



Republic of the Philippines  
**Department of Education**  
REGION III  
**SCHOOLS DIVISION OFFICE OF ANGELES CITY**

14 October 2025

**DIVISION MEMORANDUM**

No. 343, s. 2025

**GUIDELINES ON THE IMPLEMENTATION OF THE DIVISION SPORTS PROGRAM**

To: Assistant Schools Division Superintendent  
Division Chiefs  
Public Elementary and Secondary School Heads  
All Others Concerned

1. Pursuant to Article XIV, Section 19 of the 1987 Philippine Constitution and consistent with Republic Act 10588 (Palarong Pambansa Act of 2013) and DepEd Order No. 43, s. 2016, the Department of Education, through the Schools Division Office of Angeles City, shall implement the Division Sports Program.
2. The Division recognizes sports as a vital component of learners' holistic education that foster physical health, discipline, teamwork, leadership, and excellence. To this **Division Sports Program** was launched – establishing Flagship Schools per sport, developing elite athletes, and promoting holistic growth in line with DepEd's inclusive and learner-centered vision
3. The detailed Guidelines on the Implementation of the Division Sports Program (Legal Basis, Rationale, Objectives, Flagship School Criteria and Process, Student-Athlete Eligibility, Cancellation Process, Program Components, Roles and Responsibilities, Implementation Procedures, Budget, Monitoring, and Expected Outcomes) are provided in Enclosure No. 1 of this Memorandum.
4. For inquiries, please email your queries at these email address [sportsdivisionac@depedangelescity.com](mailto:sportsdivisionac@depedangelescity.com).
5. Immediate dissemination of this memorandum is desired.

**ENGR. EDGARD C. DOMINGO PhD, CESO V**  
Schools Division Superintendent

Encl.: As stated.

Reference: None

To be indicated in the Perpetual Index  
under the following subjects:



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ATHLETICS  
LEARNERS  
TRAINING

SPORTS  
PUPILS  
PROGRAM

*EPS/SGOD/October 14, 2025*



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Enclosure No. 1 of DM no. 343 s. 2025

**GUIDELINES ON THE IMPLEMENTATION OF DIVISION SPORTS PROGRAM**

**I. Rationale**

As the Constitution declared on **Article XIV, Section 19**, of the **1987 Constitution of the Philippines** that the;

1. “The State shall promote physical education and encourage sports programs, league competitions, and amateur sports, including training for international competitions, to foster self-discipline, teamwork, and excellence for the development of a healthy and alert citizenry.”
2. “All educational institutions shall undertake regular sports activities throughout the country in cooperation with athletic clubs and other sectors.”

In line with the constitutional mandate, the Division of Angeles City has launched two strategic sports development initiatives the Sports Development Program and the Division Sports Program.

**A. Sports Development Program**

This program aligns directly with the constitutional emphasis on league competitions and structured athletic advancement. It focuses on organizing and nurturing amateur sports at all levels within the division:

1. **School Intramurals:** Launching point for talent identification and student engagement in competitive sports.
2. **District-Level Meets:** Fostering inter-school competition and building deeper sporting camaraderie.
3. **Public & Private Schools Meet:** Ensuring inclusive access and competition across all sectors.
4. **Division Sports Meet:** A major showcase for athletes to shine within the Division of Angeles City.
5. **Beyond the Division:** Outstanding athletes receive Division support to progress to **Regional Meets, Palarong Pambansa and other invitational sports activities and competition**, exemplifying sustained competitive nurturing from school to national, and international arenas.

This program ensures a broad-based pipeline—from grassroots admission to elite-level participation—for learners to progressively develop their sporting skills.

**B. Division Sports Program**





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This initiative reinforces the constitutional ideals of **self-discipline, teamwork, excellence**, and the nurturing of a **healthy, alert citizenry**. It is focused on specialized athletic development:

1. **The Flagship Schools:** Selected public schools are designated as specialized centers for specific sports, equipped with enhanced coaching, facilities, and training programs. Under this program the school have task to develop the specific sports through research-based training designs, age and skills appropriate drills and training, and best practices in terms of implementation and management. To strengthen grassroots sports development, the Division shall identify Flagship Schools per sport that will serve as training hubs for student-athletes. These schools shall be provided priority support, capacity-building programs, and recognition as centers of excellence in sports.
2. **Elite Athlete Development:** A targeted athlete pool is well-trained and prepared to represent the School Division Office of Angeles City in **Regional Meets, Palarong Pambansa** and **other invitational tournament and competitions**.
3. **Holistic Growth:** Beyond physical training, these programs foster values, sportsmanship, and academic balance, ensuring well-rounded student-athletes.

