



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MEMORANDUM

No. 619 , s. 2025

**DIVISION ATHLETIC MEET GENERAL TECHNICAL GUIDELINES
FOR SCHOOL YEAR 2025-2026**

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

1. This memorandum is anchored on the Regional Athletic Meet 2026 General Guidelines, issued on September 15, 2025, through Division Memorandum No. 467, s. 2025.
2. In line with this, the Curriculum Implementation Division modified the said guidelines to establish a standardized framework for the fair, safe, and orderly organization and conduct of the meet, ensure consistent implementation of rules, safeguard participant welfare, and support the identification and development of potential athletes for higher-level competitions.
3. Immediate and wide dissemination of this Memorandum is desired.

VIOLETA M. GONZALES CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Reference:

To be indicated in the Perpetual Index under the following subjects

SCHOOLS PROGRAMS TEACHERS ATHLETES

ECE/ "DIVISION ATHLETIC MEET SY: 2025-2026 GENERAL TECHNICAL GUIDELINES

619/ December 1, 2025

NUM-2025-619



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NUM-2025-619



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

SDO MUNTINLUPA DIVISION
ATHLETIC MEET SY: 2025-2026
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 Division 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 (Division Sports Officer) for approval.

II. OFFICIATING OFFICIALS

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

III. MODIFICATIONS IN THE CONDUCT OF 2025 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 authorities.
3. Selection of athletes is through the conduct of Intramurals, try-outs, or other modalities that can ensure the selection of quality athletes to advance to the district meet.
4. Qualifying standards and the modified winner-takes-all policy for measurable sports are not applied at this level of competition. However, the Modified winner-takes-all policy shall be applied to team sports.
5. Schools are encouraged to participate in sports events in which they can compete and advance to the next level of competitions.

B. District Meet (Unit Meet)

1. All Schools Division Offices are encouraged to oversee the conduct of the District Athletic Meet to select potential athletes/teams to advance to the Division Athletic Meet.
2. The **Modified Winner-take-all policy** as stipulated in **Memorandum OM-OUOPS-2025-05-00833 and RM 143, S.2025** shall be applied in the representation of teams to the next level of competition for team sports.
3. Schools Division Offices/SDAAs have the option to adopt a qualifying time, distance, and score to establish standards for measurable sports.
4. Schools Division Offices are encouraged to formulate policies, guidelines, rules, and regulations that conform to Palarong Pambansa standards. Moreover, Schools Division Offices can strategize the conduct of District Meets under conditions that can ensure efficiency and effectiveness in the selection of athletes who shall participate in the next level of sports competition.

C. Division Meet (City Meet)

1. All School Division Offices are enjoined to organize their School Division Athletic Association (SDAA), which shall be responsible for the management of Division Meets.
2. The Modified Winner-take-all policy as stipulated in **Memorandum OM-OUOPS-2025-05-00833 and RM NO.143, S.2025** shall be applied in the representation of teams (school sports clubs) to the next level of competition for team sports.
3. Schools Division Offices/SDAAs have the option to adopt a qualifying time, distance, and score to establish standards for measurable sports.
4. Schools Division Offices are encouraged to formulate policies, guidelines, rules, and regulations that conform to Palarong Pambansa standards. Moreover, Schools Division Offices can strategize the conduct of Division Meets under conditions that can ensure efficiency and effectiveness in the selection of athletes who shall participate in the next level of sports competition.

D. 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 Modified Winner-take-all policy as stipulated in **Memorandum OM-OUOPS-2025-05-00833 and RM 143, S.2025** shall be applied in the representation of team sports to the next level of competition.
3. Measurable sports such as athletics, swimming, and Archery shall adopt the the **Qualifying Standards** in 2025 Palarong Pambansa. However, the top 2 qualifiers per region for Athletics and Swimming and top 4 qualifiers per region for Archery shall advance to the Palrong Pambansa. The gold medalist/s shall be considered to advance and compete in the national games in cases where there is/are no regional qualifier/s
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 under conditions that can ensure efficiency and effectiveness in the selection of athletes who shall participate in the next level of sports competition.

