



Republic of the Philippines  
**Department of Education**  
 REGION I  
 SCHOOLS DIVISION OF VIGAN CITY

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

No. 92, s.2026

**ADMINISTRATIVE NOTES TO REGIONAL MEMORANDUM NO. 101, S. 2026**

To: Assistant Schools Division Superintendent  
 Chief Education Supervisor (SGOD & CID)  
 Public and Private Secondary School Heads  
 Division Screening Committee  
 All Coaches, Assistant Coaches and Chaperones  
 All Others Concerned

1. In reference the Regional Memorandum No. 131, s. 2026 entitled: Administrative Notes to Regional Memorandum No. 101, s. 2026, this office announces the conduct of screening and accreditation of papers of Athletes, Coaches and Chaperones (ACCs) of this Division at Ilocos Sur National High School on February 10, 2026.

2. The following are the members of the Regional Screening Committee:

NAME	ROLE	OFFICIAL STATION
PETER JOHN A. FRIAL	RSAC -MEMBER	SDO VIGAN CITY
PAULINO B. ANINAG JR.	RSAC-ALTERNATE MEMBER	JOSE SINGSON ELEMENTARY SCHOOL

3. The abovestated personnel are scheduled to travel on February 8, 2026 at 1:00 pm. Attention is invited to the schedule of screening and venues in the Regional Memorandum No. 101, s. 2026.

4. Travel and other incidental expenses incurred in the conduct of the screening and accreditation shall be charged to local funds subject to the usual accounting and auditing rules and regulations.

5. Enclosed is the Regional Memoranda No. 101 & 130, s. 2026 for reference.

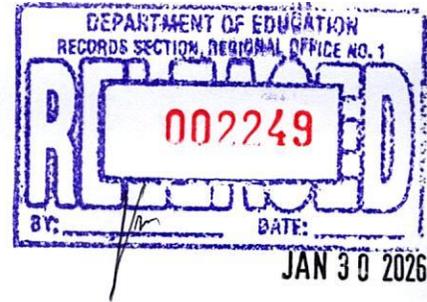
6. Immediate dissemination of this memorandum is desired.



**VILMA D. EDA, CESO V**  
 Schools Division Superintendent



Republic of the Philippines  
**Department of Education**  
 REGION I



**REGIONAL MEMORANDUM**

No. 130, s. 2026

**ADMINISTRATIVE NOTES TO REGIONAL MEMORANDUM NO. 101, S. 2026**

*(Screening and Accreditation of Athletes, Coaches, and Chaperones for the Conduct of the Region I Athletic Association [R1AA] Meet 2026)*

To: Schools Division Superintendents

1. This pertains to Regional Memorandum No. 101, s. 2026, entitled “*Screening and Accreditation of Athletes, Coaches, and Chaperones for the Conduct of the Region I Athletic Association (R1AA) Meet 2026*,” dated **January 26, 2026**.
2. Attached is **Annex B** of the aforementioned memorandum, which contains the list of personnel required to conduct the screening and accreditation of athletes, coaches, and chaperones.
3. Also attached are the **checklists of documentary requirements (Annexes C, D, and E)**, which shall be placed in each folder of Athletes, Coaches, and Chaperones (ACCs). All folders must be organized in accordance with these checklists to facilitate review and evaluation.
4. The **travel time** of the concerned personnel is scheduled at **1:00 p.m. on February 8, 2026**.
5. Division Screening and Accreditation Committees (DSACs) are advised to ensure that photos of Athletes, Coaches, and Chaperones (ACCs) included in their documents are of high resolution, in compliance with the requirements for uploading documents into the system.
6. All other provisions of Regional Memorandum No. 101, s. 2026, shall remain in full force and effect.



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7. Immediate dissemination of this Memorandum is desired.