This program underscores long-term talent development—not just competition, but sustained excellence and character-building within the Division’s sports framework.

## **II. Objectives**

1. **Promote Physical Health:** Encourage community members to engage in regular physical exercise.
2. **Foster Social Connections:** Create an inclusive environment where individuals from different backgrounds can interact and form lasting relationships.
3. **Enhance Teamwork and Discipline:** Through structured team sports, individuals will learn discipline, leadership, and cooperation.
4. **Provide Access to Sports:** Ensure that individuals of all skill levels and backgrounds have access to sports opportunities.
5. **Develop a pool of athletes** that represent the division in higher meets such as CLARAA and Palarong Pambansa.

## **III. Sports Flagship School Application**

### **A. Criteria for Selection of Flagship school and Athletes**

A school may be designated as a Flagship School for a specific sport upon validation, and based on the following set criteria,



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**B. Process of Selection**

1. Nomination: Schools may be nominated by the designated Tournament Managers or by self-nomination through submission of documents.
2. Screening: The Division Sports Committee shall review nominations using the set criteria.
3. Validation: On-site validation and inspection of facilities, training programs, and records.
4. Approval: Final list of flagship schools shall be recommended by the Division Sports Officer and approved by the Schools Division Superintendent.
5. Recognition: Awarding of certification as Division Flagship School for Sport.

**C. Monitoring and Evaluation**

1. Annual evaluation of flagship schools based on athlete performance, program sustainability, and compliance with guidelines.
2. Possible reassignment or replacement of flagship status if standards are not met.

**D. Process for Cancellation of Flagship School**

1. Flagship status may be recommended for cancellation if the school:
  - a. Consistently fails to produce or sustain competitive athletes in its designated sport.
  - b. Lacks or loses adequate facilities, equipment, or qualified coaching staff.
  - c. Fails to implement a structured training program or grassroots development.
  - d. Shows lack of administrative support or weak stakeholder involvement.
  - e. Commits violations of DepEd policies, such as misuse of funds, poor governance, or negligence in athlete welfare.
2. Notice of Deficiency
  - a. The Division Office issues a formal notice to the school, citing deficiencies and areas needing improvement.
  - b. The school is given a grace period (e.g., 6–12 months) to comply with requirements or improve performance.
  - c. Re-Evaluation
  - d. After the grace period, the Division conducts a follow-up evaluation.
  - e. If improvements are made, the school retains its flagship status.
  - f. If no substantial progress is evident, the Division recommends cancellation.
4. Recommendation for Cancellation
  - a. The Division Sports Committee submits a written recommendation to the Division Sports Officer.
  - b. The recommendation should include evaluation results, supporting documents, and justifications.



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5. Reassignment / Replacement

The Division may:

- a. Reassign the flagship sport to another qualified school.
- b. Open a call for applications from schools willing to take on the flagship status.
- c. Temporarily suspend the flagship designation until a new school is identified.

6. Documentation and Reporting

- a. All cancellation proceedings must be properly documented and filed at the Division Office.
- b. A report is submitted to the Division Sports Officer for record and monitoring.

**E. Program Continuity Policy**

1. To assure the student-athletes continuity of skills and performance development, the flagship schools for sports must consider the following criteria.

- a. There is a continuing school on secondary level, within the vicinity
- b. Meet the minimum scores on the following set criteria for applying on Flagships Program.

**IV. Students – Athletes, Coaches and Assistant Coaches Application**

**A. Eligibility and Qualification of Students Athletes and Coaches**

This program adopted the policy and guidelines of Republic Act 10588 otherwise known as “Palarong Pambansa Act of 2013,” and section 20-23 of the DepEd Order 43 s. 2016 or the “Implementing Rules and Regulations of Republic act 10588” in terms of eligibility and qualification of Students – Athletes, Coaches and Assistant Coaches.

