



Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division  
Superintendent

JAN 02 2024

**MEMORANDUM**

**REVISED TECHNICAL GUIDELINES FOR 2024 PALARO**

To: OIC – Assistant Schools Division Superintendent/ Chief Education Supervisor, School Governance and Operations Division  
Chief Education Supervisor, Curriculum Implementation Division  
Public/Private Elementary and Secondary School Heads/OICs  
Administrative Officer V  
All Others Concerned

1. Attached is DepEd-NCR Memorandum No. 1301 s. 2023, dated December 15, 2023, on the above-captioned title, the contents of which are self-explanatory, for the information and guidance of all concerned.
2. Particular attention is invited to the attached General Technical Guidelines of the said Memorandum.
3. Immediate and wide dissemination of this Memorandum is desired.

  
**EVANGELINE P. LADINES CESO V**  
Schools Division Superintendent

Encl: As stated

Reference:

To be indicated in the Perpetual Index  
under the following subjects

/TRAININGS

SCHOOLS


TEACHERS

COACHES

001 E C E/ IMPLEMENTATION OF GALAW PILIPINAS  
December 21, 2023  
UN-2024-001

001



 Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan,  
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Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION



**REGIONAL MEMORANDUM**  
ORD-2023-1301

**TO :** **SCHOOLS DIVISION SUPERINTENDENTS**  
Division Sports Officers

**FROM :** **JOCELYN DR. ANDAYA**   
Director IV

**SUBJECT :** **REVISED TECHNICAL GUIDELINES FOR 2024 PALARO**

**DATE :** December 15, 2023

Relative to the forthcoming Division Athletic Meet and Regional Palaro this coming January to April, 2024, attached is the revised Palaro Technical Guidelines, for your information and guidance.

Immediate dissemination of this Memorandum is desired.

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**NATIONAL CAPITAL REGION  
REGIONAL ATHLETIC MEET 2024  
GENERAL TECHNICAL GUIDELINES**

**I. INTERNATIONAL RULES AND GROUND RULES**

1. The International Rules and Regulations of the different sports events shall govern the conduct of the Regional Palaro, however, International Rules amended by the "Ground Rules" shall be adopted to suit local conditions. Ground rules supersede International Rules.
2. Ground rules shall be agreed upon by the Coaches and Tournament Directors during the Solidarity Meeting. The Coaches and Tournament Directors concerned must affix their signature on the aforesaid documents and submit the same to the General Referee (Regional Sports Officer) for approval.

**II. OFFICIATING OFFICIALS**

DepEd personnel shall be given priority to officiate in school sports competitions, however, non-DepEd personnel may be tapped whenever necessary.

**III. MODIFICATIONS IN THE CONDUCT OF 2024 PALARONG PAMBANSA**

**A. School Level/Competitions**

1. All schools are encouraged to organize school sports clubs in adherence to the issued guidelines of DepEd, adopting mandatory sports and preferred sports based on context.
2. All organized school sports clubs must be duly recognized by their concerned Schools Division Office authority/ies.
3. Selection of athletes is through conduct of intramural, try-outs, inter-sports club competitions or other modalities that can ensure selection of quality athletes.
4. Qualifying standards for measurable sports are not applied at this level of competition. However, winner-take all policy shall be applied for team sports.
5. Schools are encouraged to participate in sports events in which they can compete and advance to the next level of competitions.

**A. Division Meet (City Meet)**

1. All School Division Offices are enjoined to organize their Schools Division Athletic Association (SDAA) which shall be responsible for the management of Division Meets.
2. The winner-take-all policy shall be applied in the representation of teams (School Sports Club) to the next level of competition for team sports.

3. Schools Division Offices/SDAAs have the option to adopt qualifying time, distance and score to establish standards for measurable sports.

#### **B. Regional Meet**

1. All Regional Offices are enjoined to organize their Regional Athletic Association (RAA) which shall be responsible for the management of Regional Meets.
2. The winner-take-all policy shall be applied in representation of team sports to the next level of competition. Only seven (7) team sports will be played during the Pre-National Qualifying Meet (Basketball, Baseball, Softball, Football, Futsal, Sepak Takraw and Volleyball).
3. Measurable sports such as athletics, swimming and archery shall adopt the qualifying time, distance and score set for Palarong Pambansa.
4. Other sports that do not apply qualifying standards in the selection of athletes and are not identified as team sports, shall advance directly to the National Palarong Pambansa.
5. Regional Offices are encouraged to formulate policies, guidelines, rules and regulations that conform to Palarong Pambansa standards. Moreover, ROs can strategize the conduct of Regional Meets on conditions that can ensure efficiency and effectiveness in the selection of athletes who shall participate for the next level of sports competition.

