Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF LUCENA CITY

SDO LUCENA CITY
039
RELEASED
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03 July 2025

DIVISION MEMORANDUM
No. 240 , s. 2025

DIVISION SPORTS CALENDAR OF ACTIVITIES

To: Asst. Schools Division Superintendent
Chief Education Supervisors – SGOD & CID
Education Program Supervisors (EPSs)
Public Schools District Supervisors (PSDSs)
Public and Private Elementary and Secondary School Heads
All Others Concerned

1. The SDO Lucena City issues the **Sports Calendar of Activities** for the School Year 2025-2026 to enable the public and private schools to select and prepare their athletes for the Higher Meet to wit:

Month/Dates	Activities
July 2025	• School Intramurals
August 2025	• Zone Meet / District Meet
September 24-27 2025	• Division Meet
March 4-14, 2026	• Regional Meet (tentative)
May 2026 (first week of May)	• National Palaro (for approval and confirmation of the host)

2. This School Year 2025-2026, the cut off age of athletes are as follows:
   a. For elementary-level, athletes must be born on or after January 2013.
   b. For secondary-level, athletes must be born on or after January 2008.

3. The one-year residency of athletes must be strictly observed, especially those who come from another Region. The transfer of athletes must be done at the beginning of the school year.

4. All schools must have an active **Sports Club**. This will be an additional requirement before the school can participate in the sports competition in the division and higher meet.

5. All coaches must attach a training program of their team with daily attendance of athletes during their training supported with pictures as MOVs. All athletes must have a minimum of two-month continues training prior to the higher Meet. This is to ensure that the SEF fund for sports is utilized effectively by supporting athletes who have the potential of winning in the higher meet to maximize return of investment in sports as winning signifies a tangible outcome of the resources provided by the Local Government Unit.

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6. The **"No Disruption of Classes"** must be strictly observed. All training of athletes must be conducted after classes, weekends or holidays, with a parent's permit.
7. Coaches, assistant coaches, chaperons, trainers, delegation members, and technical officials who will render services during weekends shall be given Service Credits and Compensatory Overtime Credits (COC) for the non-teaching personnel based on the Actual service credit rendered prior to and during the conduct of lower meet as stipulated in DepEd Order No. 53 s. 2003 and Section 9 of the CSC Memorandum Circular No. 41 s 1998.
8. The following are the documentary requirements of athletes, to wit:

Athletes - Elementary

a. Athlete's Record AR1
b. Original NSO/PSA
c. Certificate of Enrollment, Attendance/Completion
d. SF10
e. Parental Consent
f. Medical Certificate 1
g. Dental Certificate
h. Gallery of Athletes

Documentary Requirements for Secondary

a. Athlete's Record AR1
b. Original NSO/PSA
c. SF10
d. Certificate of Enrollment, Attendance/ Completion
e. Parental Consent
f. Medical Certificate 1/ Medical Certificate 2
g. Gallery of Athletes

Documentary Requirements for Coaches/ Asst. Coaches

a. Coach Record
b. Certificate of Employment
c. Omnibus Affidavit
d. Certificate of Sports Membership
e. Certificate of sports accreditation
f. Medical Certificate

Documentary Requirements for Chaperon

a. Certificate of Commitment
b. Certificate of Employment
c. Medical Certificate

9. All sports events recognized by the Department of Education shall be played.
10. For more information or queries, you may contact Mr. Joey L. Jader, Division Sports Officer, on mobile numbers 0932-757-6760.
11. Immediate dissemination of this Memorandum is desired.

For Schools Division Superintendent

Edenia O. Libranda Date: 2025.07.03 16:57:13 +08'00'

EDENIA O. LIBRANDA
Assistant Schools Division Superintendent

SUSAN DL ORIBIANA
Schools Division Superintendent

CID/PROPER / JLJ / DM - DIVISION SPORTS CALENDAR OF ACTIVITIES
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