of the original document duly notarized).

5.2.2. Affidavit or Sworn statement

5.2.3. Medical Certificate

5.2.4. Personal Data Sheet or Form 212

5.2.5. Passport size 1 ½ x 1 ½ pictures (3 pcs) with name tag

Order of the Documents to be placed on the right side of the Folder:

Coach:

1. Certificate of Employment
2. Affidavit or Sworn Statement
3. Medical Certificate
4. Personal Data Sheet or Form 212 with picture

Chaperon:

1. Certificate of Employment
2. Medical Certificate
3. Personal Data Sheet or Form 212

Athletes:

1. Athlete's Record(AR)- 1
2. NSO Birth Certificate
3. Form 137
4. Certificate of Enrolment
5. Certificate of Completion
6. Parent's Consent
7. Medical Certificate
8. Dental Certificate

Norms and Standards of Conduct of Athletes, Coaches, Chaperones and Technical Officials

A. ATHLETES

1. Athletes are expected to observe the highest degree of respect and courtesy to coaches, officiating officials and management staff.
2. Athletes must maintain cleanliness and orderliness at the billeting quarters and their surroundings.
3. No athlete is allowed to stay away from the team.
4. Electric lights must be put off and water faucets must be closed when not in use.
5. Athletes must be in properly accepted uniforms/attire during the games.
6. Athletes must observe punctuality during the games and other activities in the meet.
7. All athletes should abide by all the rules and regulations of the games.
8. Any athlete caught under the influence of liquor or involved in the use of prohibited drugs before, during and after the games shall not be allowed to play in any game during the meet.
9. Banning of athletes from participating in any school-based meet shall be imposed to athletes who violate any of the rules, the extent of which will depend on the offense.
10. All athletes should take care of their belongings to protect them from losses. Bringing of valuables such as jewelry and the like is discouraged. Furthermore, clothes should not be hung at areas prone to theft.

B. COACHES, CHAPERONES, TRAINORS, ASSISTANT COACHES

1. Coaches, assistant coaches, chaperones and trainors are expected to respect authority of technical officials.
2. Decision of officiating officials must be respected.
3. Clarifications, queries, complaints, protests must be done in accordance to established rules and procedures with utmost courtesy.
4. Punctuality during the games shall be observed. Default and forfeiture shall be implemented in cases of tardiness in accordance to agreed ground rules governing punctuality.
5. Decency and propriety must be observed in dressing during the games.
6. Gambling, drunkenness and drinking alcoholic beverages are prohibited all throughout the duration of the games.
7. Coaches and chaperones must ensure that cleanliness is maintained at the sleeping quarters.
8. Coaches and chaperones must ensure that classrooms used as sleeping/billeting quarters are clean before leaving for home.
9. Austerity measures must be observed in the billeting quarters. Lights must be put off and water faucets closed when not in use.
10. The safety, welfare and discipline of the athletes should be the primary concern of coaches, chaperones and delegation officials.
11. All delegates should take care of their belongings to protect them from losses. Bringing of valuables such as jewelry and the like is discouraged. Furthermore, clothes should not be hung at areas prone to theft.
12. Any infraction to the above norms of conduct and behavior shall be dealt with administratively.

C. OFFICIATING OFFICIALS

1. Officiating Officials are expected to observe the highest degree of fairness and professionalism.
2. Smoking is strictly prohibited at the games venues.
3. Officiating Officials must wear the prescribed and agreed officiating attire.
4. Officiating Officials must be at the games venues 15 minutes before the schedule start of the games.
5. Officiating Officials must be present in the playing venues even when he/she is not on duty to officiate.
6. No officiating official under the influence of liquor shall be allowed to officiate.
7. All Officiating Officials shall sign on the attendance sheet daily.
8. Absolutely, no drinking of alcoholic drinks and gambling is allowed at the billeting quarters. Officiating Officials found drunk at anytime during the Provincial Festival shall be banned from officiating in the succeeding sports meets and shall be dealt with administratively.
9. Lights must be put off and water faucets closed at the billeting quarters when not in use.
10. Cleanliness and sanitation must be maintained at the billeting quarters at all times. Rooms used as billeting quarters should be cleaned and put to order before departing for home.
11. Eating of breakfast and dinner shall not be done at the sleeping quarters.
12. All Officiating Officials must observe silence at the billeting quarters especially during nighttime so as not to disturb other officials.
13. All delegates should take care of their belongings to protect them from losses. Bringing of valuables such as jewelry and the like should be discouraged. Furthermore, clothes should not be hung at areas prone to theft.
14. Any infraction to the above norms of conduct and behavior shall be dealt with accordingly.


ARDEN B. MONISIT, Ed.D.
Schools Division Superintendent