#### **C. Pre-National Qualifying Meet**

1. The hosting of the Pre-National Qualifying Meets shall depend on the Palarong Pambansa Regional Hosting Cycle (Cluster -NCR, IV-A, IV-B and Region V). This meet shall be hosted by the region where the Palaro host-LGU belongs.
2. The team sports (Basketball, Baseball, Softball, Football, Futsal, Sepaktakraw and Volleyball) in the Pre-National Qualifying Meet shall be clustered based on Top 4 Palarong Pambansa 2023 ranking of regions by events. Drawing of lots for the remaining slots in each pool shall be applied.
3. When RAAs/SDAAs opted not to send their delegation and there shall only be eight or lesser delegation/s available, the said delegation/s shall automatically qualify for the Palarong Pambansa.

### **III. NUMBER OF COACH**

For NCR PALARO 2023 only, the following team events whose number of athletes are ten (10) and above may have one (1) Assistant Coach aside from the

required number of coach, however, assigning Assistant Coach is the prerogative of the Division. The total number of coaches will only be two (2):

- Athletics (Elementary and Secondary Boys and Girls)
- Badminton (Elementary and Secondary Boys and Girls)
- Basketball (Elementary Boys and Secondary Boys and Girls)
- Baseball (Elementary and Secondary Boys)
- Boxing (Secondary)
- Football (Elementary and Secondary Boys)
- Sepak Takraw (Secondary Boys)
- Softball (Elementary and Secondary Girls)
- Taekwondo (Elementary and Secondary Boys and Girls)
- Volleyball (Elementary and Secondary Boys and Girls)
- Wrestling (Secondary Boys)

#### **IV. "NO COACH, NO PLAY" POLICY**

1. The policy of "NO COACH, NO PLAY" shall be applied in the direction of the Palaro.
2. In cases of non-appearance of the coach the rulings below should be observed /followed:
  - 2.1 The reason for non-appearance of the coach should be justifiable.
  - 2.2 The coach should immediately inform his/her Division Sports Officer (DSO) and the Tournament Director (TD) the reason of non-appearance during that particular event so that an immediate replacement can be done. This is not to jeopardize the play of the athletes in that particular event.

Both DSO and TD should agree to the replacement with the signed template for replacement of coach

The substitute coach should have served during the respective division meet/paloro.

3. Request for replacement may be done in the following manner:
  - 3.1 Through writing/text message/phone call a day before or within one (1) hour before the start of that particular game.
  - 3.2 The ESSD/RSO must be informed regarding the said request for replacement.
4. The request for replacement of coach shall only be applied to those team with one (1) coach only.
5. The team as mentioned in ITEM NO. 3 cannot anymore ask for replacement in cases both coaches did not appear in that particular game.
6. Non-appearance of both coaches during the game will mean forfeiture of the game in favour of the opponent.

#### **V. DEFAULTING TIME AND FORFEITURE**

1. Defaulting time is fifteen (15) minutes.
2. However, only the first scheduled game of the first day of the competition be given thirty (30) minutes defaulting time to give the team/athletes/coaches time to adjust to the proximity of the venue from their point of departure.
3. In the succeeding scheduled games from the first day up to the last day of the competition, the fifteen (15) minutes defaulting time as stated in the ground rules shall be applied.