For the Regional Director:



**OSCAR P. FLORES**  
Chief Education Supervisor  
Quality Assurance Division

Reference: RM No. 101, s 2026

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

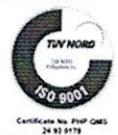
SPORTS

ESSD/jp/RSACAnnexB  
January 30,2026



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## ANNEX B

### Members of the Regional Screening and Accreditation Committee

REGIONAL SCREENING AND ACCREDITATION COMMITTEE	ALTERNATE	OFFICE/DIVISION
Darius C. Nieto		Regional Office
Rodolfo B. Ligawad Jr		Regional Office
Dr. Mae Lavern Sibayan-Orina		Regional Office
Dr. Marjorie G. Pudín		Regional Office
Ryan E. Bantiding		Regional Office
Robert B. Flores	Sherryl R. Valdez	Alaminos City
Edwin V. Tangonan	Carmelo F. Bautista	Batac City
Alejandro F. Haboc Jr.	Antonio M. Gadiano Jr.	Candon City
Sheryl S. Villacorta	Cindy A. Gano	Dagupan City
Rey L. Miguel	Alexis C. Laguna	Ilocos Norte
Rowel D. Garcia	Wilfredo A. Sanidad Jr.	Ilocos Sur
Arnel Sabuco	Jovencio Asuncion	Laoag City
Rolando B. Buccat	Henry Panergo	La Union
Marianne D. Matabang	Christopher Caramat	Pangasinan I
Milagros C. Parayno	Evelyn S. Alcantara	Pangasinan II
Milou C. Mercado	Bernard V. Magat	San Carlos City
Ray S. Prestoza	Mandy B. Madriaga	Urdaneta City
Peter John A. Frial	Paulino B. Aninag Jr.	Vigan City
Marie Camille S. Hufana	Thea Zonette S. Medrano	San Fernando City
Genevieve Ugay	Michael Reyes	San Fernando City
Jun Howard J. Rioveros (Data Group)		San Fernando City

**ANNEX C**

**CHECKLIST OF DOCUMENTARY REQUIREMENTS FOR ATHLETES  
(For Palarong Pambansa and Other Lower Meets)**

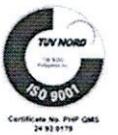
ATHLETE'S NAME:	
SCHOOLS DIVISION:	
SCHOOL:	
SPORT/DISCIPLINE:	

No.	Documentary Requirement	Submitted (✓)	Verified by DSAC/RSAC (✓)	REMARKS
1	Athlete's Record (AR) signed by athlete, coach, and authorized Division Sports Officer / Coordinator			
2	Original PSA/NSO Birth Certificate ( <i>Late registration accepted if ≥1 year before current Palarong Pambansa</i> )			
3	<b>For foreign-born Filipino athletes:</b> Original Birth Certificate issued by country of birth <b>AND</b> valid passport or Bureau of Immigration/DFA document showing Filipino nationality			
4	Certified true copy or computer-printed Learner's Permanent Academic Record / SF 10 (Form 137) with LRN, signed by Teacher-Adviser and Registrar/School Head			
5	Certificate of Enrolment and Attendance / Completion signed by School Registrar or Head:			
	<ul style="list-style-type: none"> <li>Grades 1-10: Certificate of Attendance and Completion</li> </ul>			



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	<ul style="list-style-type: none"> <li>Grades 11-12: Certificate of Completion for 2nd Semester</li> </ul>			
6	Parental Consent:			
	<ul style="list-style-type: none"> <li>Combative Sports/Gymnastics: Signed by both parents, verified by School Head. Special cases (residing elsewhere, de facto separation, annulment, orphaned) follow prescribed rules.</li> </ul>			
	<ul style="list-style-type: none"> <li>Non-Combative Sports: Signed by at least one parent, verified by School Head. Special cases as above.</li> </ul>			
7	Medical Certificate issued within 3 months before competition stating athlete is physically fit. Includes physician's complete name, signature, license number, and date of examination			
8	Dental Certificate issued within 6 months before competition. Includes dentist's complete name, signature, license number, and date. <i>(Not required for Secondary Athletes)</i>			
9	PASSport of Athlete			

