



Republic of the Philippines  
 Department of Education  
 NEGROS ISLAND REGION  
 SCHOOLS DIVISION OF SAGAY CITY

July 28, 2025

**DIVISION MEMORANDUM**

No. 452, s. 2025

**GUIDELINES ON THE CONDUCT OF LOWER ATHLETIC MEETS  
 UP TO PALARONG PAMBANSA FOR S.Y. 2025-2026**

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

1. Pursuant to DepEd Memorandum No. 041, s. 2025, titled “Conduct of the 2025 Palarong Pambansa Competition,” and DepEd Memorandum No. 020, s. 2024, titled “Guidelines on the Eligibility of Athletes for the Division, Regional, and Palarong Pambansa,” the Schools Division Office, through the Schools Governance and Operations Division (SGOD), announces the conduct of lower-level athletic meets for School Year 2025-2026, including school-based/intramurals, district, and division levels. These activities shall strictly follow the technical rules, regulations, and eligibility requirements outlined in the said issuances. While the official guidelines for the 2026 lower-level meets are yet to be released, DM 041, s. 2025 and DM 020, s. 2024 shall be adopted as interim references to ensure the smooth implementation of activities and the effective preparation of athletes and coaches for higher-level competitions.

2. Below is the recommended Division Calendar of Sports Activities from the Lower Athletic Meets up to Palarong Pambansa 2026:

School Sports Activities	Schedule	Remarks
School Sports Competition/ Intramurals	4 <sup>th</sup> Week of August 2025	The activity may be scheduled after the end of Academic Quarter 1, or on any of the following dates: August 25 to August 31, 2025.
District Meet	September 2025	The activity may be scheduled for September 26-27, 2025, or on any of the Saturdays in September 2025.
Division Meet	October, 2025	Mid- Year Wellness Break of Learners and Teachers (October 28-31, 2025) this is to avoid disruption of classes.
Provincial Meet	November, 2025, - December, 2026	To be announced by the Province (tentative)
NIRAA	January or February 2026	2026 (Projected): First NIRAA Regional Meet
Palarong Pambansa	May 2026	Tentative proposed schedule by the Palarong Pambansa May 4-8, 2026.

3. DepEd Memorandum No. 020, s. 2024 shall serve as the implementing guidelines for determining the eligibility of athletes and coaches in the conduct of competitions. **For elementary athletes, the cut-off age is 13 years old and must have been born**





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**on or after January 1, 2013. For secondary athletes, the cut-off age is 18 years old—applicants must have been born on or after January 1, 2008.** In the Division and lower meets, athletes with three or more failing grades in any learning area during the First Grading Period shall be disqualified. Furthermore, athletes who exceed the age limit shall be automatically disqualified from participation at the school, district, division, and up to the Palarong Pambansa level.

4. All regular sports played during the 2025 Palarong Pambansa at the elementary and secondary levels, including the Para-athletes, will continue to be played in this school year's athletic meet. Pickleball, however, will continue to be included as an additional demonstration sport in competitions for both elementary and secondary boys and girls, from school meets up to the Provincial Meet.

5. As a reiteration, the **2025 Palarong Pambansa** (DM 041, s.2025) shall serve as the basis for the conduct of athletic competitions. The **Modified Winner-Take-All** policy for all team sports (Basketball, Baseball, Softball, Football, Futsal, Sepak Takraw, and Volleyball), as well as the **qualifying standards** for measurable sports such as Athletics, Swimming, and Archery, shall be adopted.

6. The following athlete's documents at the **School and District Level sports competition** are required. Non-compliance/submission of athlete's documents, NO PLAY POLICY shall be observed. The following are the required documents:

- a. **Original Copy of Philippine Statistics Authority (PSA)/** National Statistics Office (NSO) Birth Certificate.
- b. Certified True Copy of Learner's Permanent Academic Record or SF 10 (Form 137)
- c. A Parental Consent Form signed by both parents and duly verified by the school for athletes participating in combative sports, including gymnastics. For non-combative sports, the signature of at least one parent is required.
- d. A medical certificate issued within three (3) months prior to the opening of each level of competition, stating that the athlete is physically fit. At the **school level**, the certificate must be checked and duly signed by the **Barangay Health Worker** or the school's **registered school nurse** (e.g., SNHS). At the **district level**, it must be checked and signed by the **Division School Nurse**.

7. As part of the management of the sports competition at the **District Level**, all **Public Schools District Supervisors** are enjoined to **submit a budget proposal** for the conduct of the **District Athletic Meet** to the **SGOD Office** on or before **August 30, 2025**, and to **strictly conduct the screening and ocular inspection** of the documentary requirements of athletes and coaches.

8. **At the Division Level**, all documentary requirements as stated in **Sections 6–11 of DepEd Memorandum No. 020, s. 2024** must be submitted to the **Division Screening Committee**. A separate memorandum will be issued regarding the schedule of screening and accreditation of athletes and coaches at the Division Level.

9. **For the Division Level Competition**, the **schedule for medical check-up** and the list of required medical documents are attached. All Public Schools District Supervisors (PSDSs)/District Sports Coordinators are advised to coordinate with Nurse Lisette Grace Cabalang, to confirm their preferred venue for the medical check-up on or before August 29, 2025.



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10. 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.

11. Participation and services rendered by the nationally paid teaching personnel to these sports activities/competitions that are held outside of the regular school days are entitled to service credit (DO 53, s. 2003). While teaching-related, non-teaching, and contractual personnel participating in this activity held beyond office hours is entitled to COC pursuant to CSC & DBM Joint Circular No.2 s. 2004 (Non-monetary Remuneration for Overtime Services Rendered).

12. All expenses incurred by the athletes, coaches, chaperons, trainers, and team management and in the conduct of this activity are chargeable against School MOOE/IGP/CANTEEN/SEF/ and other local funds subject to the usual accounting and auditing rules.

13. For immediate, widest dissemination and compliance of this Memorandum is highly recommended.

**DANNIE CLARK M. UGUIL**

Assistant School Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent



Enclosure : as stated  
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To be indicate in the **Perpetual Index** under the following subjects:

**SGOD      SPORTS**





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Annex 1, Division Memo No. 452 s. 2025

**SCHEDULE OF MEDICAL CHECK-UP**  
(as requirement for the Division Athletic Meet Competition)

District	Schedule
District 1	September 2, 2025
District 2	September 3, 2025
District 3	September 4, 2025
District 4	September 5, 2025
District 5	September 9, 2025
District 6	September 10, 2025
District 7	September 11, 2025
District 8	September 12, 2025
District 9	September 15, 2025
District 10	September 16, 2025

***\*\*\*Coaches are advised to prepare the prescribed medical forms, including the medical history form duly signed by the parent or guardian.***