



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region VII, Central Visayas  
**SCHOOLS DIVISION OF NEGROS ORIENTAL**  
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January 25, 2019

**DIVISION MEMORANDUM**

No. 64 ; s. 2019

**OFFICIAL ANNOUNCEMENT OF CVIRAA MEET 2019  
AND ITS SCHEDULE OF ACTIVITIES**

**TO:**

Assistant Schools Division Superintendents  
CID & SGOD Chiefs  
Division Education Program Supervisors / Education Program Specialists  
District Supervisors / Districts In-Charge  
Teaching / Non-Teaching Personnel

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1. Attached herewith is the Regional Memorandum No. 0044 s. 2019 which officially announces the conduct of the 2019 CVIRAA Meet in Dumaguete City, on February 17-23, 2018.
2. For more information and the schedule of activities, please see the attached Regional Memorandum.
3. Wide dissemination of this Memorandum is desired.

**WILFREDA D. BONGALOS, Ph.D. CESO V**  
for Schools Division Superintendent

64 JAN 2019



REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
KAGAWARAN NG EDUKASYON  
DEPARTMENT OF EDUCATION  
**REHIYON VII, GITNANG VISAYAS**  
**REGION VII, CENTRAL VISAYAS**  
Sudlon, Lahug, Cebu City



JAN 21 2019

**REGIONAL MEMORANDUM**

No. 0044, s. 2019

**OFFICIAL ANNOUNCEMENT OF CVIRAA SPORTS MEET 2019: RULES AND GUIDELINES OF OPERATIONS AND SCHEDULE OF ACTIVITIES**

To: Schools Division/City Superintendents  
Officers-in-Charge of Regular/Interim Divisions  
All Others Concerned

1. This Memorandum officially announces the conduct of the Central Visayas Regional Athletic Association (CVIRAA) Sports Meet 2019 to be held at Dumaguete City, Negros Oriental on **February 17-23, 2019** to be hosted by the DepED Division of Dumaguete City and Dumaguete City Local Government Unit (LGU), with the theme: *"School Sports: Gearing the Grassroots Potentials to Value-imbued Proficiency Level."*
2. The participation, management and involvement of the Schools Divisions in terms of expenses incurred, including the Personal Accident Insurance (PAI) of the whole delegation, to the 2019 CVIRAA Meet shall be charged against MOOE / Special Education Fund (SEF), local and other available funds subject to the proper accounting and auditing rules and regulations. In this connection, Schools Division Superintendents are hereby enjoined to support and prepare plans of action for your division delegation participation.
3. The Schools Divisions are solely responsible of their own delegation's amenities (like sleeping mats/foams, beddings, etc.) and enhancement of facilities (like kitchen, mess halls, additional shower rooms, drainage, etc.) for the comfort and convenience of their athletes, coaches, delegation officials and technical officials, not the host division and billeting schools.
4. Attached are the following:
  - a) Schedule of Activities
  - b) Playing Venues
  - c) Billeting Schools
  - d) Duties/Responsibilities and Code of Ethics of all concerned
  - e) Authorized additional document templates for complying the credentials:
    - > Affidavit (Omnibus Sworn Statement) of SDS,
    - > Data Privacy Notice, and
    - > Parental Consent to Collection of Data

Office of the Director (ORD), Tel. Nos.: (032) 231-1433; 231-1389; 414-7399; 414-7325; Office of the Assistant Director, Tel. No.: (032) 255-4542  
Field Technical Assistance Division (FTAD), Tel. Nos.: (032) 414-7324 Curriculum Learning Management Division (CLMD), Tel. Nos.: (032) 414-7323  
Quality Assurance Division (QAD), Tel. Nos.: (032) 231-1071 Human Resource Development Division (HRDD), Tel. No.: (032) 255-5299  
Education Support Services Division (ESSD), Tel. No.: (032) 254-7062 Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-9030;  
414-7065 Administrative Division, Tel. Nos.: (032) 414-7326; 414-4367; 414-7366; 414-7322; 414-4367  
Finance Division, Tel. Nos.: (032) 256-2375; 253-8061; 414-7321

**"E90 2015: Kamapagan ng Pambat, Pannangapagan ng Pambat"**

5. The complete required credentials of your athletes, coaches and chaperons together with the masterlist, scanned gallery and the Schools Division Superintendent's Omnibus Sworn Statement duly notarized on the accurateness and completeness of credentials shall be submitted to the Region VII Sub-Office in Dumaguete City not later than February 4, 2019. RSAC members shall start the convention, screening and validation on February 11, 2019. Transportation, per diem and allowances for meals and other incidental expenses of RSAC members and Division Technical Officials related to their CVIRAA Meet activity shall be charged to division / school local / MOOE or any available funds subject to proper accounting and auditing rules and regulations.