III. NUMBER OF COACHES

For Division Palaro 2025-2026 only, the following team events, whose number of athletes **is ten (10) and above, may have one (1) Assistant Coach** aside from the required number of coaches; however, assigning an Assistant Coach is the prerogative of the Division. The total coaching staff 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 the non-appearance of the coach should be justifiable.*
 - 2.2 *The coach should immediately inform his/her School Sports Officer (SSO/, Sports Directors(SD), and the Tournament Director (TD) of the reason for 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.*
 - 2.3 *Both SSO/SD and TD should agree to the replacement with the signed template for the replacement of the coach.*
 - 2.4 *The substitute coach should have served during the respective school/district meet/palaro.*
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 DSO must be informed regarding the said request for replacement.
4. The request for replacement of the coach shall only be applied to those teams with one (1) coach only.
5. The team, as mentioned in ITEM NO. 3 cannot anymore ask for a replacement in cases where 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. The default time is fifteen (15) minutes.
2. However, only the first scheduled game of the first day of the competition will 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 is 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. Protests on technicalities arising from the games shall be resolved in the following manner:

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.

3.3 If the protesting coach is not satisfied with the decision of the tournament Director, a formal written protest, signed by the coach and the School Sports Officer /Sports Director concerned and noted by the Head of the Delegation, may be filed with the Jury of Appeal not later than **12 hours** after the incident. The decision of the Jury of Appeal (SDS/ASDS, DSO, Division Legal Officer) is final.

3.4 When a violation of eligibility rules is proven in team competitions, the games in which the individual has taken part shall be declared forfeited in favor of the opposing team. The individual performance in the 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 school/team 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 a 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) champions.

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 Director of the different sports events may conduct their respective awarding ceremonies at their respective venues. The first to fifth (1st to 5th) 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 medalled 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 recognition through the issuance of a 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)
 - 2nd Top Player (Individual)
- **Football (Elementary and Secondary Boys)**
 - MVP
 - Best Goal Keeper
 - Best Striker
 - Best Defensive Player
- **Futsal 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 Striker
 - 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. A Certificate of Participation/Recognition will be given to the coaches, chaperones, trainers, officiating officials, working committee, and the management after accomplishing online QAME via the address provided.

X. SELECTION OF ATHLETES AND COACHES

1. Selection of Athletes

Based on the Palarong Pambansa 2025 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 rules set
 - Team Sports – Winning Team (with Modified Selection Policy)
Basketball, Baseball, Football, Futsal, Sepak Takraw, Softball, Volleyball
(*Sepak Takraw refers to the National Palaro Technical Guidelines DM No. 20, s. 2024*)
2. In the selection of athletes to compose the SDO Muntinlupa Delegation to the NCR Palaro, the Division Office will designate a five-man team to compose the Selection Committee, namely;
 - DSO
 - Winning Coach
 - Tournament Director
 - Officiating Officials (2) who have witnessed the performance of the athletes
3. The Selection Committee, headed by the DSO, has the right to replace selected players who will not be able to join/play in the NCR Palaro for whatever reason/s that prevented them from joining.
4. If the 1st, 2nd, and 3rd placers athletes/team/coaches are not available for NCR Palaro, the selection Committee, headed by the RSO, shall have the authority to appoint a replacement.
5. In case the selected players and coach/es will not be able to join NCR Palaro he/she shall write a letter of explanation. The letter should be signed by the

parents of the athletes and the coach, the School Sports Officer (SSO)/ Sports Director, and noted by the School Head concerned.

6. Composition of the Athletes

- 6.1 The number of players as specified below shall come from the champion team. With Modified Selection.

Event	Number of Players
Basketball	12 + 3
Football	18 + 3
Baseball	12 + 3
Softball	12 + 3
Volleyball	12 + 3
Sepak Takraw	12 + 3
Sepak Takraw Elem	4

6.2 Racket games (Badminton, Table Tennis, Tennis)

- 6.2.1 The first (1st) and second (2nd) placers in the Singles event and the first (1st) placer in Doubles are automatically selected to play in the next level of competition (NCR Palaro)
- 6.2.2 The first (1st) and second (2nd) placers in the Singles event will play in the singles category, while the first placers in the doubles event will play doubles category.
- 6.2.3 Should any of the selected players in the singles become indisposed or for any reason become unavailable, the next in rank, 3rd placers, shall replace the player affected.
- 6.2.4 If one of the champion players in Doubles is not able to play, the replacement shall be taken from one of the second-place winners in doubles. A play-off between the 2nd-placed athletes will be conducted 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.

a. Individual Games

- Billiard : top winner in 8-ball and 9-ball
- 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 champion for the elementary level
- 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 (**DSO/TD/ATD**) shall have the authority to appoint a replacement in case of the unavailability of winning coaches for the next level of competition (NCR Palaro).

