DepEd-Division of Catanduanes
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BY: No. 1373
DATE: NOV 19 2026 TIME: 8:49

Republic of the Philippines
Kagawaran ng Edukasyon
REHIYON V - BICOL
TANGGAPANG PANSANGAY NG CATANDUANES

November 18, 2026

DIVISION MEMORANDUM
No. 1373, s. 2026

ONE-DAY DIVISION ORIENTATION OF DSAC, MSAC, AND MUNICIPAL SPORTS PRESIDENTS ON THE PREPARATION OF DOCUMENTS OF ATHLETES

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

1. Pursuant to Division Memorandum No. 734, s. 2026 re: Conduct of Division Sports Activities for School Year 2026-2027, there will be a One-Day Division Orientation on the Preparation of Documents of Athletes on **November 21, 2026 from 8:00 am to 5:00** pm at **Virac Pilot Elementary School Gabaldon Bldg., Virac, Catanduanes.**

2. The objectives of the orientation are as follows:

a. Orient the participants on the accomplishment of the Modified Athletes Forms and Coach/Assistant Coach Records (CACR);

b. Equip the participants with the knowledge and skills in screening and validating the required documents of athletes and coaches in the different level of school sports competitions.

3. Expected participants are the members of the Municipal Screening and Accreditation Committee (MSAC) and Municipal Sports Presidents of each municipality found in the enclosure of this Memorandum. The activity will be facilitated by the members of the Division Screening and Accreditation Committee (DSAC).

4. Participants are advised to bring laptop, external hard drive/flash drive and extension wire which will used during the orientation.

5. Participants shall be granted service credits pursuant to DepEd Order No. 13, s. 2024 entitled *Revised Guidelines on the Grant of Vacation Service Credits for Teachers* and Compensatory Over-time Credit (COC) for non-teaching personnel pursuant to

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paragraph 5.3 letter K on Joint Circular of the Civil Service Commission (CSC) and the Department of Budget and Management dated October 4, 2004.

6. Travel and other related expenses of the participants shall be charged against their local funds/school MOOE/other sources subject to the usual accounting and auditing rules and regulations.

7. For information, guidance, and compliance.

MA. JEANY T. ABAYON, Ed.D.
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

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Enclosure to DM No. 1273 *s. 2026*

DIVISION SCREENING AND ACCREDITATION COMMITTEE (DSAC)

Perlita V. Tatel	Chairman	Danicop Elementary School
Lorenzo E. Gando	Member	Antipolo National High School
Ruben Jose V. Tria	Member	Antipolo Elementary School
Joseph P. Bañares	Member	Bote Integrated School
Efren G. Gurrobat	Secretariat	SAVS
Fidel A. Vegim	DSO	San Miguel RDHS

MUNICIPAL SCREENING AND ACCREDITATION COMMITTEE (MSAC)

Municipality		Name	Position	School
1	Bagamanoc	Keziah Marie F. Rodriguez	AO II	Salvacion Elem. School
2	Bagamanoc	Rene Q. Toltol	AO II	Sagrada ES
3	Bagamanoc	Veneracion V. Calderon	AO II	Suchan IS
4	Bagamanoc	Mary Grace Villarino	AO II	San Rafael Elementary School
5	Baras	Erica Mae T. Valenzuela	AOI	Guinsaanan-Puraran Elem. School
6	Baras	Yves Rey Bonayon	AO II	Abihao Elementary School
7	Baras	Sally Tayamora	AO II	Sta Maria Elementary School
8	Baras	Jennifer Chavez	AO II	San Miguel Elementary School
9	Bato	Joseph P. Bañares	ADAS II	Bote Integrated School
10	Bato	Joselito C. Tapia		Bato RDHS
11	Bato	Josep S. Todoc	ADAS II	Bote Integrated School
12	Bato	Jonnel Sarmiento	AO II	Cabugao Integrated School
13	Bato	Evanell Rhey M. Sorrera	AO II	Bato CES
14	Bato	Christine Joy A. Garcia	AO II	Dariao NHS
15	Caramoran	Crispen S. Delen	AO II	Iyao Elementary School
16	Caramoran	Joy S. Tuldac	AO II	Bocon-Maui Elementary School
17	Gigmoto	Ashley Tarnate	ADAS II	Gigmoto Central Elementary School
18	Gigmoto	Jayson B. Sarmiento	AO II	Sioron Elementary School
19	Pandan	Jennifer A. Sarmiento	AO II	Leandro I. Verceles Sr. NHS
20	Pandan	Joel P. Datoon	HT IV	San Andres Elementary School
21	Pandan	Elvis M. Mendador	ADAS III	Leandro I. Verceles Sr. NHS
22	Panganiban	Judy Ann Villamor	AO II	Mabini ES
23	Panganiban	Bernadeth Seratubias	AO II	Cagdarao ES

