



Republic of the Philippines
Department of Education
MIMAROPA REGION
SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

October 21, 2024

DIVISION MEMORANDUM

No. 078, s.2024

2024 INTER-DISTRICT SPORTS TOURNAMENT

TO: Asst. Schools Division Superintendent
 Chief Education Supervisors of SGOD and CID
 Public Schools District Supervisors
 Heads of Public and Private Elementary and Secondary Schools
 All Others Concerned

1. Pursuant to DepEd Memorandum No. 020, s. 2024, titled *2024 Palarong Pambansa*, and Republic Act No. 10588, also known as the *Palarong Pambansa Act of 2013*, the Schools Division of Marinduque, in collaboration with the Provincial Government of Marinduque, announces the conduct of the 2024 Inter-District Sports Tournament. This event will be hosted by the Municipality of Mogpog, in partnership with the Schools District of Mogpog. With the theme, "Beyond Sports: Inspiring Unity and Exemplifying Values", the tournament will be held from November 13 to 16, 2024, in Mogpog, Marinduque.

2. The recommended schedule of Palaro is as follows:

ACTIVITY	DATE
Intramural Meet, Zone Meet, District Meet, Municipal Meet	September-October,2024 (Fridays and Saturdays)
Inter-District Sports Tournament	November 13-16, 2024
MIMAROPA Regional Athletic Meet	February-March 2025
Palarong Pambansa	May 2025

3. Athletes must be bona fide enrolled students of Elementary, Junior, and Senior High Schools of public and private schools who shall meet the age requirements as follows:

3.1 For an elementary school athlete, the cut-off age/year is 13 years old or must have been born on or after January 1, 2012; and

3.2 For a secondary school athlete, the cut-off age is 18 years old or must have been born on or after January 1, 2007.

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Athletes born before said date shall be immediately disqualified from the Division, Regional, and Palarong Pambansa.

4. The following policies shall be adopted/adapted to efficiently and successfully manage the 2024 Inter-District Sports Tournament, to wit;

4.1 The Schools Division Athletic Association (SDAA) of Marinduque shall be organized and shall be responsible for the management of the 2024 Inter-District Sports Tournament. This association, in coordination with the various offices in the Province shall oversee the management of 2024 Inter-District Sports Tournament. It shall assist the officials of the host districts and the host town in the preparation and arrangement of facilities, billeting quarters, amenities and other related activities.

4.2 The District Offices, in collaboration with their respective municipalities, shall be responsible for organizing and preparing their respective athletic delegations.

4.3 Public Schools District Supervisors, District Sports Officers, School Heads, Coaches/Asst. Coaches and stewards shall strictly monitor the school-based trainings of their selected athletes. Further, it is required that these athletes be registered in Red Cross Organization or Boy Scout of the Philippines / Girl Scout of the Philippines.

4.4 With reference to Regional Memorandum No. 11, s. 2015, titled 'Guidelines for Rating Pupil/Student-Participants in All Curricular and Co-Curricular Conferences and Contests,' specifically paragraph A, the grades or ratings of pupil/student-athletes participating in sports competitions while included in the official delegation list—whether at the school, district, regional, or national level—shall either be improved or maintained, but never reduced. Additional points shall be granted for the events they participate in to ensure that pupil/student-athletes are encouraged and motivated to join such activities.

5. For reiteration, all schools are required to submit hard copies of their Updated School Sports Clubs, duly signed by the appropriate authorities, to their Public School District Supervisors with the assistance of their respective District Sports Officers. It must also be ensured that learner-athletes are officially registered in these clubs. Additionally, it is strongly recommended that the names of the athletes be easily accessible by using tag indexes.

6. Furthermore, in compliance with DepEd Order No. 9, s. 2005 titled Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance Therewith and DepEd Order No. 009, s. 2024 titled Implementing Guidelines on the School Calendar and Activities for the School Year 2024-2025, the school heads shall ensure that a teacher shall take over the class in the absence of their respective teaching personnel who will be serving as TWG member, technical officials, coaches/asst. coach or chaperone.

7. A separate Manual of Operations which contains the names of the officials as well as the general rules in running the Meet shall be issued to the field. The Implementing Rules and Regulations (IRR) of the Palarong Pambansa shall be the

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implementing guide of all participating delegations to ensure the smooth conduct of the 2024 Sports Competitions.

8. Expenses related to the 2024 Inter-District Sports Tournament will be covered by the Provincial Special Education Fund (SEF) and Program Support Fund, while costs for municipal delegations attending the said event will be charged to the Municipal Education Fund of their respective municipalities. Additionally, expenses for teaching and non-teaching personnel serving as Provincial Technical Officials shall be drawn from the Municipal Education Fund or other local funds, in accordance with established accounting rules and regulations. The host municipality, in its generous support to ensure the smooth conduct of the event, may also choose to shoulder certain expenses as part of its contribution to the successful execution of the activity.

9. This year's palaro shall continue to adopt the Winner -Take-All policy for all team sports (Basketball, Baseball, Softball, Futsal, Sepak Takraw and Volleyball). Further, the qualifying standards for athletic and swimming competitions shall be applied in the representation of athletes in the MRAA Meet 2025. The qualifying standards shall be set by their respective tournament managers with the assistance of the Athletic Manager and their respective team members. They may use the attached qualifying standards as reference.