- 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 is not available, the said coach will be replaced by the second top-winning Singles coach.

Individual Games

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

- Archery : Overall Champion
- Arnis : Overall Champion
- Athletics : Overall Champion
- Billiard : Top Individual
- Boxing : Overall Champion
- Chess : Top Individual Player from Board 1
- 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 the overall champion does not have a player in the team, the coach concerned will be replaced by the 2nd rank coach with a player. If in case the 2nd rank coach still does not have a player in the team, the Palaro Management shall appoint a replacement.

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

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

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

6.5.4.1 2nd placer will be chosen as Assistant Coach and Chaperon to most number of selected athletes.

6.5.4.2 In case of a tie, the winning coach shall determine the Chaperon for the winning team.

XI. REPORTS ON THE CONDUCT OF REGIONAL ATHLETIC MEET

For a smooth and orderly conduct of the Division 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 Division Sports Officer. 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 a 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. (QAME)*
- *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 the Regional Meet 2025 General Technical Rules and Guidelines and agreed-upon rules that may occur at the playing venue during the games.*

2. *Evaluation Committee*

- *Formulate an evaluation checklist and form to be distributed to the Tournament Directors*
- *Prepares the report based on the results of the evaluation to be submitted to the Secretariat Committee / DSO.*

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 Division Sports Officer.*
- *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 DSO to be submitted to the Regional Director.*

5. *Records/Game Results Committee*

- *Analyzes the results of the game*
- *Records the day-to-day results of the games*
- *Finalizes the official results of all sports events by event/division/regional*
- *Documents all records of the results of the games*
- *Submits the records to the Office of the DSO.*

XII. PALARO REFERENCES

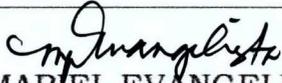
The following are references relative to the holding of the Division Palaro.

- **Palarong Pambansa 2025**
- **Regional Athletic Meet Technical Guidelines 2025**

*Note: **Validated and agreed during the 2-Day Post NCR Palaro and Palarong Pambansa 2025 Evaluation and Consultative Planning dated June 27-28, 2025.***

Approved by:

<p><i>[Signature]</i> MS. MARY ANN DALO SHES</p>	<p>MS. JOVY JOY PEREZ PES</p>
<p><i>[Signature]</i> MR. DIOSDADO MELICADO JR. IES</p>	<p><i>[Signature]</i> MR. CESAR GRATIL JR MES</p>
<p><i>[Signature]</i> MR. ELMER SANTUYO BESM</p>	<p><i>[Signature]</i> MR. VIC CARLO BATO LIS</p>
<p>MR. REYNOLD LOPEZ FDMES</p>	<p><i>[Signature]</i> MS. ENEN MEDINA MBHSM</p>
<p><i>[Signature]</i> MR. JOHN CRUZ CESM</p>	<p><i>[Signature]</i> MR. JOSE JACINTO RAMOS MNHS</p>
<p><i>[Signature]</i> MS. MA. ALENIE HILAPO AES</p>	<p><i>[Signature]</i> MR. ALCER KENN S. RONGAVILLA MBHSSA</p>
<p>MR. ROWEN D. SAN PEDRO BSES</p>	<p><i>[Signature]</i> MR. MARK GUAL BUÑALES PNHS</p>
<p>MS. ESTELA DACERA CESA</p>	<p><i>[Signature]</i> MR. GARY OLIVER ZAMBRANO MSHS</p>
<p>MS. BERNADETTE NACIDA-SABIDO BESI <i>[Signature]</i></p>	<p><i>[Signature]</i> MR. ALVIN JOSEPH SERRANO TNHS</p>
<p><i>[Signature]</i> MS. CHEERLOU NAVEA FAES</p>	<p><i>[Signature]</i> MR. PAUL GAMALEL AGUILAR PEDHS</p>
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WARREN MACATUBAL TES	 MARIEL EVANGELISTA POBES
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 MS. LEA T. EVANGELISTA SESSPA ZONE 4	MS. ALFATIMA DIMAPELEZ TNHS
MR. ROGELIO CABANTING PEDHS-	MS. DAIFE OLAIRA MNHS