**FOR SPECIAL CASES ONLY**

No.	Special Case	Additional Documentary Requirements	Submitted (✓)	Verified by DSAC/RSAC (✓)	REMARKS
1	Discrepancy in <b>Date of Birth</b>	Certificate of Live Birth issued by LCR			

	<ul style="list-style-type: none"> <li>Joint Affidavit of two (2) disinterested persons attesting to the <b>true date of birth</b></li> </ul>			
	<ul style="list-style-type: none"> <li>Resolution issued by Head of Delegation correcting SF 10</li> </ul>			
2	Discrepancy in <b>Name</b>	Certificate of Live Birth issued by LCR		
	<ul style="list-style-type: none"> <li>Joint Affidavit of two (2) disinterested persons attesting to the <b>true name</b></li> </ul>			
	<ul style="list-style-type: none"> <li>Resolution issued by Head of Delegation correcting SF 10</li> </ul>			
3	First or last name in PSA/NSO found in a lower portion of box	Certificate of Live Birth issued by LCR		
	<ul style="list-style-type: none"> <li>Copy of application/petition received by LCR (supplemental report/Court)</li> </ul>			
	<ul style="list-style-type: none"> <li>Affidavit of parents attesting to <b>true first/last name</b></li> </ul>			
	<ul style="list-style-type: none"> <li>Joint Affidavit of two disinterested persons</li> </ul>			
	<ul style="list-style-type: none"> <li>Resolution by Head of Delegation attesting true first/last name</li> </ul>			
4	Illegitimate child using father's surname as in SF 10	PSA/NSO Birth Certificate with second page showing acknowledgment by father OR notarized acknowledgment signed by father		
5	Unreadable entries in PSA/NSO	Certificate of Live Birth issued by LCR		
	<ul style="list-style-type: none"> <li>Affidavit of parents attesting to true entries</li> </ul>			
	<ul style="list-style-type: none"> <li>Joint Affidavit of two disinterested persons</li> </ul>			
	<ul style="list-style-type: none"> <li>Resolution by Head of Delegation attesting true entries</li> </ul>			

6	Biological sex/gender not indicated in PSA/NSO	Certificate of Live Birth issued by LCR			
	• Affidavit of parents attesting to true biological sex				
	• Certification by NSAC Medical Team attesting true biological sex after physical exam				

**Additional Instructions:**

- DSACs must ensure **photos of ACCs are high resolution.**
- All documents must be complete, signed, and verified as required.
- Special case documents are **only required when discrepancies exist.**
- Folders must be organized according to this checklist to **facilitate review and evaluation.**
- **Resolutions or Certification** issued by the Head of Delegations or the NSAC shall be for purposes of **Palaro only**

Prepared by: \_\_\_\_\_ (DSAC/School Official)

Date: \_\_\_\_\_

Verified by: \_\_\_\_\_ (Regional/Division Official)

Date: \_\_\_\_\_

## ANNEX D

### CHECKLIST OF DOCUMENTARY REQUIREMENTS FOR COACHES AND ASSISTANT COACHES

*(For Palarong Pambansa and Other Lower Meets)*

COACH/ASSISTANT COACH NAME:	
SCHOOLS DIVISION:	
SCHOOL:	
SPORT/DISCIPLINE:	

No.	Documentary Requirement	Submitted (✓)	Verified by DSAC/RSA C (✓)	REMARKS
1	<b>Proof of Filipino Citizenship</b>			
2	Certificate of Relevant Sports Training: <ul style="list-style-type: none"> <li>• 24 hours for Non-Combative Sports</li> <li>• 40 hours for Combative Sports / Gymnastics</li> </ul>			
3	Certificate of Relevant Experience: <ul style="list-style-type: none"> <li>• 1 year for Non-Combative Sports</li> <li>• 2 years for Combative Sports / Gymnastics</li> </ul>			
	<b>Coach Track Record</b> showing participation in Division and Regional Meets			
4	<b>Educational or Professional Attainment</b> of at least 2nd-year college, preferably sports-related course			
5	<b>Certificate of Membership in relevant sports association OR License/Certification/Accreditation</b> issued by National/International Sports Association, authorized organization, or DepEd (Division, Region, Central Office)			
6	<b>Medical Certificate of Fitness</b>			