Section 20. Eligibility of Students-Athletes

- a. A Filipino Citizen
- b. Enrolled in a recognized school at the beginning of the current school year and have attended and/or completed the curriculum year;
- c. The exact cut-off date to determine the eligibility of an athlete in the elementary or secondary level shall be provided by the Board in a separate resolution issued for this purpose; and

Section 21. Grounds for Disqualification for Students-Athletes

- a. Athletes who have been declared over-age (Following the cut-off age of Palarong Pambansa)
- b. Elementary athletes with 3<sup>rd</sup> molar tooth.
- c. Athletes with failing grades in more than two (2) learning areas in the second grading period.

Section 22. Documentary Requirements for Students-Athletes. The following are the required documents to be submitted by the athletes who intend to participate.

- a. Athletes Record



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- b. Original and Photocopy of PSA
- c. Form 137
- d. Certificate of Enrollment
- e. Parents or guardian's consent
- f. Medical Certificate
- g. Dental Certificate

Section 23. Eligibility and Documentary Requirements for Coach and Assistant Coaches to be submitted by the Coaches and Assistant Coaches. The following, among others, are the eligibility and documentary requirements to be submitted by the Coaches and Assistant Coaches.

- a. Training requirements
- b. Years of relevant experience
- c. Track record
- d. Educational and professional background
- e. Membership in relevant sports associations
- f. Necessary licenses or certifications
- g. Medical records

## **B. Selection and Benefits of Students-Athletes and Coaches**

### **1. Selection and Process of Enrollment**

In terms of selection-process for the students-athletes to be enroll, this program adapted the rule on the selection of DepEd Order 005 s. 2023, otherwise known as "Conduct of the 2023 Palarong Pambasa" under Enclosure 1, Roman Numeral II, Item no. 3 stated that (3) Selection of athletes is through try-outs, in which the students must meet the minimum set time/distance/score to the specific sports to be qualified.

## **C. Process of Enrollment**

The students-athletes may enroll on this program based on the following ways.

- a. Officially enrolled students' athletes may enjoy the following benefits such as priority of use of sports facilities and equipment, advance skills and coaching training, incentives and training allowance, while probationary enrolled students' athletes may enjoy the same benefits of officially enrolled athletes, except on the regular monthly allowance.
- b. Athletes that successfully won Gold and/or Silver during the division meet was categorize into officially enrolled in the program and enjoy all the benefits set on this program, while athletes that pass the minimum qualification set by the Training Managers will be categorize as probationary enrolled, and may also enjoy all the benefits, except receiving the monetary meal allowance, that only officially enrolled may enjoy.

## **D. Cancellation of Enrollment of Students-Athletes**

### **1. Grounds for Cancellation**

Enrollment or participation of student-athletes may be cancelled under the following circumstances:



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- a. Voluntary Withdrawal – The student or parent/guardian submits a formal written request for withdrawal from the sports program.
- b. Academic Deficiency – Failure to maintain the required academic standing as prescribed by DepEd Order No. 43, s. 2016 or school policy.
- c. Disciplinary Reasons – Commission of major offenses or repeated violations of the Code of Conduct for athletes.
- d. Health or Medical Concerns – Upon recommendation of a licensed physician that continued participation may endanger the athlete's health.
- e. Residency or Eligibility Issues – Discovery of falsified documents, age ineligibility, or transfer without proper clearance.
- f. Non-compliance with Training Requirements – Failure to attend required practices, competitions, or team activities without valid reason.

**2. Process of Cancellation**

- a. Filing of Request / Report: Parent/guardian, coach, or school sports coordinator files a written request/report citing reason for cancellation.
- b. Preliminary Review: The School Sports Coordinator validates the request and gathers supporting documents (grades, medical certificate, disciplinary records, etc.).
- c. Notification: Student-athlete and parent/guardian are formally notified of the review and are given the chance to explain or appeal.
- d. Evaluation: A Committee on Student-Athlete Affairs (composed of the School Head, Sports Coordinator, Teacher-Coach, and Guidance Counselor) evaluates the case.
- e. Recommendation: The committee submits a recommendation for approval to the School Head/Division Sports Officer.
- f. Approval and Issuance: Final approval/disapproval is issued through an official memorandum or letter of cancellation.
- g. Documentation: Records are filed in the school's sports office and submitted to the Division Sports Office for monitoring.

