



Republic of the Philippines  
**Department of Education**  
 Region VI – Western Visayas  
**SCHOOLS DIVISION OFFICE - CAPIZ**

29 September 2023

DIVISION MEMORANDUM  
 NO. **498** S. 2023

**2024 CAPIZ DIVISION MEET**

**TO: OIC, Office of the Assistant Schools Division Superintendent**  
**Chief, Curriculum Implementation Division**  
**OIC Chief, School Governance and Operations Division**  
**Education Program Supervisors**  
**Public Schools District Supervisors**  
**Heads of Public Elementary, Secondary, and Integrated Schools**

1. Pursuant to Deped Memorandum No. 005, s. 2023 titled, "Conduct of the 2023 Palarong Pambansa, and Deped Memorandum No. 035, s. 2023 titled, "2023 Palarong Pambansa General Information, and the Technical Rules, Regulations, and Guidelines on Sports", the Schools Division Of Capiz will hold the 2024 Division Meet at the Villareal Stadium, Roxas City and other specified venues on **January 27-28, 2024**.

2. The participants in this activity are Capiz Division Officials, Unit Officials, Tournament Directors, Officiating Officials, Coaches, Assistant Coaches, Chaperons, and Athletes from the following units:

Unit I Elem.	Unit II Elem.	Unit III Elem.	Unit IV Elem.	Unit I sec.	Unit II Sec.	Unit III Sec.	Unit IV Sec.	Unit V Sec.
Ivisan Panitan Panay Sapian	Pontevedra Maayon Pilar Pres. Roxas	Sigma Dao Mambusao Jamindan	Cuartero Dumalag Dumarao Tapaz	Ivisan Panitan Panay Sapian	Pontevedra Pilar Maayon Pres. Roxas	Sigma Dao Mambusao Jamindan	Cuartero Dumalag Dumarao Tapaz	Capiz NHS

3. The suggested dates for the conduct of different levels of sports meets are as follows:

- |                             |                      |
|-----------------------------|----------------------|
| a. Interclass Meet          | November 11-12, 2023 |
| b. Cluster & District Meets | November 25-26, 2023 |
| c. Unit Meet                | December 09-10, 2023 |
| d. Division Meet            | January 27-28, 2024  |
| e. Provincial Meet          | February 17-18, 2024 |

4. Games to be played are:

**A. Regular Sports for Elementary:**

1. Arnis B/G	4. Baseball Boys	7. Football Boys	10. Swimming B/G	13. Tennis B/G
2. Athletics B/G	5. Basketball Boys	8. Gymnastics B/G	11. Table Tennis B/G	14. Volleyball B/G
3. Badminton B/G	6. Chess B/G	9. Sepak Takraw Jr.	12. Taekwondo B/G	15. Dancesport B/G



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**B. Regular Sports for Secondary:**

1. Arnis B/G	6. Basketball B/G 5x5	11. Football Boys	16. Softball Girls	21. Volleyball B/G
2. Athletics B/G	7. Billiards B/G	12. Futsal Girls	17. Swimming B/G	22. Wushu B/G
3. Badminton B/G	8. Boxing Boys	13. Gymnastics B/G	18. Table Tennis B/G	
4. Baseball Boys	9. Chess B/G	14. Pencak Silat B/G	19. Taekwondo B/G	
5. Basketball B/G 3x3	10. Dancesports	15. Speak Takraw B/G	20. Tennis B/G	

**C. Paralympics:**

1. Athletics VI	2. Goal Ball	3. Athletics ID. 15 years old and below	4. Athletics ID. 16-25 years old and below	5. Bocci ID.	6. Swimming ID.	7. Athletics ID. ortho/amputee
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5. For an elementary athlete, the **cut-off age/year is 13 years old** or must have been **born on or after January 1, 2011**; and for a secondary athlete, the **cut-off age is 18 years old or must have been born on or after January 1, 2006**. Athletes born before said dates shall be immediately disqualified from the Division, Provincial, Regional Meets, and Palarong Pambansa.

6. Tournament Directors, Officiating Officials, Winning Coaches, Assistant Coaches and Chaperons of different events of different units for elementary and secondary levels are required to attend the online and face-to-face refresher course on January 20-22, 2024. The link will be sent to the identified participants for online activity and for face-to-face, the venue will be at Capiz NHS covered court and Villareal Stadium.

7. Solidarity meeting of all unit delegation heads, tournament directors, officiating officials, coaches, assistant coaches, and chaperons is scheduled on January 27, 2024, at the Villareal Stadium, 7:00 o'clock in the morning to be conducted simultaneously with the ocular inspection of athletes, coaches, assistant coaches and chaperons on the same venue. Opening ceremonies will follow at 8:00 AM and the sports competition will start at 1:00 o'clock in the afternoon at the specified venues.

8. The deadline for the submission of sports credentials will be on January 22, 2024. These should be submitted to the screening and eligibility committee at the Capiz NHS Library c/o Mr. Joel Degoma, Chairperson of the Eligibility Committee.

9. It is expected that in the conduct of this activity, all must adhere to DepEd Order No. 9, s. 2005 titled "Instituting Measures to Increase Engaged Time -on-Task and Ensuring Compliance therewith", DepEd Order 66, s. 2017 titled "Implementing Guidelines on the Conduct of Off-Campus Activities", and DepED Order No. 008, s. 2023 titled "Participation of Teachers in Volunteer Work and Extra Curricular Activities".

10. It is understood that in the conduct of this activity, there shall be no discrimination on account of school, gender, civil status, disability or other factors, and personal circumstances to the principles of equal opportunity.



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11. Participants involved in the series of sports activities are entitled to service credits in accordance with DepEd Order No. 53, s. 2003 titled: Updated Guidelines on the Grant of Vacation Service Credits to Teachers. On the other hand, Non-Teaching personnel including the management staff shall be provided with compensatory time off (CTO) as per the Civil Service Commission (CCC) and Department of Budget and Management (DBM) joint Circular No. 2, s. 2004 on non-monetary remuneration for overtime service rendered.
12. Travel and other operational expenses of participants relative to the conduct of the 2024 Capiz Division Meet are chargeable against the school MOOE fund subject to the usual accounting and auditing rules and regulations.
13. Wide and immediate dissemination of this memorandum is enjoined.

**MIGUEL MAC/D. APOSIN EdD, CESO V**  
Schools Division Superintendent

Encl.: As stated  
Reference: As stated  
To be indicated in the Perpetual Index  
under the following subject:

PARTNERSHIPS  
PROGRAMS  
PROJECTS  
CONFERENCES



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