



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

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**DIVISION MEMORANDUM**

SGOD-2025-0707

To : Assistant Schools Division Superintendent  
 Chief of the Schools Governance and Operations Division  
 Chief of the Curriculum Implementation Division  
 Education Program Supervisor  
 Public School District Supervisor  
 All Elementary and Secondary School Head/Principal  
 School Health and Nutrition Section  
 All Others Concerned

Subject: **MEDICAL TEAM DURING THE PANABO CITY ATHLETIC ASSOCIATION (PCAA) MEET NOVEMBER 2025**

Date: November 24, 2025

In line with the conduct of the Panabo City Athletic (PCAA) Meet on November 26 – 30, 2025, the following are directed serve during the said event.

<b>Playing Venues</b>	<b>Games</b>	<b>Assigned Health Personnel</b>
PCESSC & Rizal ES	Athletics Gymnastics Wrestling Wushu Football	Cris John Sumaya, RN MAN Moolien Jane Estimada, RN MAN
Brgy. San Pedro Gym	Basketball Elem	Maria Ezcelmay Cabaylo, RN
ARF Gym	Basketball Secondary	John Carlo Ceniza, RN MAN / Hernani Resueño, RN
AOF Gym	Boxing	Arlene L. Choi, MD Peter Sonsona
Gredu ES	Arnis	Elton Kadile, RN
Panabo City Sports Complex Grounds	Baseball Softball	Mae Ann Llana, DMD
Nanyo CES	Futsal	Androla Marie Caballero, DMD
TABA inland Resort	Swimming	Desiree Loren Barabat, RN MAN



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Don Manuel Javellana NHS	Taekwondo	Maria Susete B. Flores, RN
Salvacion ES	Volleyball	Ronmar Jayoma, RN

Non-teaching personnel shall be granted Compensatory Overtime Credit (COC), respectively, for rendering service on Saturday and beyond office hours, per CSC & DBM Joint Circular no. 2, s. 2004, re: Non-Monetary Renumeration for Overtime Services Rendered. This Service Credits and COC shall be on top of the maximum 40 hours in a month.

Expenses relative to the participation of the delegates to the November 2025 PCAA Meet including transportation, foods and snacks shall be charged against school MOOE and other local funds while food subsidy per unit delegation and technical officials and members of the working committees meal allowance shall be charged to Special Education fund (SEF) all subject to the usual auditing and accounting rules and regulations.

For your guidance and compliance.

  
**JINKY B. FIRMAN PhD.,CESO VI**  
 Schools Division Superintendent

**RELEASED**

**NOV 27 2025**

RECORDS SECTION SDO PANABO CITY  
 BY 

Enclosed.: As stated.  
 SGOD/ABA/elk



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October 16, 2025

**DIVISION MEMORANDUM**  
No. 0232 s. 2025

**CONDUCT OF THE NOVEMBER 2025 PANABO CITY ATHLETICS ASSOCIATION  
(PCAA) MEET**

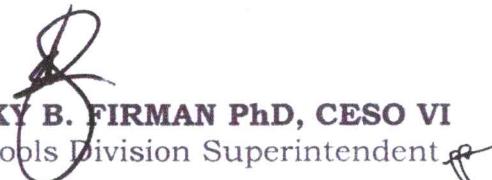
To : Assistant Schools Division Superintendent  
Chiefs of Curriculum Implementation Division and  
Chief of Schools Governance and Operations Division  
Public and Private Elementary and Secondary School Heads  
All Others Concerned

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1. Please be informed that the Schools Division of Panabo City with the support of the Local Government Unit of Panabo City will conduct the Panabo City Athletic Association (PCAA) Meet on **November 26-30, 2025**, with the theme: **“Championing Sportsmanship; Inspiring Unity”** at the Multi-venues of Panabo City and Davao del Norte Sports Complex, Mankilam, Tagum City.
2. Enclosed is the PCAA Meet General Information.
3. This Memorandum reiterates that the conduct of all competitions leading to Palarong Pambansa, such as the lower meets (intramurals, line meets, division, regional) shall be guided by the Guidelines on the Eligibility of Athletes and Technical Rules, Regulations, and Guidelines of the Different Sports stipulated in DepEd Memorandum Nos. 041, s. 2025 re: Conduct of the 2025 Palarong Pambansa Competition General Information, and the Technical Rules, Regulations, and Guidelines on Sports.
4. The no disruption of classes' policy, as stipulated DepED Order No. 9, s. 2025 entitled "Instituting Measure to Increase Engaged Time-on-Task and Ensuring Compliance Therewith", shall be strictly observed during the conduct of the 2025 PCAA Meet. Schools which will be used as the billeting quarters during the PCAA Meet shall implement the blended modality instruction.

