



Republic of the Philippines  
**Department of Education**  
REGION XII  
SCHOOLS DIVISION OF SOUTH COTABATO

Office of the Schools Division  
Superintendent

13 Feb 2024

DIVISION MEMORANDUM  
CID No. **033**, s. 2024

ADDENDUM TO DIVISION MEMORANDUM CID NO. 152, S. 2023  
ON THE CONDUCT OF THE SOUTH COTABATO PROVINCIAL ATHLETIC  
ASSOCIATION (SCPAA) MEET 2024

To: Public Schools District Supervisors/Principals In-Charge  
Public and Private Elementary and Secondary School Heads  
Public and Private Elementary and Secondary School Teachers Concerned  
Municipal/District/School Sports Coordinators  
All Others Concerned

1. In line with the Division Memorandum CID No. 152, s. 2023 dated November 17, 2023, on the **Conduct of the South Cotabato Provincial Athletic Association (SCPAA) Meet** at Sto. Niño Central Elementary School, Sto. Niño, South Cotabato on March 17-21, 2024, the following provisions shall be added in line with the conduct of the activity:

a. Schedule of Activities

DATE	TIME	ACTIVITY	VENUE	PERSONS INVOLVED
February 13, 2024	8:00 am to 5:00 pm	Orientation on the Latest Guidelines in the Preparation of Athletes' Documents	Sto. Niño National High School	DSO, DSAC Maricar V. Coronel DSAC Committee, and 4 pax from the 10 municipalities
February 19-29, 2024	8:00 am to 5:00 pm	Submission of Pertinent Papers of Athletes	Sto. Niño District Office	DSAC Maricar V. Coronel/ Kristine Marie S. Olivar/Reggie B. Enriquez
March 1- 10, 2024	8:00 am to 5:00 pm	Start of the Screening of Athletes Documents	Sto. Niño District Office	All DSAC Personnel



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March 11-13, 2024	8:00 am to 5:00 pm	-Finalizing List of Qualified Athletes -Issuance of Clearance	Sto. Nino District Office	DSAC
March 15-16, 2024	8:00 am to 5:00 pm	Refresher Activity for Technical Officials	SNCES Ground/ Respective Playing Venues	SDS, ASDS, DSO, Tournament Managers, Officiating Officials
March 16, 2024	8:00 am to 5:00 pm	Arrival and Settling In of Delegates	Respective Billeting Quarters	Delegation Head, Host School Heads, Athletes, Coaches
March 17, 2024	8:00 am	Solidarity Meeting	Sto. Nino CES Grandstand	SDS, ASDS, DSO Tournament Managers, Officiating Officials All Athletic Delegations
March 17, 2024	2:00 pm to 5:00 pm	OPENING PROGRAM	Sto. Nino CES Ground	SDS, ASDS, DSO, Tournament Managers, Officiating Officials, 10 Athletic Delegation, Parade Committee
March 17-21, 2024	7:00 am to 5:00 pm	COMPETITION PROPER	Respective Playing Venues	Athletes, Coaches, Asst. Coaches, Chaperons, TOs by event, and General Management
March 21, 2024	8:00 AM to 10:00 am	CHAMPIONSHIP GAMES	Respective Playing Venues	Division Sports Officer, General Management,



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				TM's, and Officiating Officials
March 21, 2024	10:00am- 12:00nn	Closing Program	Sto Nino CES	All Athletic Delegations
	1:00 pm to 5:00 pm	<b>HOME SWEET HOME</b>		

b. Documentary Requirement of Athletes

- B.1 Athlete's Record-AR 1
- B.2 Original PSA/NSO Birth Certificate
- B.3 SF 10
- B.4 Certificate of Enrolment
- B.5 Parental Consent
- B.6 Medical Certificate
- B.7 Non-Combative-1 page -Combative-3 pages
- B.8 Dental Certificate
- B.9 Photocopy of PhilHealth MDR/Card

c. Documentary Requirement of Coaches and Assistant Coaches

- C.1 Coach and Assistant Coach Record (CACR)
- C.2 Certificate of Employment (for Public Schools)
- C.3 Contract of Service (for Private Schools)
- C.4 Omnibus Affidavit
- C.5 Medical Certificate
- C.6 Certificate of Training (at least 40 hours for combative sports and 24 hours for non-combative sports)
- C.7 Certificate of Sports Membership
- C.8 License or Certification on Accreditation in coherence with the sports event that he/she is coaching.