7	<b>Employment/Appointment Paper or Notarized Contract of Service</b> showing at least 6 months of employment/engagement in the public or private school before the Division meet			
8	<b>Notarized Omnibus Affidavit</b>			

**Additional Instructions:**

- All documents must be **complete, signed, and verified** before submission.
- Coaches and Assistant Coaches must meet all the qualifications as prescribed for their sport/discipline.
- Folders should be organized according to this checklist to **facilitate review and evaluation**.

Prepared by: \_\_\_\_\_ (DSAC/School Official)

Date: \_\_\_\_\_

Verified by: \_\_\_\_\_ (Regional/Division Official)

Date: \_\_\_\_\_

**ANNEX E**

**CHECKLIST OF DOCUMENTARY REQUIREMENTS FOR CHAPERONES  
(For Palarong Pambansa and Other Lower Meets)**

CHAPERONE'S NAME:	
SCHOOLS DIVISION:	
SCHOOL:	
DELEGATION/SPORT ASSIGNMENT:	

No.	Documentary Requirement	Submitted (✓)	Verified by DSAC/RSAC (✓)	REMARKS
1	<b>Employment/Appointment Paper or Notarized Contract of Service</b> showing at least six (6) months of employment/engagement in a public or private school prior to the Division Meets			
2	<b>Certification or Affidavit of Commitment</b> stating that the chaperone shall nurture female athletes only and shall not coach the athletes			
3	<b>Medical Certificate of Fitness</b> , duly issued by a licensed physician, certifying that the chaperone is physically fit			
4	<b>Other eligibility documents</b> as may be required by the Palaro Board			

**Additional Instructions:**

- All documents must be **complete, authentic, and duly issued by competent authorities.**
- Documents shall establish the chaperone's **competence, integrity, capability, and relation to the school.**
- Folders must be organized following this checklist to **facilitate review and evaluation.**

Prepared by: \_\_\_\_\_ (DSAC/School Official)

Date: \_\_\_\_\_

Verified by: \_\_\_\_\_ (Regional/Division Official)

Date: \_\_\_\_\_



Republic of the Philippines  
**Department of Education**  
 REGION I



**REGIONAL MEMORANDUM**

No. 101, s. 2026

2001-1748

6157

**SCREENING AND ACCREDITATION OF ATHLETES, COACHES, AND CHAPERONES FOR THE CONDUCT OF THE REGION I ATHLETIC ASSOCIATION (RIAA) MEET 2026**

To: Schools Division Superintendents

1. In reference to the approved calendar presented during the Region I Athletic Association (RIAA) Board Meeting held on January 8–9, 2026, and relative to the preparation for the conduct of the RIAA Meet 2026, this Memorandum sets forth the schedule, assignments, and related responsibilities for the screening and accreditation of Athletes, Coaches, and Chaperones (ACCs).

2. The screening and accreditation of Athletes, Coaches, and Chaperones, as approved during the aforesaid RIAA Board Meeting, shall proceed as scheduled in all Schools Division Offices (SDOs), except for the SDO of Ilocos Sur. All concerned SDOs are hereby enjoined to strictly observe the prescribed timelines indicated below:

Date	Schools Division
February 9, 2026	Laoag City, Ilocos Norte and Batac City
February 10, 2026	Vigan City and Candon City
February 11, 2026	Pangasinan II, Urduyeta City and Dagupan City
February 12, 2026	San Carlos City, Pangasinan I and Alaminos City
February 13, 2026	La Union and San Fernando City
February 27, 2026	Ilocos Sur

3. For the SDO of Ilocos Sur, the screening and accreditation of ACCs shall be conducted by the Regional Screening and Accreditation Committee (RSAC) members from Ilocos Norte, Laoag City, and Batac City, who shall be responsible for the conduct of the screening and accreditation for the said division.