10. The Sports Events to be played in this year's Palaro are the following:

Arnis	Athletics	Badminton
Baseball	Basketball	Billiard
Boxing	Chess	Dancesports
Futsal	Lawn Tennis	Sepak Takraw
Softball	Swimming	Table Tennis
Taekwondo	Volleyball	

11. Please be guided with the following different provisions:

Enclosure No.1: Qualifying Standards for Measurable Sports;

Enclosure No.2: Guidelines on the Eligibility of Athletes in the Division, Regional, and Palarong Pambansa 2024;

Annex A: Safeguarding Protocols During Curricular and Co-Curricular Programs;

Annex B: Safeguarding Guidelines in the Use of Information and Communications Technology and Social Media for Learners and DepEd Personnel

It is also reiterated that the Safe Space Act must be observed during the conduct of co-curricular activities to ensure a respectful and inclusive environment for all participants.

12. All delegation heads are advised to submit the following documents to the School Governance and Operations Division Office:

12.1. List of Delegation Officials

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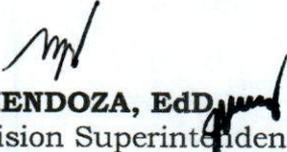
12.2. List of Participating Schools

12.3. List of Athletes

13. Teaching, related-teaching and non-teaching personnel involved in the sports activities shall be granted service credits pursuant to DO No. 53, s, 2003 and Compensatory Time-Off as provided under CSC and DBM Joint Circular No. 2, s. 2004.

14. Moreover, in accordance with the municipal ordinance and DepEd mandates, this office strictly enforces the 'No Plastic' policy. All participants are required to always bring their own reusable tumblers. Additionally, everyone is expected to dispose of their waste properly, either by placing it in designated trash bins or keeping it with them until a bin is available. Violations of these rules may result in the implementation of corresponding sanctions.

15. Wide dissemination of and strict compliance with the contents of this Memorandum are desired.


LYNN G. MENDOZA, EdD
OIC, Schools Division Superintendent

Encl: As stated

Reference: DepEd Memorandum No.020, s. 2024, RA 10588, OASOPS No.01, 2024

To be indicated in the Division Perpetual Index
under the following subjects:

LEARNERS PROGRAMS SPORTS TEACHERS

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2024 PALARONG PAMBANSA
July 09-16, 2024 • Cebu City

QUALIFYING STANDARDS FOR MEASURABLE SPORTS

I. ATHLETICS

EVENT	TIME / DISTANCE / HEIGHT			
	ELEM. BOYS	ELEM. GIRLS	SEC. BOYS	SEC. GIRLS
100 m	12:97	14:00	11:50	13:00
200 m	26:44	29:22	23:51	26:60
400 m	1:02:59	1:04:88	52:59	1:04:00
800 m	2:26:00	2:42:00	2:05:00	2:33:00
1,500 m	4:59:00	5:21:00	4:20:00	5:06:00
3,000 m	N/A	N/A	10:50:00	11:20:00
5,000 m	N/A	N/A	16:50:00	N/A
100 m hurdles	N/A	18:26	N/A	17:00
110 m hurdles	20:05	N/A	16:00	N/A
400 m hurdles	N/A	1:19:00	N/A	1:10:00
410 m hurdles	1:12:00	N/A	1:00:54	N/A
High Jump	1.47	1.31	1.75	1.44
Long Jump	5.00	4.13	6.11	5.01
Triple Jump	10.16	10.00	13.47	11.00
Shot Put	9.50	8.20	12.00	9.84
Discus Throw	25.79	25.00	35.14	30.84
Javelin Throw	39.40	30.00	48.56	34.00
Pole Vault	N/A	N/A	2.80	N/A
Walkathon (2,000 m)	N/A	N/A	11:00:00	12:21:93

II. SWIMMING

EVENT	TIME			
	ELEM. BOYS	ELEM. GIRLS	SEC. BOYS	SEC. GIRLS
400 M Freestyle	5:12.51	5:32.02	4:28.06	4:52.84
100 M Backstroke	1:15.35	1:19.63	1:03.57	1:10.67
200 M Breaststroke	N/A	N/A	2:37.74	2:56.71
50 M Butterfly	0:33.28	0:33.78	0:26.74	0:30.92
800 M Freestyle	N/A	N/A	9:26.32	10:05.80
200 M Individual Medley	2:39.76	2:46.89	2:19.82	2:40.18
200 M Butterfly	N/A	N/A	2:18.03	2:35.48
100 M Freestyle	1:06.34	1:07.85	0:55.84	1:03.50
50 M Backstroke	0:35.53	0:36.49	0:28.91	0:32.36
400 M Individual Medley	N/A	N/A	5:06.10	5:39.36
100 M Butterfly	1:10.50	1:14.87	0:59.02	1:08.69
200 M Freestyle	2:24.02	2:36.24	2:04.57	2:20.01
50 M Breaststroke	0:38.34	0:40.38	0:32.28	0:37.63
1500 M Freestyle	N/A	N/A	18:04.31	21:14.19
200 M Backstroke	N/A	N/A	2:21.17	2:33.37
100 M Breaststroke	1:25.57	1:36.58	1:10.85	1:21.02
50 M Freestyle	0:28.89	0:31.05	0:25.27	0:28.75