  
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5. This Office informs the granting of Service Credits to the teachers and Compensatory Overtime Credit (COC) to the non-teaching personnel, for the services rendered on the dates that fall on Saturday, Sunday, and Holiday in line with their participation to the November 2025 PCAA Meet subject to the existing CSC and CSC-DBM Joint Circular No. 2, s. 2004 or non-monetary remuneration for the overtime services rendered.
6. Expenses relative to the participation of the delegates to the November 2025 PCAA Meet including transportation, foods, and snacks shall be charged against school MOOE and other local funds while food subsidy per unit delegation and technical officials and members of the working committees meal allowance shall be charged to Special Education fund (SEF) all subject to the usual auditing and accounting rules and regulations.
7. Wide and immediate dissemination of this Memorandum is desired.

  
**JINKY B. FIRMAN PhD, CESO VI**  
Schools Division Superintendent

RELEASED

21 2025

Enclosed.: As stated.  
CID Sports/JEY/ARPJR

RECORDS SECTION-SDO PANABO CITY  
BY



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(Enclosure No. 1 to Division Memorandum No. \_\_\_\_\_, s. 2025)

**NOVEMBER 2025 PANABO CITY ATHLETIC ASSOCIATION (PCAA) MEET**  
**GENERAL INFORMATION**

**A. SCHEDULE OF ACTIVITIES**

EVENT/ACTIVITY	DATE	VENUE
Technical Officials Conference	November 25, 2025 (8:00 am)	Panabo Central Elementary School & SPED Center
Solidarity Meeting	November 25, 2025 (1:00 pm)	Panabo Central Elementary School & SPED Center
Arrival of Delegations	November 26, 2025 (8:00 am)	Different Billeting Quarters
Opening Program	November 26, 2025 (1:30pm)	Panabo City Sports & Tourism Complex
Competition Proper	November 27-29, 2025 (8:00-5:00)	Panabo City Multi-Venues
Closing Program	November 30, 2025 (8:00 am)	Panabo Central Elementary School & SPED Center
Departure of Delegation	November 30, 2025 (10:00 am)	Different Billeting Quarters

All PCAA Meet delegations are advised to arrive in their respective billeting quarters not earlier than November 26, 2025 and are enjoined to attend the Closing Program on November 30, 2025.

**B. SPORTS TO COMPETE**

1. The official regular sports in the elementary and secondary level, as provided in Section 27 of Rule VI of the IRR of RA 10588 otherwise known as the *Palarong Pambansa Act of 2013*, shall remain to be played in this edition of PCAA Meet, as follows:

REGULAR SPORTS			
ARCHERY	BASKETBALL (3x3)	FUTSAL	TABLE TENNIS
ARNIS	BILLIARDS	GYMNASTICS	TAEKWONDO
ATHLETICS	BOXING	PENCAK SILAT	TENNIS
BADMINTON	CHASS	SEPAK TAKRAW	VOLLEYBALL
BASEBALL	DANCESPORT	SOFTBALL	WRESTLING
BASKETBALL (5X5)	FOOTBALL	SWIMMING	WUSHU

  
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2. **Pencak Silat** and **Pole Vault-Secondary Girls** (Athletics) will be featured as regular sports; **Weightlifting** as demonstration sports; and **Kickboxing**, **Football** (Secondary Girls), and **Futsal** (Elementary Girls) as an exhibition sports.
3. There shall be a separate events for learner-athletes with specials needs such as **Para-Athletics**, **Bocce**, and **Goalball**.

