



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

25 SEP 2026

DIVISION MEMORANDUM

NO. 463 s. 2026

**2026 CAPIZ DIVISION MEET SCREENING AND ACCREDITATION
TIMELINE OF ACTIVITIES**

TO: Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division
OIC Chief, School Governance and Operations Division
Education Program Supervisors
Public Schools District Supervisors
Head of Public Elementary, Secondary, and Integrated Schools
All Others Concerned

1. Relative to Division Memorandum No.405 s. 2026 entitled *2026 Capiz Division Meet*, all concerned are hereby informed of the schedule of the screening and accreditation and ocular inspection of the different unit delegations in preparation for the conduct of the 2026 Capiz Division Meet.
2. The checking/validation of the unit student-athlete credentials and ocular inspection will be done in the host district for elementary level and in the host school for secondary level. Checking will be done by the Unit Screening and Accreditation Committee (USAC) and Division Screening and Accreditation Committee (DSAC).
3. The schedule of the ocular inspection will be done by municipality. Only one (1) venue is required for both elementary and secondary in every municipality on the conduct of ocular inspection.

A. Screening and accreditation timeline of activities:

ACTIVITIES		RESPONSIBLE PERSON	TIMELINE	VENUE
1	Walkthrough of Unit Screening and Accreditation Orientation	DSAC	October 2, 2026	Virtual Meeting
2	Unit Screening and Accreditation Committee Orientation	USAC & DSAC	October 3, 2026	SDO Capiz-Multipurpose Hall
3	Submission of credentials to USAC	USAC and DSAC	October 9, 2025	Host District
4	Checking of Credentials and Compliance	USAC and DSAC	October 12-13, 2026	Host District
5	Ocular Inspection	USAC and DSAC	October 14-16, 2026	By Municipality
6	Releasing of Gallery of Athletes to Tournament Directors	DSAC & Tournament Directors	October 17, 2026	Capiz NHS
7	Games Monitoring	USAC and DSAC	October 17-18, 2026	Games Venue



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8	Retrieval of Documents	USAC and DSAC	October 18, 2026	Capiz NHS
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B. Division Screening and Accreditation Committee Unit assignment for checking of credentials:

ELEMENTARY		
Unit	Responsible Person	Venue/Host District
I	Mr. Federico Barrera & USAC	Sapian District
II	Ms. Grace De Ado & USAC	Pontevedra District
III	Mr. Jayson B. Mendoza & USAC	Jamindan District
IV	Mr. Jerick Brillo & USAC	Dumalag District
Documenter: Mr. Jerick Brillo		IT: Mr. Relan Barce

SECONDARY		
Unit	Responsible Person	Venue/Host District
I	Mrs. Tanya Venusa D. Morales & USAC	CLRANHS
II	Mr. Reynaldo B. Dorado & USAC	Feliciano Yusay Consing NHS
III	Mrs. Joanah V. Rojo & USAC	Dao NHS
IV	Mrs. Geraldine T. Gialogo & USAC	Maindang NHS
V	Mr. Joel J. Degoma & USAC	Capiz NHS
Documenter: Mr. Jerick Brillo		IT: Mr. Relan Barce

C. Schedule of Ocular Inspection

DATE	TIME	MUNICIPALITY	VENUE	In - CHARGE
October 14, 2026	8:00AM – 12:00 Noon	Panitan	Panitan District Conference Hall	DSAC Team A & USAC
		Panay	Panay Central School Covered Hall	
	1:00PM – 5:00 PM	Ivisan	Ivisan Elem. School	
		Sapian	Sapian NHS	
	8:00AM – 12:00 Noon	Pontevedra	Pontevedra ES Covered Hall	DSAC Team B & USAC
		Maayon	Maayon Elementary School	
	1:00PM – 5:00 PM	Pres. Roxas	FYCNHS	
		Pilar	Pilar ES	
October 15, 2026	8:00AM – 12:00 Noon	Dao	Dao Central School	DSAC Team A & USAC
		Sigma	Sigma Central School Covered Gym	
	1:00PM – 5:00 PM	Dumalag	Concepcion Castro Garcia NHS	
		Cuartero	Cuartero ES	
	8:00AM – 12:00 Noon	Jamindan	Jamindan District Conference Hall	DSAC Team B & USAC
		Mambusao	Mambusao District Conference Hall, Mambusao ES	



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	1:00PM – 5:00 PM	Tapaz	Tapaz NHS	
October 16, 2026	8:00AM – 12:00 Noon	Dumarao	Estefania Montemayor NHS	DSAC Team A & USAC
		Capiz NHS	Capiz NHS Gym	DSAC Team B & USAC

4. Attached as Enclosure No. 1 to this memorandum is the list of expected participants, Division Screening and Accreditation Committee and Unit Screening and Accreditation Committee and Enclosure No. 2 is the matrix of Unit Screening and Accreditation Committee Orientation.
5. This memorandum serves as Authority to Travel of all Participants
6. Travel expenses of the participants incurred during the conduct of this activity are chargeable against school MOOE funds, subject to the usual accounting and auditing rules and regulations.
7. Immediate dissemination of this Memorandum is desired.


