



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:
  - 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. 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.



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

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:

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

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

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.TableTennis 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.Speak 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
---------------------	--------------	--	--	-------------	--------------------	------------------------------------

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



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

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 Venusia 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.



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

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