



Republic of the Philippines  
**Department of Education**  
 Region VI - Western Visayas  
**SCHOOLS DIVISION OF SAGAY CITY**

**DEC 11 2024**

**DIVISION MEMORANDUM**

No. 816, s. 2024

**SCHEDULE ON THE CONDUCT OF MEDICAL EXAMINATIONS OF ATHLETES, COACHES, ASST. COACHES AND CHAPERONES FOR NEGROS OCCIDENTAL PROVINCIAL ATHLETIC ASSOCIATION MEET SY 2024-2025**

To: Assistant Schools Division Superintendent  
 Chief Education Supervisors – CID & SGOD  
 Public Schools District Supervisors  
 Public Elementary and Secondary School Heads  
 All Others Concerned

1. In preparation for the upcoming **NEGROS OCCIDENTAL PROVINCIAL ATHLETIC ASSOCIATION MEET which will be held on January 29 to February 1, 2025**, and in compliance with DM 534, s. 2024, titled 'Guidelines on the Conduct of Lower Athletic Meets up to Palarong Pambansa for S.Y. 2024-2025', it is mandatory for all athletes to undergo a **Pre-Participation Physical Evaluation (PPE)**. This evaluation is crucial for ensuring that athletes are in optimal health and fully prepared for participation in these athletic events.

2. To ensure that all division delegates are properly accommodated by the School Health and Nutrition Section (SHNS) Medical Officer III, who will be conducting the Pre-Participation Physical Evaluation (PPE), the following guidelines for medical examination must be observed:

a. **On the day of medical examination**, coaches shall bring the following documents:

i. Signed forms during the conduct of Division Meet Pre- Participation Physical Examination:

1. Parental Consent (prescribed by the NSAC and must be signed by the parent/ guardian)
2. Medical and Dental (prescribed by the NSAC)
3. **New Medical and Dental Form (prescribed by NSAC, the same form used during the Division PPE)**

b. Athletes with **no complete documents will not be entertained** for examination.

c. **All athletes** scheduled for medical examination must wear mask and shall be **accompanied by their teacher/adviser/coach;**

d. **Athletes with special needs shall be accompanied by their parent/guardian;**

e. To ensure the quality of medical examination, updates of schedule of examination will be sent through the official FB Group Chat, **Sagay City Coaches, Asst. Coaches, Chaperon and Technical Officials.**

f. Athletes unable to participate during the medical examination schedule shall be referred to the Sagay City Health Office.

3. Below is the schedule of Medical Examination of Athletes, Coaches and Asst. Coaches for the Negros Occidental Athletic Association Meet:






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Participating Athletes, Coaches, asst. Coaches and Chaperones	Schedule	Venue	Time
District 1 District 10 (SNHS, TLDGNHS, SCFS, SCSHS)	December 12 (Thu)	Sagay National High School	9:00am- 3:00pm
District 2 MLES, MLES- SPED, RGES, CGES)	December 13 (Fri)	Sagay National High School	9:00am- 3:00pm
District 3 District 6 District 8 District 9 (CDIS)	January 6 (Mon)	Bato Central Elementary School	9:00am- 3:00pm
District 9 District 7 District 2 (SAECES, JLGMS)	January 7	ELMIS	9:00am- 3:00pm
District 4 District 9 (MIS) District 10 (VNHS)	January 8	Vito Covered Court	9:00am- 3:00pm
District 5 (BES, TES) District 10 (BFS)	January 9	Talusan ES	9:00am-3:00 pm
District 5 District 10 (OSNHS)	January 10	Old Sagay Elementary School	9:00am- 3:00pm

4. Expenses such as transportation, meals, and other incidental expenses relative to the conduct of this activity are chargeable to School MOOE or other local funds, subject to the usual accounting and auditing rules and regulations.
5. It is understood that in the conduct of this activity, there shall be no discrimination on account of age, school, gender, civil status, disability, religion, or other similar factors, or personal circumstances that run counter to the principles of equal opportunity
6. Immediate and widest dissemination of and strict compliance with this Memorandum are desired.

  
**MARSETTE D. SABBALUGA, CESO VI**  
Schools Division Superintendent



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To be indicate in the **Perpetual Index** under the following subjects:  
**SPORTS** **MEDICAL** **ATHLETES**  
FN: rbyangco\_memosportscorrigendum/SGOD



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