III. ARCHERY

EVENT	QUALIFYING SCORE	
	BOYS	GIRLS
*1440 Round	1142	1078

*Aggregate score of four (4) distance rounds (30, 50, 60, 70 meter-rounds)

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**GUIDELINES ON THE ELIGIBILITY OF ATHLETES
IN THE DIVISION, REGIONAL AND PALARONG PAMBANSA 2024**

RULE I

Section 1. Scope and Application – These rules shall apply to the conduct of the *Palarong Pambansa*, Regional, Division, District, and School Meets.

RULE II

Section 2. Composition

- a. Pursuant to Section 13 of Republic Act No. 10588,¹ known as “An Act Institutionalizing the Conduct of the *Palarong Pambansa* and Appropriating Funds Therefor” and Section 17 (a) of DepEd Order No. 43, s. 2016, known as “The Implementing and Regulations of Republic Act No. 10588,”² the Board shall constitute the National Screening and Accreditation Committee (NSAC) composed of the following:
- i. A representative from DepEd Legal and Legislative Affairs;
 - ii. Two (2) government physicians;
 - iii. Two (2) government dentists; and
 - iv. One (1) authorized representative from each RAA, preferably the Chairperson of the Regional Screening and Accreditation Committee (RSAC).

The *Palaro* Board may designate a Data Group/Secretariat that will assist the NSAC in preparing and reproducing the master lists, identification, photo galleries of the athletes, coaches, assistant coaches, and chaperones, and other works as deemed necessary.

- b. The Regional Director shall create a Regional Screening and Accreditation Committee (RSAC) composed of the following:
- i. A representative from the Regional Legal Unit or a representative authorized by the Regional Director, who will act as the Chairperson;
 - ii. One (1) government physician;
 - iii. One (1) government dentist;

¹ RA 10588

² IRR of RA 10588



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- iv. One (1) authorized representative from each Division Screening and Accreditation Committee (DSAC); and
 - v. Data Group that will serve as the secretariat and assist the RSAC in the preparation and submission of the master list, identification, photo galleries, and other documents of the athletes, coaches, assistant coaches, and chaperones.
- c. The Schools Division Superintendent shall likewise create a Division Screening and Accreditation Committee (DSAC) composed of the following:
- i. A representative from the Legal Unit or a representative authorized by the Schools Division Superintendent, who will act as the Chairperson;
 - ii. One (1) government physician;
 - iii. One (1) government dentist;
 - iv. One (1) authorized representative from each district or cluster and
 - v. Data Group that will serve as the secretariat and assist the DSAC in the preparation and submission of the master list, identification, photo galleries, and other documents of the athletes, coaches, assistant coaches, and chaperones.
- d. No teaching personnel engaged in classroom instruction shall be designated as NSAC, RSAC, or DSAC members.

Section 3. Duties and Functions of the NSAC – The NSAC shall:

- a. Interview, evaluate, and verify the authenticity of the documents of athletes, coaches, assistant coaches, and chaperones submitted by the Head of Delegation for the *Palarong Pambansa*;
- b. Accredit qualified athletes, coaches, assistant coaches, and chaperones and submit the master list to the Board at least two (2) months before the conduct of the *Palarong Pambansa*;
- c. Consider replacements for disqualified athletes during the period of screening;
- d. Re-check and monitor with the proper technical officials the athlete fielded by coaches during the actual competition based on the final official master list and photo gallery;
- e. Monitor the conduct of the screening and accreditation of the athletes, coaches, assistant coaches, and chaperones during the Division, Regional and *Palarong Pambansa*;
- f. Have an appellate jurisdiction on decisions rendered by the RSAC; and



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- g. Other functions that the Board may delegate.

Section 3. Duties and Functions of the RSAC and DSAC – The RSAC and DSAC shall:

- a. Evaluate and verify the authenticity of the documents of athletes, coaches, assistant coaches, and chaperones submitted by the Head of Delegation for the Regional Meet in the case of RSAC and Division Meet in the case of DSAC;
- b. Accredite qualified athletes, coaches, assistant coaches, and chaperones and submit the master list to the NSAC and RSAC, as the case may be;
- c. Monitor with the proper technical officials the athlete fielded by the coaches during the actual competition.
- d. Provide technical assistance in the screening and accreditation of athletes, coaches and chaperones

RULE III

Section 5. Rules on Participation in the Palarong Pambansa

- a. The participants in the *Palarong Pambansa* shall be elementary and secondary athletes from public and private schools who participated in the Division meet (School, District, and other applicable meets) and Regional Meet: *Provided* that secondary athletes shall refer to both junior and senior high school learners;
- b. Generally, Kinder to Grade 6 athletes shall play in the elementary Division, and Grade 7 to Grade 12 athletes shall play in the secondary Division. However, an elementary athlete who has been declared overage at the elementary level may be allowed to play at the secondary level.

