



Republic of the Philippines  
Department of Education  
NEGROS ISLAND REGION  
DIVISION OF ESCALANTE CITY



January 6, 2026

**DIVISION MEMORANDUM**

No. 012, s. 2026

**DIVISION SCREENING AND VALIDATION OF ATHLETES', COACHES', AND CHAPERONES' DOCUMENTS FOR THE PROVINCIAL MEET**

To: OIC-Assistant Schools Division Superintendent  
Chief Education Supervisors  
Public and Private School Heads  
Sports Coordinators and Coaches  
All Others Concerned

1. In preparation for the upcoming Provincial Athletic Meet, this Office hereby directs all Sports Coordinators and Coaches to ensure the completion, proper accomplishment, and timely submission of all required documents of participating athletes, coaches, and chaperones for division screening, validation, and signing.
2. The following documents shall be submitted:
  - a. For Coaches
    - Coach/Assistant Coach Record
    - Appointment (Public School Teachers and Private School Teachers, if applicable) or Employment/Contract of Service (for Private School Teachers)
    - Omnibus Affidavit
    - Medical Certificate
    - Certificate of Training
    - Certificate of Sports Membership/License or Certifications/Accreditation
  - b. For Chaperones
    - Appointment (for Public School Teachers and Private School Teachers, if applicable) or Employment/Contract of Service (for Private School Teachers)
    - Certificate of Commitment
    - Medical Certificate
  - c. For Athletes
    - Athlete's Record
    - Original Copy of PSA/NSO Birth Certificate
    - SF 10 (Form 137)
    - Parental Consent/Affidavit/Sworn Statement of Actual Care and Custody
    - Medical Certificate
    - Dental Certificate (for Elementary Athletes)
3. The submission, screening, validation, and signing of all pertinent documents shall be conducted on January 12–14, 2026, at the ECES Clinic, located beside the ECES Gym.
4. Please be informed that **athletes are NOT required to be physically present**, as their medical examinations were conducted last month and the results remain valid for three (3) months.



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5. All documents must be complete, accurate, and systematically arranged to facilitate efficient review and signing by the authorized signatories. Incomplete submissions shall not be processed.
6. For information, guidance, and strict compliance.

  
**PETER P. GALIMBA**

Assistant Schools Division Superintendent  
OIC- Office of the Schools Division Superintendent

**M.K. ABELLA/ SGOD/ SHN**  
Reference : None  
Enclosure : None