EDISON C. ENERLAS
Division Sports Officer



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

Office of the Schools Division
Superintendent

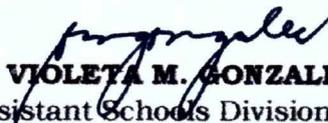
SEP 15 2025

MEMORANDUM
No. 467 , s. 2025

REGIONAL ATHLETIC MEET 2026 GENERAL TECHNICAL GUIDELINES

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

1. Attached is Regional Memorandum No. 817 s. 2025, dated September 3, 2025, on the above-captioned title, the contents of which are self-explanatory, for the information and guidance of all concerned.
2. Please see the attached Regional Athletic Meet 2026 General Technical Guidelines.
3. Immediate and wide dissemination of this Memorandum is desired.


VIOLETA M. GONZALES CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

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September 12, 2025

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NUM-2025-467

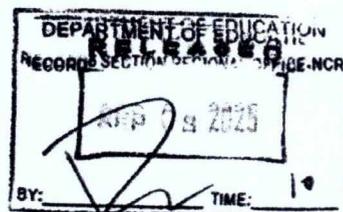


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467



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



September 3, 2025

REGIONAL MEMORANDUM

No. 817, s. 2025

wa 9/8/25 - 4:19pm

To: Schools Division Superintendents
CID and SGOD Chiefs
Division Sports Officers/Coordinators
All Others Concerned

REGIONAL ATHLETIC MEET 2026 GENERAL TECHNICAL GUIDELINES

1. In reference to the **Regional Memorandum No. 1253, s. 2024**, dated November 21, 2024, titled *Regional Athletic Meet 2025 General Palaro Technical Guidelines*, attached is the revised Regional Athletic Meet 2026 General Technical Guidelines, for the information and guidance of all concerned.
2. Immediate and wide dissemination of this Memorandum is desired.

JOCELYN DR ANDAYA
Regional Director, NCR
Concurrent Officer-In-Charge
Office of the Assistant Secretary for Operations

Encl.:
As stated

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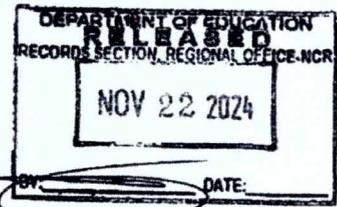


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Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



November 21, 2024

REGIONAL MEMORANDUM

No. 1253, s. 2024

To: Schools Division Superintendents
CID and SGOD Chiefs
Division Sports Officers
All Others Concerned

**REGIONAL ATHLETIC MEET 2025
GENERAL PALARO TECHNICAL GUIDELINES**

1. In line with the conduct of the Regional Athletic Meet 2025 on March 10-14, 2025, attached is the revised Regional Athletic Meet 2025 General Palaro Technical Guidelines, for information and guidance of all concerned.
2. Immediate and wide dissemination of this Memorandum is desired.


JOCELYN DR ANDAYA
Regional Director, NCR
Concurrent Officer-In-Charge
Office of the Assistant Secretary for
Operations

Encl.:
As stated

/cssd/joan/



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**NATIONAL CAPITAL REGION
REGIONAL ATHLETIC MEET 2026
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.

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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 Intramurals, try-outs, or other modalities that can ensure selection of quality athletes.
4. Qualifying standards for measurable sports are not applied at this level of competition.
5. Schools are encouraged to participate in sports events in which they can compete and advance to the next level of competitions.

B. District Meet (Unit Meet)

1. All Schools Division Offices are encouraged to oversee the conduct of the District Athletic Meet to select potential athletes/teams to advance to the next level of competition.
2. The Modified Winner-take-all policy as stipulated in Memorandum OM-OUOPS-2025-05-00833 and RM No. 143, S. 2025 (Conduct of the 2025 Palarong Pambansa) shall be applied in the representation of teams 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.
4. Schools Division Offices are encouraged to formulate policies, guidelines, rules, and regulations that conform to Palarong Pambansa standards. Moreover, Schools Division Offices can strategize the conduct of District Meets under conditions that can ensure efficiency and effectiveness in the selection of athletes who shall participate in the next level of sports competition.

C. Division Meet (City Meet)

1. All School Division Offices are enjoined to organize their School Division Athletic Association (SDAA), which shall be responsible for the management of Division Meets.
2. The Modified Winner-take-all policy as stipulated in Memorandum OM-OUOPS-2025-05-00833 and RM No. 143, S. 2025 (Conduct of the 2025 Palarong Pambansa) shall be applied in the representation of teams 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.

