



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



REGIONAL MEMORANDUM

No. **215.2015**

RELEASED
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To: SCHOOLS DIVISIONS SUPERINTEDENTS

From: 
ELLEN B. DONATO, Ed.,D., CESO III
 Regional Director

Subject: **ACCREDITATION AND SCREENING OF ATHLETES AND COACHES FOR 2016 CORDILLERA ADMINISTRATIVE REGION ATHLETIC ASSOCIATION (CARAA)**

Date: November 9, 2015

1. The 2016 Cordillera Administrative Region Athletic Association (CARAA) will be conducted on February 6 to 10, 2016 at the Burnham Park, Baguio City and to be hosted by the City Government of Baguio.

2. Below are the required documents to be submitted for accreditation and screening of athletes and coaches:

A. For the Eligibility of the Athletes:

- a. Athlete's Record, signed by the athlete, coach, and PESS Division Supervisor
- b. Original and photocopy of Birth Certificate issued by the National Statistics Office (NSO). Late registration may be accepted provided; the same was issued one (1) year prior to current Palarong Pambansa, April 2016.

In the case of foreign born Filipino athlete, in lieu of NSO Birth Certificate, the original birth certificate issued by the Country of his/her birth and a valid passport showing his/her nationality, date and place of birth must be presented or an official document from the Bureau of Immigration stating his/her nationality as a Filipino.

- c. Form 137, certified true copy from original/computer printed duly prepared by the teacher, with recent signatures by the registrar/principal/school heads, and the Division PESS Supervisor.
- d. Certificate of Enrolment duly signed by the school registrar and the school head.
- e. Parent's or guardian consent, verified by the Principal/Registrar/Teacher-Adviser
- f. Medical Certificate, signed by a Physician, stating that the athlete is physically fit and with the date of examination not later than three (3) months from the date of the opening program in April 2016 (The complete name of the signing physician shall clearly appear on this document, with the license number)
- g. 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 not later than six (6) months from date of the opening of the Palarong Pambansa in April 2016.
- h. Six (6) passport size 1 ½ X 1 ½ identical pictures with **Name Tag (Surname, First Name and Middle Initial)** and grade/year level for Athlete's Record, Dental Certificate and Gallery.

Telephone Numbers:

Office of the Director IV	-422-1318	Budget and Finance Division	-422-5155	Cash Section	-309-3017	Record Section	-309-3015
Fax Machine	-422-4074	Elementary Education Division	-422-7096	Physical Facilities Unit/ICT	-309-3011	Payroll Services Unit	-424-3993
Office of the Director III	-309-3013	Alternative Learning System	-422-5187	Regional Planning Unit	-309-1234	Special Services Division	-424-5167
Administrative Division	-422-1804	Secondary Education Division	-309-3014	Supply Unit	-422-2198	Commission on Audit	-422-7434

- i. Master list of athletes indicating the date of birth, division, school and name of coach duly signed by the Regional Director, on soft (diskette, USB or any other media) and hard copy. A soft copy in excel file should be submitted online to the depedcarregional09@gmail.com on or before December 30, 2015.

B. For the Eligibility of Coaches and Chaperons:

- a. Certificate of Employment (certified copy of the original document duly notarized). There are 2 separate Certificate of Employment Form for Coaches/chaperons from the Public and Private Schools.
- b. Form 212 with one (1) 1 ½ X 1 ½ I.D. pictures
- c. Sworn Statement or Affidavit of the Coach attesting the authenticity, validity and correctness of the entries on the above mentioned documents of the Athletes submitted.
For Coaches from Public Schools may use a Sworn Statement Form while Coaches from Private Schools may use an Affidavit Form.
- d. Medical Certificate
- e. At least three (3) 1 ½ X 1 ½ I.D. identical pictures

C. Galleries of all events with identical pictures of Athletes and Coaches/Chaperons

3. The documents shall be accomplished legibly and duly signed by authorized or concerned officials and to be submitted before joining the sports activities and the different events.
4. Attached are the templates of all the required documents and to be used in accomplishing all the documents needed.
5. For strict compliance.