4. Members of the Division Screening and Accreditation Committee (DSAC) are hereby directed to strictly adhere to the existing RIAA and DepEd guidelines in the screening process and in the preparation, validation, and submission of all required documents of Athletes, Coaches, and Chaperones (ACCs).



- a. All Coaches, Assistant Coaches, and Chaperones shall secure a **Certification of No Pending Issues or Administrative Case related to Learner Rights** issued by the Regional Office.
- b. To facilitate the issuance of the said certification, the Division Sports Officer shall prepare a consolidated list of Coaches, Assistant Coaches, and Chaperones, indicating their respective schools and divisions. The list shall be duly signed by the Schools Division Superintendent and submitted to the Regional Office through the Legal Unit.
- c. The Legal Unit shall issue the Certification of No Pending Administrative Case based on the submitted and duly validated list.

5.. The DSAC shall ensure that all documents of the ACCs are complete, accurate, properly arranged, and free from errors. All folders containing the ACCs' documents shall be prepared in advance and made readily available, organized, and in proper condition at the designated venue upon the arrival of the RSAC for screening and accreditation.

6. Travel and other incidental expenses incurred in the conduct of the screening and accreditation shall be charged against the funds of the Schools Division where the concerned RSAC member is assigned. Funding shall be downloaded for at least two (2) DSAC members per SDO. For the RSAC member assigned to Paragames, the corresponding expenses shall be included in the fund downloading to San Fernando City.

7. The Host Division for the RIAA Meet 2026 shall be responsible for the provision of transportation for the RSAC members in going to and from the different Schools Divisions during the screening and accreditation activities.

8. The Regional Screening and Accreditation Committee (RSAC) members shall be assigned specific sports events to handle during the screening and accreditation process. Each RSAC member shall be responsible for the thorough screening and validation of Athletes, Coaches, and Chaperones (ACCs) under their assigned event(s), in accordance with existing RIAA and DepEd guidelines.

- a. The assignment of RSAC members and their corresponding sports events shall be reflected in **Annex A** of this Memorandum, which shall form an integral part hereof.
- b. RSAC members shall ensure consistency and uniformity in the application of screening standards across all Schools Division Offices (SDOs).
- c. Any issues, discrepancies, or disqualifications noted during the screening shall be properly documented and reported to the RSAC Chairperson for appropriate action.



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9. For the RIAA Meet 2026, the consolidated Masterlist of Athletes, Coaches, and Chaperones (ACCs) shall be subjected to review and vetting by the members of the RIAA Board prior to final approval.

10. In view thereof, the Regional Screening and Accreditation Committee (RSAC) shall ensure that the masterlist submitted for Board vetting is accurate, complete, duly validated, and free from errors or discrepancies. Any corrections or amendments identified during the screening process shall be promptly reflected in the masterlist prior to its submission to the RIAA Board.

11. Be guided accordingly.



**TOLENTINO G. AQUINO**  
Regional Director



Incls: As stated  
Reference: None

To be indicated in the PERPETUAL INDEX  
under the following subjects:

