



Republic of the Philippines
Department of Education
 Negros Island Region
SCHOOLS DIVISION OF SAGAY CITY

September 26, 2025

DIVISION MEMORANDUM

No. 593, s. 2025

COMPOSITION OF DIVISION SCREENING AND ACCREDITATION COMMITTEE

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

1. Pursuant to DepEd Memorandum No. 020, s. 2024, titled “Guidelines on the Eligibility of Athletes for the Division, Regional, and Palarong Pambansa,” this office, through the School Governance and Operations Division, constitutes the Division Screening and Accreditation Committee (DSAC) to screen, accredit, and qualify the athletes, coaches, and chaperons for the City Athletic Meet (Division Meet) and other higher meets as may be deemed necessary.
2. The composition of the DSAC and the schedule of activities are provided in the enclosure.
3. The duties and functions of the DSAC are the following:
 - a. evaluate and verify the authenticity of the documents of athletes, coaches, assistant coaches, and chaperons, submitted by the Head of Delegation for the Division Meet;
 - b. accredit qualified athletes, coaches, assistant coaches, and chaperones and submit the master list to the Provincial, Regional, and National Screening and Accreditation Committee, as the case may be;
 - c. monitor with the proper technical officials the athletes fielded by the coaches during the actual competition; and
 - d. provide technical assistance in the screening and accreditation of athletes, coaches, and chaperones.
4. Templates of the required documents of Athletes, Coaches/Asst. Coaches and chaperones can be accessed through this link: <https://tinyurl.com/yc2nad24>
5. It is understood that in the conduct of this activity there shall be no discrimination on the account of age, school, gender, civil status, disability, religion or other similar factors, personal circumstances that run counter to the principles of equal opportunity.
6. Immediate and wide dissemination of this Memorandum is desired.

DANNIE CLARK M. UGUIL

Assistant Schools Division Superintendent
 Officer-In-Charge

Office of the Schools Division Superintendent



Enclosure : N/A
 Reference : as stated
 Allotment : N/A
 No. of Pages :

To be indicate in the *Perpetual Index* under the following subjects:
SOCIAL MOBILIZATION AND NETWORKING UNIT - SGOD
 FN: JJM/SGOD





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Enclosure No. 1 to Division Memorandum No 593s. 2025

DESIGNATION	NAME/POSITION
Chairperson	JERALD J. MAGLANTAY EPS II - SocMob
Co-Chairperson	RYAN C. ALVAREZ School Principal I
Members:	DR. DOMINIQUE CHEUNG Medical Officer III
	DR. RHIZZA FAYE T. BARCENILLA Dentist II
	JOSEPH P. BAJA School Principal I
	RUEL E. MAGNO School Principal I
	ALQUIVER T. TAPIA Teacher-In-Charge III
	REGIELEE C. FLORES Head Teacher III
	WILLYN MONTANO Head Teacher III
	ROBERT FLORES Head Teacher I
	STEPHANIE DANE SALVADOR Project Development Officer I
	EMALYN B. DEMETITA Project Development Officer I
	VANESSA BELLE H. ALEA Nurse II
Secretariat:	GRETCHEN C. MAGBANUA Project Development Officer I



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Enclosure No. 2 to Division Memorandum No 593 s. 2025

DATE	DISTRICT	ACTIVITY	VENUE
October 10, 2025	All Districts	Orientation for the Preparation of Documents	Division Annex Building
October 13-17, 2025	All Districts	Medical and Dental for Athletes, Coaches, Asst. Coaches, Chaperones	-
October 20-21, 2025	All Districts	Submission of Documentary Requirements of Athletes, Coaches, Asst. Coaches, and Chaperones <i>*Strictly No documents will be accepted beyond this schedule.</i>	SGOD Office
October 22-24, 2025	All Districts	Schedule of Screening of Documents Requirements of Athletes, Coaches, Asst. Coaches, and Chaperones	Division Conference Room
October 27-28, 2025	All Districts	Submission of Compliance	Division Conference Room
October 29, 2025	All Districts	Release of Qualified Athletes, Coaches, Asst. Coaches, and Chaperones	-