



Division Memorandum
No. 689, s. 2025

November 5, 2025

CONDUCT OF THE 2025 PROVINCIAL MEET

TO: Assistant Schools Division Superintendent
Chief Educ. Supervisors, SGOD & CID
SGOD, CID & OSDS Personnel
Public Schools District Supervisors/Coordinating School Principals
Public & Private Elementary & Secondary School Heads
All Others Concerned
This Division

1. The Division of Lanao del Norte, with the support of the Provincial Government of Lanao del Norte, shall be holding the 2025 **Provincial Meet** on December 2-4, 2025 at Mindanao Civic Center, Sagadan, Tubod, Lanao del Norte.
2. Relative to this, all public and private schools are advised to join the said sports event. All expenses incurred during the preparation and conduct of the 2025 Provincial Meet shall be charged against Special Education Fund/Local School Board, local and school funds subject to the usual accounting and auditing rules and regulations.
4. Attached are the List of Technical and Officiating Officials, Guidelines for Eligible Athletes & Coaches, List of Required Documents, Activity Matrix, List of Billeting Quarters/Unit Color and List of the different Working Committees for guidance
5. This Memorandum shall serve as Travel Authority to all officials and participants of the above activity.
6. Immediate dissemination of and compliance with this Memorandum is desired.

To be indicated in the Perpetual Index
under the following subjects:
SCHOOL SPORTS PROGRAM DIVISION MEMO ACTIVITIES
EPS/MANGINSAY/Division Memorandum – Conduct of the 2025 Provincial Me

EDWIN S. MARIBOJOC, CESO V
Schools Division Superintendent *✓*



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BILLETING QUARTERS & UNIT COLOR FOR THE 2025 PROVINCIAL MEET

Billeting Quarter	Unit	Unit Color
Tubod Central Elementary Sch.	Unit 2 – Elementary & Secondary	Red
Rufo dela Cruz Integrated Sch.	Unit 1 – Elementary & Secondary	Green
Pigcarangan Integrated School	Unit 5 – Elementary & Secondary (Private Schools)	White
Lanao del Norte National Comprehensive High School	Unit 3 - Secondary	Yellow
Lanao del Norte National Comprehensive High School	Unit 4 - Secondary	Blue
Baroy Central Elementary School	Unit 3 - Elementary	Yellow
Baroy Central Elementary School	Unit 4 - Elementary	Blue

WORKING COMMITTEES

<u>SCREENING</u> Ivy T. Jumawan - Chairman Dr. Celia Sobere- Vice Chairman Lunela Buhawe Alvin Perez Soledad Cabardo Cristina Inao Magnolia Duron Niza O. Martinez Allyn Jutba Ryan Manon-og Claribel Crisol Myleen Diaz Hazel de Guzman Aida Alquilita Grace Deloria Elvir Gonesto Angelito Abregana Josephine Ignacio Naim Mapandi Carlo Caburnay Ronie Dominguez	<u>MEALS & SNACKS</u> Joandale Villajos - Chairman Marjorie Ann Quilab Jean Jorolan Sumobay Maria Lanie Sumobay Robelyn Abalorio Bebelyn Sapong	<u>PROGRAM & INVITATION</u> Arlene D. Manginsay - Chairman Jennifer Intong Eunice E. Faigmani Marie Lorraine A. Baclayon Marielle Monchilou Jerusalem
<u>SAFETY/ HEALTH PROTOCOLS</u> Dr. Celia Sobere - Chairman Dryden Klee Samaniego Dimple Cabasis Daniel de Luna Patre Raiffah Domato Katherine Gay Putis Phoebe Mapandi Kim Rose Ebol All Field Nurses	<u>CLERK OF COURSE</u> Cristina Inao - Chairman Nancy Saliwa Jewel Castil Chona Calongo Evelyn Boquia Ruby Cañete	<u>DECORATION/HALL</u> <u>PREPARATION</u> Orlando Bagsican - Chairman Engr. Amenodin Hadji Amer Kimberly Isola Engr. Rhea Lyn Dingal Angelo Basmayor Domixander Oanes
<u>SUPPORT STAFF</u> Romeo Catubig Comine Dapuay Daryl Mamac	<u>ANNOUNCERS</u> Jovanny Pangasian - Chairman Jeffrey Fabian Barrientos Kristel Ceballos Marilou Galvinez Virgie Amacna Josephine Ignacio Kesiah Ann Procianos Pamelah Amor Junah Gleece Suico	<u>LEI</u> Rasmila Cosain - Chairman Engr. Norjanah Macasimpan Engr. Rhea Lyn Dingal
	<u>DOCUMENTATION</u> Bridget Abalorio - Chairman Erl Tolero Jed Macapobre Ariane M. Latris Marilou Galvinez Ernalie L. Yap Ryan Manon-og Engr. Rhea Lyn Dingal	<u>RECEPTION/ USHERETTES</u> Lady Ann Cabahug - Chairman Rasmila Cosain Marielle Monchilou Jerusalem Jennifer Intong
		<u>TRANSPORTATION</u> Dryden Klee Samaniego- Chairman Carlo Caburnay Naim Mapandi

