



Republic of the Philippines  
**Department of Education**  
 REGION XI  
 SCHOOLS DIVISION OF PANABO CITY

September 24, 2025

**DIVISION MEMORANDUM**

No. 0212 s. 2025

**DISSEMINATION OF INFORMATION REGARDING THE INTER-SCHOOL  
 SPORTING ACTIVITIES OF PANABO CITY SPORTS FESTIVAL**

- To : Assistant Schools Division Superintendent  
 Chiefs of Curriculum Implementation Division and  
 Chief of Schools Governance and Operations Division  
 Public and Private Elementary and Secondary School Heads  
 All Others Concerned
1. Attached is the letter from Mr. Ryan Jay L. Requidan, Panabo City Sports Coordinator, requesting this Office to disseminate information regarding the **Inter-School Sporting Festival Activities** for the conduct of Panabo City Sports Festival this coming October to December 2025, contents of which are self-explanatory.
  2. For clarification, please contact Ryan Jay L. Requidan, City Sports Coordinator at 0946-046-9934.
  3. Immediate and wide dissemination of this Memorandum is required.

For and in the Absence of the Schools Division Superintendent:

**JANWARIO E. YAMOTA**

Chief - CID  
 Officer-In-Charged

Enclosure: As Stated  
 CID/jey/arpjr

**RELEASED**

**SEP 25 2025**

RECORDS SECTION - SDO PANABO CITY  
 BY



Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OF PANABO CITY

September 24, 2025

**DIVISION MEMORANDUM**

No. 0212 s. 2025

**DISSEMINATION OF INFORMATION REGARDING THE INTER-SCHOOL  
SPORTING ACTIVITIES OF PANABO CITY SPORTS FESTIVAL**

- To : Assistant Schools Division Superintendent  
Chiefs of Curriculum Implementation Division and  
Chief of Schools Governance and Operations Division  
Public and Private Elementary and Secondary School Heads  
All Others Concerned
1. Attached is the letter from Mr. Ryan Jay L. Requidan, Panabo City Sports Coordinator, requesting this Office to disseminate information regarding the **Inter-School Sporting Festival Activities** for the conduct of Panabo City Sports Festival this coming October to December 2025, contents of which are self-explanatory.
  2. For clarification, please contact Ryan Jay L. Requidan, City Sports Coordinator at 0946-046-9934.
  3. Immediate and wide dissemination of this Memorandum is required.

For and in the Absence of the Schools Division Superintendent:

**JANWARIO E. YAMOTA**

Chief - CID  
Officer-In-Charged

**RELEASED**

**SEP 25 2025**

RECORDS SECTION/SDO PANABO CITY  
BY 

Enclosure: As Stated  
CID/jeY/arpjr



Address: City Hall Compound, Km 31, JP Laurel,  
Panabo City, Davao del Norte  
Telephone No: (084) 823-1469, (084) 628-4066  
Email: panabocity.division@deped.gov.ph  
Website: www.depedpanabocity.com





Republic of the Philippines  
Province of Davao del Norte

CITY OF PANABO

**OFFICE OF THE CITY MAYOR**  
CITY SPORTS DEVELOPMENT PROGRAM

*Service to Panaboans*  
*Service to God*

0925103290

September 23, 2025

**JINKY D. FIRMAN PhD, CESO VI**  
OIC Schools Division Superintendent  
DepEd, Division of Panabo City  
J.P Laurel, Panabo City



Subject: *Dissemination of Information Regarding Inter-School Sporting Activities for the conduct of Panabo City Sports Festival 2025*

Dear Madam:

*Greetings of sportsmanship and camaraderie!*

In keeping with our purpose to support league play, amateur sports programs, and preparation for international competition, the City Sports Development Program through the City Mayor's Office will be hosting again the **Panabo City Sport Festival** this coming October until December this year. This activity aim to promote camaraderie, healthy competition, and sports excellence among students from various academic institutions across the city.

Likewise, we are pleased to inform your good office that this year's event will include **sporting activities categorized as inter-school competitions**. We are respectfully requesting your assistance in **disseminating this information to all academic institutions under your supervision**, both public and private, to ensure broad participation and proper representation from all schools concerned.

Further details regarding the event schedule, guidelines, and registration process are provided on our official facebook page and are available for public view, for reference, attached herewith are the forms relative to the said matter.

We appreciate your continued support and partnership in promoting youth development through sports. Should you require any further information or clarification, please feel free to contact our office at 0946-046-9934 or send us email thru [citysportspanabo@gmail.com](mailto:citysportspanabo@gmail.com).