Section 6. Eligibility of Athlete – To be eligible in the *Palarong Pambansa*, Regional, Division, and other lower meets, the athlete must be:

- a. A Filipino citizen;
- b. Enrolled in a public, private recognized school (schools with recognition/permit to operate) or Philippine School Overseas (PSO) or National Academy of Sports (NAS) in the current school year and have attended and completed the curriculum year (for *Palarong Pambansa* only),



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regardless of the delivery mode of learning, except those enrolled under Alternative Learning System.

For athletes under the Alternative Delivery Mode (Home Study Program/ Home Schooling Program, Modified Out School Approach, Open High School Program), they shall be allowed to participate in the lower meets, Division, Regional, and *Palarong Pambansa* provided that they shall represent the School or Division or Region where they are enrolled.

- c. In case of transfer of learner-athlete, the following rules shall apply, *viz*:
- i. **For transfer of athlete from one region to another region**, a one (1) academic year or school year **residency** requirement shall be imposed, which shall commence at the beginning of the school year except for those in Grade 7 and Grade 11. This provision shall also apply to Filipino student-athletes from other countries enrolling in a school in the Philippines.
 - ii. **For individual event** – Transferees from one school to another school within the Division or transferees from one Division to another Division within the same Region, are allowed to participate in the *Palarong Pambansa*, *provided*, they have participated in the lower meets, (School, District, Division, Regional);
 - iii. **For team events** (Basketball, Baseball, Futsal, Sepak Takraw, Volleyball, Softball and Football) – A student-athlete who transferred from one school within the Division or Region, shall be allowed to participate in the School, Division, Regional Meet and *Palarong Pambansa*, *provided* his/her transfer was made before the conduct of the school intramural.
- d. For student-athletes in the **elementary level**, the athlete must have been **born on or after January 1, 2011**. For *Palarong Pambansa 2025*, elementary student-athletes must have been born on or after January 1, 2012; for 2026, on or after January 1, 2013; and so on and so forth for the succeeding years.

For those in the **secondary level**, the athlete must have been **born on or after January 1, 2006**. For *Palarong Pambansa 2025*, secondary student-athletes must have been born on or after January 1, 2007; for 2026, on or after January 1, 2008; and so on and so forth for the succeeding years.



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Athletes born before said date shall be immediately disqualified from the School, Division, Regional Meet, and in the *Palarong Pambansa*.

- e. **Filipino athletes enrolled in Philippine School Overseas (PSOs)** may be allowed to participate in the *Palarong Pambansa* (National Palaro) without playing in the Division and Regional Meets, provided that the athlete:
- Shall compete only in the individual sport;
 - Shall meet the other requirements for qualification and accreditation;
 - Shall meet the qualifying standards in the individual sports where they are playing; and
 - Shall shoulder their expenses.

For purposes of representation, they shall be playing under the banner of Philippine School Overseas (PSOs).

Section 7. Grounds for Disqualification – Unless otherwise provided by the Board, the following athletes shall be disqualified or shall not be allowed to play in the *Palarong Pambansa*, Regional, Division, or other lower meets:

- Athletes who have been declared over age;
- Elementary athletes with 3rd molar tooth;
- For the Division and lower meets, athletes with three or more failing grades in any learning areas in the First Grading Period. For the Regional Meet and *Palarong Pambansa*, athletes with failing grades in three or more learning areas in the second grading period.

Provided that in the case of Grades 11 to 12, athletes with three or more failing grades in any learning areas in the First Semester shall be disqualified.

- Athletes who become, have been, or are currently members of the National Team, National Training Pool, or National Developmental Pool and who received or are receiving monthly stipend and/or allowance from the Philippine Sports Commission (PSC) or played in the SEA Games, Asian Youth Games, Asian Games and/or Olympic Games: *Provided*, however, that those athletes who played in other foreign invitational competitions shall not be disqualified to play in the *Palarong Pambansa*: *Provided*, further, that athletes participating in one sports discipline as members of the National Team, National Training Pool, or National Developmental Pool and who received or are receiving monthly stipend and/or allowance from the Philippine Sports Commission (PSC) or played in the SEA Games,



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Asian Youth Games, Asian Games and/or Olympic Games shall not be disqualified to play in the *Palarong Pambansa* and other lower meets in a sports discipline other than the sport wherein the athlete participated in as a member of the above-mentioned team or pools;

- e. Athletes who fail to submit the required documents, physically appear during the screening and interview, and play in the Regional, Division, and lower meets, unless his/her failure to appear is justifiable or due to a fortuitous event beyond his/her control;
- f. Athletes banned during the previous *Palarong Pambansa* or disqualified during the preceding lower meets; and
- g. Other grounds include but are not limited to falsification of documents, misrepresentation, and use of prohibited drugs.

Section 8. Documentary Requirements. The following are the required documents to be submitted by athletes who intend to participate in the *Palarong Pambansa* and other lower meets:

- a. Athlete's Record (AR) signed by the athlete, coach, and authorized Division Sports Officer and/or Coordinator;
- b. Original Copy of Philippine Statistic Authority (PSA)/National Statistics Office (NSO) Birth Certificate. Late registration of the Birth Certificate of an athlete shall be accepted, *provided* the Birth Certificate is registered one (1) year before the current *Palarong Pambansa*;
- c. In the case of foreign-born Filipino athletes, in lieu of an NSO/PSA Birth Certificate, the Original Birth Certificate issued by the country where he was born and a valid passport or a document issued by the Bureau of Immigration or Department of Foreign Affairs showing his or her Filipino nationality.

