DEPARTMENT OF EDUCATION
SDO-Iriga City RECORDS SECTION
RECEIVED
18 NOV 2026
CTRL No.: 2026-11-592

Office of the Schools Division Superintendent

November 17, 2026

DIVISION MEMORANDUM
No. 592, s. 2026

SUBMISSION OF OFFICIAL ENTRIES AND DOCUMENTS OF ATHLETES AND COACHES FOR THE 2027 PALARONG PANLUNGSOD

To: Division Sports Officers
Chairman, Division Screening & Accreditation Committee (DSAC)
OIC Public Schools District Supervisors
School Heads, Elementary & Secondary
School Administrators/Principals – Private Schools
District Screening & Accreditation Committees
Coaches
All Others Concerned

1. In connection with the forthcoming **2027 Palarong Panlungsod**, this Office hereby announces the schedule for the submission of Official Entries and the required supporting documents of athletes and coaches for screening and accreditation. The submission schedule is **November 23–27, 2026**, at the SGOD Office, Sto. Domingo, Iriga City. The screening and evaluation of submitted documents will be on **December 1–9, 2026**, while the official list of qualified athletes will be released on December 9, 2026, through the official page of the SDO Sports Office.

2. Coaches shall complete and submit all required documents for their respective athletes, as well as their own documentary requirements, within the prescribed period. A strict **"NO NSO/PSA-ISSUED BIRTH CERTIFICATE, NO PLAY" policy** shall be enforced. The prescribed cut-off dates of birth for eligible athletes are as follows: a. Elementary Level: January 1, 2014; and b. Secondary Level: January 1, 2009. All concerned are advised to strictly observe the eligibility requirements. The prescribed and updated forms and other pertinent documents may be accessed and downloaded through the following link: **https://surl.lu/xpyncx**

3. An **Orientation of the DSAC members** shall be held on November 25, 2026, at 8:00 am at the Old SDO Sports Office.

4. All personnel involved in the Screening and Accreditation Committee are entitled to Vacation Service Credits (VSC), subject to the provisions of DepEd Order No. 013, s. 2024, titled "Revised Guidelines on the Grant of Vacation

Service Credits for Teachers and/or Compensatory Overtime Credits (COC) per CSC and DBM Circular No. 2, s. 2004 for the services rendered on Saturday, Sunday, and Holiday." Hence, the following supporting documents shall be submitted to the Administrative Office for verification and processing: Certificate of Appearance, duly signed DTR/CS Form 48, Memorandum signed by the SDS, Accomplishment Report, and submission of the consolidated documents/requirements for approval of the SDS within one (1) month after the completion of the activity.

5. The details of the documents to be submitted and the composition of the Division Screening and Accreditation Committee (DSAC) Officers and members are found in Enclosure No. 1 of this memorandum.

6. Expenses relative to the conduct of the screening may be charged to the Sports/Local and Other funds, subject to the usual accounting and auditing rules and regulations.

7. For information, guidance, and compliance.

MARIA-MAGNOLIA F. BRIOSO, CESO VI
Schools Division Superintendent

Encls.: As stated
To be indicated in the Perpetual Index under the following subjects:

ACCREDITATION
ATHLETE
COACH
DOCUMENTS
SCREENING
SUBMISSION

Enclosure No. 1 to Division Memorandum No. ____s. 2026

A. Composition of the Division Screening and Accreditation Committee

Chairman: **NOEL L. DESQUITADO** – OIC PSDS North District
Co-Chairman: **JOHN MOSES V. ORBON** – TIC, NJES
Data Group: **LORELYN G. TABAYAG** – HT III , Tiriktitan ES
Members:
: **VIRGILIO S. PUSO** – Principal I, Iriga Science HS.
: **SHENNA C. LAVISTE** – Principal I, Sta. Teresita ES
: **BENJIE L. ORBON** – Principal I, Cawayan ES
: **MEDALYNE S. EBRON** – Principal I, Sta. Cruz Sur, ES
: **ALMA O. VARGAS** – Principal I, San Ramon ES
: **ATHINA L. CAMILA** - Principal I, Sagrada ES
: **MAILA B. CEGUERA** – HT III, Antipolo IS
: **HELEN S. ALBANO** – OIC – Banao ES
: **NOEL A. LOZANO** – Head Teacher III, Zeferino Arroyo HS
: **LALLIE R. AMOROSO** – Head Teacher III, Zeferino Arroyo HS
: **JANELLE DE CASTRO** – PDO 1, Iriga Central School
: **NOLI R. RAMBOYONG** – PDO I, RNTVS
: **IVY C. FLORANZA** – OIC, San Rafael ES
: **MARY GRACE C. GENERAL** – OIC – SPED

B. The commitment and medical requirements must be complied with:

(a) Athletes: PSA/NSO Birth certificate, medical certificate, Parental consent, Certificate of enrollment/completion, SF 10 (with grades for second grading);
(b) Coaches: Omnibus, Certificate of employment, Certificate of training, Certificate of Recognition as Coach, Medical Certificate;
(c) Chaperone: Certificate of Commitment, Medical Certificate;
(d) Picture: 1 ½ x 1 ½ (Passport Size) and must be digitally generated.

C. The documents per district/cluster must be submitted according to the following folder colors:

District/Cluster	Color	District/Cluster	Color
Central District	**GREEN**	Central Cluster	**VIOLET**
North District	**YELLOW**	North Cluster	**ROYAL BLUE**
South District	**RED**	South Cluster	**PURPLE**
ICAPS (Elem)	**PINK**	ICAPS (Sec)	**ORANGE**