



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

December 18, 2023

DIVISION MEMORANDUM

No. **658** s. 2023

**MEETING OF CAPIZ DIVISION ELIGIBILITY OFFICIALS**

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 Supervisor  
Heads of Public Elementary, Secondary, and Integrated Schools

1. In relation to Division Memorandum No. 498, s. 2023 titled “2024 Capiz Division Meet”, this office will meet with all Units (Elementary and Secondary) Screening and Accreditation Committee on **January 6, 2024** (Saturday), 8:00 A.M. at SDO-Capiz Multi-purpose Hall.
2. The activity aims to:
  - a. orient Delegation Heads, Unit Sports Coordinators, and Screening and Accreditation Committee members of the latest guidelines on the eligibility requirements of athletes, coaches, assistant coaches and chaperons; and
  - b. update all concerned on the latest eligibility forms and documents.
3. The participants to this activity are the following:

Level	ELEMENTARY				SECONDARY				
	Unit 1	Unit 2	Unit 3	Unit 4	Unit 1	Unit 2	Unit 3	Unit 4	Unit 5
Pos./Grouping	Unit 1	Unit 2	Unit 3	Unit 4	Unit 1	Unit 2	Unit 3	Unit 4	Unit 5
Delegation Head (PSDS)	1	1	1	1	1	1	1	1	1
Sports Coordinator	1	1	1	1	1	1	1	1	1
Eligibility Officials	4	4	4	4	4	4	4	4	4
Total	6	6	6	6	6	6	6	6	6



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4. The participants 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 Civil Service Commission (CSC) and Department of Budget (DBM) Joint Circular No. 2, s. 2004 on Non-Monetary Remuneration for Overtime Service Rendered.
5. Travel expenses of the participants incurred during the conduct of this activity are chargeable against school MOOE funds, subject to the usual accounting and auditing rules and regulations.
- 6.. Immediate dissemination of this Memorandum is desired.

**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  
SPORTS



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