6. This issuance also reminds of the agreed financial assistance of Seven Thousand Pesos only (Php7,000.00) during the Coordinative Meeting last December 5, 2018 in Dumaguete City, to be given to the Host Division from the eighteen (18) Schools Division Offices which is chargeable to your local MOOE fund, the deadline of which was January 15, 2019.

7. Only the Most Disciplined Delegation will be retained as a minor competition and will be recognized during the closing program. However, you are still held responsible of the cleanliness and sanitation of your billeting schools and the environment wherever the delegation may be since there will still be a committee together with the City LGU who will monitor your areas.

8. Selected Laro Ng Lahi games will be played during the opening ceremony by in implementation per Memorandum from the Office of the Secretary General of Palarong Pambansa, Asst. Secreatry Atty. Revsee Escobido.

9. Team events winner will be automatically CVIRAA's event's team representative to the Palarong Pambansa 2019. However, the Winning Coach is still required to attend the selection of athletes in case identified potential athletes from other Schools Division is deemed necessary for pick-up.

10. For information, guidance and immediate dissemination.

  
JULIETA A. JERUTA, Ph.D., CESO IV  
Director IV  


JJA/STJ/ESSD/bvjy

### **Schedule of Activities**

February 11, 2019 (1:00 P.M.)	Arrival of RSAC Chairperson and Members Start of RSAC convention: Screening of credentials/documents
February 14, 2019	Arrival of Technical Officials
February 15, 2019	Refresher Course of Technical Officials Briefing of all Division delegation Medical Teams
February 16, 2019	Solidarity Meeting / Deliberation for Qualification of Athletes and Coaches (RSAC) and Distribution of Official CVIRAA IDs Start of Event Competition (Selected Events)
February 17, 2019 (2:00 P.M.) (3:00 P.M.) (4:00 P.M.) (5:00 P.M.)	Opening Ceremonies Holy Mass Assembly of Delegation Parade Opening Program
February 18-21, 2019	Event Competition
February 19, 2019	Dancesports Competition
February 22, 2019	Championship Games Selection of Qualified Athletes and Coaches to Palarong Pambansa 2019 (Davao City) Closing Program
February 23, 2019	Homeward Bound
February 26-March 15, 2019	RSAC Convention and Conference for processing of credentials Documents of qualified athletes for Palarong Pambansa 2019 at the Regional Office
March 12-15, 2019	Scheduled NSAC Screening and Interview of CVIRAA Delegation

16

## **PARENTAL CONSENT TO COLLECTION OF DATA**

As the parent or legal guardian of the child named below, I hereby give my full consent and approval for my child to participate in the sport or event designated below, and as such consent to the collection of data and information, including personal information, which are necessary requirements to my child's participation for purposes of screening and accreditation, and to determine my child's eligibility and qualifications.

Name of Child:

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Date of Birth:

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Sport/ Event:

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Name of Parent/ Guardian:

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Signature of Parent/ Guardian:

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Date:

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## **DATA PRIVACY NOTICE**

Pursuant to the Palarong Pambansa Act of 2013 (Republic Act No. 10588) and its Implementing Rules and Regulations (DepEd Order No. 43, s. 2016), the Regional Screening and Accreditation Committee (RSAC) collects data and information, including personal information from subjects, specifically athletes, coaches, and chaperones, for purposes of screening and accreditation to determine eligibility and qualifications of said subjects.

The RSAC is committed to protect and respect the confidentiality and privacy of these data and information as required under Republic Act No. 10173 or the Data Privacy Act of 2012.

Requests for data and information, unless access is denied when such data and information fall under any of the exceptions enshrined in the Constitution, existing law or jurisprudence, shall be guided by the DepEd Freedom of Information Manual (DepEd Order No. 72, s. 2016).

Only authorized personnel have access to the personal information collected, and the data will be stored in a database in accordance with government policies, rules, regulations, and guidelines.

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DSAC Member

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DSAC Member

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DSAC Member

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DSAC Member

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DSAC Member

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DSAC Member

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DSAC Chairperson

Republic of the Philippines )  
City of \_\_\_\_\_) S.S.

**AFFIDAVIT**  
(Omnibus Sworn Statement)

I, \_\_\_\_\_, of legal age, single/ married, resident of \_\_\_\_\_, and Schools Division Superintendent of \_\_\_\_\_, after having been duly sworn in accordance with law, hereby depose and say:

1. That all the athletes, coaches, and chaperones of the Division of \_\_\_\_\_ personally appeared and have undergone screening and interview through the Division Screening and Accreditation Committee (DSAC);
2. That after thorough screening and accreditation, all the athletes, coaches, and chaperones of the Division of \_\_\_\_\_ as herein endorsed, are eligible and qualified;
3. That all the documents herein submitted based on information and belief formed after reasonable examination and inquiry are genuine, true, accurate, and complete.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_\_ day of \_\_\_\_\_, 2019, in \_\_\_\_\_, Philippines.