4. ONLY the Tournament Director has the right to declare a game won by default or forfeiture.

#### **VI. CODE OF CONDUCT AND PROTEST**

1. Officials and coaches who fail to observe the code of conduct and proper decorum shall be dealt with accordingly.
2. All unsportsmanlike conduct of coaches/chaperons/trainers and athletes are ground for suspension. Furthermore, supporters (teammates, classmates, teachers, friends, parents, etc.) of the team concerned who are unruly during the games will be the responsibility of the coach/division officials of that particular team in sending them out of the playing area with the assistance of the peace and order officers (policemen, barangay officials/security guard, etc.) present during the games.
3. Protest on technicalities arising from the games shall be resolved in the following manners:
  - 3.1 ONLY the official coach of the team has the right to a protest.
  - 3.2 The Tournament Director concerned is empowered to conduct an on the spot investigation and decide immediately on any protest.
  - 3.2 If the protesting coach is not satisfied with the decision of the tournament manager, a formal written protest, signed by the coach and the Division Sports Officer concerned and noted by the head of the delegation maybe filed with the Jury of Appeal not later than **12 hours** after the incident. The decision of the Jury of Appeal (Regional Legal Officer, RD/ARD, RSO) is final.
  - 3.3 When the violation on eligibility rules is proven in team competitions, the games in which the individual has taken part shall be declared forfeited in favour of the opposing team. The individual performance in case of the individual events, shall be nullified.

#### **VIII. DECLARATION OF THE OVERALL CHAMPION**

1. The Olympic Medal count system will be used in declaring the Overall Champion.
2. The Division garnering the most number of gold medals for regular and Special Events (PARA games) shall be declared team champion in their respective level. In case of tie, the silver medals will be the basis and if there is still a tie, the bronze medal will break the tie. If the tie still exists, there will be two (2) champion.
3. In determining the overall champion, the total number of gold medals in the regular events in the elementary and secondary shall be added.

#### **IX. AWARDING OF MEDALS, TROPHIES AND CERTIFICATES OF RECOGNITION AND PARTICIPATION**

1. The Tournament Directors of the different sports events may conduct their respective awarding ceremonies at their respective venues. The first to fifth (1<sup>st</sup> to 5<sup>th</sup>) placers in the overall ranking in the elementary and secondary divisions will be awarded trophies during the closing ceremonies. Likewise, trophies will also be awarded to the most benedalled athletes in the following events:

- Archery - Secondary Boys and Girls

- Arnis - Secondary Boys and Girls
  - Athletics - Elementary and Secondary Boys and Girls
  - Swimming - Elementary and Secondary Boys and Girls
  - Gymnastics - Elementary and Secondary Boys and Girls
2. Special performance of athletes in the different sports events shall be given during recognition through the issuance of Certificate of Recognition. These awards will be given during the awards ceremonies of every sports event in their respective venues.

- Arnis (Elementary Boys and Girls)
  - MVP
  - Best in Anyo
- Badminton (Elementary and Secondary Boys and Girls)
  - MVP
- Basketball (Elementary Boys and Secondary Boys and Girls)
  - MVP
  - Best 3-Point shot Artist
  - Mythical Five
    - Best Power Forward
    - Best Small Forward
    - Best Point Guard
    - Best Off Guard
    - Best Center
- Baseball (Elementary and Secondary Boys and Girls)
  - MVP
  - Best Pitcher
  - Best Defensive Player
  - Best Catcher
  - Best Stolen Base
  - Homerun King
  - Best Run Batted-in (RBI)
- Chess (Elementary and Secondary Boys and Girls)
  - Top Player (Individual)
  - 2<sup>nd</sup> Top Player (Individual)
- Football (Elementary and Secondary Boys)
  - MVP
  - Best Goal Keeper
  - Best Striker
  - Best Defensive Player
- Futsal (Elementary (Public School only) and Secondary Girls)
  - MVP
  - Best Goal Keeper
  - Best Striker
  - Best Defensive Player
- Sepak Takraw Jr. (Elementary Boys)
- Sepak Takraw (Secondary Boys and Girls)
  - MVP
  - Best Setter
  - Best Spiker
  - Best Tekong
- Softball (Elementary and Secondary Girls)
  - MVP

- Best Pitcher
- Best Defensive Player
- Best Catcher
- Best Stolen Base
- Homerun Queen
- Best Run Batted-In (RBI)
- Table Tennis (Elementary and Secondary Boys and Girls)
  - MVP
- Taekwondo
  - MVP
  - Best in Poomsae
- Tennis (Elementary and Secondary Boys and Girls)
  - MVP
- Volleyball (Elementary and Secondary Boys and Girls)
  - MVP
  - Best Setter
  - Best Opposite Hitter
  - Best Middle Blocker 1
  - Best Middle Blocker 2
  - Best Outside Hitter 1
  - Best Outside Hitter 2
  - Best Libero

3. Certificate of Participation/Recognition will be given to the coaches, chaperons, trainers, officiating officials, working committee and the management after accomplishing online QAME via email address provided.