d. Arrangement of documents in the clear book

- D.1 Gallery (athletes must be arranged alphabetically from top to bottom with built-in photo ID)
- D.2 Coaches' documents
- D.3 Assistant Coaches documents
- D.4 Chaperon (if any) documents
- D.5 Athletes' documents arranged alphabetically

e. Color coding of clear book for athletes' records

COLOR OF CLEAR BOOK	MUNICIPALITY



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Gray	Banga
Pink	Lake Sebu
Green	Norala
Orange	Polomolok
Blue	Sto. Niño
Yellow	Surallah
Gold	Tampakan
Yellow Green	Tantangan
Violet	Tboli
Red	Tupi

f. Composition and Number of Athletes, Coaches, Assistant Coaches, and Chaperons by Event

**A. REGULAR EVENT (ELEMENTARY LEVEL)**

EVENT	GENDER	COMPOSITION				TOTAL
		ATHLETES	COACH	ASST. COACH	CHAPERON	
ARNIS	BOYS	3	1			4
	GIRLS	3	1		1	5
ATHLETICS	BOYS	12	1	1		14
	GIRLS	12	1	1	1	15
BADMINTON	BOYS	4	1			5
	GIRLS	4	1		1	6
BASEBALL	BOYS	12	1	1		14
BASKETBALL	BOYS	12	1	1		14
CHESS	BOYS	2	1			3
	GIRLS	2	1		1	4
FOOTBALL	BOYS	18	1	1		20
GYMNASTICS						
AER	B/G	4	1			5
MAG	BOYS	3	1			4
WAG	GIRLS	3	1		1	5
RG	GIRLS	3	1			4
SEPAK TAKRAW	BOYS	4	1			5
SOFTBALL	GIRLS	12	1	1	1	15
SWIMMING	BOYS	10	1			11
	GIRLS	10	1		1	12
TABLE TENNIS	BOYS	4	1			5
	GIRLS	4	1		1	6
TAEKWONDO	BOYS	6	1			7
	GIRLS	6	1		1	8
TENNIS	BOYS	4	1			5
	GIRLS	4	1		1	6



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**B. REGULAR EVENT (SECONDARY LEVEL)**

EVENT	GENDER	COMPOSITION				TOTAL
		ATHLETES	COACH	ASST. COACH	CHAPERON	
ARCHERY	BOYS	4	1			5
	GIRLS	4	1		1	6
ARNIS	BOYS	5	1			6
	GIRLS	5	1		1	7
ATHLETICS	BOYS	15	1	1		17
	GIRLS	15	1	1	1	18
BADMINTON	BOYS	4	1			5
	GIRLS	4	1		1	6
BASEBALL	BOYS	12	1	1		14
BASKETBALL	BOYS	12	1	1		14
	GIRLS	12	1		1	14
BASKETBALL (3 x 3)	BOYS	4	1			5
	GIRLS	4	1		1	6
BILLIARD	BOYS	2	1			3
	GIRLS	2	1		1	4
BOXING	BOYS	10	1	1		12
CHESS	BOYS	2	1			3
	GIRLS	2	1		1	4
FOOTBALL	BOYS	18	1	1		20
FUTSAL	GIRLS	12	1		1	14
GYMNASTICS						
AER	B/G	4	1			5
MAG	BOYS	3	1			4
WAG	GIRLS	3	1		1	5
RG	GIRLS	3	1			4
SEPAK TAKRAW	BOYS	12	1	1		14
	GIRLS	5	1		1	7
SOFTBALL	GIRLS	12	1	1	1	15
SWIMMING	BOYS	10	1			11
	GIRLS	10	1		1	12
TABLE TENNIS	BOYS	4	1			5
	GIRLS	4	1		1	6
TAEKWONDO	BOYS	10	1			11
	GIRLS	10	1		1	12