\_\_\_\_\_  
Signature Over Printed Name

SUBSCRIBED AND SWORN TO before me, this \_\_\_\_\_ day of \_\_\_\_\_, 2019, Affiant exhibiting to me his (government-issued identification card) \_\_\_\_\_ with no. \_\_\_\_\_, issued on \_\_\_\_\_ in \_\_\_\_\_, Philippines.

Doc. No.  
Page No.  
Book No.  
Series of

*1/14/19*  
*[Signature]*  
*A*

## **DUTIES AND RESPONSIBILITIES**

### **1. Technical Management and Administration Committee**

- 1.1. General management/administration of the games**
- 1.2. Implement sports competition in accordance with national Rule or practices, except otherwise if ground rules are adopted.**
- 1.3. Takes charge of the following:**
  - **Registration of Officiating Officials and the members of the different Games Administration Committee;**
  - **Assign and supervise officiating officials;**
  - **Playing Venues and Schedule of Games**
  - **Billeting and accommodation of members**
  - **Distribution of uniforms and other provisions**
- 1.4. Provides administrative support to the needs of the technical officials.**
- 1.5. Provides office supplies and other needed materials.**
- 1.6. Keep informed and coordinate with participating divisions.**
- 1.7. Records documents and validates results.**
- 1.8. Disseminates technical information.**
- 1.9. Conducts regular meetings with the Technical Managers and chairs of the different Working Committees**
- 1.10. Supervises the different sub-committees.**
- 1.11. Coordinates with the Committees regarding the media, social and cultural activities.**

### **2. Technical and Administrative Committees**

#### **2.1. Technical Manager / Tournament Manager**

- **Prepares and submits game schedules and game ramifications (diagram) and list of participants to the Chair of the Game Results, Records and Documentation Committee.**
- **Submits assignment of officiating officials.**
- **Inspects and approves all equipment to be used based on specifications prescribed by national Rules.**
- **Checks and Prepares all playing fields according to International Rules of the Game and provisions on safety.**
- **During the Solidarity Meeting, shall present the Ground Rules to the coaches and officiating officials for their approval.**
- **Chairs the Technical Committee composed of officiating officials in their respective sports events.**
- **Deliberates and decides immediately on protests regarding technicalities. The written decision must be signed by the Technical Manager in consultation with the Chair of the Games Administration Committee.**
- **Submits post tournament report indicating attendance and performance rating of officiating officials.**
- **Reports the daily progress of the tournament to the Regional Executive Committee.**



- Makes provisions for crowd control during the tournament in coordination with the Security Committee.
- Signs and submits daily game results to the Game Results, Records and Documentation Committee.
- Submits final ranking of Team/Region Standing.
- Asks the approval of the Regional Athletic Manager on all changes of venues, Schedule of games, etc. and furnish the Game Results, Records and Documentation Committee of the changes.
- Be updated with existing National/ASEAN/Asian/World Records per event.
- Retrieves and returns all sports equipment to the Supplies Committee for proper accounting.
- Conducts regular meetings with the Regional Sports / Executive Committee.
- MUST be present and attend the meeting on the selection of qualified Coaches and potential athletes.

## **2.2 Tournament Secretary / Asst. Tournament Manager**

- Assists the Technical Managers in the performance of their functions.
- The Tournament Manager shall assign a Tournament Secretary to be approved by the Regional Sports / Executive Committee.
- Assist the Technical Managers in the preparations of the necessary technical forms per sports event.
- Records all deliberations in protests and meetings held.
- Checks the attendance of the assigned officiating officials in every game.
- Keeps an accurate and updated National/ASEAN/Asian/World Records per event.
- For administrative function, duties and responsibilities:
  - Submits technical forms that require reproduction.
- Serves as vital link among Game Results, Records and Documentation Committee, Media and information Committee, participating regions and other related sub-committees.
- Performs other related task issued by the Organizing Committee.

## **3. Screening Committee**

- 3.1. Evaluates the authenticity of the athlete's record.
- 3.2. Accredits athletes found qualified to participate in the Regional Sports Meet.
- 3.3. Issues CVIRAA identification cards to accredited athletes.
- 3.4. Considers replacement or disqualified athletes only during the period of screening.
- 3.5. Reports to the respective Tournament Managers regarding decisions on eligibility protests of athletes.
- 3.6. Submit all updated records of athletes to the Games Administration and Game results, Records and Documentation Committees.
- 3.7. Renders final decisions on eligibility cases.