A favorable response to this letter will be very much valued and appreciated.

Thank you and God bless!

Respectfully yours,

**RYAN JAY L. REQUIDAN**  
City Sports Coordinator  
This City

Noted by,

**JO-ANNE RELAMPAGOS CAPUYAN**  
Executive Assistant IV  
This City







## BASKETBALL TOURNAMENT

*(Guidelines and Mechanics)*

### ART. I: OBJECTIVE OF THE LEAGUE

1. Promote sportsmanship and camaraderie;
2. Empowering the community to engaged in sports; and
3. Celebrate the month-long sports league of **"PANABO CITY SPORTS FESTIVAL 2025"**.

### ART. II: GENERAL POLICIES

1. A team can participate by submitting its official line-up to the City Sports Development Program Office, on or before the designated date of submission. Late galleries will not be accepted.
2. Each participating team must submit the properly filled-up registration form with attached copy of the valid requirements to City Sports Development Program Office.
3. A team must provide their own uniform. Hence, the uniform is the primary requirement of the tournament.
4. Each team must provide their own **"TEAM LOGO"** and send it through our Email: [citysportspanabo@gmail.com](mailto:citysportspanabo@gmail.com) and/ or directly to city sports staff.
5. Only registered teams can join the tournament.
6. **REGISTRATION IS FREE.**

### ART. III: GENERAL PROVISIONS

1. **REGULAR GAME** shall be used in the said tournament.
2. Elimination Round is (8) minutes by (4) Periods – (4X8) System
3. Quarter Final Round is (8) minutes (1<sup>st</sup> to 3<sup>rd</sup> quarter) and 10 minutes (4<sup>th</sup> Quarter) stop watch.
4. Semifinal & Final Round is (10) minutes by (4) quarters – (4X10) system.
5. Time-outs: (2) time-outs for the 1<sup>st</sup> Half (1<sup>st</sup> & 2<sup>nd</sup> period) and (3) time-outs for the 2<sup>nd</sup> Half (3<sup>rd</sup> & 4<sup>th</sup> period).
6. The team must be present (20) minutes before the scheduled game. The game will be forfeited (15) minutes after the grace period expires in favor of the present team. If both teams are not present, double forfeiture will be imposed.
7. The **COACHES** are responsible for their own team. He/she is the team's representative who facilitates the order of the team during the game. He/she must observe proper decorum as the rules must be strictly followed.
8. Bench jockeying between members of competing teams shall not be permitted. Otherwise, there will be a corresponding sanction for each violation.
9. The coaching staff of the team involved in a **WALKOUT** will be suspended immediately and will remain suspended from coaching until the cases are resolved by the Tournament Organizer.
10. Any player, coach, manager, team official, or non-playing member who are involved in a serious confrontation, commotion involving physical harm, fight and/ or carrying any deadly instrument shall be expelled/disqualified and barred/banned from further participation in the tournament.
11. The coaches are responsible for the conduct of all their players and team officials, non-playing members, including spectators associated with their teams. 9. Teams involved in a free-for-all shall be barred from further participation.

**12. PROTEST OF THE GAME:** The coach or team captain should notify the officiating panel regarding the nature of the protest and sign the score sheet after the game. The concerned party must submit the written protest to the organizer (24) hours after the game for evaluation and case review. A decision will be announced as soon as the Technical committee made its resolution.







**13. PROTEST OF THE PLAYER'S ELIGIBILITY:** Any protest raised within elimination round of the tournament provided that there is a strong basis and genuine evidence to prove against the latter shall be accepted and investigated by the technical committee.

Protest beyond the elimination round will not be entertain and shall be deemed invalid. Nevertheless, all cases will be reviewed by the Technical Committee for the possible holding of the team's future participation.

**14. FIBA RULES 2024 WILL BE APPLY.**

**15. THE TOURNAMENT DIRECTOR** is authorized to impose sanctions on any team officials, playing and non-playing members, spectators whose actions are detrimental within the duration of the tournament as covered by the Official Tournament Guidelines and Mechanics.

16. Any false information, fake documents and forgery that involve the making, altering, use or possession of a false writing in order to commit a fraud may lead to **DISQUALIFICATION**.

**17. THE COACH IS HELD RESPONSIBLE FOR THE DISSEMINATION OF OFFICIAL TOURNAMENT RULES AND THEIR GUIDELINES TO ALL PLAYING AND NONPLAYING MEMBERS OF A TEAM.**

#### **ART IV: TOURNAMENT FORMAT**

1. League format will be discussed during the **SOLIDARITY MEETING**.

#### **ART V: ADDENDUM**

The **City Sports Coordinator** reserves the ultimate authority to change the format, add certain rules and amendments to preserve the integrity of the tournament that would benefit the people within the league.

