



Republic of the Philippines  
**Department of Education**  
Region V  
**SCHOOLS DIVISION OF SORSOGON**

January 5, 2026

**DIVISION MEMORANDUM**  
No. 04, s. 2026

**PREPARATORY ACTIVITIES RELATIVE TO PARTICIPATION OF  
SDO SORSOGON PROVINCE TO PALARONG BICOL 2026**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors/ Division Coordinators  
Public Schools District Supervisors/ OIC PSDSs  
Public and Private Elementary and Secondary School Heads  
All Others Concerned

1. Corollary to the provisions of Republic Act No. 10588 otherwise known as Palarong Pambansa Act of 2013 which mandates the conduct of sports development and competitions in the Palarong Pambansa and to be adopted in the regions, divisions and schools, this Office announces the timeline of activities relative to participation of SDO Sorsogon Province to the said activity on March 2026 in Legazpi City.

2. Herewith is the timeline of activities:

Date	Activity and Venue	Documents to be prepared
January 13 – 16, 2026	Checking of Athlete and Coach Records and Preparation of Masterlist	<ul style="list-style-type: none"><li>• Accomplished Athlete' Record Form</li><li>• Accomplished Coach Record</li></ul>



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	Bulwagan ng Karunungan, SDO Sorsogon, Balogo, Sorsogon City	<ul style="list-style-type: none"><li>Original Copy of Birth Certificate issued by PSA</li><li>SF 10/ Form 137</li><li>Parental Consent/Affidavit/ Sworn Statement of Actual Care and Custody</li><li>Medical Certificate</li><li>Dental Certificate (For elementary athletes only)</li><li>Disability Assessment Result (For Paragames only)</li><li>Palarong Bicol 2026 ID</li></ul>
January 19, 2026	Issuance of Masterlist of SDO Sorsogon delegation	<ul style="list-style-type: none"><li>Masterlist of SDO Sorsogon delegation to Palarong Bicol</li></ul>
January 20 – 31, 2026	School-based concentration training of athletes and coaches (preferably after class hours during weekdays)	<ul style="list-style-type: none"><li>School-based Concentration Training Plan</li></ul>
February 2026	Proposed Division Concentration Training of athletes and coaches	<ul style="list-style-type: none"><li>Division Concentration Training Plan</li></ul>
February 6, 2026	Takbo Para sa Atletang Sorsogonan	



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3. This Office also reiterates the compliance of schools to the provisions of Regional Memorandum No. 66, s. 2011 and Regional Memorandum No. 21, s. 2010 re: Guidelines for Rating Athletes/ Campus Journalists and other Participants in all DepEd Palaro, Cultural, Academic Conferences and Contests.
4. All key officials, coaches/assistant coaches/ chaperones and designated trainers shall be granted service credits/compensatory overtime credits for their services rendered on Saturday and Sunday under paragraph 5.3 letter K of Joint Circular of Civil Service Commission (CSC) and Department of Budget and Management (DBM) dated October 4, 2004.
5. Attached to this Memorandum is the list of Technical Working Group responsible for the checking of athlete and coach records for reference.
6. Expenses relative to the conduct of this annual sports competition shall be charged to SEF/MOOE/PTA and other local funds subject to the usual accounting and auditing rules and regulations.
7. Widest dissemination of this Memorandum is enjoined.

  
**JOSE L. DONCILLO, CESO V**  
Schools Division Superintendent  




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**Technical Working Group for Checking of Forms**

Name	Designation
Rex T. Barbin	DSO
Junel Guantero	DSC
Raimond Paolo L. Mendoza	COS/ TA-I
Arnel David E. Duka Jr.	DSAC Chairperson
Belardo G. Hadap Jr.	DSAC Vice Chairperson
Snowy Charlotte P. Verde	DSAC Member
Regino F. Garcia	DSAC Member
Gilbert Camacho	DSAC Member
Jonaddie V. de los Reyes	DSAC Member
Jeanelyn T. Arambulo	DSAC Member
Ma. Praxides Kiblasen	DSAC Member
Renato Gallenito	DSAC Member
Lilibeth Deduque	DSAC Member
Renyl F. Balderama	Supply Officer Designate
Jover B. Belesario	Supply Officer Designate
Dodge Lagman	In-Charge of ID
Michael Angelo Nanoz	Nurse
Nicanor P. Bailon	In-Charge, Training Plan