**3. Effects of Cancellation**

- a. Immediate removal of the student from the team roster.
- b. Forfeiture of privileges such as scholarships, allowances, and use of sports facilities.
- c. Student may reapply in the next cycle/season, subject to eligibility requirements.

**V. Program Components / Activities**

1. **Training and Development** – Regular training sessions for athletes and coaches.
  - a. Tryouts. All the athletes that interested to enroll in this program must start on the process of tryouts, Training Managers will set the Time/Distance/Score per sports.
  - b. Year-round trainings. This program is a year-round training design to enhance the students-athletes level of skills through research-based training drills, programs and establish best practices on training.





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2. **Sports Competitions** – Intramurals, District Meets, Division Meets, preparation for Regional/National meets and other invitational and international sports tournaments and competitions.
  - a. The enrolled student-athletes in this program must still compete on all regular competing meets in the division, and may also compete on private invitational local, national or even international.
3. **Capacity Building** – Training programs, seminars, and workshops for coaches, trainers, and officiating officials.
  - a. Officials, Sports Technical Assistant, Tournament Managers, Coaches and Assistant Coaches are required to attend all the programs relevant to sports and coaching organized by the division office.
  - b. Officials, Sports Technical Assistant, Tournament Managers, Coaches and Assistant Coaches may also receive fundings for attending sports coaching trainings accredited Philippine Sports Commission or any National Sports Association.
4. **Support Services** – Provision of equipment, facilities, medical support, and nutrition guidance.
  - a. Coaches, Assistant Coach and Students Athletes may enjoy to use any of the Division owned sports facilities, equipment and implements.
5. **Awards and Recognition** – Awards and incentives for outstanding athletes and coaches.
  - a. Coaches, Assistant Coach and Students Athletes are subject for receiving cash incentives for winning on the Regional and National Meets charge to the Special Education Funds.

## **VI. Roles and Responsibilities**

1. **Schools Division Superintendent (SDS):** Exercise over-all leadership and authority in the implementation of Division Sports Program.
2. **Assistant Schools Division Superintendent (ASDS):** Assist the SDS in managing and supervising the implementation of the Division Sports Program.
3. **Chief Education Program Supervisor:** Provides over-all supervision of the Division Sports Program and ensures alignment with DepEd vision, policies and inclusive education goals.
4. **Education Program Supervisor (EPSvr):** Lead the decisions, development and management of Division Sports Program in line with the DepEd guidelines and funding requirements.
5. **Sports Technical Assistant I:** Assist the Education Program Supervisor in planning, coordinating and supervising the overall implementation of the Division Sports Program.
6. **Tournament/Training Managers (TM):** Leads the planning, coordinating and actual conduct of Sports Training and Tournaments.
7. **School Heads:** Ensure conduct of the Division Sports Program and support for athletes.



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8. **Coaches and Trainers:** Facilitate training, mentoring, and monitoring of athletes.
9. **Parents and Community Stakeholders:** Provide support and encouragement to athletes.

**VII. Implementation Procedures**

1. Schools conduct intramurals to identify potential athletes.
2. District level competitions are held to select the best athletes per event.
3. The Division Meet consolidates district athletes and selects the official delegation.
4. Regular training and evaluation sessions are conducted prior to regional/national competitions.

**VIII. Other Policy and Regulations, and Division Services**

**1. Child Protection Policy**

- a. Safeguarding Measures for Learners during the Conduct of Curricular and Co-Curricular Programs and Activities Inside or Outside School Premises - DM-OUOPS-2024-05-07998 Supplemental Guidelines for the Implementation of DepEd Order No. 40, S. 2012, or the DepEd Child Protection Policy.
- b. Establishment of Learner Rights and Protection in the Conduct of Sports Events" - with OASOPS Memorandum- 2024-05-00946, titled General Information on the Conduct of the 2024 Palarong Pambansa Lower Meets.

