DEPARTMENT OF EDUCATION
SDO-Iriga City RECORDS SECTION
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Office of the Schools Division Superintendent

November 03, 2026

DIVISION MEMORANDUM
No. 559, s. 2026

CONDUCT OF THE SYNCHRONIZED DISTRICT/CLUSTER SPORTS FEST

To: Assistant Schools Division Superintendent
Chiefs ES, CID & SGOD
Division Sports Officer
MAPEH Education Program Supervisor
Division Screening & Accreditation Committee Chair
Asst. Schools Division Officers
OIC PSDSs & Sec. Lead Principal
School Heads (Public and Private Schools)
District & Cluster Sports Coordinators
Coaches & Trainers
All Others Concerned

1. The Schools Division Office (SDO) of Iriga City shall conduct the Synchronized District/Cluster Sports Fest on **November 7 & 14, 2026,** at the *venue to be determined by the host schools and districts.* This initiative aims to provide learners with meaningful opportunities to participate in organized athletic competitions, showcase their talents, enhance their sporting abilities, and develop essential values such as discipline, teamwork, leadership, resilience, and sportsmanship. Ultimately, the activity recognizes sports not merely as a competitive endeavor but as an essential component of quality education that nurtures physically fit, emotionally resilient, socially responsible, and well-rounded learners.

2. The OIC Public Schools District Supervisors (PSDSs) for the Elementary Level and the Cluster Lead Principals shall take the lead in the organization and implementation of the respective District/Cluster Sports Fest, in coordination with the identified Technical Officials for each sporting event. In this regard, they are hereby requested to prepare and submit to the Division Sports Office a Program of Activities, including the list of designated sports officials for each event, before the activity for monitoring purposes.

3. All districts and Clusters shall create a District Screening and Accreditation Committee that will facilitate the district/cluster level screening and accreditation of athletes and coaches.

4. Per Memorandum No. OM-OUGOPS-2026-05-03374, re: Supplemental Provisions to Memo No. OM-OUGOPS-2026-05-03056 [Clarification on Section 7, (Paragraphs 2 & 3) of the Guidelines on Athlete Eligibility for the Division, Regional and Palarong Pambansa] that in the implementation and transition to

the Three-Term School Calendar, if official report cards, grades, and other academic records are not yet available at the time of screening and accreditation for the District/Cluster Sports Fest, a student-athlete who is qualified may be provisionally allowed to participate upon submission of a certification issued by the school head of the unavailability of the above-mentioned documents.

5. For Athletes/Players in the elementary level, the cut-off birthdate is January 01, 2014, while for Secondary, the cut-off birthdate is January 01, 2009. The ***Certificate of Participation in Intramurals and the Certificate of regular training of athletes/players*** are requirements for participation in the District/Cluster Sports Fest and City Division Meet or Palarong Panlungsod. Likewise, a medical certificate and Parent consent are mandatory requirements.

6. All SDO Officials, Monitoring and Evaluation Team, School Health Section, Officiating Officials, Coaches, Trainers, Teachers, and other sports officials involved in the above activities shall be 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." 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.

7. Expenses relative to the conduct of the District/Cluster Sports Fest can be charged against the School MOOE/Local/PTA Funds/SEF and other available funds subject to the usual accounting and auditing rules and regulations.

8. For queries and other concerns, please see or call the DSO at 09338181236.

9. For information, guidance, and compliance.

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

Encl.: As stated

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

ATHLETE CLUSTER COACH DISTRICT SPORTS FEST

SGOD-SSD/MGQ/11.03.26