



Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF CALBAYOG CITY

October 20, 2025

DIVISION MEMORANDUM

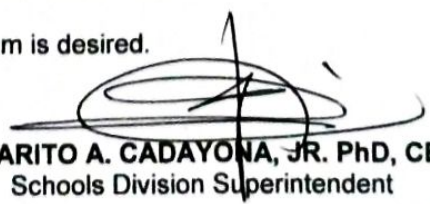
No. J20, s. 2025

**SUBMISSION AND SCHEDULE OF EVALUATION OF ATHLETES AND
COACHES DOCUMENTS FOR 2025 CCAAM**

To: Chiefs CID and SGOD
Education Program Supervisors
Public School District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. In consonance to Division Memorandum No. 471, series of 2025 dated September 23, 2025, the screening and evaluation of documents for **2025 CCAAM** will be on November 10-12, 2025.
2. In relation to this, below are the required documents for submission to the **Division Screening and Accreditation Committee (DSAC)**, to wit:
 - 2.1 For athletes:
 - a. Certified true copy of live birth from Local Civil Registrar/PSA;
 - b. Certificate of Enrollment/No falling grades in 3 subjects;
 - c. Parent's Permit;
 - d. Medical Certificate 1;
 - e. Medical Certificate 2 (all sports);
 - f. Dental Certificate (for elementary athletes);
 - 2.2 For Coaches/Assistant Coaches/Chaperons:
 - a. Medical Certificate 1 and 2
3. It is understood that all documents must be signed by the concerned authorities and lacking one document and/or signature shall warrant for disqualification.
4. The deadline of submission will be at **twelve noon of November 12, 2025**. Late documents shall not be accepted. The above documents will be submitted in bunch by the respective **District Screening Officers** and it will be also their responsibility to retrieve the same after the CCAM event.
5. Respective Tournament Managers are required to get the list of official coaches, assistant coaches, chaperons, and athletes per event before the conduct of the game.
6. All expenses relative to the conduct of this activity shall be charged to Division MOOE/LSB or any available funds intended for the conduct of 2025 CCAM, subject to the usual government accounting and auditing rules and regulations.
7. Attached is the list of DSAC members and their functions.
8. Immediate dissemination of this Memorandum is desired.




MARGARITO A. CADAYONA, JR. PhD, CESO VI
Schools Division Superintendent

DIVISION SCREENING AND ACCREDITATION COMMITTEE (DSAC)

Chair: Joshua Sherwin T. Lim, *EPS-Math*

Co-chair: Rafael M. Mente, *HT, C6*

Members:

	Elementary	Secondary
C1	Leah L. Jordan	Christopher D. Salino
C2	Norman T. Cabugawan	Nova S. Gaspan
C3	Randy A. Nable	Marcia C. Tocayon
C4	Mary Jean P. Lim	Nelca L. Cababat
C5	Jaysam M. Casaljay	Wilfredo A. Managaysay
C6	Nelson A. Managaysay	Rafael M. Mente
O1	Alma T. Pajarito	Maria Luz C. Murillo
O2	Monalyn G. Sarmiento	Ma. Rona L. De Los Reyes
O3	Lope D. Locaya	Normel John A. Manuales
T1	Adora P. Montanez	Danilo S. Jadulco
T2	Arsenio A. Sintos, Jr.	Dr. Lilia L. Adel
T3	Fernando P. Medrina	Maria Rose B. Ibajo

Dr. Arlene C. Catalan -	Physician
Dr. Simeon M. Panoy -	Dentist
Dr. Susan S. Querolico -	Dentist

Secretariat:

Beverly C. Longcop – Division Librarian
Leah G. Arnejo - EPSA

The functions of the committee are the following:

- 1.1 evaluate, and verify the authenticity of the documents;
- 1.2 accredit qualified athletes, coaches, assistant coaches, and chaperons;
- 1.3 monitor with proper technical officials the athletes fielded by the coaches during the actual competition; and
- 1.4 provide technical assistance in the screening and accreditation of athletes, coaches, assistant coaches, and chaperons.