The age eligibilities are subject to the specific technical rules of each sports discipline.

- d. Certified true copy from original or computer printed of Learner's Permanent Academic Record or SF 10 (Form 137) with entries of Learner Reference Number (LRN) duly signed by the Teacher-Adviser and Registrar or School Heads.
- e. Certificate of Enrolment and Attendance duly signed by the School Registrar or School Head:



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- i. For Grades 1 to 10, a Certificate of Attendance and Completion stating that the athlete had attended and completed the Curriculum Year.
 - ii. For Grades 11 and 12, a Certificate of Completion issued by the school where the athlete was enrolled in the 2nd Semester, stating that the athlete had attended and completed the Curriculum Year. The foregoing requirements apply to *Palarong Pambansa*.
- f. Parental Consent
- i. **Combative sports, including gymnastics** – Parental Consent signed by both parents duly verified by the school head where the athlete is enrolled.
 1. In case one or both parent/s is /are residing in a place other than the athlete's residence, signed parent consent from both parents must be submitted and verified by the school head where the athlete is enrolled. Copy of the signed parent consent of any parent may be in electronic form (i.e., sent to the school head or coach through email or other electronic means.)
 2. In case of *de facto* separation, legal separation, annulment of marriage, or declaration of nullity of marriage of parents, the consent of the parent with actual care and custody of the athlete duly verified by the school head where the athlete is enrolled.
 - ii. **Non-combative sports** – Parental Consent of at least one parent duly verified by the school head where the athlete is enrolled.
 1. In case one both parents are residing in a place other than the athlete's residence, signed parental consent from one parent must be submitted and verified by the school head where the athlete is enrolled. Copy of the signed parental consent of any parent may be in electronic form (i.e., sent to the school principal or coach through email or other electronic means.)
 - iii. If the athlete is orphaned, has no known parents, or any other similar circumstances, the caregiver and custodian shall execute a Notarized Affidavit of Actual Care and Custody in lieu of the Parent's Consent.



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- g. **Medical certificate** issued within three (3) months before the opening of each level of competition, stating that the athlete is physically fit. The complete name and signature of the physician shall appear on the medical certificate, with the license number and date of examination.
- h. **Dental certificate** with a universal entry issued within six (6) months before each level of competition is opened. The complete name and signature of the dentist shall appear on the dental certificate, with the license number and date of examination.

For Secondary Athletes, No Dental Certificate is required.

- i. **PasSport of the student-athlete.**

RULE IV

Section 9. Qualifications and Documentary Requirements for Coach and Assistant Coach - Any school (private or public) personnel may be allowed/designated as a coach or assistant coach, provided he meets and submits the following documentary requirements:

- a. He must be a Filipino citizen;
- b. Certificate of Relevant sports training of twenty-four (24) hours for non-combative sports and forty (40) hours for combative sports/ gymnastics;
- c. Certificate of Relevant experience of one (1) year for non-combative sports and two (2) years for combative sports/ gymnastics;
- d. Coach Track Record of participation in the division and regional meet;
- e. Educational or professional attainment of at least 2nd-year college, preferably sports-related course;
- f. Certificate of Membership in any relevant sports association; OR

License or certifications/ accreditation issued by the National/ International Sports Association, authorized organization, or by the DepEd (Division, Region, or Central Office);

- g. Medical Records (Medical Certificate of Fitness);
- h. Employment/Appointment Paper or duly Notarized Contract of Service that shows at least six (6) months of employment/engagement in the public or private school before the Division meets; and



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- i. Omnibus Affidavit.
- j. In the case of coaches and assistant coaches of the National Academy Sports (NAS), items a to h shall be complied with, and in lieu of item j, Section 9 of this guidelines, an authorization from NAS shall be submitted.

Section 10. Qualification and Documentary Requirement for Chaperone (Certificate or any documents): a chaperone may be designated to accompany the athlete provided she meets the qualifications and submits the following documents duly issued by competent authorities, showing the following:

- a. Competence, integrity, capability, and relation to a school (i.e., Employment/ Appointment or Contract of Service showing at least six (6) months of employment/engagement in the public school or private school before the Division meets;
- b. Commitment that SHE will nurture female athletes only and shall not coach the athletes;
- c. Physically fit; for this purpose, a medical certificate is required;
- d. Other eligibility that the *Palaro* Board may require.

RULE V

Section 11. Special Cases regarding discrepancies in the Livebirth of the athlete

- a. In case of discrepancy in the date of birth indicated in the PSA/NSO Birth Certificate and SF 10 (Form 137), the date of birth indicated in the PSA/NSO Birth Certificate shall prevail. As a remedy, the following additional requirements shall be submitted:
 - i. Certificate of Live Birth issued by the Local Civil Registrar (LCR);
 - ii. Joint Affidavit of two (2) disinterested persons attesting to the true date of birth of the athlete;
 - iii. Resolution issued by the Head of the Delegation correcting the discrepancy in the SF 10 (Form 137).
- b. In case of discrepancy in the name indicated in the PSA/NSO Birth Certificate and SF 10 (Form 137), the name indicated in the PSA/NSO Birth Certificate shall prevail. As a remedy, the following additional requirements shall be submitted:
 - i. Certificate of Live Birth issued by the LCR;
 - ii. Joint Affidavit of two (2) disinterested persons attesting to the true name of the athlete;



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- iii. Resolution issued by the Head of the Delegation correcting the discrepancy in the SF 10 (Form 137).
- c. In case the first or last name is not found at the portion of the first or last name entered in the PSA/NSO Birth Certificate but indicated in the box below of said portion, the following additional requirements shall be submitted:
 - i. Certificate of Live Birth issued by the LCR;
 - ii. Copy of the application/petition duly received by the LCR (supplemental report to the LCR/Court);
 - iii. Affidavit of the parents, attesting to the true first or last name of the athlete;
 - iv. Joint Affidavit of two (2) disinterested persons attesting to the true first or last name of the athlete;
 - v. Resolution issued by the Head of the Delegation attesting the athlete's true first or last name as shown in the foregoing records.
- d. In case an illegitimate child (athlete) uses the surname of his / her father as indicated in the SF 10 (Form 137), the following additional requirement shall be submitted:
 - i. PSA/NSO Birth Certificate with the second page showing acknowledgment by the father or a notarized acknowledgment signed by the father.
- e. In case of unreadable entries in the PSA/NSO Birth Certificate, the following additional requirements shall be submitted:
 - i. Certificate of Live Birth issued by the LCR;
 - ii. Affidavit of the parents, attesting to the true and correct entries;
 - iii. Joint Affidavit of two (2) disinterested persons attesting to the true entries;
 - iv. Resolution issued by the Head of the Delegation attesting the true and correct entries as shown in the foregoing records.
- f. In case the biological sex/gender of the athlete is not indicated in the PSA/NSO Birth Certificate, the following additional requirements shall be submitted:
 - i. Certificate of Live Birth issued by the LCR;
 - ii. Affidavit of the parents, attesting to the true and correct biological sex of the athlete;
 - iii. Certification issued by the NSAC Medical Team attesting to the true and correct biological sex of the athlete after conducting a physical examination.



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The above-mentioned Resolutions or Certification issued by the Head of Delegations or the NSAC shall be for purposes of *Palaro* only.

RULE VI

Section 12. Period of Screening, Interview, and Evaluation – Screening of athletes for the *Palarong Pambansa* may be conducted after the Regional meet or within seven (7) days before the *Palarong Pambansa*. The screening and evaluation of documents of the athletes, coaches, assistant coaches, and chaperones may be conducted during the Regional Meet, or at the venue of the *Palarong Pambansa*.

For this purpose, the Head of the Delegations shall submit to the NSAC within fifteen (15) days after their Regional meet the following, *viz*:

- a. A letter request indicating the schedule of the interview, screening, and evaluations of documents of the athletes, coaches, assistant coaches, and chaperones;
- b. Master list and photo galleries (soft and hard copies) of athletes coaches, assistant coaches, and chaperones; and
- c. A certification stating that: "They had screened and evaluated the athletes, coaches, assistant coaches and chaperones of the subject regional athletic delegation and shall certify that the attached documents are true, complete and correct to the best of their knowledge and belief, and they understand that any false information given, or any true information withheld from said documents may provide grounds for administrative disciplinary action.

The NSAC shall consolidate and finalize the Official Master List of qualified and accredited athletes, coaches, assistant coaches, and chaperones and submit the same to the *Palaro* Board before the opening of the *Palarong Pambansa*.

Section 13. Posting of Master List to Websites

The master lists and picture galleries of the athletes, coaches, assistant coaches, and chaperones shall be posted on the DepEd website or any available website upon submission by the delegation concerned. The published master lists shall be the basis for the filing and/or receiving complaints or protests, if any, within the period prescribed therein.

The Communication Division of this Department shall facilitate the immediate posting on the DepEd website or to any available website of the submitted master lists and/or photo galleries of athletes, coaches, assistant coaches, and chaperones



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upon receipt of the said master lists and galleries subject to the provision of Data Privacy Act.

Section 14. Protest on Eligibility and Appeals on Disqualification

- a. Complaints or protests shall be in writing duly signed by the coach and the Head of the Delegation and filed before the NSAC within three (3) days from publishing the master list of qualified athletes in the DepEd Websites. The complaint or protest shall be resolved within three (3) days from receipt hereof;
- b. Complaint/Protest shall be accompanied by affidavit/s of witnesses and/or pieces of evidence in support thereof;
- c. Protests that do not comply with (a) and (b) hereof shall not be given due course;
- d. The decision on the complaint or protest shall be appealable to the Board within two (2) days from the issuance of the decision, and the Board shall resolve the appeal within two (2) days from receipt of the appeal. The decision of the Board shall be final and executory.