#### **ART. VI TEAM COMPOSITION & REQUIREMENTS**

1. CLASS C (EXCLUSIVE PANABO)	10 SLOTS ONLY
2. 17 YEARS OLD & UNDER (EXCLUSIVE PANABO)	20 SLOTS ONLY
3. 22 YEARS OLD & UNDER (EXCLUSIVE PANABO)	20 SLOTS ONLY
4. <b>INTER SCHOOL ELEMENTARY LEVEL</b>	12 SLOTS ONLY

1. A team must have a maximum of (15) and/or minimum of (12) players.
2. During the game, a team must be represented by the *Head Coach* and/or *Assistant Coach* inscribed in the team gallery. In the absence of those team officials, the game will be declared lost by forfeiture.
3. Submitted line-up is deemed final.





## CLASS C

Exclusive Panabo

1. Open for all male residents of Panabo City
2. Only 10 teams are allowed to participate in this category
3. The category will have 4 brackets consisting of 5 teams
4. Top 2 teams per bracket will advance to quarterfinals on a knock-out system

### ELIMINATION ROUND

TOP 1- Bracket A	vs.	TOP 2 – Bracket D	(1)
TOP 2- Bracket A	vs.	TOP 1 – Bracket D	(2)
TOP 1- Bracket B	vs.	TOP 2 – Bracket C	(3)
TOP 2- Bracket B	vs.	TOP 1 – Bracket C	(4)

### SEMI-FINALS

1	VS	4
2	VS	3

### FINALS

L	VS	L	(Battle for Third)
W	VS	W	(Championship Game)

### REQUIREMENTS

1. **Registration & Gallery Form**
2. **ID** (National ID or Voter's Certification only)

## 17 Y.O. & UNDER

BORN 2008 - Exclusive Panabo

1. Open for all male residents of Panabo City that ages from 17 years old and below.
2. Only 20 teams are allowed to participate in this category
3. The category will have 4 bracket consisting of 5 teams
4. Top 2 teams per bracket will advance to quarterfinals on a knock-out system

### ELIMINATION ROUND

TOP 1- Bracket A	vs.	TOP 2 – Bracket D	(1)
TOP 2- Bracket A	vs.	TOP 1 – Bracket D	(2)
TOP 1- Bracket B	vs.	TOP 2 – Bracket C	(3)
TOP 2- Bracket B	vs.	TOP 1 – Bracket C	(4)

### SEMI-FINALS

1	VS	4
2	VS	3

### FINALS

L	VS	L	(Battle for Third)
W	VS	W	(Championship Game)

### REQUIREMENTS

1. **Registration & Gallery Form**
2. **ID** (National ID or Voter's Certification only)
3. **PSA Birth Certificate**
4. **LRN** (For players with no National ID: With complete name, birthdate, and address)







## 22 Y.O. & UNDER

BORN 2003 - Exclusive Panabo

1. Open for all male residents of Panabo City that ages from 22 years old & below.
2. Only 20 teams are allowed to participate in this category
3. The category will have 4 bracket consisting of 5 teams
4. Top 2 teams per bracket will advance to quarterfinals on a knock-out system

### ELIMINATION ROUND

TOP 1- Bracket A	vs.	TOP 2 – Bracket D (1)
TOP 2- Bracket A	vs.	TOP 1 – Bracket D (2)
TOP 1- Bracket B	vs.	TOP 2 – Bracket C (3)
TOP 2- Bracket B	vs.	TOP 1 – Bracket C (4)

### SEMI-FINALS

1	VS	4
2	VS	3

### FINALS

L	VS	L	(Battle for Third)
W	VS	W	(Championship Game)

### REQUIREMENTS

1. **Registration & Gallery Form**
2. **ID** (National ID or Voter's Certification only)
3. **PSA Birth Certificate**

## INTER-SCHOOL ELEMENTARY LEVEL

EXCLUSIVE PANABO

1. Only 12 schools are allowed to participate in this category
2. The category will have 4 bracket consisting of 5 teams
3. Top 2 teams per bracket will advance to quarterfinals on a knock-out system

### ELIMINATION ROUND

TOP 1- Bracket A	vs.	TOP 2 – Bracket D (1)
TOP 2- Bracket A	vs.	TOP 1 – Bracket D (2)
TOP 1- Bracket B	vs.	TOP 2 – Bracket C (3)
TOP 2- Bracket B	vs.	TOP 1 – Bracket C (4)

