



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

06 NOV 2025

DIVISION MEMORANDUM
NO. 584 s. 2025

**2025 CAPIZ DIVISION MEET SCREENING AND ACCREDITATION
TIMELINE OF ACTIVITIES**

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

1. Relative to Division Memorandum No. 580 s. 2025 titled Corrigendum and Addendum to Division Memorandum No. 506 S. 2025 (2025 Capiz Division Meet) and Division Memorandum No. 554 S. 2025 (Training Workshop on the MATATAG Curriculum for Grades 3, 5 and 8 Physical Education Teachers and Accreditation of Sport Officials), please be informed of the schedule of screening and accreditation and ocular inspection of different unit delegation in relation to the conduct of 2025 Capiz Division Meet.
2. The checking/validation of the unit student-athlete credentials and ocular inspection will be done in the host district for elementary level and in the host school for secondary level. Checking will be done by the Unit Screening and Accreditation Committee (USAC) and Division Screening and Accreditation Committee (DSAC).
3. The schedule of the ocular inspection will be done by municipality. Only one (1) venue is required for both elementary and secondary in every municipality on the conduct of ocular inspection.
4. Below is the Screening and Accreditation Timeline of Activities, Division Screening and Accreditation Committee Unit assignment for Checking of Credentials, and Schedule of Ocular Inspection.

Screening and Accreditation Timeline of Activities:

| ACTIVITIES | | RESPONSIBLE PERSON | TIMELINE | VENUE |
|------------|--|--------------------|----------------------|-----------------------------|
| 1 | Unit Screening and Accreditation Committee Orientation | USAC & DSAC | November 8, 2025 | SDO Capiz-Multipurpose Hall |
| 2 | Submission of credentials to USAC | USAC and DSAC | November 18, 2025 | Host District |
| 3 | Checking of Credentials | USAC and DSAC | November 19-20, 2025 | Host District |
| 4 | Ocular Inspection | USAC and DSAC | November 24-26, 2025 | By Municipality |



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| 5 | Releasing of Gallery of Athletes to Tournament Directors | DSAC & Tournament Directors | November 27, 2025 | Capiz NHS |
| 6 | Games Monitoring | USAC and DSAC | November 28-30, 2025 | Diff. Games Venue |
| 7 | Retrieval of Documents | USAC and DSAC | November 30, 2025 | Capiz NHS |

Division Screening and Accreditation Committee Unit Assignment for Checking of Credentials:

| ELEMENTARY | | |
|-------------------|-------------------------------------|----------------------------|
| Unit | Responsible Person | Venue/Host District |
| I | Mr. Federico Barrera & USAC | Panay District |
| II | Ms. Grace De Ado & USAC | Maayon District |
| III | Mr. Jayson B. Mendoza & USAC | Mambusao District |
| IV | Mrs. Geraldine T. Gialogo & USAC | Cuartero District |
| V | Mrs. Tanya Venusa D. Morales & USAC | Private Schools |

| SECONDARY | | |
|------------------|-------------------------------------|----------------------------|
| Unit | Responsible Person | Venue/Host District |
| I | Mrs. Tanya Venusa D. Morales & USAC | Ivisan NHS |
| II | Mr. Reynaldo B. Dorado & USAC | Maayon NHS |
| III | Mrs. Joanah V. Rojo & USAC | Mambusao NHS |
| IV | Mrs. Geraldine T. Gialogo & USAC | Estefania Montemayor NHS |
| V | Mr. Joel J. Degoma & USAC | Capiz NHS |
| VI | Mrs. Grace De Ado & USAC | Private Schools |

Schedule of Ocular Inspection:

| DATE | TIME | MUNICIPALITY | VENUE | In - CHARGE |
|-------------------|---------------------|---------------------|-----------------------------------|--------------------|
| November 24, 2025 | 8:00AM – 12:00 Noon | Panitan | Panitan District Conference Hall | DSAC Team A & USAC |
| | | Panay | Panay Central School Covered Hall | |
| | 1:00PM – 5:00 PM | Ivisan | Ivisan Elem. School | |
| | | Sapian | Sapian NHS | |
| | 8:00AM – 12:00 Noon | Pontevedra | Pontevedra ES Covered Hall | DSAC Team B & USAC |
| | | Maayon | Maayon Elementary School | |
| | 1:00PM – 5:00 PM | Pres. Roxas | FYCNHS | |
| | | Pilar | Pilar ES | |
| November 25, 2025 | 8:00AM – 12:00 Noon | Dao | Dao Central School | DSAC Team A & USAC |
| | | Sigma | Sigma Central School Covered Gym | |
| | 1:00PM – 5:00 PM | Dumalag | Concepcion Castro Garcia NHS | |
| | | Cuartero | Cuartero ES | |
| | 8:00AM – 12:00 Noon | Jamindan | Jamindan District Conference Hall | DSAC Team B & USAC |



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|----------------------|------------------------|-----------|--|-----------------------|
| | | Mambusao | Mambusao District Conference Hall, Mambusao ES | |
| | 1:00PM – 5:00 PM | Tapaz | Tapaz NHS | |
| November 26, 2025 | 8:00AM – 12:00 Noon | Dumarao | Estefania Montemayor NHS | DSAC Team A & USAC |
| | | Capiz NHS | Capiz NHS Gym | DSAC Team B & USAC |

5. Attached are Enclosure No. 1- Name of Screening and Accreditation Committee and Enclosure No. 2 - Orientation of Capiz Division Eligibility Officials Matrix.
6. This Memorandum serves as Authority to Travel of all Participants.
7. Travel expenses of the participants during the conduct of this activity is chargeable against School Maintenance and Other Operating Expenses (MOOE) funds subject to the usual accounting and auditing rules and regulations.
8. Immediate dissemination of this Memorandum is desired.


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,
TRAININGS
SPORTS



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Enclosure to Division Memorandum No. 584 s, 2025

| Enclosure No.1- A. DIVISION SCREENING AND ACCREDITATION COMMITTEE | | | |
|--|-------------------------|--------------------|--------------------------------|
| | NAME | POSITION | SCHOOL |
| 1 | Tanya Venusa D. Morales | Head Teacher III | Panitan NHS |
| 2 | Joel J. Degoma | Head Teacher IV | Leodegario D. Deocampo Sr. NHS |
| 3 | Reynaldo B. Dorado | Principal I | Yating NHS |
| 4 | Grade De Ado | Principal I | Sangkal Elementary School |
| 5 | Geraldine T. Gialogo | Head Teacher I | Tapaz NHS |
| 6 | Federico Barrera | OIC/Head Teacher I | Agloway Elementary School |
| 7 | Joanah V. Rojo | Head Teacher I | Vicente Andaya Sr. NHS |
| 8 | Jayson B. Mendoza | TIC/T-III | Maantol Elementary School |

| B. UNIT SCREENING AND ACCREDITATION COMMITTEE | | | | | |
|--|--------------------------|-----------------|-------------------|-----------------|-----------------------------|
| | Name | POSITION | Unit/Level | District | School |
| 1 | Rosemary L. Artates | Principal III | Unit I – Elem. | Panitan | Panitan ES |
| 2 | Francisco Batilaran | H T III | Unit I – Elem. | Panay | Eugenio Regalado ES |
| 3 | Marites Deleña | TIC | Unit I – Elem. | Ivisan | |
| 4 | Nestor Besana | H T I | Unit I – Elem. | Sapian | |
| 5 | Noe B. Bebita | Principal III | Unit II – Elem. | Pontevedra | Victoria C. Dais ES |
| 6 | Jibbs D. Bigas | T - III/TIC | Unit II – Elem | Maayon | Jebaca ES |
| 7 | Marjun C. Bartolo | H TI | Unit II – Elem | Pres. Roxas | Goce ES |
| 8 | Relan Barce | H T III | Unit II – Elem | Pilar | Valentin Punsalan B. ES |
| 9 | Welma Shiela C. Gabinete | MT I | Unit III – Elem. | Dao | Dao Central School |
| 10 | Roselli G. Reyes | TIC | Unit III – Elem. | Sigma | Simeon Bidiones ES |
| 11 | Sweden L. Natalio | M T I | Unit III – Elem. | Jamindan | Jamindan E S |
| 12 | Jocelyn F. Bayot | Principal I | Unit III – Elem. | Mambusao | Burias ES |
| 13 | Josie P. Ponce | HT II | Unit III- Elem. | Mambusao | Balat-an E S |
| 13 | Mary Ann Trambulo | Principal II | Unit IV – Elem. | Dumalag | San Roque ES |
| 14 | Mary Grace G. Bunda | M T I | Unit IV – Elem | Tapaz | Joaquin Artuz ES |
| 15 | Ailyn M. Ureta | Principal II | Unit IV – Elem | Cuartero | Angub ES |
| 16 | Marilyn A. Felarca | Principal I | Unit IV – Elem | Dumarao | Dacuton ES |
| 17 | Fatima Jane Francisco | | Unit V Elem. | CADPRISAA | Pontevedra Christian School |
| 18 | Diana V. Lipardo | | Unit V Elem. | CADPRISAA | Mambusao |
| 19 | Jezabell D. Albay | Teacher III | Unit I – Sec. | Panitan | Panitan NHS |



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|----|---------------------------|-------------|-----------------|-------------|------------------------------|
| 20 | Catherine Candido | Teacher III | Unit I – Sec | Ivisan | Ivisan NHS |
| 21 | Joanne Delos Reyes | Teacher III | Unit I – Sec | Sapian | Sapian NHS |
| 22 | Lorelyn F. Almaquer | Teacher III | Unit I – Sec | Panay | CLANHS |
| 23 | Christopher Bechayda | MT I | Unit II – Sec. | Pontevedra | Pontevedra NHS |
| 24 | Lea D. Borres | Teacher III | Unit II – Sec. | Maayon | Maayon NHS |
| 25 | Willy B. Catalan | M T III | Unit II – Sec. | Pres. Roxas | Feliciano Yusay Consing NHS |
| 26 | Dejie Bonzo | Teacher III | Unit II – Sec. | Pilar | Marciano M. Patricio NHS |
| 27 | Cathyrine Alcayde | Registrar I | Unit III – Sec. | Dao | Dao National High School |
| 28 | Jean Margret Feller | AdAs III | Unit III – Sec. | Sigma | Vicente Andaya Sr. NHS |
| 29 | Wendy Inocencio | Registrar I | Unit III – Sec. | Jamindan | Jamindan NHS |
| 30 | Belinda Pula | ADAS II | Unit III – Sec. | Mambusao | Mambusao NHS |
| 31 | Mary Joy Didulo | ADAS II | Unit III – Sec. | Mambusao | Mambusao NHS |
| 32 | Revaleen H. Lacro | Teacher II | Unit IV – Sec. | Tapaz | Camburanan NHS |
| 33 | Rosalie Besana | Teacher I | Unit IV – Sec. | Dumalag | Concepcion Castro Garcia NHS |
| 34 | Cheeny F. Frias | Teacher III | Unit IV – Sec. | Cuartero | Puti-an NHS |
| 35 | May Jean A. Marcelo | M T I | Unit IV – Sec. | Dumarao | Estefania Montemayor NHS |
| 36 | Jenny A. Madlangbayan | M T I | Unit V – Sec. | | Capiz NHS |
| 37 | Zhenna H. Monteho | Teacher III | Unit V – Sec. | | Capiz NHS |
| 38 | Maria Rema A. Tomato | Teacher III | Unit V – Sec. | | Capiz NHS |
| 39 | Maria Amable B. Stores | Teacher III | Unit V – Sec. | | Capiz NHS |
| 40 | Carolyn D. Devela | Teacher III | Unit V – Sec. | | Capiz NHS |
| 41 | Federico A. Agregorio | Teacher III | Unit V – Sec. | | Capiz NHS |
| 42 | Perlie Ann Esmeralda | | Unit VI– Sec. | CADPRISAA | Pontevedra Christian School |
| 43 | Danna Krishna O. Sambalod | | Unit VI– Sec. | CADPRISAA | Elizalde Academy |



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Enclosure to Division Memorandum No. 58 / s, 2025

Enclosure No. 2 - ORIENTATION OF CAPIZ DIVISION ELIGIBILITY OFFICIALSMATRIX
 November 8, 2025

| Time | Topic | Facilitator |
|-------------------|---|---|
| 7:30 – 8:00 | Registration | |
| 8:00 – 8:30 | Preliminaries National Anthem Prayer Capiz Hymn Opening Remarks EPS- MAPEH Presentation of Division Screening and Accreditation Committee Orientation Proper | Overture - Mr. Ronie C. Reteracion |
| 8:30 – 8:45 | Orientation Proper on the Guidelines on the Eligibility of Athletes in the Division, Regional and National Level | |
| 8:45 – 9:10 | Section 5. Rules on Participation in the Palarong Pambansa Section 6. Eligibility of Athlete | Mr. Joel J. Degoma Head Teacher IV Leodegario D. Deocampo Sr. NHS |
| 9:10 – 9:35 | Section 7. Grounds for Disqualification | Mr. Reynaldo B. Dorado Principal I – Yating NHS |
| 9:35 – 10:00 | Section 8. Documentary Requirements (Athletes) | Mrs. Geraldine T. Gialogo Head Teacher I – Tapaz NHS |
| 10:00 – 10:25 | Section 9. Documentary Requirement for Coash and Assistant Coach Section 10. Documentary Requirements for Chaperone | Mrs. Grace De Ado Principal I – Sangkal Elementary School |
| 10:25 – 10:50 | Section 11. Special Cases regarding discrepancies in the Livebirth of the athlete | Mr. Federico Barrera Officer In-charge/HT I– Agloway Elementary School |
| 10:50 – 11:15 | Policy Guidelines on Para games and Documentary requirements. | Mrs. Tanya Venusa D. Morales Head Teacher III Panitan NHS |
| 11:15 – 11:40 | Clarification on Modified winner-take-all policy Composition of Athletes, Coaches, Asst. Coach and Chaperones. | Mr. Jayson B. Mendoza TIC - Maantol Elementary School |
| 11:40 – 12:00 | Presentation of Ocular Inspection Schedule | Mrs. Joanah V. Rojo Head Teacher I – Vicente Andaya Sr. NHS |
| OPEN FORUM | | |