



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

August 22, 2025

DIVISION MEMORANDUM  
NO. **1397**-S. 2025

**CONDUCT OF SPORTS ACTIVITIES FOR THE SCHOOL YEAR 2025-2026**

**TO: 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**  
**All Others Concerned**

1. Pursuant to DepEd Memorandum No. 041, s. 2025 titled **Conduct of the 2025 Palarong Pambansa**, the Schools Division of Capiz will hold a series of sports competitions in preparation for the conduct of the 2025 Division Meet to be held at the Villareal Stadium, Roxas City and other specified venues on **November 21-23, 2025** with the theme-**Sports: "Building Character and Revealing the True Champions"**.
2. The activity aims to:
  - a. promote physical fitness and healthy lifestyle among learners and officials through active participation in various sports discipline;
  - b. develop discipline, teamwork, leadership, and sportsmanship as core values in young learners;
  - c. identify and nurture potential talents, enhance their athletic skills and showcase them in a competitive but friendly environment; and
  - d. support the holistic development of learners in line with the DepEd thrust for quality and inclusive education.
3. The indicative dates for the conduct of different levels of sports competitions are as follows:

a. Interclass Meet	September 13-14, 2025	(Saturday & Sunday)
	(Note: All schools are required to conduct Intramural Meet)	
b. Cluster & District Meet	September 27-28, 2025	(Saturday & Sunday)
c. Unit Meet	October 10-11, 2025	(Friday & Saturday)
d. Division Meet	November 21-23, 2025	(Friday – Sunday)
4. The participants in this activity are Capiz Division Officials, School/District/Unit Officials, Tournament Directors, Officiating Officials, Coaches, Assistant Coaches, Chaperons, and Athletes from the following units:



**Address:** Banica, Roxas City  
**Contact Number:** (036) 6518 456/0968-869-5867  
**Email Address:** [capiz@deped.gov.ph](mailto:capiz@deped.gov.ph)  
**Website:** <http://depedcapiz.ph>



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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

5. 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. 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	23. Wrestling
4. Baseball Boys	9. Chess B/G	14. Pencak Silat B/G	19. Taekwondo B/G	
5. Basketball B/G 3x3	10. Dancesports	15. Sepak Takraw B/G	20. Tennis B/G	

**C. Paralympics:**

1. Athletics VI B/G	2. Goal Ball	3. Athletics ID. 15 years old and below B/G	4. Athletics ID. 16-25 years old and below B/G	5. Bocci ID.	6. Swimming ID. B/G	7. Athletics ID. Ortho/amputee B/G
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6. For an elementary athlete, the **cut-off age/year is 13 years old** or must have been **born on or after January 1, 2013**; and for a secondary athlete, the **cut-off age is 18 years old or must have been born on or after January 1, 2008**. Athletes born before said dates shall be immediately disqualified from the District, Division, Provincial, Regional Meets, and Palarong Pambansa.
7. Tournament Directors, Officiating Officials, Coaches, Assistant Coaches and Chaperons of different events for Elementary and Secondary levels are required to attend the Division Online and Face-to-Face Competency Enhancement for Sports Officials and Accreditation of Coaches on **September 6-7, 2025**. 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, Roxas City.
8. All schools, districts, and units are required to establish their own Screening and Accreditation Committee composed of qualified officials to ensure that all participating athletes, coaches, assistant coaches, and chaperons meet the required eligibility standards and guidelines set by the Palarong Pambansa. For queries, please





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contact our Division Screening and Accreditation Committee Chairperson Dr. Tanya Venusa D. Morales at 09454922212.

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. Hence, this Office reiterates that the conduct of athletic meets or academic and non-academic competitions including practices for said meets and competitions shall be allowed on condition that these are held after class hours and days and shall not at any point disrupt classes.
10. It is also 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 that may run counter to the principles of equal opportunity.
11. Participants involved in the series of sports activity are entitled to service credits per DepEd Order No. 013, s. 2024 titled Revised 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) per Civil Service Commission (CSC) 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 2025 Capiz Division Sports Activities are chargeable against the Special Education Fund (SEF), school MOOE funds, and/or other sources of funds, all are subject to the usual accounting and auditing rules and regulations.
14. Wide and immediate dissemination of this Memorandum is enjoined.

  
**ROEL F. BERMEJO**

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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