Section 15. Replacement of athletes, Coaches, and chaperones:

Replacement of athletes may be allowed based on meritorious grounds two (2) days before the *Palarong Pambansa*, subject to eligibility and documentary requirements.

Replacements particularly in team sports shall be drawn from registered alternates that emanate from the school team.

Section 16. Fielding of the NSAC members to the Palaro Venue

The NSAC members shall be at the *Palaro* venue within five (5) days before the schedule of the opening of the *Palarong Pambansa* to continue the performance of their duties and responsibilities and during the period of the *Palaro* events to re-check and monitor the athletes, coaches, assistant coaches, and chaperones fielded during the games by the delegations.

Section 17. Sanctions against Athletes, Technical Officials, and other persons

– Unless otherwise provided for by the Board, the following sanctions shall be imposed against the athletes, coaches, chaperones and team of the Region who will violate the rules on eligibility:



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- a. In team competitions, the games where the ineligible and/or disqualified athlete has taken part shall be declared forfeited in favor of the opposing team;
- b. In individual competitions, the games where the ineligible and/or disqualified athlete played shall be forfeited in favor of the opposing athlete;
- c. Individuals who violate the rules on eligibility may be suspended or banned from participating in future sports competitions, depending on the gravity of the offense;
- d. These sanctions shall be without prejudice to the filing of appropriate administrative and/or criminal charges against the erring officials and/or athletes in accordance with existing laws, rules, and regulations.

Section 18. Repealing Clause – All DepEd issuances regarding the eligibility of athletes, coaches, assistant coaches, and chaperones or part thereof which are inconsistent with these Guidelines are hereby repealed, amended, or modified accordingly.

Section 19. Effectivity. These Rules shall take effect immediately upon posting on the DepEd Website.

BY AUTHORITY OF THE PALARONG BOARD:

FRANCIS CESAR B. BRINGAS
Assistant Secretary for Operations
Secretary-General, *Palarong Pambansa*



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ANNEX A

SAFEGUARDING PROTOCOLS DURING CURRICULAR AND CO-CURRICULAR PROGRAMS

All curricular and co-curricular programs and activities, whether conducted inside or outside the school, shall have the following guidelines as the minimum protocols (template) to prevent abuse, violence, exploitation, discrimination, and other forms of abuse:

Safeguarding Guidelines for the Learners

The Department of Education (DepEd) is committed to the promotion of the best interest of the child in all decisions and actions involving children in accordance with DepEd Order No. 40, s. 2012 or the "DepEd Child Protection Policy" and other relevant issuances. DepEd is mandated to provide special protection to learners. Thus, all trips, activities, and events arranged by DepEd should be guided by well-crafted safeguarding guidelines in order to minimize risk, guarantee safe space, and ensure positive event or activity experience for all participants, organizers, and others who are involved in the event or activity. Further, through the safeguarding guidelines, appropriate preventive, protective, and remedial measures will be properly implemented.

Based on the foregoing, the following safeguarding guidelines shall be put in place before, during, and after the conduct of this activity in all identified venues and/or billeting centers.

I. Safe Interactions Before, During, and After the Activity

- A. Everyone shall ensure that respectful, non-violent, and non-sexualized interactions are done during the Event / Activity. This applies to:
1. adult participants to learner participants;
 2. adult participants to fellow adult participants;
 3. learner participants to fellow learner participants; and
 4. learner participants to adult participants.

The use of foul and vulgar language is prohibited.

- B. Adult participants are highly required to observe the following:
1. They are highly discouraged from sending a social media friend request or message to any child participant before, during, or after the activity.
 2. They should obtain informed consent from the child's parent or legal guardian or teacher before photographing or filming a child. The activity staff or the activity photographer/videographer must explain how the photograph or film will be used.

3. They must adhere to the two-adult rule: Two or more adults are required to supervise all activities where children are involved and present.
4. They should not spend time alone with a learner (one-on-one) or with learners away from others.
5. They should not share a room with one learner.
6. They should not engage in any form of inappropriate touching of learners.
7. They should not make sexually suggestive comments to a learner, even in fun.
8. They should not allow allegations made by a learner to go unchallenged, unrecorded, or not acted upon.
9. They should maintain a safe and appropriate distance from learners and young people.
10. They should ensure appropriate company with a learner or young person while in a car or other vehicle.
11. They should request written parental or official consent if activity organizers or partners are required to transport learners or young people.

C. As to the learner participants, the following shall be strictly observed;

1. If they receive a friend request or social media message from an adult participant who attended the activity, they are not obliged to accept or respond. They should tell their parents/guardians and/or their teacher about it.
2. They should always wear the activity identification cards.
3. They should use proper language when talking with other learners and adult participants.
4. They should never talk to other learners and adult participants privately and in secluded areas.
5. They are prohibited from bringing to the activity premises pornographic materials and dangerous chemicals and substances.

II. Activity's Presenters or Resource Persons

- A. Presenters or Resource Persons shall ensure that the visuals, words, and content presented in the Activity are age and developmentally appropriate, and follow the principles of non-discrimination, gender sensitivity, and inclusivity.
- B. Presenters will have to acknowledge the diversity of the activity participants and be sensitive about this.
- C. If a certain topic discusses violence or any potentially distressing content, a trigger warning shall be placed at the start of the presentation.
- D. Presenters shall also pay special attention to their language, ensuring that this is safe for learner participants.

