

UNNUMBERED MEMORANDUM

TO : All Public and Private School Principals
Unit Sports Chairmen
Unit Sports Coordinators

FROM : DR. ROMMEL C. BAUTISTA, CESO VI
Schools Division Superintendent

SUBJECT : PREPARATION OF ATHLETES DOCUMENT FOR STCAA AND FINAL MEETING OF COACHES, CHAPERONS AND TRAINERS

DATE : December 28, 2015

To finalize the document of our athletes, all winning coaches, chaperons and trainers will have a meeting on January 15, 2016 at the Division Office Conference Room at 1:00 in the afternoon. This is to remind all coaches and chaperons the new scheme of preparing our documents to be ready for the partial screening starting on the said date. Please follow the new procedure of preparing the documents of our athletes to avoid disqualifications.

AGENDA:

1. Documentary Requirements/Forms to be submitted in the following order in preparation for STCAA screening:
 - I. Photo Gallery of Coach
 - II. **Requirements of Coach, and Chaperons**
 - a) Certificate of Employment (Certified true copy of the original document and duly notarized) Use new format given.
 - b) Form 212/Personal Data Sheet with three (3) I.D. pictures; Soft copies of pictures must also be submitted.
 - c) Medical Certificate; Use new format.
 - d) For Combative sports, certificate of participation with accreditation/trainings/seminar in each coach's respective sports events sponsored or conducted by DepEd or any reputable Association and/or must have been a coach for at least two (2) years in respective sports event;
 - e) Affidavit of the coach, attesting the authenticity, validity and correctness of the entries of submitted documents by athletes.
- For purposes of Division, Regional and Palarong Pambansa, a **new affidavit/sworn statement** must be submitted by the Coach in case a new or additional player/s was/were included in the team he/she is attesting to. **Use new format.**
- b) **Athletes's Record with Learners Reference Number (LRN)**
Signed by the Athlete, coach, Division Supervisor in charge of sports, the DSAC and RSAC (during regional and national screening)
- c) **Athlete's Documentary Requirements**
 1. Original and photocopy of Birth Certificate issued by the National Statics Office (NSO). Late registration may be accepted, provided that it was issued one (1) year prior to the , current Palarong Pambansa.
 - a) In the case of a foreign-born Filipino athlete, in lieu of NSO Birth Certificate, the original birth certificate issued by the country of his/her birth and valid passport or a document issued by the Bureau of Immigration/Department of Foreign Affairs, showing his/her nationality as a Filipino.
 2. Form 137, certified true copy from original, duly prepared and signed by the Teacher-Adviser, Registrar/Principal/School Head, and by the Division Supervisor in charge of sports.

- a) In case the rating in the second grading period are not indicated in the Form 137 of the athlete, the certified true copy of Form-138 (Report Card) shall be submitted.
 - b) In cases of athletes who are enrolled under the alternative delivery mode (home study program/open high school program), a copy of the numerical/descriptive rating equivalent to the second grading period of the regular classes should be submitted.
 - c) In cases of athletes who are enrolled in schools under a trimester program, shall submit certified copies of their grades for the 1st and 2nd quarter grades.
 - d) Form 137 submitted must have complete entries.
3. Certification of Completion duly signed by the School Registrar or the School Head, in the case of private schools whose curriculum year starts on July onwards, athletes shall be required to submit the certificate of attendance. (Use new format)
 4. Parent's or guardian's consent, verified by the Principal/Registrar/Teacher-Adviser.
 5. Medical Certificate, signed by a physician, stating that the athlete is physically fit and within the age limit required, with a validity of **three (3) months** from the date of issue. (The complete name of the signing physician shall clearly appear on the medical certificate, with the license number and date of examination.
 - a) Additional Medical Form for combative sport is required.
(Use new format given)
 6. Dental Certificate with a universal entry, duly signed by a dentist over his/her clearly printed name and license number and with the date of examination which should not be more than six (6) months prior to the date of the opening of the local palaro. (Use new format given)
 7. Four (4) passport size 1 ½ x 1 ½ identical pictures with name tag (surname, first name and middle initial) and grade/year level to be used for the Athlete's Record, dental certificate, gallery and Accreditation card.
 - a) Soft copies of pictures must also be submitted to the Division Screening Representative.
2. Live-in training
 3. Training design includes training venue & time.
 4. Other matters

Immediate dissemination of this memorandum is desired.

