



Republic of the Philippines
Department of Education

Region XI
SCHOOLS DIVISION OF PANABO CITY



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 Vanguard | New Visayas ES |



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| | | | | |
|----------------------|-------------------|-------------------------------|---------------------------|------------|
| November 21 (Fri) | 8:00 – 5:00 pm | Continuation the Screening | of Salvacion School | Elementary |
|----------------------|-------------------|-------------------------------|---------------------------|------------|

- 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 SDO PANABO CITY
BY



Republic of the Philippines
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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":**

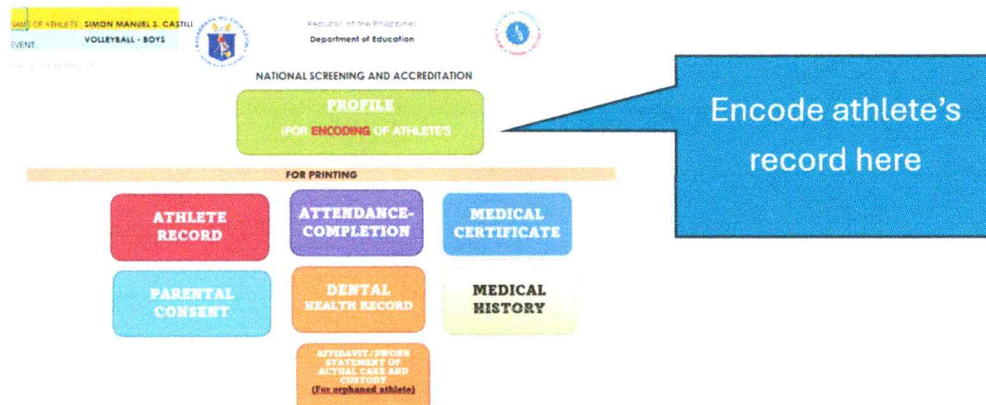
- o **Do not remove** the names of the **DSAC** and **RSAC Chairpersons** from the designated fields.

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 S. | | |
| Sex | MALE | Learner Reference Number (LRN) | 129786001211 |
| Date of Birth (mm/dd/yyyy) | 10-3-2013 | Age | 11 |
| School | SALVACION ELEMENTARY SCHOOL | | |
| Address of School | PUROK 5 BRGY. SALVACION, PANABO CITY | | |
| Present Address | PUROK 4, BRGY. SALVACION PANABO CITY | | |
| Parents | RONALD S. CASTILLO | MELARISA S. CASTILLO | |
| Address of Parents/Guardian | PUROK 4, BRGY. SALVACION, PANABO CITY | | |

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 | Sports Event | Athletic Meet | Remarks |
|-----------------|--------------|---------------|---------|
| 10/10 - 11/2025 | VOLLEYBALL | SCHOOL MEET | GOLD |
| 11/5 - 2/2025 | VOLLEYBALL | DISTRICT MEET | GOLD |
| | | CITY MEET | |
| | | DAVRAA MEET | |

(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.