OFFICIATING OFFICIALS

ACHERY Edwin H. Berondo - TD Alvin Perez - ASST. TD	BASEBALL Renato Refino - TD Benidicto R. Villajos Abdul Basit S. Barabato Irine Cristina Pangan Irish Jane M. Sevilleno Muhammad Ali B. Abbas June M. Quijano Quinine Paghasian Johnfil C. Siangco Sittie Anie D. Mustapha Jadida A. Naim	CHESS Edna Chan - TD Demosthenis Obial - ASST. TD Wahab Smith Leonito Cayabyab Necesario L. Maco Myrna Erispe Minda Sumagang Janice Faith C. Dayhop Navarro, Jerson Alma Daygam Ryan Ponce
ARNIS Danilo Anticamara - TD Shareef Macapaar Marichu Licanda Gerlyn Bihag Wilma Obatay Janisah M. Mayo Norminda Limpao		
ATHLETICS Joel C. Maraviles - TD (Field) Virgelin Baricuatro - TD (Track) Cherry Dolero Adrian Buasan Naim Mapandi Jade Dingco Jamal Andor Anna Marie Cuevas Camila Sarangani Azur Tampus Donnell Jan Barlisan Ana Lagat Paul Gorecho Conrad Manuel Quiamco Levee Dioquino Judith Rabaca Jomarie A. Maraviles Bienvenido B. Atis Bryan Gomera	BASKETBALL Roldan A. Mutia - TD Reynaldo R. Arcillas- ASST. TD Rolando Delastrico Geronimo O. Paradero Florencio Cuevas Rene S. Enricoso El Mark D. Ybañez Niño Rey Ll. Elemios Ryland Yuson Joselito Taoc Arnel G. Apura Canuto Macalisang	DANCESPORTS Wilson A. Begornia - TD Rotsen V. Escorial, Edd Marigold A. Tago Junah Marry G. Mecong Allan R. Due Jay L. Opiniano Dennis Imperial Mae Luisa V. Gardose Edward A. Taruc Jollibe D. Jumawan Sharon May C. Nletes Jamalie Lomantong
BADMINTON Ben John Caballero - TD Mark Jason Olivar Edalyn Olis Cindy Pearl Olis Mylene Montecalvo Estrella Esic Jeffrey Fabian Barrientos Cliff Suaring Robert Gedo Cruz Marisa Esclamado Daisy Pinote Cerilyn Simacas	BILLIARD Romulo L. Yusores - TD Dindo A. Daing Ivy Floren T. Jumawan Jestoni G. Jueves Solger B. Palahang Mark Joram Metante	FOOTBALL/FUTSAL Cyril Mark B. Olis - TD(Football) Melchora C. Batingal - TD (Futsal) Lee S. Llanes Mario Codizar Carin Laurio Angelito A. Abregana Jr. Jerome Tiongco Bryan Rey Basalo Maricel B. Abadilla Imelda Montecino Chester Balucan Jessette Lomosad
	BOXING Alex Romel L. Paudac - TD Gideon Miyas Rumton S. Abenes Earl H. Galula Jonard D. Alferez Sheryl P. Paulo Ruel D. Sarmiento Domingo F. Nletes Ermer A. Albano Maria Yvonne A. Parreño Jungie G. Palma Wilmar C. Mondido	WEIGHTLIFTING Hanan Mackno- TD Ponciano B. Timtim Jr.



