



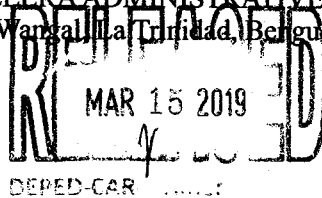
Republic of the Philippines
 Department of Education
 CORDILLERA ADMINISTRATIVE REGION
 Wangan, La Trinidad, Benguet



March 11, 2019

REGIONAL MEMORANDUM

No. 100.2019



SUBMISSION OF COMPLETE DOCUMENTS OF ATHLETES, COACHES, ASSISTANT COACHES AND CHAPERONS FOR THE 2019 PALARONG PAMBANSA

To: **Schools Division Superintendents**

The 2019 Palarong Pambansa will be hosted by Davao City, Region X on April 28-May 5, 2019 after the successful conduct of the 2019 Cordillera Administrative Region Athletic Association (CARAA) Meet in the Province of Apayao.

In this regard, it is requested that complete documents of all Athletes, Coaches, Assistant Coaches and Chaperons who were recommended and selected for the 2019 Palarong Pambansa shall be submitted to this Office, C/o Education Support Services Division on or before March 21, 2019. The pertinent documents which should be in A4 size bond paper are the following:

A. Athletes

1. Gallery of athletes – alphabetically arranged and in vertical position, attire will be the delegation/schools division uniform during the 2019 CARAA, Picture Label – Family Name, First Name, MI. & Grade Level – use Hindu Arabic NOT Roman Numeral & LRN should be 12 digits
2. AR-1 – Athlete Record (Recent Participation only)
3. Certificate of Live Birth-issued by the Philippine Statistics Authority/National Statistics Office (Original Copy only), eligibility of athlete – cut-off date – 2001 for Secondary & 2006 for Elementary
4. School Form (SF) 10 –for Grades 7 and 8 only and Form 137 for other Grades - student permanent record or progress report signed by the Teacher-Adviser, School Head and authorized SDO Supervisor/Sports Coordinator
5. Certificate of Enrolment
6. Certificate of Completion
7. Parental Consent – verified by Teacher-Adviser and School Head/Registrar, and provide information under remarks when necessary (if no parents, Sworn Statement of Actual Custody and Affidavit of Guardianship)
8. Medical Certificate
9. Medical Certificate for Arnis, Boxing, Taekwondo, Wrestling & Wushu)
10. Dental Health Record with ID picture

B. Coaches, Assistant Coaches and Chaperons

1. Certificate of Employment
2. Contract of Service (Coaches, Assistant Coaches and Chaperons from private schools must have been in the service for at least six (6) months prior to the City/Division Meet)
3. Affidavit of Sworn Statement duly notarized
4. Personal Data Sheet with ID picture and duly subscribed and sworn to (long bond paper)
5. Medical Certificate
6. Certificate of Training (24 hours for non-combative sports & 40 hours for combative sports/gymnastics)
7. Certificate of Sports Membership
8. Certificate of Sports Recognition

For information and strict compliance.

MAY B. ECLAR, Ph.D., CESO V
 Regional Director

ESSD/CRG

Telephone Numbers:

Office of the Director IV	-422-1318	Budget and Finance Division	-422-5155	Cash Section	-309-3017	Record Section	-309-301
Fax Machine	-422-4074	Elementary Education Division	-422-7096	Physical Facilities Unit/ICT	-309-3011	Payroll Services Unit	-424-399
Office of the Director III	-309-3013	Alternative Learning System	-422-5187	Regional Planning Unit	-309-1234	Special Services Division	-424-516
Administrative Division	-422-1804	Secondary Education Division	-309-3014	Supply Unit	-422-2198	Commission on Audit	-4227434