



November 19, 2018

DIVISION MEMORANDUM

No. 803 s. 2018

**GUIDELINES IN THE CHECKING OF CREDENTIALS'
FOR THE 2018 CEBU PROVINCIAL SPORTS MEET**

To: Assistant Superintendents
Chiefs, CID/SGOD
Education Program Supervisors/Coordinators
District Supervisors/OICs
Elementary and Secondary School Heads
Heads, Private Elementary and Secondary Schools

1. In preparation for the smooth conduct of the 2018 Cebu Provincial Sports Meet, this Office announces the schedules of the Division Credentials checking to be conducted by the Division Credentials Screening Committee Members starting November 26-29, 2018.

2. The following dates and activities have to be observed and complied as agreed during the MAPEH Coordinators' Meeting Last November 9, 2018 at the Regional Office Conference Hall:

- November 12-16, 2018 - Credentials Preparation per District c/o District MAPEH Coordinators
 - Organization of District Credentials Committee c/o District MAPEH Coordinators
- November 19-23, 2018 - District Credentials Checking by the District Credentials Committee Members
- November 26-29, 2018 - Division Credentials Checking by the Division Credentials Screening Committee with the schedules and venues attached hereunder

AREA	DATE	VENUE
NORTHEAST	November 26, 2018	CID Office
SOUTHWEST	November 27, 2018	CID Office
NORTHWEST	November 28, 2018	Division Office Conference Room
SOUTHEAST	November 29, 2018	Division Office Conference Room

3. PSDSs and School Heads are enjoined to note the dates and activities to be undertaken by the MAPEH Coordinators in Schools and in the Districts following the indicated schedules.
4. PSDSs and School Heads are further informed that the District MAPEH Coordinators, one (1) from the Elementary and one (1) from the Secondary are tasked to bring the Credentials of the athletes, coaches, asst. coaches and chaperons in the District to the Division Office on their assigned schedule for the Division Checking.
5. The District Elementary Coordinator shall take charge of all the Elementary Credentials and the Secondary MAPEH Coordinators shall take charge of the Secondary Credentials during the checking and in bringing of such documents in the Division Office for the Division checking.
6. Elementary credentials shall be in separate bunch with the Secondary since Division Screening Committee will be assigned according to category (Elem. & Sec.).
7. Each bunch must have a transmittal to be signed by the District Screening Committee Members to signify that they have really conducted the checking. Copy of the transmittal is attached hereto.
8. As regard authentication of the coache's appointment, the Division Administrative Officer, Mr. Jeremy Denampo will only sign/authenticate said document if original copy will be presented.
9. This Memorandum serves as Authority to Travel of the Coordinators in-charge of the credentials designated by the PSDS.
10. Traveling, per diem and other incidental expenses of the Coordinators shall be chargeable against Local School MOOE/SEF and other funds, subject to the usual accounting and auditing rules and regulations.
11. Immediate and widest dissemination of this Memorandum is directed.


RHEA MAR A. ANGTUD, Ed. D., CESO VI
Schools Division Superintendent

Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF CEBU PROVINCE

DISTRICT OF _____

TRANSMITTAL

Date: _____

TO WHOM IT MAY CONCERN:

This folder contains the credentials of the following Elementary athletes, coaches, assistant coaches and chaperons from Argao District I, Argao, Cebu, duly reviewed and checked by the District Credentials Committee Members whose names and signatures are affixed below:

<u>ATHLETES NAMES</u>	<u>EVENT</u>	<u>SCHOOL</u>	<u>Remarks</u>
1.	Athletics	Argao I CS	Complete
2.	Athletics		
3.	Athletics		
4.	Athletics		
5.	Athletics		

Coach:
Asst. Coach:
Chaperon:

1.	Basketball	Argao CS	Complete
2.	Basketball		
3.	Basketball		
4.	Basketball		
5.	Basketball		
6.	Basketball		
7.	Basketball		
8.	Basketball		
9.	Basketball		
10.	Basketball		
11.	Basketball		
12.	Basketball		
13.	Basketball		
14.	Basketball		
15.	Basketball		

Coach:
Asst. Coach:

Reviewed and Checked by: (Write name and signature of checker)

Chair, District Screening Comm.

Member, DSC

Member, DSC

Date checked: _____

Note:

This is just a sample transmittal. Contents may differ/vary according to the events participated in by the District. Use other sheets if necessary.