GYMNASICS Joahn Andot - TD (MAG) Verna Arco - TD (RG) Sheila Delos Reyes - TD (WAG) Julito Manosa - TD (AG) Jovanny Pangasian Cielo Calamba Jennefer Banguil Catherine Gementiza James Deang Eminioneth Gordoncillo Rolgien Generalao Michelle Mingo Jackielou Jaug Genevie Noval Kenneth E. Lachica	SOFTBALL Francisco L. Vedra - TD Joe Ben G. Montesclaros Arlyn A. Butaro Khrizza Mae M. Flores Norfaida M. Ampaso Laarni U. Sobelbero Venice Carmel C. Montesclaros Juvy R. Rama Ely C. Licanda Sohailah B. Salic Kent Jervic Madayag	LAWN TENNIS Norberto Frias - TD Norwin Palao - ASST. TD Mary Christine Cabahug Tyron Viscaya Abnir Valencia Benjie Montecalvo Louie Lim Wendelyn Pano Lovely Christy Bihag Jade Lucille Adubiente Reynaldo Suminguit Jenevive Dila Siann Duque Jerome Montebon Almerante S. Dela Cerna
PARAGAMES Filomena S. Mendiola - TD Jessie S. Tompong Cindy Louise Eya Redgin Mae T. Mejos Jessielyn B. Lagbunan	SWIMMING Winda T. Palang - TD Lilibeth M. Bongcawil Josephine R. Cabanlit Marlon P. Carriaga Belen E. Generalao Socorro Obial Pegalan II Ann Juntilla Otic- Gerance Shenna Aruy Myrna M. Rodriguez Ernalie Yap Guilbert Besin Glomelyn Diacor Elizabeth Fuentes Renabeth A. Jerusalem Maria Teresa D. Taping Brian Rey Basalo	VOLLEYBALL Rey S. Tonzo - TD Jennifer Ente - ASST. TD Romeo De La Torre Esmeralda Roa Anne Christidel Filipino Winmark Jhun S. Capadiso Marize B. Rondillas Eddie Borongan Ritchen Marcera Emerson Y. Madronero Ellen Puno Marigold Labastilla Kip Aiza Gabawa Grace Parami Roland E. Salaan
PENCAK SILAT Abdul Jabbar B. Datu-Dacula - TD Norhaniah C. Casan Farhanna m. Mustapha Kristina May Maderazo Jonathan E. Sarona	TABLE TENNIS Annelyn A. Tampus - TD Aisah Mae L. Jaque Mariene Willa May J. Bulaybulay Elizardo C. Cabo Adrian S. Pusta Yehlen T. Sacayan Rowina O. Pestañas	TAEKWONDO Redeem Patarlas - TD Elmo Decalay Cherryl Ann Miculob Zenmar Clam Mirasol Ancis Engenia Cruz Juanito Balledteros Eleanor Capule Rica Mae Villasante Daphne Delima Joyful Bilbao Mary Jane Manding Jieralyn R. Aranaydo
SEPAK TAKRAW Elvir S. Gonesto- TD Mary Grace Delosa Gideon Oblina Sarah Mapandi Chowellito Pagulayan Agakhan Cabaro Kezzy Taoc Ruel P. Canoog	WUSHU Jenie P. Turda - TD William R. Reyes Joy P. Fernandez Honey Grace P. Jornales Wellie Y. Ancis Elleara Kris H. Decalay Charlito B. Puerto	
WRESTLING Arafat A. Daluma - TD Marvin S. Geralla Melvin C. Tabacon Israfel Jutba Adon Mike Catacutan Ashriel A. Macapaar		



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DOCUMENTARY REQUIREMENTS FOR ATHLETES

(Only prescribed templates will be accepted by DSAC)

To ensure uniformity and compliance with the requirements for the Provincial Meet 2025 to Palarong Pambansa, all participating schools are reminded to submit the following documents for each athlete. Only prescribed forms and templates shall be accepted by the Division Screening and Accreditation Committee (DSAC).

