



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

August 19, 2026

**DIVISION MEMORANDUM**

No. 327, s. 2026

**UPDATES ON THE SUBMISSION AND SCHEDULE OF EVALUATION  
OF 2026 CCAAM REQUIRED DOCUMENTS**

To: Education Program Supervisors  
Public School District Supervisors  
Public and Private Elementary and Secondary School Heads  
All Others Concerned

1. In consonance to Division Memorandum No. 323, series of 2026 dated August 6, 2026, the screening and evaluation of documents for **2026 CCAAM** will be on August 27, 2026 to September 2, 2026
2. As per agreement during the DSAC Conference on August 18, 2026 with the District Sports Coordinators, below are the required documents for submission to the **Division Screening and Accreditation Committee (DSAC)**, to wit:
  - 2.1 For athletes:
    - a. Gallery
    - b. Original and copy of Certificate of Live Birth from Local Civil Registrar/PSA;
    - c. Certificate of Enrollment/No falling grades in 3 subjects;
    - d. Parent's Permit;
    - e. Medical Certificate 1 and 2 (**for combative and non-combative sports**);
    - f. Dental Certificate (for elementary athletes);
  - 2.2 For Coaches/Assistant Coaches/Chaperons:
    - a. Coach and Assistant Coach Record (CACR)
    - b. Medical Certificate 1 and 2
3. **Pre-screening of documents** in the district are required by district screening officers and sports coordinators before submission to the division. 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 September 2, 2026**. Late documents will not be accepted. The above documents will be submitted in bunch by the respective **District Sports Coordinators** and it will be also their responsibility to retrieve the same after the CCAAM event.
5. Respective **Tournament Directors (TD)** are mandated to get the lists of qualified coaches, assistant coaches, chaperons, and athletes per event of all the competing units before the conduct of the game. The said lists should be made available to the coaches upon request for their reference and information.
6. This memorandum shall serve as **Travel Authority** of the DSAC members during the screening and monitoring of events.
7. All expenses relative to the conduct of this activity shall be charged to Division/School MOOE/LSB or any available funds intended for the conduct of 2026 CCAAM, subject to the usual government accounting and auditing rules and regulations.
8. Attached is the list of DSAC members and their functions.
9. Immediate dissemination of this Memorandum is desired.



**JOEL A. ZARTIGA, PhD, CESO VI**  
Office In-Charge  
Office of the Schools Division Superintendent

**DIVISION SCREENING AND ACCREDITATION COMMITTEE (DSAC)**

Chair: Joshua Sherwin T. Lim, *EPS-Math*  
Co-chair: Rafael M. Mente, *HT, C6*

Dr. Arlene C. Catalan - Physician  
Dr. Susan S. Querolico - Dentist

**Members:**

| District | Elementary                | Secondary                   |
|----------|---------------------------|-----------------------------|
| C1       | Omar C. Comonical         | 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          | Dr. Maria Luz C. Murillo    |
| O2       | Monalyn G. Sarmiento      | Ma. Rona L. De Los Reyes    |
| O3       | Lope D. Locaya            | Dr. Normel John A. Manuales |
| T1       | Merardo S. Comayingking ✓ | Danilo S. Jadulco ✓         |
| T2       | Arsenio A. Sintos, Jr. ✓  | Dr. Lilia L. Adel ✓         |
| T3       | Dr. Fernando P. Medrina ✓ | Maria Rose B. Ibajo ✓       |

**Secretariat:**

Beverly C. Longcop – Division Librarian  
Leah G. Arnejo – Education Program Specialist - ALS

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.