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24	Panganiban	Hedelyn F. Valencia	ADAS II	Panganiban NHS-CC
25	Panganiban	Arlane T. Angeles	AO II	Alinawan ES
26	Panganiban	John Raymund Tura	AO II	Panganiban NHS-CC
27	San Andres	Charena P. Villegas	HT III	San Andres Vocational School
28	San Andres	Joni S. Toledo	HT I	Tibang Elementary School
29	San Andres	Earnest John T. Soner	AO-II	Batong Paloway
30	San Andres	Chanda Soliveres	AO-II	San Andres Central Elem. School
31	San Miguel	Eddie T. Cadag	SP I	Pacogon Elementary School
32	San Miguel	Sarah Kay B. Sarmiento	AO-II	San Miguel CES-Boton ES
33	San Miguel	Jingkee J. Torreña	SP1	Alma Elem School
34	San Miguel	Cynthia Sorra	HT III	Boton PS
35	Viga	Hezil T. Tumala	ADAS II	Tambognon Central ES
36	Viga	Nora Capistrano	ADAS II	Viga Central Elementary School
37	Viga	Nadia Gianan		Viga Rural Development High School
38	Viga	Cristy Fernandez	ADAS II	
39	Virac	Perlita V. Tatel	SP-I	Danicop ES
40	Virac	Lorenzo E. Gando	SP-I	Capilihan ES
41	Virac	Ruben Jose V. Tria	SP-I	SIV Elementary School
42	Virac	Maria Eliza M. Icaranom	AA-I	JMAMES
43	Virac	David Sarmiento	SP I	Hawan NHS
44	Virac	Shelita G. Valeza	AA1	Danicop ES

MUNICIPAL SPORTS ASSOCIATION PRESIDENT

Municipality		Sports President	Position	School
1	Bagamanoc	Romel V. Dela Rosa	Teacher III	Bagamanoc Rural Dev. HS
2	Baras	Jorge E. Tejada	Head Teacher III	Agban NHS
3	Bato	Edbryan T. Tresvalles	Teacher III	Cabugao IS
4	Caramoran	Edgar S. Santos	School Principal I	Mabini ES
5	Gigmoto	Mark Anthony A.Tud	Teacher II	Gigmoto Rural Dev. HS
6	Pandan	Vicente S. Comida	Teacher III	Pandan Central Elementary School
7	Panganiban	Jezriel Pasuengos	Teacher-II	Tibo Elementary School

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8	San Andres	Alex T. Habana	School Principal I	Mayngaway NHS
9	San Miguel	Leo S. Tosoc	Teacher III	San Miguel RDHS
10	Viga	Leandro W. Abrera	Teacher III	Viga Rural DHS
11	Virac	Jupiter L. Torno	School Principal I	Palta NHS
		Roberto T. Tomagan	Teacher III	Catanduanes National HS

TRAINING MATRIX

One-Day Division Orientation – November 21, 2026

Time	**Activity**	**Learning Facilitator/In-Charge**
8:00–8:30	Arrival & Registration	Efren G. Gurrobat, Secretariat, DSAC
8:30–9:00	**Opening Program**	
	Philippine National Anthem	AVP
	Opening Prayer	AVP
	Welcome Remarks	Perlita V. Tatel, Chairperson, DSAC
	Message	Mary Jean S. Romero, SGOD Chief
9:00–10:00	Orientation	Fidel A. Vegim, DSO
10:00–11:30	**Session 1:** Rules and Guidelines for the Screening and Accreditation of Athletes, Coaches, Assistant Coaches and Chaperones for the Palarong Pambansa	Lorenzo E. Gando, Member, DSAC

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11:30–1:00	Lunch Break	
1:00–2:30	**Session 2:** Validation of Athletes Documents	Lorenzo E. Gando, Member, DSAC
2:30–4:00	**Session 3:** Validation of Documents of Coaches, Assistant Coaches and Chaperones	Perlita B. Tatel, Chairperson, DSAC
4:00–4:45	Open Forum/Clearing House	Ruben Jose V. Tria, Member, DSAC
4:45–5:00	Closing Program	Efren G. Gurrobat, Secretariat, DSAC

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