III. Reporting Safeguarding Concerns during the Activity

- A. If a participant wishes to report a learner protection concern while the activity is ongoing, he or she may approach the Learner Rights and Protection (LRP) Desk.
- B. If a learner participant experiences distress or any protection concern during the Event/Activity, he/she may approach designated guidance counselors/designates or psychological first aid (PFA) providers present in the activity.

For any safeguarding concerns, please contact the Learner Rights and Protection Office – Learners Telesafe Contact Center Helpline at +639451759777 or at (02) 8632-1372. You may also approach any member of the activity's designated LRP Desk or Technical Working Group.

ANNEX B

SAFEGUARDING GUIDELINES IN THE USE OF INFORMATION AND COMMUNICATIONS TECHNOLOGY AND SOCIAL MEDIA FOR LEARNERS AND DEPED PERSONNEL

I. Personal information of Learners

If a personal information of learners would be processed or used in the school or community learning center's official social media page, or by the school personnel, the social media manager or the school personnel concerned, with the authority from the school or community learning center head, or the school or community learning center head himself or herself shall:

- a. Secure first the written consent of the learner and his or her parent, guardian, or caregiver. For this purpose, the written consent may be obtained through electronic signatures; and
- b. The written consent must be attained prior to the processing of the personal information with the declaration of the purpose for which the same would be used. The written consent must indicate that the learner and his or her parent or guardian are aware of the time, place, and manner of the use of the personal information.

II. Sensitive Personal Information of Learners

As a general rule, sensitive personal information of learners shall not be processed or used by the social media manager and the school personnel, except with the authority of the school or community learning center head, and only in the following cases:

- a. The learners with his parents, guardians, or caregivers have given their written consent, specific to the purpose disclosed to him or her before the processing; and
- b. The processing of the same is provided for under existing laws, rules, and regulations, such as those stated under the Data Privacy Act.

At all times, sensitive personal information of learners should be handled with utmost care and shall be kept confidential.

III. Handling of Reports Received by the School Social Media Page

In the event that the official social media page of the school receives reports related to an alleged violation of the DepEd Child Protection Policy, or other relevant laws, rules, and regulations, the social media manager shall inform the Child Protection Committee of the school. The Child Protection Committee of the school shall act upon the report following the procedures stated under DepEd Order No. 40, s. 2012.

IV. Group Chats

As a general rule, group chats may not be used for communications regarding school matters between school personnel and learners. However, group chats may be used for communication if the following requirements are met:

- a. If there are no other practicable means for teachers to communicate with learners;
- b. The communication is regarding school matters; and
- c. The parents consented to the making of the group chat.

V. Private Communications with Learners

As a general rule, online private communications between school personnel and the learners are not allowed, except in the following cases:

- a. With the consent of the learner, and of his parents, guardian, or caregiver, strictly on school or academic-related matters; and
- b. When the DepEd personnel receives complaints from learners related to the alleged violation of child protection policy and other relevant laws, rules and regulations.

School personnel are prohibited from conducting direct-private communications with learners through phone calls, SMS, e-mail, and social media accounts to mutually protect the learners and school personnel from a possible child abuse or exploitation incident or false accusation thereof.

VI. Use of Video Conferencing Platforms

- a. Regardless of the video conferencing platform to be used, teachers shall ensure that the privacy and safety features of the video conferencing platform are enabled. When needed, teachers are encouraged to seek the assistance of the Information Technology Personnel of the school.
- b. Teachers shall ensure that the video conference meeting details are confidential and are only known to learners and their parents or guardians.
- c. Teachers may be required to open the learners' webcams during online classes. In line with this, teachers may encourage learners to use virtual backgrounds during the online class.¹
- d. Teachers and learners, including their immediate environment, shall ensure that their webcam feed shows appropriate and safe video and audio streams.
- e. Teachers shall not leave the learners on their own after the online synchronous class to ensure that there is continuous supervision while online.
- f. Before the online class may be recorded, teachers must first secure the consent of the learners. The recording shall only be used for academic purposes.
- g. Learners are prohibited from recording the online class without the consent of the teachers and his/her classmates.

¹ NPC Bulletin No. 16. Bullet No.5 under Dos for teachers. Privacy Dos and Don'ts for Online Learning in Public K-12 Classes.

VII. Behavior in Social Media and Video Conferencing Platforms

Learners, teachers, non-teaching personnel, parents, and guardians should be mindful of the following prohibited behaviors on the official social media page of the school and video conferencing platforms:

- a. Using obscene, profane, or vulgar language or any derogatory language regarding race, gender, religion, sexual orientation, citizenship, socio-economic status or ability;
- b. Making sexually explicit, suggestive, humiliating, or degrading comments;
- c. Exhibiting harassing, intimidating, or bullying behavior;
- d. Doing any form of verbal, sexual, or mental abuse;
- e. Posting/Presenting any material inappropriate for children; and
- f. Posting/Presenting any material promoting alcohol or illegal drugs.