



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

October 7, 2025

DIVISION MEMORANDUM

No. 506 s. 2025

2025 CAPIZ DIVISION MEET

To: Assistant Schools Division Superintendent
Chief Education Supervisors (CES)/OIC-CES
Education Program Supervisors
Public Schools District Supervisors
Heads of Public, Private, and Elementary, Secondary, and Integrate Schools
All Others Concerned

1. Pursuant to Regional Memorandum No. 877, s. 2025 titled **Conduct of the 2025 Palarong Pambansa Lower-level Meet**, the Schools Division of Capiz will hold the 2025 Capiz 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:

- promote physical fitness and healthy lifestyle among learners and officials through active participation in various sports discipline;
- develop discipline, teamwork, leadership, and sportsmanship as core values in young learners;
- identify and nurture potential talents, enhance their athletic skills and showcase them in a competitive but friendly environment; and
- support the holistic development of learners in line with the DepEd thrust for quality and inclusive education.

3. Due to the new sports participation scheme of 2025 Western Visayas Regional Athletic Association (WVRAA) Meet which is by Division, **private schools under the supervision of the Schools Division of Capiz** are officially included in the sports competition, and all their qualified Athletes, Coaches, Asst. Coaches, Chaperons are eligible to participate across all events alongside public schools participants. In addition, they are advised to organize their own Sports Association, Working Committees, Officiating Officials and independently determine the sports elimination procedures following what is stated in the Palarong Pambansa guidelines for the levels of sports competitions.



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4. The participants in this activity are public and private Elementary and Secondary Schools under the supervision of the Schools Division of Capiz Officials, Unit Officials, Tournament Directors, Officiating Officials, Coaches, Assistant Coaches, Chaperons, and Athletes from the following units:

Unit I Elementary	Unit II Elementary	Unit III Elementary	Unit IV Elementary	Unit V Elementary
Ivisan Panitan Panay Sapian	Pontevedra Maayon Pilar Pres. Roxas	Sigma Dao Mambusao Jamindan	Cuartero Dumalag Dumarao Tapaz	CADPRISAA – Capiz Division Private Schools Athletic Association

Unit I Sec.	Unit II Sec.	Unit III Sec.	Unit IV Sec.	Unit V Sec.	Unit VI Sec.
Ivisan Panitan Panay Sapian	Pontevedra Pilar Maayon Pres. Roxas	Sigma Dao Mambusao Jamindan	Cuartero Dumalag Dumarao Tapaz	Capiz NHS	CADPRISAA-Capiz Division Private Schools Athletic Association

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



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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 Accreditation for Sports Officials and of Coaches on November 7-9, 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 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 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.



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12. Travel and other operational expenses of participants relative to the conduct of the 2025 CapiZ Division Meet are chargeable against the Special Education Fund (SEF), School Maintenance and Other Operating Expenses (MOOE) funds, and/or other sources of funds, all are subject to the usual accounting and auditing rules and regulations.
13. 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