#### **C. SCREENING AND ACCREDITATION**

4. The Division Screening and Accreditation Committee (DSAC) is hereby constituted to conduct the screening and accreditation of athletes, coaches, assistant coaches, and chaperones submitted by the PCAA delegations, pursuant to to OUOPS Memorandum entitled **Guidelines on the Eligibility of Athletes in the Division, Regional, and National Level for the 2025 Palarong Pambansa**. All other issuances inconsistent with the aforementioned guidelines are hereby rescinded.

#### **D. GENERAL COMPETITION GUIDELINES**

5. As a reiteration, this year's PCAA Meet shall adopt the Qualifying Standards for measurable sports such as Athletics, Swimming, and Archery.
6. In cases of **Heavy Rains**, **Extreme Heat**, and other occurrence of **Natural Calamities** that may affect the competition, the Tournament Managers, may recommend for suspension of the conduct of the games for a certain period, with the approval of the PCAA Top Management on adjustments in games schedule or change of playing venues, provided that the competitions must be finished within the given schedule.
7. Consistent with DepEd's existing policies and guidelines in resolving **protest on game technicalities** of any sport event and **protest on eligibility**, complaints should be in written form, with affidavits of witnesses and/or evidence to support the same. There shall be **no protest fee** to be collected from the protesting unit delegation.

#### **E. AWARDS AND RECOGNITION**

8. The 2025 Palarong Pambansa Medal System shall be applied.
9. The Top 3 Unit Delegations shall be recognized based on the overall standings in the official medal tally. However, recognition will be bestowed, as well, to the Unit delegations for participations.



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10. **No cash incentives** shall be granted to the winning athletes, coaches, and unit delegations.

**F. TECHNICAL WORKING COMMITTEES & TECHNICAL OFFICIALS**

11. The list of the members of the various PCAA technical committees and technical officials of the different sports events shall be issued through a separate Memorandum.

12. All DepEd personnel who will serve in the November 2025 PCAA Meet as technical officials or members of the different technical working committees shall be granted vacation credits or compensatory over time credit (COC) pursuant to the provisions of DepEd Order No. 13, s. 2024 entitled Revised Guidelines on Grant of Vacation Service Credits to Teachers.

13. All technical officials and members of the different working committees shall submit the following documents to the PCAA Secretariat, to wit:

- **Locator Slip** signed by the school head/Section Head
- **Medical Certificate** issued by a government physician certifying that he/she is physically fit and able to serve during the November 2025 PCAA Meet.

14. Failure to submit the above mentioned documents shall be a ground for denial of meal allowance.

**G. SAFETY AND WELFARE OF DELEGATIONS**

15. All unit delegations shall adhere to the provision of DepEd Order No. 40, s. 2012 (**DepEd Child Protection Policy**) therefore, all unit delegation officials shall be accountable for the protection, welfare, and safety of their learner-athletes.

16. In compliance with **DO 13, s. 2017** entitled Policy And Guidelines on Healthy Food and Beverage Choices in Schools and in DepEd Offices, all unit delegations shall promote healthy eating habits by making available healthy and nutritious food and beverages during the November 2025 PCAA Meet.

17. The **No Alcohol, No Smoking, and No Gambling Policy** of this Department shall be strictly observed for the duration of the November 2025 PCAA Meet. Violators shall be dealt with accordingly.

18. The **Clean As You Go (CLAYGO)** principle must be strictly followed by all participants in the November 2025 PCAA Meet to ensure clean, hygienic, safe, and organized environment ( Billeting schools, playing venues, and work



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place). The use of reusable materials such as tumblers, eating utensils, among others is also highly encouraged.

**H. CONSENT, WAIVER, INDEMNITY, AND RELEASE ON THE USE OF IMAGES AND VIDEO RECORDINGS**

19. By participating in the November 2025 PCAA Meet, all athletes, coaches, officials, and attendees acknowledge and grant DepEd the right to use, display, exhibit, reproduce, distribute, and create derivative works from these materials in any media now known or developed in the future.
20. To formalize this acknowledgement, all participants are required to sign the waiver enclosed in this Memorandum, granting DepEd the necessary permissions for the use of images and recordings taken during the event.