



September 15, 2015

DIVISION MEMORANDUM

No. 607 s. 2015

**PERTINENT INFORMATION IN THE CONDUCT OF THE 2015
CEBU PROVINCIAL SPORTS AND CULTURAL MEET**

To: Assistant Superintendent
Education Supervisors/Coordinators
District Supervisors/OICs
Elementary and Secondary School Heads
Heads, Private Elementary and Secondary Schools

1. This Office announces the schedule of activities relative to the conduct of the 2015 Cebu Provincial Sports and Cultural Meet set on October 19-24, 2015 to be hosted by the Municipality of Dalaguete.

2. Attention is invited to the following activities and dates, to wit:

- **September 17, 2015 (8:00 A. M. - 5:00 P. M.) – Conference of All Division Credentials Committee Members at the Division Office Conference Room**
- **September 21, 2015 (8:00 A.M. – 12:00 P.M.) - Conference of All District PESS Coordinators at the Division Conference Room**
(1:00 P. M. – 5:00 P.M.) – Conference of All Municipal MAPEH Coordinators at the Division Office Conference Room
- **September 22, 2015 (8:00 A.M.- 5:00 P.M.) - Conference of All District and Municipal Cultural Coordinators at Executive Dining, Ecotech Center, Lahug, Cebu City**
- **September 24, 2015 - Ocular Inspection of Playing Venues by the TMs and ATMs per event**

3. All District PESS/Municipal MAPEH Coordinators are directed to bring the Municipal Entry Forms of their respective districts/Municipalities already filled up with the required data and duly signed by the Municipal Mayor.

4. School Heads are enjoined to instruct all District PESS/Municipal MAPEH Coordinators to fill in, with the necessary data/information, the Individual Entry Forms per event, which is hereto attached and submit them together with the Municipal Entry Form during the conference on September 21, 2015.
6. For athletes coming from the Private Schools, a photocopy of the School's permit to operate where he/she is enrolled shall be part of his/her credentials.
6. This Memorandum serves as Authority to Travel of the participants.
7. Traveling expenses of the participants to and from the venue shall be chargeable against Local School MOOE/PTA/SEF and other funds while morning and afternoon snacks and food for lunch shall be chargeable against Division INSET funds, subject to the usual accounting and auditing rules and regulations.
8. Immediate and wide dissemination of this Memorandum is directed.


ARBEN D. MONISIT, ED. D.
Schools Division Superintendent

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Republic of the Philippines
 Department of Education
 Region VII, Central Visayas
DIVISION OF CEBU PROVINCE
 Sudlon, Lahug, Cebu City



CEBU PROVINCIAL SPORTS MEET 2015
Municipal Entry Form for Sports Events

Note : (To be accomplished and submitted in duplicate not later than _____, attention: (Mrs. Nenita G. Jaralve)

Municipality: _____ Level: _____

Important:

1. Please specify the events to be competed whether boys or girls.
2. In the case of Athletics and Swimming, please specify the events to be participated (e.g. 100 m. boys-elem., 100 m. Freestyle boys-elem. etc.)
3. For racquet sports, please indicate whether singles, doubles or mixed doubles.
4. Each credentials folder when submitted should be accompanied with a photocopy of the Municipal Entry Form (MEF). The MEF should be the first page of the credentials folder.
5. The data in this form shall be the basis for the assignment of billeting rooms.

Games/Events to be participated	No. of Athletes		No. of Coaches		No. of Kitchen Staff		Total	
	Male	Female	Male	Female	Male	Female	Male	Female

Prepared by: _____

District PESS/Municipal Lead Sec. School MAPEH Coordinator
 (Signature above printed name)

Noted by: _____

District Supervisor/Municipal Lead Secondary Principal
 (Signature above printed name)

Approved: _____
 Municipal Mayor
 (Signature above printed name)

Received by: _____ Date: _____

Remarks of Receiving Personnel: _____



CEBU PROVINCIAL SPORTS MEET 2015
INDIVIDUAL ENTRY FORM PER EVENT

Note : To be accomplished by the coach and be submitted in duplicate not later than September 21, 2015, attention: (Mrs. Nenita G. Jaralve)

Municipality: _____

Event: _____ Level: _____

No.	NAME OF ATHLETE	SPECIFIC EVENT	DATE OF BIRTH	AGE	NAME OF SCHOOL	NAME OF SCHOOL HEAD	REMARKS

Coach: _____

(Signature above printed name)

Checked by: _____

District PESS/Municipal Lead Sec. School MAPEH Coordinator
 (Signature above printed name)

Noted by: _____

District Supervisor/Municipal Lead Secondary Principal
 (Signature above printed name)



CEBU PROVINCIAL SPORTS AND CULTURAL MEET 2015
Municipal Entry Form for Cultural Events

Note : (To be accomplished and submitted in duplicate not later than _____, attention: (Mrs. Nenita G. Jaralve)

Municipality: _____ Level: _____

Important:

1. Please specify the events to be competed whether boys or girls.
2. In the case of Athletics and Swimming, please specify the events to be participated (e.g. 100 m. boys-elem., 100 m. Freestyle boys-elem. etc.)
3. For racquet sports, please indicate whether singles, doubles or mixed doubles.
4. Each credentials folder when submitted should be accomplished with a photocopy of the Municipal Entry Form (MEF). The MEF should be the first page of the credentials folder.
5. The data in this form shall be the basis for the assignment of billeting rooms.

Games/Events to be participated	No. of Athletes		No. of Coaches		No. of Chaperons		No. of Kitchen Staff		Total	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female

Prepared by:

 District PESS/Municipal Lead Sec. School MAPEH Coordinator
 (Signature above printed name)

Noted by:

 District Supervisor/Municipal Lead Secondary Principal
 (Signature above printed name)

Approved: _____
 Municipal Mayor
 (Signature above printed name)

Received by: _____ Date: _____

Remarks of Receiving Personnel: _____



CEBU PROVINCIAL SPORTS AND CULTURAL MEET 2015
Individual Entry Form for Cultural Events

Note : (To be accomplished by the coach and be submitted in duplicate not later than September 22, 2015 attention: (Mrs. Nenita G. Jaralve)

Municipality: _____

Event: _____ Level: _____

Gender: _____

No.	NAME OF ATHLETE	DATE OF BIRTH	AGE	NAME OF SCHOOL	NAME OF SCHOOL HEAD	REMARKS

Coach: _____
 (Signature above printed name)

Checked by: _____
 District PECS/Municipal Lead Sec. School MAPEH Coordinator
 (Signature above printed name)

Noted by: _____
 District Supervisor/Municipal Lead Secondary Principal
 (Signature above printed name)