**2. School Health and Nutrition Unit**

To ensure the overall well-being and optimal performance of athletes, the sports program integrates several health and medical initiatives. These activities aim to promote physical fitness, prevent illness, and maintain athletes' readiness for training and competition. The following are the key health components of the program:

- a. **Baseline Check-ups** - Before participation in any sports activity, all athletes undergo comprehensive baseline check-ups. These include physical examinations and assessments to determine their fitness levels, identify existing health conditions, and ensure that each athlete is medically cleared to participate in training and competitions. This process establishes a health profile that serves as a reference for monitoring athletes' progress throughout the season.
- b. **Regular Health Consultation** - Regular consultations are conducted to monitor the athletes' health status and address emerging medical concerns. Through periodic check-ups with health professionals, early signs of fatigue, injuries, or illnesses are detected and managed promptly. These consultations help maintain the athletes' physical and mental well-being, ensuring sustained performance and safety during activities.
- c. **BMI Monitoring Body Mass Index (BMI) monitoring** is carried out regularly to track the athletes' weight management and nutritional health. Maintaining an appropriate BMI is crucial for achieving peak athletic performance. The data gathered from BMI checks



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guide coaches, trainers, and health personnel in creating personalized training and nutrition plans tailored to the athletes' needs.

- d. **Vitamins and Supplements** - To support the athletes' nutritional requirements, the program includes the administration of appropriate vitamins and supplements. This help boost energy, strengthen immunity, and enhance recovery after training or competitions. The selection and distribution of supplements are supervised by qualified health professionals to ensure safety and effectiveness.
  - e. **Dental Check-ups** - Dental health is also prioritized as part of the overall wellness strategy. Regular dental check-ups are scheduled to prevent oral health issues that may affect an athlete's comfort and performance. Proper dental hygiene education is also provided to encourage athletes to maintain healthy oral practices.
  - f. **Tooth Extraction** - In cases where dental examinations reveal decayed or damaged teeth that could cause pain or infection, tooth extraction services are provided. This preventive measure ensures that athletes are free from dental discomfort that might hinder focus and performance during training or competition.
  - g. **Supplementary Food for Athletes** - Distribution of nutritious meals, energy snacks, and hydration support to sustain stamina, promote muscle recovery, and maintain overall strength during training and competitions, funded by the School Canteen, as stipulated on the DepEd Order no 8, s. 2007.
3. **Education Facilities Unit** - developing and maintaining standard sports facilities to ensure a safe, functional, and conducive environment for athletic training and competitions. This includes the planning, construction, upgrading, and regular maintenance of sports venues in line with approved national and local standards.

#### **IX. Resources and Budget**

1. **Special Education Funds** - Funding shall be sourced from the Special Education Fund. Allocation shall cover training, equipment, uniforms, medical support, and competition expenses.

#### **X. Monitoring and Evaluation**

1. Regular reports from coaches and sports coordinators.
2. Athlete performance assessment during training and competitions.
3. Post-competition evaluation to identify strengths and areas for improvement.

#### **XI. Expected Outcomes**

1. Improved physical fitness and sports participation of learners.
2. Enhanced sports skills and competitive readiness of athletes.
3. Development of discipline, leadership, and sportsmanship among student-athletes.



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4. Stronger representation of the Division in regional, national competitions, and other local and international private invitational meets.

**XII. References**

1. 1987 Constitution of the Philippines, *Article IX Sports Section 19 (1-2)*
2. Republic Act 10588, *Palarong Pambansa Act of 2013*
3. DepEd Order No. 43, s. 2016, *Implementing Rules and Regulations of Republic Act No. 10588 or the Palarong Pambansa Act of 2013*
4. *Act No. 10588 or the Palarong Pambansa Act of 2013*
5. DepEd Order 005 s. 2023, *Conduct of the 2023 Palarong Pambansa 2023*
6. DepEd Order No. 40, S. 2012, *DepEd Child Protection Policy*
7. DepEd Order No. 8, s. 2007 – *Revised Implementing Guidelines on the Operation and Management of School Canteens in Public Elementary and Secondary School*