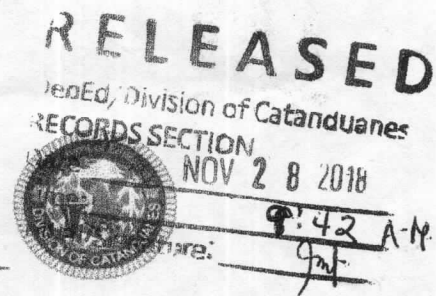





Republic of the Philippines
Department of Education
Region V (Bicol)
DIVISION OF CATANDUANES
Virac, Catanduanes



MEMORANDUM:

No. 330s. 2018

TO: Public Schools District Supervisors
Elementary and Secondary School Heads
Coaches, Asst. Coaches and Chaperons

FROM:  **SOCORRO V. DELA ROSA, CESO VI**
Schools Division Superintendent

SUBJECT: **Submission of Required Documents of Qualified Athletes, Coaches, Assistant Coaches and Chaperons for 2019 Palarong Bicol**

Date: November 26, 2018

1. Regional Screening of documents for Palarong Bicol 2019 will start on the December 7, 2018 at the Regional Office, Legazpi City. All documents of qualified athletes, coaches, assistant coaches and chaperons must be presented and be screened on the scheduled date set by the RSAC.
2. All concerned coaches, assistant coaches and chaperons are hereby advised to submit the complete documents to the Division Screening and Accreditation Committee on starting **November 26, 2018** to further check / review and make necessary corrections regarding data entered in the required forms. The deadline for submission is on **November 30, 2018**.
3. Soft copies of the documents must also be saved on CD and be submitted to the DSAC for consolidation.
4. Transportation and other incidental expenses shall be charged against school MOOE subject to the usual accounting and auditing rules and regulations.
5. For information, guidance and compliance.