REQUIRED DOCUMENTS:

- 1. Gallery of Athletes**
(Using the prescribed format with complete details and recent photos)
- 2. Athlete's Record (AR)**
(Signed by the Athlete, Coach, DSO and DSAC)
- 3. Original Birth Certificate from PSA/NSO**
- 4. School Form 10 (SF 10 / Form 137)**
(Official academic record issued by the school registrar/school head, signed by teacher-adviser & DSO)
- 5. Certificate of Enrollment and Attendance/Completion**
(Indicating active enrollment and regular attendance signed School Head or School Registrar)
- 6. Parental Consent**
(Signed by parent/guardian for participation in the Provincial Meet to Palarong pambansa)
- 7. Medical Records**
(Using the prescribed **Medical Forms 1-Medical Certificate & 2-Medical History** signed by a licensed physician)
- 8. Dental Certificate (for Elementary Athletes only)**
(Signed by a licensed dentist using the prescribed format)
- 9. Affidavit/Sworn Statement of Actual Care and Custody**
(For athletes under custody of a person other than the biological parent)
- 10. Athlete Data Privacy Notice and Consent**
(Using the prescribed Division template compliant with the Data Privacy Act of 2012)
- 11. PasSport of the student-athlete containing the documents enumerated above and accessible through QR Code or password.**
- 12. Additional documents for athletes in Special Sports Events for SWDL:**
(i) Intellectual Disability Certification – Psycho-Educational Assessment Tests conducted and certified by Psychologist or DepEd SPED Supervisor indicating the athlete's IQ level (70 and below);
(ii) Visual Impairment Certification – test conducted and certified by an Ophthalmologist to determine the visual acuity (Totally Blind or Low Vision); and
(iii) Hearing Impairment
(iii) Certification – test conducted and certified by an Otorhinolaryngologist to determine that the athlete is unable to hear.



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GALLERY OF ATHLETES

- *Long folder with Sarimanok cover design (use paper fastener)
- *Submit printed and soft copy (links will be provided for the soft copy for NMRAA and Paparo Athletes only)
- *Four (4) copies of passport size $1\frac{1}{2} \times 1\frac{1}{2}$, identical and clear pictures with name tag (surname, first name and middle initial) and with grade or year level, to be used for the Athlete's Record, Dental Certificate, Gallery and Accreditation Card.
- * Coaches, assistant coaches and chaperones (if applicable) should be at the same gallery.

ATHLETE'S RECORD (AR)

- *Signed by the athlete, coach, and DSO ARLENE D. MANGINSAY, PhD.

ORIGINAL PSA/NSO BIRTH CERTIFICATE

- *Original Copy of Philippine Statistics Authority (PSA)/National Statistics Office (NSO) Birth Certificate. Late registration of the Birth Certificate of an athlete shall be accepted, provided the Birth Certificate is registered one (1) year before the current Palarong Pambansa;
- *Cut-off date for elementary level- on or after January 1, 2013
- *Cut-off date for secondary level- on or before January 1, 2008
- *Late registration should be 1 year before the current Palarong Pambansa
- *Date of birth and name of Athlete in the SF10 should be the same as the date of birth and name in the PSA/NSO (to avoid additional documents)
- *In case first or last name is not found at the portion of the 1st and last name but indicated in the box below the said button, additional documents will be submitted (Sec. 10, Item 3 of DM 005, s. 2023)
- *In case of an illegitimate child using father's name , the second page of PSA/NSO should show that the child is acknowledged by the father (Sec. 10, Item 4 of DM 005, s.2023)
- *Unreadable entries in the PSA/NSO will require additional documents will be submitted (Sec. 10, item 6 of DM 005, s. 2023)
- *In case biological sex is not indicated on the PSO/NSO, additional documents will be submitted (Sec. 10, Item 6 of DM 005 s. 2023)
- *In case an illegitimate child (Athlete) uses the surname of his/her father as indicated in the SF 10 (Form 137), the following additional requirement shall be submitted: a) PSA/NSO Births Certificate with the second page thereof showing acknowledged in the second page by the father or notarized acknowledgement signed by the father.
- *Athletes not acknowledged in the second page by the father if parents are not married are DISQUALIFIED.