4. Schools Division Offices are encouraged to formulate policies, guidelines, rules, and regulations that conform to Palarong Pambansa standards. Moreover, Schools Division Offices can strategize the conduct of Division Meets under conditions that can ensure efficiency and effectiveness in the selection of athletes who shall participate in the next level of sports competition.

D. 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 Modified Winner-take-all policy as stipulated in **Memorandum OM-OUOPS-2025-05-00833 and RM No. 143, S. 2025 (Conduct of the 2025 Palarong Pambansa)** shall be applied in the representation of team sports to the next level of competition.
3. Measurable sports such as athletics, swimming, and Archery shall adopt the Qualifying Standards in 2025 Palarong Pambansa. However, the top 2 qualifiers per region for Athletics and Swimming and top 4 qualifiers per region for Archery shall advance to the Palarong Pambansa. The gold medalist/s shall be considered to advance and compete in the national games in cases where there is/are no regional qualifier/s.
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 under conditions that can ensure efficiency and effectiveness in the selection of athletes who shall participate in the next level of sports competition.

IV. NUMBER OF COACH

For NCR PALARO 2025 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 coaches, however, assigning Assistant Coach is the prerogative of the Division. The total coaching staff 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)

V. "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) of 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.

- 2.3 Both DSO and TD should agree to the replacement with the signed template for the replacement of the coach.
- 2.4 The substitute coach should have been served during the respective division meet/paloro.
3. Requests 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 teams 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 favor of the opponent.

VI. 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.

VII. 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 protest.
 - 3.2 The Tournament Director concerned is empowered to conduct an on the spot investigation and decide immediately on any protest.
 - 3.3 If the protesting coach is not satisfied with the decision of the tournament Director, 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 (RD/ARD, RSO, Regional Legal Officer) is final.
 - 3.4 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 favor 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) champions.
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 Director of the different sports events may conduct their respective awarding ceremonies at their respective venues. The first to fifth (1st to 5th) 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 bemedalled 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 the 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)
 - 2nd Top Player (Individual)
- **Football (Elementary and Secondary Boys)**
 - MVP
 - Best Goalkeeper
 - Best Striker
 - Best Defensive Player
- **Futsal Secondary Girls**
 - MVP
 - Best Goalkeeper
 - Best Striker
 - Best Defensive Player
- **Sepak Takraw Jr. (Elementary Boys)**
- **Sepak Takraw (Secondary Boys and Girls)**
 - MVP
 - Best Setter
 - Best Striker
 - 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 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 (apply the Winner Take All Policy)
Basketball, Baseball, Football, Futsal, Sepak Takraw, Softball, Volleyball (Sepak Takraw refer to the **Memorandum OM-OUOPS-2025-05-00833 and RM No. 143, S. 2025 (Conduct of the 2025 Palarong Pambansa)**)
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 1st, 2nd, and 3rd placers athletes/team/coaches is not available for Palarong Pambansa, the selection Committee headed by the ESSD Chief/RSC 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. (Refer to Palarong Palarong Pambansa Composition of Athletes.)

Event	Number of Players
Basketball	12+3
Football	18 +3
Baseball	12 +3
Softball	12 +3
Volleyball	12 +3
Sepak Takraw	12
Sepak Takraw Elem	4

Note: For Sepak Takraw, refer to the Palarong Pambansa 2026 Technical Guidelines

- 6.2 Racket games (Badminton, Table Tennis, Tennis)
- 6.2.1 The first (1st) and second (2nd) placers in the Singles event and the first (1st) placer in Doubles are automatically selected to play in the next level of competition (Palarong Pambansa)
- 6.2.2 The first (1st) and second (2nd) 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 3rd 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 winner in doubles. Play-off between the 2nd 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 Paloro Management and the Selection Committee.
- 6.3 Refer to the Palarong Pambansa Composition of Athletes.
- 6.4 Division Office may add Assistant Coaches, Trainers, Chaperons, Division Technical Working Group as deemed necessary based on the needs.