SPORTS

ESSD/dcn/RM-Screening-Accreditation-ACCs  
January 20, 2026



DepEd RO1



Documan 8

ESSD 260067



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# SDO SCREENING ASSIGNMENTS

Region 1 Athletic Association Meet 2026

SDO	EVENTS	No. of Event	No. of Athletes	Total no. of Athletes
ALAMINOS CITY	ARNIS (SEC BOYS & GIRLS) ARCHERY (SEC BOYS) ARCHERY (SEC GIRLS) DANCESPORTS (SEC) VOLLEYBALL (SEC BOYS)	5	10 4 4 4 15	37
BATAC CITY	BASEBALL (ELEM) BASEBALL (SEC) BILLIARDS (SEC BOYS) BILLIARDS (SEC (GIRLS)) GYMNASTICS (AERO) ELEM GYMNASTICS (WAG) ELEM	6	15 15 2 2 4 3	41
CANDON CITY	VOLLEYBALL (ELEM BOYS) VOLLEYBALL (ELEM GIRLS) TENNIS (ELEM BOYS) TENNIS (ELEM GIRLS) TENNIS (SEC BOYS) TENNIS (SEC GIRLS)	6	15 15 4 4 4 4	46
DAGUPAN CITY	SWIMMING (ELEM BOYS) SWIMMING (ELEM GIRLS) SWIMMING (SEC) BOYS SWIMMING (SEC) GIRLS WEIGHTLIFTING (SEC BOYS) WEIGHTLIFTING (SEC GIRLS)	6	11 11 12 12 5 5	56
ILOCOS NORTE	WRESTLING (SEC BOYS) WRESTLING (SEC GIRLS) SOFTBALL (ELEM) SOFTBALL (SEC) ARCHERY (ELEM BOYS) ARCHERY (ELEM GIRLS)	6	8 8 15 15 5 5	56
ILOCOS SUR	WUSHU (SEC BOYS) WUSHU (SEC GIRLS) FUTSAL (SEC GIRLS) BASKETBALL (SEC (B)) 3X3 DANCESPORTS (ELEM)	5	6 4 15 4 4	33
LAOAG CITY	PENCAK SILAT (BOYS) PENCAK SILAT (GIRLS) BASKETBALL (SEC-BOYS) 5X5 TABLE TENNIS (SEC BOYS) TABLE TENNIS SEC GIRLS) BASKETBALL (ELEM BOYS) 3X3	6	5 5 15 4 4 4	37

LA UNION	TAEKWONDO (ELEM BOYS) TAEKWONDO (ELEM GIRLS) TAEKWONDO (SEC BOYS) TAEKWONDO (SEC GIRLS) TABLE TENNIS (ELEM BOYS) TABLE TENNIS (ELEM GIRLS)	6	6 6 10 10 4 4	40
PANGASINAN I	ATHLETICS (BOYS) (SEC) ATHLETICS (GIRLS) SEC GYMNASTICS (WAG) SEC ARNIS (ELEM BOYS) ARNIS (ELEM GIRLS)	5	17 17 3 3 3	43
PANGASINAN II	FOOTBALL (ELEM) FOOTBALL (SEC BOYS) FOOTBALL (SEC GIRLS)	3	21 21 21	63
SAN CARLOS CITY	ATHLETICS (ELEM BOYS) ATHLETICS (ELEM GIRLS) GYMNASTICS (MAG) ELEM GYMNASTICS (MAG) SEC GYMNASTICS (AERO) SEC GYMNASTICS (RG) ELEM GYMNASTICS (RG SEC)	7	13 13 3 3 4 3 3	42
SAN FERNANDO CITY	VOLLEYBALL (SEC GIRLS) BADMINTON (ELEM BOYS) BADMINTON (ELEM GIRLS) BADMINTON (SEC BOYS) BADMINTON (SEC GIRLS) CHESS (ELEM BOYS) CHESS (ELEM GIRLS)	7	15 4 4 4 4 3 3	37
URDANETA CITY	BOXING (SEC BOYS) SEPAK TAKRAW (ELEM BOYS) SEPAK TAKRAW (SEC BOYS) SEPAK TAKRAW (SEC GIRLS) FUTSAL (ELEM GIRLS)	5	10 5 15 5 15	50
VIGAN CITY	BASKETBALL (ELEM BOYS) 5X5 BASKETBALL (SEC GIRLS) 5X5 BASKETBALL (SEC GIRLS) 3X3 CHESS (SEC BOYS) CHESS (SEC GIRLS)	5	15 15 4 3 3	40
GENEVIEVE UGAY (SFC) / WILFREDO SANIDAD JR (IS)	PARA GAMES			

**LEGEND:**

- = ADDITIONAL REGULAR SPORTS
- = REGULAR SPORTS
- = DEMO SPORTS