## **X. SELECTION OF ATHLETES AND COACHES**

### **1. Selection of Athletes**

Based on the Palarong Pambansa 2024 plans the selection of athletes for the next level of competition (Palarong Pambansa) of the following sport events shall be done in this manner:

- Athletics and Swimming - meet the Standard rule/time set by the Palarong Pambansa Management
- Archery - meet the standard rule set
- Team Sports – Winning Team (no selection)  
Basketball, Baseball, Football, Futsal, Sepak Takraw (except Regu), Softball, Volleyball

2. In the selection of athletes to compose the NCR delegation to the Palarong Pambansa, the Regional Office will designate a five-man team to compose the Selection Committee, namely;
  - ESSD Chief / RSO
  - Winning Coach
  - Tournament Director
  - Officiating Officials (2) who have witnessed the performance of the athletes
3. The Selection Committee headed by the ESSD Chief /RSO has the right to replace selected players who will not be able to join/play in the Palarong Pambansa for whatever reason/s that prevented them from joining.
4. If the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> placers athletes/team/coaches is not available for Palarong Pambansa, the Selection Committee headed by the ESSD Chief/RSO shall have the authority to appoint the replacement.

5. In case the selected players and coach/es will not be able to join the Palarong Pambansa he/she shall write a letter of explanation. The letter should be signed by the parents of the athletes and the coach, the Division Sports Officers (DSO) and noted by the Schools Division Superintendent concerned.
6. Composition of the Athletes
  - 6.1 The number of players as specified below shall come from the champion team. There will be no selection.

Event	Number of Players
Basketball	12
Football	18
Baseball	12
Softball	12
Volleyball	12
Sepak Takraw Secondary	12
Sepak Takraw Elem	4

#### 6.2 Racket games (Badminton, Table Tennis, Tennis)

- 6.2.1 The first (1<sup>st</sup>) and second (2<sup>nd</sup>) placers in the Singles event and the first (1<sup>st</sup>) placer in Doubles shall be automatically selected to play in the next level of competition (Palarong Pambansa)
- 6.2.2 The first (1<sup>st</sup>) and second (2<sup>nd</sup>) placers in the Singles event will play in singles category while the first placers in doubles event will play doubles category.
- 6.2.3 Should anyone of the selected players in the singles become indisposed or for any reason becomes unavailable, the next in rank 3<sup>rd</sup> placers shall replace the player affected.
- 6.2.4 If one of the champion players in Doubles will not be able to play, the replacement shall be taken from one of the second place winners in the doubles. Play-off between the 2<sup>nd</sup> placer athletes will be conducted as to determine the best between them.
- 6.2.5 Further replacement in the team composition (Singles and Doubles) shall be determined by the Palaro Management and the Selection Committee.
- 6.2.6 If when the Palarong Pambansa Rule for Racket Games is to send two athletes only. The four athletes shall play Singles using the double elimination and the top 2 athletes shall represent the region for the Palarong Pambansa.

##### a. Individual Games

- Billiard : top winner in 8 ball and 9 balls
- Dance Sports : top couples in Standard and Latin dances
- Chess : the individual standing of the athletes (Top Two Players)
- Gymnastics : Individual All-Around standing (IAA)
- Taekwondo : Individual results
- Boxing : Individual champion
- Arnis : Individual standing in the different weight categories for the secondary level and team

- Wrestling : Individual Champion
- Wushu : Individual Champion
- Pencak Silat : Individual Champion
- Aero Gymnastics : Individual All-Around standing (IAA)

#### 6.4.1 Selection of Coaches

6.5.1 The Palaro Management shall have the authority to appoint a replacement in case of unavailability of winning coaches for the next level of competition (Palarong Pambansa).

- Team Sports
  - Coach of the Champion team
- Racket Games
  - The coach of the top winning Singles player shall be the designated coach
  - In case the designated coach will not be available said coach will be replaced by the second top winning Singles coach.