SF 10 (FORM 137) FOR GRDAES 1 TO 12 or ECCD Checklist for KINDERGARTEN

- *With Learner Reference Number (LRN) -12 digits
- * Certified true copy from original or computer printed of Learner's Permanent Academic Record or SF 10 (Form 137) with entries of Learner Reference Number (LRN) duly signed by the Teacher-Adviser and Registrar or School Heads, and by authorized DSO Arlene D. Manginsay, PhD


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_____ * K to Grade 10 must not have 3 or more failing grades in any learning area.

_____ *For Grades 11 and 12, the athlete must not have three or more failing final grades in any learning areas for the 1st semester;

_____ *Date of birth and name of Athlete in the SF 10 should be the same as the date of birth and name in the PSA/NSO (to avoid additional documents)

_____ *Original or encoded JHS and SHS SF10 with fresh signature of current adviser and school head/registrar and DSO.

_____ * All grades must be reflected in SF 10 (Form 137) in all grade levels - NOT AVERAGE ONLY

CERTIFICATE OF ENROLLMENT AND ATTENDANCE/COMPLETION

_____ * Signed by registrar of school head

_____ * K to Grade 10 – Certificate of Completion stating that the athlete had attendance and completed the academic year.

_____ *Grades 11 & 12 – Certificate of Completion issued by the school where the athletes was enrolled in the 2nd Semester stating that the athletes had attended and completed the curriculum year.

PARENTAL CONSENT

_____ *Combative sports including gymnastics

_____ Parental consent signed by both parents duly verified by School Head.

_____ If parents are residing in a place other than the residence of athlete, electronic form can be sent to school head.

_____ In case of de facto separation, legal separation, annulment of marriage, or declaration of nullity of marriage of parents, the consent of the parent with actual care and custody of the athlete duly verified by

- Non-combative Sports
 - *Parental consent of at least one parent duly verified by the school head where the athlete is enrolled.
 - *In case one of both parents are residing in a place other than the athlete's residence, signed parental consent from both parents must be submitted and verified by the school head where the athlete is enrolled.
 - *Copy of the signed parent consent of any parent may be in electronic form (i.e., sent to the school head or coach through email or other electronic means.)

_____ * Notarized Affidavit of Actual Care and Custody in lieu of the Parent's Consent for orphaned athletes or no-known parents.

MEDICAL CERTIFICATE

***Medical certificate** issued within three (3) months before the opening of each level of competition, stating that the athlete is physically fit.

The complete name and signature of the physician shall appear on the medical certificate, with the license number and date of examination.

*Medical Form 1 – Medical Certificate and Medical Form 2 – Medical History


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DENTAL CERTIFICATE

*Dental certificate, with a universal entry, issued within six (6) months before each level of competition is opened. The complete name and signature of the dentist shall appear on the dental certificate, with the license number and date of examination.

*For Secondary Athletes, no Dental Certificate is required.

AFFIDAVIT /SWORN STATEMENT OF ACTUAL CARE AND CUSTODY

*Notarized and signed by the guardian, adviser, school head.

ATHLETE DATA PRIVACY NOTICE AND CONSENT

*Signed by athlete, parents/guardian and coach.

DOCUMENTARY REQUIREMENTS FOR COACHES/ ASSISTANT COACHES

1. Coach/Asst. Coach Records
2. Certificate of Employment
*Certificate of relevant experience of one (1) year for non-combative sports and two (2) years for combative sports/ gymnastics;
3. Photocopy of Appointment (Public only)
*Appointment Paper or duly Notarized Contract of Service that shows at least six (6) months of employment/engagement in public or public school before the division meet
4. Duly Notarized Contract of Service
5. Omnibus Affidavit (notarized)
6. Medical Record (Medical Forms 1-Medical Certificate & 2-Medical History)
7. Certificate of Trainings
* Certificate of relevant sports training of twenty-four (24) hours for non-combative sports and forty (40) hours for combative sports and gymnastics;
*Educational or professional attainment of at least 2nd-year college, preferably sports-related course;
8. Certificate of Coaching
* Coach Track Record of participation in the division and regional meet.
9. Certificate of Membership in Sports Association
*Certificate of Membership in any relevant sports association, or License or certifications/accreditation issued by the National/ International Sports Association, authorized organization, or by the DepEd (Division, Region, or Central Office);
10. Certificate of Sports Accreditation
11. Affidavit of the coach, attesting to the authenticity, validity and correctness of the entries on the aforementioned documents.


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DOCUMENTARY REQUIREMENTS FOR CHAPERONE

1. Certificate of Employment (public) or Contract of Service (private) showing at least 6 months of employment/engagement in the public or private school before the Division/Provincial Meet, Regional Meet and Palarong Pambansa;
2. Photocopy of Appointment (public only)/ Duly Notarized Contract of Service (private)
3. Medical Records (Medical Form 1-Medical Certificate & Medical Form 2-Medical History)
4. Certificate of Commitment that she will nurture female athletes only and shall not coach the athletes.

LDN Division Screening and Accreditation Committee (DSAC) 2025

PREPARED BY:

DIVISION SCREENING AND ACCREDITATION COMMITTEE (DSAC)

PLAYING VENUES

No.	SPORTS	ELEMENTARY & SECONDARY (BOYS & GIRLS)
1	ARCHERY	LANAO DEL NORTE NATIONAL COMPREHENSIVE HIGH SCHOOL, BAROY, LDN
2	ARNIS	MINDANAO CIVIC CENTER GYM (MCC)
3	ATHLETICS	LANAO DEL NORTE NATIONAL COMPREHENSIVE HIGH SCHOOL, BAROY, LDN
4	BADMINTON	LALA EVACUATION CENTER GYM, LANIPAO LALA, LDN
5	BASEBALL	LANAO DEL NORTE NATIONAL COMPREHENSIVE HIGH SCHOOL, BAROY, LDN
6	BASKETBALL SECONDARY	MAGPATAO COVERED COURT, MAGPATAO LALA, LDN
	BASKETBALL ELEMENTARY AND 3X3	LANIPAO BARANGAY COVERED COURT, LANIPAO, LALA LDN
7	BILLIARD	SANTO NIÑO VILLAGE NEAR BARANGAY HALL OF SANTO NIÑO VILLAGE, BAROY LDN
8	BOXING	(TBCC) TUBOD BUSINESS CENTER, TUBOD TERMINAL LDN
9	CHESS	BAROY CENTRAL ELEMENTARY SCHOOL
10	DANCE SPORT	TUBOD MUNICIPAL GYM, TUBOD LDN
11	FOOTBALL/FUTSAL	LANAO DEL NORTE NATIONAL COMPREHENSIVE HIGH SCHOOL, BAROY, LDN
12	GYMNASTICS	MINDANAO CIVIC CENTER GYM (MCC)
13	PARA GAMES	LANAO DEL NORTE NATIONAL COMPREHENSIVE HIGH SCHOOL, BAROY, LDN
14	PENCAT SILAT	MINDANAO CIVIC CENTER GYM (MCC)
15	SEPAK TAKRAW	LANECO GYM, TUBOD, LDN
16	SOFTBALL	TUBOD CENTRAL ELEMENTARY SCHOOL
17	SWIMMING	MINDANAO CIVIC CENTER GYM (MCC))
18	TABLE TENNIS	BAROY CENTRAL ELEMENTARY SCHOOL, BAROY LDN
19	TAEKWONDO	MINDANAO CIVIC CENTER GYM (MCC)
20	TENNIS	PROVINCIAL TENNIS COURT, PIGCARANGAN TUBOD, LDN
21	VOLLEYBALL	PIGCARANGAN INTEGRATED SCHOOL COVERED COURT & PIGCARANGAN BARANGAY HALL, TUBOD, LDN
22	WEIGHTLIFTING	LANAO DEL NORTE NATIONAL COMPREHENSIVE HIGH SCHOOL, BAROY, LDN
23	WRESTLING	BAGONG DAWIS ES COVERED COURT, BAGONG DAWIS BAROY, LDN
24	WUSHU	MINDANAO CIVIC CENTER GYM (MCC)