### SEMI-FINALS

1	VS	4
2	VS	3

### FINALS

L	VS	L	(Battle for Third)
W	VS	W	(Championship Game)

### REQUIREMENTS

1. **Registration & Gallery form**
2. **Consent Form**
3. **ID** (National ID or Voter's Certification only)
4. **PSA Birth Certificate**
5. **Endorsement letter from School**
6. **LRN** (With complete name, birthdate, and address)







# BADMINTON TOURNAMENT

## *Guidelines and Mechanics*

### OBJECTIVE OF THE LEAGUE

1. Promote sportsmanship and camaraderie;
2. Empowering the community to engaged in sports; and
3. Celebrate the month-long sports league of **"PANABO CITY SPORTS FESTIVAL 2025"**.

### GENERAL PROVISIONS

1. National Badminton rules shall govern this competition.
2. Players must undergo a registration process by the Panabo City Sports Development Office.
3. Players must be physically fit to enter the competition. The committee shall not be held liable for injuries due to non-disclosure of previous medical conditions.
4. Players must correctly determine their class level using the available categories.
5. If more than half of the listed pairs or teams in that category agree to the protest, the protest about that certain pair or player will be given firm action by the sports committee. Given that a protest letter with supporting documents shall be submitted prior to the judgment/ verdict.
6. If found guilty, the tournament director or the city sports coordinator has the authority to instantly disqualified the team or player for deceitful enlisting of their skill level.
7. **Only 2 categories per player are allowed in this competition.**
8. All other unwritten rules of this sports as practice in the national tournament shall also be strictly observed. Hence, players and coaches may refer all their question relating to the competition towards the *Tournament Director* prior to their respective game schedules.

### ADDENDUM

Final decisions relative to this tournament shall be decided by the chairman of the tournament directors. Likewise, The **City Sports Coordinator** reserves the ultimate authority to change the format, add certain rules and amendments to preserve the integrity of the tournament that would benefit the people within the competition.







## CATEGORIES & REQUIREMENTS

SUPER MIX DOUBLES INTERMEDIATE
Open for all badminton enthusiast that are bona fide residents of this city. <b>24 SLOTS ONLY</b>
<i>Requirements:</i> <ol style="list-style-type: none"><li>1. <b>Registration Form</b></li><li>2. <b>ID</b> (National ID or Voter's Certification only)</li></ol>

11 UNDER – INTER SCHOOL SINGLES - BORN 2014	
BOY'S DIVISION	GIRLS DIVISION
Open to students currently enrolled in any school in Panabo. Age requirement: 11 years old and below. <b>24 SLOTS ONLY</b>	
<i>Requirements:</i> <ol style="list-style-type: none"><li>1. <b>Registration form</b></li><li>2. <b>Consent Form</b></li><li>3. <b>ID</b> (National ID or Voter's Certification only)</li><li>4. <b>PSA Birth Certificate</b></li><li>5. <b>Endorsement letter from School</b></li><li>6. <b>LRN</b> (With complete name, birthdate, and address)</li></ol>	

14 UNDER – INTER SCHOOL SINGLES - BORN 2011	
BOY'S DIVISION	GIRLS DIVISION
Open to students currently enrolled in any school in Panabo. Age requirement: 14 years old and below. <b>24 SLOTS ONLY</b>	
<i>Requirements:</i> <ol style="list-style-type: none"><li>1. <b>Registration form</b></li><li>2. <b>Consent Form</b></li><li>3. <b>ID</b> (National ID or Voter's Certification only)</li><li>4. <b>PSA Birth Certificate</b></li><li>5. <b>Endorsement letter from School</b></li><li>6. <b>LRN</b> (With complete name, birthdate, and address)</li></ol>	

MIX DOUBLES – INTER SCHOOL	
16 YEARS OLD & UNDER BORN 2009	18 YEARS OLD & UNDER BORN 2007
Open to students currently enrolled in any school in Panabo. Must meet the given age limit. <b>24 SLOTS ONLY</b>	
<i>Requirements:</i> <ol style="list-style-type: none"><li>1. <b>Registration Form</b></li><li>2. <b>ID</b> (National ID or Voter's Certification only)</li><li>3. <b>PSA Birth Certificate</b></li><li>4. <b>Endorsement letter from School</b></li><li>5. <b>LRN</b> (With complete name, birthdate, and address)</li></ol>	







## BILLIARDS TOURNAMENT

### *Guidelines and Mechanics*

#### OBJECTIVE OF THE LEAGUE

1. Promote sportsmanship and camaraderie;
2. Empowering the community to engaged in sports; and
3. Celebrate the month-long sports league of **"PANABO CITY SPORTS FESTIVAL 2025"**.

#### GENERAL PROVISIONS

1. This tournament is open to all class B and C only, thus, no handicapping.
2. Knock-out system will be applied and there shall be no re-entry for all players.
3. Players are required to be wear proper attire.
4. No heckling or trash talk during balls on play and/ or the duration of the match.
5. If a player failed to attend at the given time schedule, a 15-minute defaulting time will be applied.
6. A game's schedule will be regarded as final once it is posted on the court's bulletin board or the City Sports Development Program Facebook page. There will no longer be any game rescheduling to accommodate schedule delays.
7. The tournament director reserves his authority to decide to deduct points or add points to the aggrieved party due to misdemeanor/bad attitude of the player.
8. All other unwritten rules of billiards as practice in the national tournament shall also be strictly observed.

#### ADDENDUM

Final decisions relative to this tournament shall be decided by the chairman of the tournament directors. Likewise, the **City Sports Coordinator** reserves the ultimate authority to change the format, add certain rules and amendments to preserve the integrity of the tournament that would benefit the people within the competition.

#### CATEGORIES & REQUIREMENTS

##### CLASS B

Open for all male or female Class B billiard players.

*Requirements:*

1. **Registration Form**
2. **ID (National ID or Voter's Certification only)**

##### CLASS C

##### EXCLUSIVE FOR PANABO CITY

Open for all male or female Class C billiard players that are bona fide resident of this city

*Requirements:*

1. **Registration Form**
2. **ID (National ID or Voter's Certification only)**

##### INTER SCHOOL – 17 Y.O. & UNDER

##### EXCLUSIVE FOR PANABO CITY – BORN 2008

Open for all male or female billiard enthusiast ages from 17 years old & below that are bona fide resident of this city and are currently enrolled as student.

*Requirements:*

1. **Registration Form**
2. **Consent Form**
3. **ID (National ID or Voter's Certification only)**
4. **PSA Birth Certificate**
5. **Endorsement letter from School**
6. **LRN (With complete name, birthdate, and address)**







## SEPAK TAKRAW TOURNAMENT

### Guidelines and Mechanics

#### OBJECTIVE OF THE LEAGUE

1. Promote sportsmanship and camaraderie;
2. Empowering the community to engaged in sports; and
3. Celebrate the month-long sports league of **"PANABO CITY SPORTS FESTIVAL 2025"**.

#### GENERAL PROVISIONS

1. The tournament will adopt the latest rules and regulation of Sepak Takraw approved by the International Sepak Takraw Federation (ISTAF).
2. There shall be a maximum of three (3) teams per school, city/LGU comprising of 3-5 players each team.
3. The Single Round Robin will be applied during the elimination period to determine the top eight (8) teams who will play for the Quarter finals.
4. In case of tie in the team standing in elimination round, if double tie happened the rules of "win over the other" will be used. However, if in case there is a Triple tie happened, point system is being applied which is the set difference will be the first basis to break the tie.
5. The cross over matches is used for the Quarter finals to determine the teams who will play for Semi-final round.
6. Participants are advised/required to wear proper uniform during the whole duration of tournament.
7. Athletes below seventeen (18) years old are required to submit the Parents' Consent signed by the Parent or Guardian to the Technical Committee.

#### ADDENDUM

Final decisions relative to this tournament shall be decided by the chairman of the tournament directors. Likewise, The **City Sports Coordinator** reserves the ultimate authority to change the format, add certain rules and amendments to preserve the integrity of the tournament that would benefit the people within the competition.

#### CATEGORIES & REQUIREMENTS

ELITE	
18 Y.O. & ABOVE / BORN 2007	
MEN'S DIVISION	WOMEN'S DIVISION
Open for all players who are qualified on the given age requirements.	
Requirements:	
1. <b>Registration &amp; Gallery Form</b>	
2. <b>ID</b> (National ID or Voter's Certification only)	
3. <b>PSA Birth Certificate</b>	

INTER-SCHOOL GRADE 7	
SHS LEVEL	
BOY'S DIVISION	GIRL'S DIVISION
Open for all students currently enrolled from Grade 7 - Senior High School (SHS) in Panabo. Regu composition (3 players per team on court) is applied on this category.	
Requirements:	
1. <b>Registration &amp; Gallery form</b>	5. <b>Endorsement letter from School</b>
2. <b>Consent Form</b>	6. <b>LRN</b> (With complete name, birthdate, and address)
3. <b>ID</b> (National ID or Voter's Certification only)	
4. <b>PSA Birth Certificate</b>	

