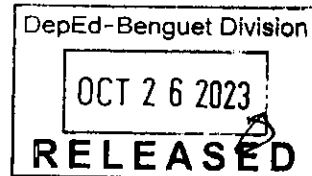




Republic of the Philippines
Department of Education
 Cordillera Administrative Region
Schools Division of Benguet

23 October 2023

DIVISION MEMORANDUM
NO. 395 S. 2023



**TO: ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
 CID AND SGOD CHIEF EDUCATION SUPERVISORS
 EDUCATION PROGRAM SUPERVISORS
 PUBLIC SCHOOLS DISTRICT SUPERVISORS
 PUBLIC AND PRIVATE ELEMENTARY AND SECONDARY SCHOOL HEADS
 ALL OTHERS CONCERNED**

SY 2023-2024 SPORTS CALENDAR AND GUIDELINES OF SCHOOL SPORT PROGRAM

1. Section 2, Article 17 provides that “The State shall give priority to education, science and technology, arts, culture, and **sports** to foster patriotism and nationalism, accelerate social progress and promote total human liberation and development”. And, consistent with the provisions of RA 10588 or otherwise known as the Palarong Pambansa Act of 2013; and recognizing the big role of the grassroots level in sports development, this office issues the calendar of activities and guidelines on the club system in connection with the preparation of schools and districts in the higher competitions to wit:

CALENDAR OF ACTIVITIES			
No.	Activities	Time Schedule	Responsible Office
1	Talent Identification	July – September 2023	School
2	Organize Sports Club	September – October 2023	School
3	Conduct of Intramural Competitions	December 2023	School
4	Participate in inter-school, inter-barangay, inter-district, and invitational competitions	Anytime	School
5	Submission of Organized Clubs	On or before December 22, 2023	School
6	Conduct of school based/district-based training	Any appropriate time	School/District
7	Conduct of District Meets	December 2023 to February 17, 2024	District
	Conduct of Sports Accreditation to Coaches	February 23 – 25, 2024	Division
8	Conduct of Provincial Meet (Tentative)	March 6 – 10, 2024	Division
9	Conduct of Regional Meet in Apayao	April - May 2024	Region
10	Conduct of Palarong Pambansa in Cebu	June – July 2024	DepEd, CO

2. Adhering to the modifications introduced by DepEd Central Office during the conduct of the 2023 Palarong Pambansa; DepEd Memorandum No. 005 s. 2023 provides guidelines in the enclosure of the above memo as found in items number 1, 2, 3, 4 & 5 of Article II on “Proposed Guidelines Per Meet” to wit:

- a) In support to the Department's thrust of promoting the holistic development of the learners, all schools are encouraged to **organize sports clubs** adopting mandatory sports and preferred sport based on context.
 - b) All organized sports club must be **duly recognized by the Schools Division Office** (see attached sample template).
 - c) Selection of athletes is through the conduct of intramural, try-outs, inter-sports club competitions or other modalities that can ensure selection of quality athletes. **Clustering of small schools** including ALS shall be done to provide more access to all learners interested to participate in the conduct of inter-sports club competitions.
 - d) Qualifying standards for measurable sports are not applied at this level of competition. However, the winner-take all policy shall be applied for **team sports**; and,
 - e) Schools are encouraged to participate in sports events in which they can compete and advance in the next level of competitions, District Meet and Division Meet.
3. Anent to the organization of sports club, as stated in the above guidelines, there should be elected officers from the athletes i.e., President, Vice President, Secretary, Treasurer, Auditor, PIO, Business Managers, and different committees *(if there are)* to be organized. Coach/es, trainers, team manager and chaperons shall be listed. The adviser/s are usually the school heads. It is encouraged that constitution and by-laws shall be crafted to guide the club. It includes among others, the name of the club, list of officers, duties and responsibilities, term of office, discipline, and schedule of training. Support from partners is very vital in the existence of the club *(Sample Constitution and By-Laws shall be given later)*.
4. For SY 2023-2024, the immediate concern to be submitted to the Division Office for **recognition** is the list of names of organized club per sports discipline per school/cluster (see schedule above). As a common practice in the school level, age qualification is not required and, a learner-athlete is allowed to join in one team event and two individual events, or purely team games /individual events.
5. Secondary sepak takraw is a team event per rigu; hence, each rigu may assign a coach and can come from other schools.
6. School, District, Provincial and Regional Meets and Palarong Pambansa conducted by DepEd are the official sports competitions where winners are selected and recognized. Participation to inter-barangay, inter-municipal games, home-and-away games, and local and national invitational competitions are encouraged.
7. It is encouraged that all events be played during intramurals and district meets.
8. It is highly recommended that all learner-athletes, coaches, trainers, team managers and chaperons shall avail of insurance from reliable provider such as but not limited to Red Cross-Benguet Chapter, Boy/Girl Scouts of the Philippines-Benguet.
9. Urgent and wide dissemination of this memo is desired.


SALLY L. BANAKEN-ULLALIM, CESO V
 Schools Division Superintendent

Enclosure - Sample Template of Club Organization.

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**Sample of Organizational Template for Recognition by the Division Office
SY 2023-2024**

Name of Club: Matigas Taekwondo Club

Name of School: _____

Address: _____

President: _____

Vice President: _____

Secretary: _____

Treasurer: _____

Auditor: _____

PIO: _____

Business Managers: _____

Head Coach: _____

Asst. Coach _____

Trainers: _____

Chaperon (if applicable): _____

Team Manager: _____

Recommending Approval:

School Head and Adviser

Approved and Recognized:

SALLY L. BANAKEN-ULLALIM CESO V
Schools Division Superintendent

Committee Assignments (if there are):

Members of the Club:
