



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

DTS

1025103508

Office of the Schools Division Superintendent

October 27, 2025

Division Memorandum
No. 0246 s. 2025

CONDUCT OF THE MEDICAL AND DENTAL CHECK UP, AND SCREENING AND ACCREDITATION OF QUALIFIED COACHES AND ATHLETES FOR THE 2025 PANABO CITY ATHLETIC ASSOCIATION (PCAA) MEET

TO: Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division
Chief, Schools Governance and Operations Division
Public School District Supervisors (PSDS)
Public and Private Elementary and Secondary School Heads
Division Screening and Accreditation Committee
All Others Concerned

1. In line with the conduct of the Panabo City Athletic Association (PCAA) Meet on November 26-30, 2025, the conduct of the medical and dental check-up, and screening and accreditation is scheduled on the following **November 12-21, 2025**, with the following schedule stated below:

DATE	TIME	TEAM	VENUE
November 12 (Wed)	8:00 am	PCNHS Bulls	Panabo City National High School
	1:30 pm	PCSHS Unicorns	Panabo City Senior High School
November 13 (Thurs)	8:00 am	South I District Dragons	G.L. Dondoy Central Elementary School
	1:30 pm	North District Falcons	Nanyo Central Elementary School
November 18 (Tues)	8:00 am	North Thunder Hawks	Southern Davao NHS
	1:30 pm	AO Floirendo Tamaraws	A.O. Floirendo NHS
November 19 (Wed)	8:00 am	Panabo Central District Cardinals	Rizal Elementary School
	1:30 pm	Private Schools	Panabo Christian School
November 20 (Thurs)	8:00 am	South Defenders	Cagangohan NHS
	1:30 pm	South II District Vanguards	New Visayas ES



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November 21 (Fri)	8:00 5:00 pm	–	Continuation of the Screening	Salvacion School	Elementary
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- Attached is the list of the Division Screening and Accreditation Committee Members and the Members of the Medical Team who will also assist to the screening committee. (Enclosure 1)
- All coaches are required to prepare the pertinent papers and documents for screening. Coaches may access the screening documents through this link:

<https://tinyurl.com/2026-PALARONG-PAMBANSA-FORMS>

Coaches are advised to download the documents to prevent disruption or loss of data. Instructions in filing up the screening documents is herein attached to serve as guide for all coaches. (Enclosure 2)

- Travel and other incidental expenses are chargeable against Division/Local MOOE funds subject to the usual accounting and auditing rules and procedures.
- Immediate and wide dissemination of this Memorandum is highly directed.

By the authority of the SDS
JINKY B. FIRMAN, PhD., CESO VI
Schools Division Superintendent

RELEASED

OCT 28 2025

RECORDS SECTION SDS PANABO CITY



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Enclosure 1

List of Division Screening and Accreditation Committee

Chairperson	Atty. Annalene A. Dacumos
Vice Chairperson	Mylene S. Castillo
Members	Raul E. Gacus
	Dr. Arlene L. Choi, M.D.
	Dr. Androlla Marie B. Caballero
	Dr. Mae Ann N. Llana
	Rosselle N. Pasaporte
	Christy M. Pantonial
	Melchora O. Dumbase
	Myla P. Bergonia
	Edgardo III D. Pamugas
	Gabriel S. Alfonso

Medical Team under Dr. Arlen Choi, M.D.

1	Maria Susete B. Flores, RN
2	Desiree Loren L. Barabat, RN, MAN
3	Elton L. Kadile, RN
4	Hernani A. Resueño, RN
5	Moolien Jane A. Estimada, RN
6	John Carlo L. Ceniza, RN, MAN
7	Maria Ezcelmay S. Cabaylo, RN
8	Cris John M. Sumaya, RN



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Enclosure 2

Instruction in encoding data in the Athlete's Record

Note: All documents must be downloaded prior to use. Kindly refrain from encoding directly on the uploaded online forms to prevent data disruption.

NOTICE ON THE ATHLETE'S RECORD TEMPLATE

This *Athlete's Record* is an auto-generated template. Once you have encoded the data on the athlete's profile, the information will automatically transmit to the following templates:

Athlete Record, Parental Consent, Attendance-Completion, Dental Health Record, Affidavit/Sworn Statement, Medical Certificate, and Medical History.

However, please note that there are some **flaws** in the current system that require manual input and attention:

1. **Part C (Inclusive Dates):**

- o The 1st and 2nd boxes under **Inclusive Dates** are in text box format. You must **manually encode the dates**.
- o The same applies to the **Sports Event** (1st and 2nd rows) and **Remarks** on the 2nd row — these fields also require **manual entry**.

2. **Part D (Meet Column):**

- o The **DAVRAA Meet** entry is in text box form and should be **manually checked or edited if necessary**.
- o Under the **Name of DSO**, the entry for *Antonio Jr. R. Pasquito* (2nd row) is also in text box form.

3. **Under "Screened by":**

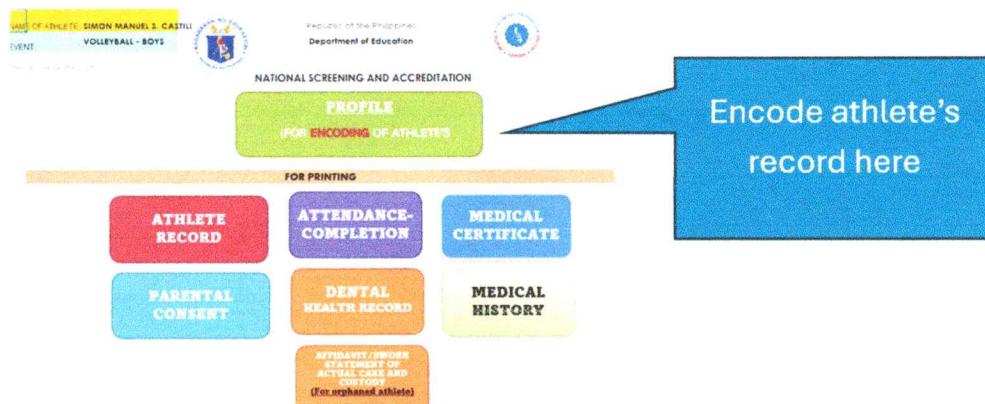
- o **Do not remove** the names of the **DSAC** and **RSAC Chairpersons** from the designated fields.

Kindly observe these reminders to ensure that all records are accurate and properly formatted before submission.



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INSTRUCTIONS FOR FILLING UP
ATHLETE RECORD FORM



A. PERSONAL DATA:					
Name	CASTILLO		SIMON MANUEL		
Sex	MALE	Learner Reference Number (LRN)	129786001211	Contact Number	0955-123-4567
Date of Birth (mm/dd/yyyy)	10-3-2013	Age	11	Place of Birth	TAGUM CITY
School	SALVACION ELEMENTARY SCHOOL		Grade Level		
Address of School	PUROK 5 BRGY. SALVACION, PANABO CITY		Grade 6		
Present Address	PUROK 4, BRGY. SALVACION PANABO CITY				
Parents	RONALD S. CASTILLO		MELARISA S. CASTILLO		
Address of Parent's/Guardian	PUROK 4, BRGY. SALVACION, PANABO CITY		Mother/Guardian		

Note: The Present Address field will not automatically appear. Please manually enter the athlete's present address in the provided textbox.



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C. Athlete's Participation in the Lower Meets (For the Current School Year)			
Inclusive Dates	Sport Event	Athletic Meet	Remarks
10/10/2025 11/5/2025	VOLLEYBALL VOLLEYBALL	SCHOOL MEET DISTRICT MEET CITY MEET DAVRAA MEET	GOLD GOLD

(Use separate sheet if necessary)

SIMON MANUEL S. CASTILLO

Athlete's Signature over Printed Name

Part C (Inclusive Dates):

- The 1st and 2nd boxes under Inclusive Dates are in text box format. You must manually encode the dates.
- The same applies to the Sports Event (1st and 2nd rows) and Remarks on the 2nd row — these fields also require manual entry.

D. Certification on Athlete's Participation

This is to certify that based on our knowledge, the above-mentioned athlete has been a member of a school based sports club and has participated in the lower meets.

Meet	Name and Signature of Coach	Name and Signature of Division Sports Officer (DSO)	Name and Signature of Regional Sports Officer (RSO)
SCHOOL MEET	MARLOU F. LUNA	ANTONIO JR. R. PASQUITO	ENGR. ALIM J. MAGUINDANAO
DISTRICT MEET	MARLOU F. LUNA	ANTONIO JR. R. PASQUITO	ENGR. ALIM J. MAGUINDANAO
CITY MEET		ANTONIO JR. R. PASQUITO	ENGR. ALIM J. MAGUINDANAO
DAVRAA MEET			

(Use separate sheet if necessary)

Part D (Meet Column):

- The DAVRAA Meet entry is in text box form and should be manually checked or edited if necessary.
- Under the Name of DSO, the entry for Antonio Jr. R. Pasquito (2nd row) is also in text box form.