



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

Office of the Schools Division
Superintendent

September 24, 2026

DIVISION MEMORANDUM
No. 803 s. 2026

**COORDINATION MEETING OF TOURNAMENT MANAGERS AND SCHOOL
SPORTS COORDINATORS**

To: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Public & Private Elementary and Secondary School Principals
School Sports Coordinator
Tournament Managers
All Others Concerned

1. Pursuant to Republic Act No. 10588, otherwise known as the "Palarong Pambansa Act of 2013," and relevant Department of Education policies and guidelines governing the implementation of the school sports program and the conduct of athletic competitions, this Office continues to facilitate the proper coordination and implementation of sports activities at the various levels.
2. In line with this, a **Coordination Meeting** with the Tournament Managers and School Sports Coordinators shall be conducted on **October 10, 2026 (Saturday) from 8:00 AM to 5:00 PM at TCCES School Library.**
3. The meeting aims to provide updates and ensure continuing coordination on the necessary preparations and arrangements for the forthcoming Qualifying Round in November 2026 and City Meet in December 2026.
4. The Participants in this activity are the Public and Private Schools Sports Coordinator, Tournament Managers, Division Sports Focal Person, SGOD Chief, SGOD Personnel, and DSAC ICT Alberto Tibod Jr.
5. The following agenda shall be discussed during the coordination meeting:
 - Schedule of Medical and Dental Check up
 - Submission of Credentials
 - Finalization of Qualifying Events



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- Schedule of Solidarity Meeting
- Schedule of Accreditation

6. Eligible non-teaching personnel shall be granted Compensatory Time-Off (CTO), and teaching personnel shall be granted service credits, pursuant to existing CSC and DepEd guidelines on service rendered beyond regular working hours.

7. A registration fee of **P 500.00** per participant shall be charged against the school MOOE for school personnel, Division MOOE for Division Personnel and local school funds for private school participants.

8. Immediate dissemination and compliance are hereby directed.


WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent