

October 17, 2016

**DIVISION MEMORANDUM**

No. 659 s. 2016

**SCHEDULE OF ACTIVITIES AND OTHER PERTINENT INFORMATION RELATIVE  
 TO THE CONDUCT OF THE 2016 CEBU PROVINCIAL SPORTS  
 AND CULTURAL MEET**

To: Assistant Superintendents  
 Education Supervisors/Coordinators  
 District Supervisors/OICs  
 Elementary and Secondary School Heads  
 Heads, Private Elementary and Secondary Schools

1. This Office announces the final schedule of the 2016 Cebu Provincial Sports and Cultural Meet on November 20-26, 2016 to be hosted by LGU Carmen and DepEd Carmen.
2. As practiced, the Technical and Assistant Technical Managers shall stay in one venue together with the Division Working Committee, Credentials Committee and Committee Members on Sports and Cultural Events.
3. Only the Technical and Assistant Technical Managers shall share with the Division Management Team in terms of billeting and food. Other members of the Officiating Officials shall join with their delegation for their meals and accommodation.
4. All TM's and ATM's are enjoined to submit to the Office the score sheets and other pertinent documents in their specific event which need reproduction.
5. School Heads are directed to ensure the attendance of the Officiating Officials under their responsibility.
6. Attention is invited to the following schedules of activities for the forthcoming Provincial Sports and Cultural Meet:

<u>Date</u>	<u>Activity</u>
• October 20, 21, 24, 2016	District / Municipal Checking of athletes' & coaches' credentials by the District/Municipal Credentials Committee Members headed by the District/Municipal Sports & Cultural Coordinators
• October 21, 2016	Meeting of All TMs and ATMs at the Civil Service Commission Conference Hall from <b>8:00 A.M. to 5:00 P.M.</b>
• October 24, 2016	Management Team Meeting at the Carmen @ 9:00 a.m. c/o Mr. Al Ceniza

- October 25-26,2016                      Checking of Athletes' & Coaches' credentials by the Division Credentials Screening Committee by cluster (Sleeping Carmen)
- October 26, 2016                      Division Checking of Athletes' & Coaches' Credentials by the Division Credentials Screening Committee for the Northeast Area from 8:00 a.m. to 5:00 p.m. at Carmen Municipal Gym (Depart for Balamban-sleeping Balamban)
- October 27, 2016                      Division Checking of Athletes' & Coaches' Credentials by the Division Credentials Screening Committee for the Northwest Area from 8:00 a.m. to 5:00 p.m. at Mayor Exasperanza Binghay Sports Gym (Depart for Ronda-sleeping Ronda)
- October 28, 2016                      Division Checking of Athletes' & Coaches' Credentials by the Division Credentials Screening Committee for the Southwest Area from 8:00 a.m. to 5:00 p.m. at Ronda Gym (Depart for San Fernando- sleeping San Fernando)
- October 29, 2016                      Division Checking of Athletes' & Coaches' Credentials by the Division Credentials Screening Committee for the Southeast Area from 8:00 a.m. to 5:00 p.m. at San Fernando Gym. (Last Division Checking of Credentials)

Note: Coaches in all sports events are directed to be present during the checking and bring all the credentials of all the athletes in the event they are coaching.

- November 3,4,5 2016                      Training-Workshop of all identified Officiating Officials (venue still to be identified)
- November 7-11, 2016                      ID Making for athletes and coaches by the Division Credentials Committee Members
- November 12, 2016                      Pre - Solidarity Meeting of all Coaches, Asst. Coaches, Chaperons, TMs, ATMs and Credentials Committee Members for Sports and Cultural activities
- November 14-18, 2016                      Lay - outing of all playing venues by TMs, ATMs and Municipal Sports Coordinators
- November 19, 2016                      Travel Time to Carmen/Arrival and Settling Down of Participating Delegations  
  
Refresher Course and Solidarity Meeting of Officiating Officials, coaches and assistant Coaches at Carmen Gym

• November 20, 2016

Opening Program

**7. The following credentials are required from the coaches in Sports:**

- Certificate of Employment with at least 1 year experience
- Form 212
- Affidavit signed by a lawyer
- Appointment certified true copy by Mr. Jeremy Denampo
- Medical Certificate
- 6 pcs. ID pictures (1.5 x 1.5 /passport size)
- Certificate of relevant training (24 hrs. (3 days) for non-combative sports  
40 hrs. (5 days) for combative sports)
- Track record of coaching experience and participation of at least 1 yr. in a lower meet.
- Membership of any relevant sports association
- Educational and professional background of at least K to 12 Sports Track

**Credentials required from the coaches in Cultural Competitions:**

- **Appointment certified by the Principal**
- **Medical Certificate**
- **2 pieces ID pictures ( 1.5 x 1.5 passport size)**

**Credentials required from the Officiating Officials:**

- **Certificate of Employment certified by the principal**
- **Medical Certificate**
- **Track record as Officiating Official**

**Credentials for the Make-up Artists for Mr. & Ms. DepEd 2016**

- **Certificate of Enrolment**
- **Form 137 with first grading grades and LRN**
- **Parents consent**

8. Attention is invited to the following colors assigned to each congressional district for the Credentials of athletes, coaches and assistant coaches.

- 1<sup>st</sup> Congressional District - Yellow
- 2<sup>nd</sup> Congressional District - Red
- 3<sup>rd</sup> Congressional District - Green
- 4<sup>th</sup> Congressional District - Blue
- 5<sup>th</sup> Congressional District - Light Pink
- 6<sup>th</sup> Congressional District - Orange
- 7<sup>th</sup> Congressional District - Violet


9. This **Memorandum** serves as **Authority to Travel** of the participants to the scheduled conferences.

10. Transportation, registration fees and other incidental expenses incurred by the participants relative to their attendance in the conferences shall be chargeable against Local School MOOE/SEF funds, while expenses on snacks and food of the Members of the Division Credentials Screening Team, Cultural Team and Sports Team shall be chargeable against Division Funds intended for the 2016 Provincial

Sports and Cultural Meet, subject to their availability and the usual accounting and auditing rules and regulations.

11. This Memorandum is issued in advance for the information and guidance of all concerned.

12. Widest dissemination of this Memorandum is directed.

  
**RHEA MARIA ANGTUD, Ed. D., CESO VI**  
Schools Division Superintendent

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