a. Individual Games

- Billiard : top winner in 8 ball and 9 balls
- Dancesport : top couples in Standard and Latin dances
- Chess : the individual standing of the athletes
(Elementary Top Two Players/Secondary Top Three 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 champion for the elementary level
- Wrestling : Individual Champion
- Wushu : Individual Champion
- Pencak Silat : Individual Champion
- Aero Gymnastics : Individual All-Around standing (IAA)

6.5 Selection of Coaches

6.5.1 The Paloro Management (RSO, DSO/TD/ATD) 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
- Billiard : Top Individual
- Boxing : Overall Champion
- Chess : Top Individual Player from Board 1
- Dancesport : 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 the overall champion does not have a player in the team, the coach concerned will be replaced by the 2nd rank coach with a player. If the 2nd rank coach still does not have player in playerteam, the Palaro Management shall appoint a replacement.

6.5.3 Team Sports (Basketball, Volleyball, Football, Baseball, Softball, Futsal, Sepak Takraw) Coaches, Assistant Coaches and Chaperons shall come from the Champion Team.

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

6.5.4.1 2nd placer will be chosen as Assistant Coach and Chaperon to most number of selected athletes.

6.5.4.2 In case of the tie, the winning coach shall determine the Chaperon of the winning team.

XI. REPORTS ON THE CONDUCT OF REGIONAL ATHLETIC MEET

For smooth and orderly conduct of the Regional Palaro coordination among the members of the different committees is 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.
- Prepare narrative report on the conduct of their respective sports events 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. (QAME)
- 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 Directors
- 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 the coverage of all the games and other significant events (pictures and video)
- Submit 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.
- Submit 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
- Submit 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 2025
- Regional Athletic Meet Technical Guidelines 2025

XIII. REPEALING CLAUSE

All provisions herein shall be interpreted and implemented in accordance with the existing rules, regulations, and guidelines issued by the Department of Education. In case of conflict, Memorandum OM-OUOPS-2025-05-00833 and RM No. 143, S. 2025 (Conduct of the 2025 Palarong Pambansa) and issuances shall prevail.

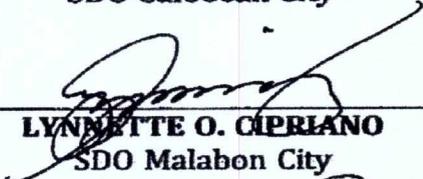
Note:

***Validated and agreed during the 3-Day Palaro Technical Conference
on July 16-18, 2025, at Tagaytay Country Hotel***

Approved by:



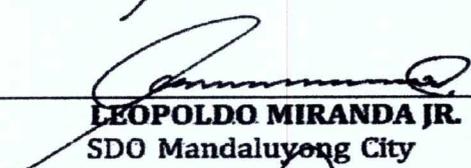
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LYNNETTE O. CIPRIANO
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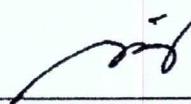
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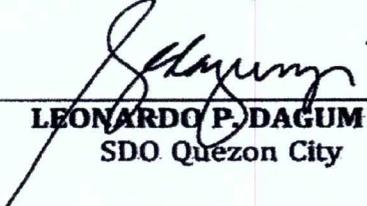
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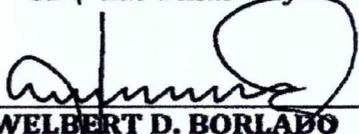
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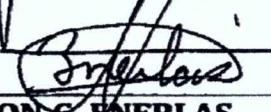
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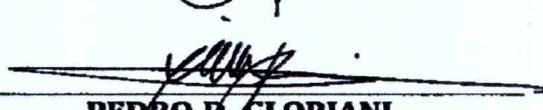
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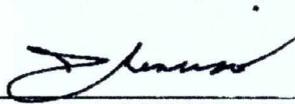
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SDO Muntinlupa City



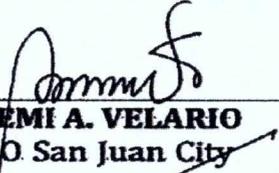
ERWIN COLORICO
SDO Manila



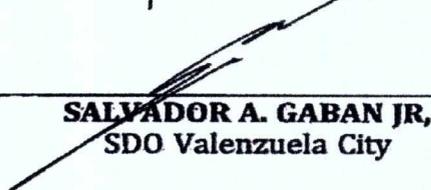
PEDRO D. GLORIANI
SDO Pasay City



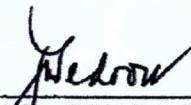
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