**4. Jury of Appeals / Legal Committee**

- 4.1. Resolves and renders final decision on protests related to technical matters affecting the result of the game.**

**5. Game Results, Records and Documentation Committee**

- 5.1 Provides official schedules and results of all sports events throughout the duration of the CVIRAA Meet.**
- 5.2 Provides day-to-day results to media, division delegations and the general public.**
- 5.3 Provides the Awards Committee with the official results.**
- 5.4 Provides the announcer with accurate schedule of events and results for public information. English, Filipino and Cebuano shall be the official language of the CVIRAA.**
- 5.5 Provides the Regional Athletic Manager the official championship results.**
- 5.6 Submits consolidated report of results to the Games Administration Committee right after the last event.**

**6. Evaluation Committee**

- 6.1 Prepares the necessary questionnaires assessing and evaluating the conduct of the CVIRAA Meet.**
- 6.2 Evaluates the outcome of the Regional Sports Meet including performances of all committees, officiating officials, etc.**
- 6.3 Submits results of the evaluation to be announced during the closing ceremony.**

**7. Duties and Responsibilities of Division Athletic Delegations**

- A.1 The thirteen division offices shall conduct their respective preliminary meets (intramurals, district, division levels) to select and train athletes in their participation to the CVIRAA Meet;**
- A.2 Maintain cleanliness and orderliness inside and outside the quarters for the safety of all;**
- A.3 Protect and maintain the physical plant and facilities of the living quarters of the delegations;**
- A.4 Establish a good rapport with the host people and community near and within the vicinity of the delegation quarters;**
- A.5 Assist the host in exercising economy in the use of light and water before, during and after the tournament;**
- A.6 Coordinate with the host committee/school division all activities before, during and after the Meet;**
- A.7 Maintain discipline among delegation members in and out of the playing field;**
- A.8 Exercise sense of values while dealing with athletes and officials at all times;**
- A.9 Attend and participate actively in all program of activities initiated by the management;**
- A.10 Maintain discipline and orderliness during programs and parades;**
- A.11 Exercise at all times;**

- A.12 Arrange / Coordinate with the host division and school;
- A.13 Provide personnel;
- A.14 Secure a copy of game results from the Documentation Records Committee daily at the end of the last event; and
- A.15 Promote and implement Code of Ethics among officials, coaches and athletes at all times.

## **B. Code of Ethics and Good Conduct**

### **Athletes**

1. I promise to faithfully follow rules of the game.
2. I will always exhibit self-discipline and courage to undergo the physical, mental and spiritual demands of training in any sports.
3. I will treat my competitors with respect and not as foes to be conquered but as worthy partners with whom I can test or prove my strength and discover my weaknesses.
4. I will recognize and respect my coach, co-players, officiating officials and spectators regardless of their sex, race, creed or abilities.
5. I will respect the decisions of the officiating officials and in case of dissatisfaction, I will course my questions through proper means.
6. I will not expect or demand material rewards and recognition for my best performance.
7. I will religiously study and work hard to improve or excel in my sport and likewise exert the same effort and commitment in my academic studies.
8. I will not bring disgrace to my school and to any institution that supports me by an act of misbehavior.
9. I will live a life rooted in real and lasting values inherent in sports to become a living testimony to others.
10. I am willing to accept the consequences of my actions and behaviors contrary to the above code of ethics.

### **Coaches**

1. I will treat each player as a unique individual.
2. I will ensure that athletes will be given a chance to play.
3. I will apply first aid in case of emergency.
4. I will seek the advice of a physician before allowing the injured athlete to play again.
5. I will provide the players an environment that is free from drugs, cigarettes and alcohol and refrain them from using such.
6. I will submit complete and genuine documents required for eligibility of athletes.
7. I will keep myself abreast with the rules of the games, coaching principles and practices.
8. I will ensure that equipment and facilities meet the necessary safety standards.
9. I will ensure fair play and sportsmanship.

### **Officiating Officials**

1. Strictly impose the rules of the games including ground rules.
2. Make objective and firm decisions with confidence and conviction.
3. Ensure that my deportment and conduct is consistent with acceptable and good sporting behavior.
4. Keep myself updated with the current trends as required by professional accreditation.
5. Bring the rule book while officiating for reference in case of protest.

### **Parents**

1. Provide our children the necessary support care and encouragement to maximize potential.
2. Focus on our child's efforts and performance rather than on winning or losing.
3. Support coaches and official in order to foster positive and enjoyable experience for all.
4. Assist the school Administrator in providing a healthy environment for school sports that is free from drugs, alcohol, and cigarettes.
5. Never ridicule or blame a child for committing a mistake or losing the game.
6. Respect official's decision and encourage children to always abide by the rules of the game.
7. Extend moral and financial support to school sports.
8. Help children develop their self-worth and confidence in their chosen sports for their enjoyment.

### **Spectators**

1. Show appreciation on the good performance and effort of all players, coaches and officiating officials.
2. Conform to the decision of the referee/judges.
3. Refrain from committing any overt act that will provoke violence and unruly behavior among spectators, players, coaches and officials.