#### Individual Games

The selection of the coach on the following events will be as follows:

- Archery : Overall Champion
- Arnis : Overall Champion
- Athletics : Overall Champion
- Billiards : Top Individual
- Boxing : Overall Champion
- Chess : Top Individual Player
- Dance Sports : Top in Standard and Latin Dances
- Gymnastics : Champion of IAA
- Swimming : Highest number of medals garnered by the team
- Taekwondo : Overall Champion
- Wrestling : Overall Champion
- Wushu : Overall Champion
- Pencak Silat : Overall Champion

6.5.2 In case that the overall champion does not have player in the team, the coach concerned will be replaced by the 2<sup>nd</sup> rank coach with a player. If in case the 2<sup>nd</sup> rank coach still does not have player in the team, the Palaro Management shall appoint a replacement.

6.5.3 Team Sports (Basketball, Volleyball, Football, Baseball, Softball, Futsal)

Coaches, Assistant Coaches and Chaperones shall come from the Champion Team

6.5.4 Assistant Coach and Chaperone for Individual Sports shall come from team with most number of selected athletes

6.5.4.1 2<sup>nd</sup> placer will be chosen as Assistant Coach and Chaperone to most number of selected athletes.

6.5.4.2 In case of tie, the winning Coach shall determine the Chaperone of the winning team

## **XI. REPORTS ON THE CONDUCT OF REGIONAL ATHLETIC MEET**

For a smooth and orderly conduct of the Regional Palaro coordination among the members of the different committees are necessary. Hence, all prepared reports are to be submitted to the designated committee. The final overall reports will be submitted to the Regional Director by the ESSD Chief. The following are tasked to prepare and submit the necessary reports needed:

1. **Tournament Director**
  - Submits the day-to-day results of the games to the Records Committee.
  - Prepares narrative report on the conduct of their respective sports event to be submitted to the Secretariat Committee.
  - Disseminate evaluation sheets to be answered by the officiating officials, coaches and players and to be submitted to the Evaluation Committee.
  - Tournament Directors and/or Assistant Tournament Directors and at least two witnesses are advised to utilize the attached incident report template, any other unforeseen event and/or behavior from unauthorized individuals relative to non-adherence to Regional Meet 2024 General Technical Rules and Guidelines and agreed rules that may occur at the playing venue during the games.
2. **Evaluation Committee**
  - Formulate evaluation checklist and form to be distributed to the Tournament Director.
  - Prepares the report based on the results of the evaluation to be submitted to the Secretariat Committee / Office of the ESSD Chief.
3. **Technical and Documentation Committee**
  - Sees to the coverage of all the games and other significant events (pictures and video)
  - Submits complete files to the Office of the ESSD Chief.
  - Assists / Coordinates with the Records Committee in preparing the Technical Forms
4. **Secretariat**
  - Collects all the reports and results of the Palaro
  - Prepares the overall regional report on the proceedings of the Regional Meet and other significant events that happened including the action taken/recommendations for future reference.
  - Submits reports to the Office of the ESSD Chief to be submitted to the Regional Director.
5. **Records/Game Results Committee**
  - Analyses the results of the game
  - Records the day-to-day results of the games
  - Finalizes the official results of all sports events by events/division/regional
  - Documents all records of the results of the games
  - Submits the records to the Office of the ESSD Chief.


**XII. PALARO REFERENCES**

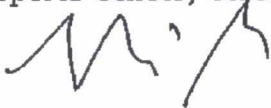
The following are references relative to the holding of the Regional Palaro.

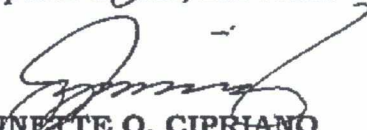
- Palarong Pambansa 2023
- Regional Athletic Meet Technical Guidelines 2023
- DepEd Implementing Guidelines of the 2023 Modified Palarong Pambansa Competitions

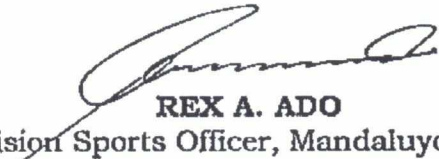
Approved and attested correct by :

  
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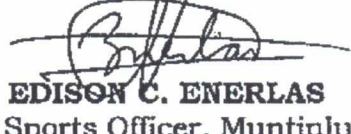
  
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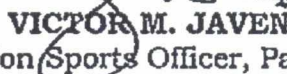
  
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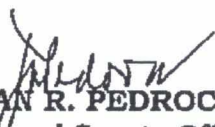
  
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