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TENNIS	BOYS	4	1			5
	GIRLS	4	1		1	6
VOLLEYBALL	BOYS	12	1	1		14
	GIRLS	12	1	1	1	15
WRESTLING	BOYS	8	1			9
	GIRLS	8	1		1	10
WUSHU	BOYS	6	1			7
	GIRLS	4	1		1	6
<b>TOTAL</b>		<b>296</b>	<b>41</b>	<b>10</b>	<b>19</b>	<b>366</b>

**C. DEMONSTRATION SPORTS (ELEMENTARY LEVEL)**

EVENT	GENDER	COMPOSITION				TOTAL
		ATHLETES	COACH	ASST. COACH	CHAPERON	
DANCESPORTS	BOYS	2	1			5
	GIRLS	2				
<b>TOTAL</b>		<b>4</b>	<b>1</b>			<b>5</b>

**D. DEMONSTRATION SPORTS (SECONDARY LEVEL)**

EVENT	GENDER	COMPOSITION				TOTAL
		ATHLETES	COACH	ASST. COACH	CHAPERON	
DANCESPORTS	BOYS	2	1			6
	GIRLS	2			1	
PENCAK SILAT	BOYS	5	1			6
	GIRLS	5			1	6
<b>TOTAL</b>		<b>14</b>	<b>2</b>		<b>2</b>	<b>18</b>

**E. PARAGAMES**

EVENT	CATEGORY	COMPOSITION				TOTAL
		ATHLETES	COACH	ASST. COACH	CHAPERON	
ATHLETICS	V.I. (BOYS)	3	3			9
	V.I. (GIRLS)	3				
	I.D. (BOYS)	10	2			24
	I.D. (GIRLS)	10	2			
	O.H. (BOYS)	2	2			6



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ATHLETICS/ SWIMMING	O.H. (BOYS)	2				
SWIMMING	I.D. (BOYS)	2	2			6
	I.D. (GIRLS)	2				
BOCCE	I.D. (BOYS)	2	1			5
	I.D. (GIRLS)	2				
GOAL BALL	V.I. (BOYS)	2	1			5
	V.I. (GIRLS)	2				
<b>TOTAL</b>		<b>42</b>	<b>13</b>			<b>55</b>

**SUMMARY:**

DELEGATION	REGULAR EVENT		DEMONSTRATION SPORTS		PARA GAMES	TOTAL
	ELEM.	SEC.	ELEM.	SEC.		
ATHLETES	185	296	4	14	42	541
COACHES	27	41	1	2	13	84
ASSISTANT COACHES	9	10		2		19
CHAPERONS	10	19				31

2. All other provisions in the previously issued memorandum shall remain in full force and in effect.
3. For any inquiry regarding the conduct of this activity, the personnel concerned are advised to contact **ALEX F. FLORO**, Education Program Supervisor-P.E., Health, SPS, Sports, School Sports Club, and ALS through cellular phone no. 09555546285.
4. Immediate dissemination of this memorandum is directed.

  
**LEONARDO M. BALALA, CESO V**  
 Schools Division Superintendent



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Encl.: None

Reference: As stated

To be indicated in the Perpetual Index  
under the following subjects:

MAPEH    SPORTS    TRAINING

AFF/DM- addendum to division memorandum cid no. 152, s. 2023 on the conduct  
of the South Cotabato provincial athletic association (SCPAA) meet  
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