ROEL F. BERMEJO
Schools Division Superintendent

Encl.: As stated
Reference: As stated
To be indicated in the Perpetual Index
under the following subject
PARTNERSHIPS,
PROGRAMS,
PROJECTS,
TRAININGS,
SPORTS



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Enclosure No. 1 to Division Memorandum No. 463 s. 2026

DIVISION SCREENING AND ACCREDITATION COMMITTEE			
	NAME	POSITION	SCHOOL
1	Tanya Venusa D. Morales	School Principal I	Aglalana Integrated School
2	Joel J. Degoma	Head Teacher IV	Leodegario D. Deocampo Sr. NHS
3	Reynaldo B. Dorado	School Principal I	Yating NHS
4	Grade De Ado	School Principal I	Manoling Elementary School
5	Geraldine T. Gialogo	Head Teacher I	Tapaz NHS
6	Federico Barrera	OIC/Head Teacher I	Agloway Elementary School
7	Joanah V. Rojo	Asst. Principal II	Panitan NHS
8	Jayson B. Mendoza	THI/TIC	Maantol Elementary School
9	Jerick Brillo (Documenter/Paragames)	MTIII/OIC	Agbatuan Elementary School
10	Relan Barce (IT)	HT I	Valentin D. Punsalan Elem Sch.

UNIT SCREENING AND ACCREDITATION COMMITTEE					
	NAME	POSITION	UNIT/LEVEL	DISTRICT	SCHOOL
1	Arniel D. Batacandolo EdD	TIC	Unit I – Elem.	Panitan	Ambilay ES
2	Francisco T. Batilaran	HT-III	Unit I – Elem.	Panay	Eugenio Regalado ES
3	Marites Delena	P I	Unit I – Elem.	Ivisan	Cudian ES
4	Nestor B. Besana Jr	HT-I	Unit I – Elem.	Sapian	Agtatacay Norte Elementary School
5	Noe Bebita	P - III	Unit II – Elem.	Pontevedra	Victoria C. Dais ES
6	Jibbs D. Begas	THI	Unit II – Elem	Maayon	Jebaca Elem. School
7	Jennifer D. Catalan	P-1	Unit II – Elem	Pres. Roxas	Carmencita-Sto. Nino Elem. Sch.
8	Arnold Ani	PIV	Unit II – Elem	Pilar	Carlos V. Lopez ES
9	Welma Sheila G. Gabinete	MT-1	Unit III – Elem.	Dao	Dao Central School
10	ROSELLI G. REYES	MT-I	Unit III – Elem.	Sigma	Simeon Bidiones Elementary School
11	SWEDEN L. NATALIO	MT-II	Unit III – Elem.	Jamindan	Jamindan Elementary School
12	Josie P. Ponce	HT-1	Unit III – Elem.	Mambusao East	Balat-an Elementary Sch.
13	Jessica L. Lapeña PhD	Principal III	Unit III – Elem.	Mambusao West	Angelo Llorente ES
14	MARY ANN F. TRAMBULO	Principal II	Unit IV – Elem.	Dumalag	STA. CRUZ ELEMENTARY SCHOOL
15	Rufo Celino		Unit IV – Elem	Tapaz East	
16	Maricel G. Gardose	T-III/TIC	Unit IV – Elem	Tapaz West	Artuz Elementary School
17	AILYN M. URETA	Principal II	Unit IV – Elem	Cuartero	ANGUB ELEMENTARY SCHOOL



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18	MARILYN A. FELARCA	Principal I	Unit IV – Elem	Dumarao	CALAPAWAN ELEMENTARY SCHOOL
19	Jezabell D. Albay	T-VI	Unit I – Sec.	Panitan	Panitan NHS
20	Catherine L. Candido, EdD	T- VI	Unit I – Sec	Ivisan	Ivisan NHS
21	Joanne Delos Reyes		Unit I – Sec	Sapian	Sapian NHS
22	Lorelyn F. Almaquer, EdD, PhD	T-VI	Unit I – Sec	Panay	Commissioner Luis R. Asis NHS
23	Maria Teresa Tumlos		Unit II – Sec.	Pontevedra	
24	DEWANIE V. BATAN	T-III	Unit II – Sec.	Maayon	FLORENTINA B. DEGALA NHS
25	LEONAME B. GONZALES	T-VI	Unit II – Sec.	Pres. Roxas	Feliciano Yusay Consing NHS
26	Dejie B. Bonzo		Unit II – Sec.	Pilar	
27	Cathyrine V. Alcayde	Registrar I	Unit III – Sec.	Dao	Dao NHS
28	Jean Margaret Feller	T-I	Unit III – Sec.	Sigma	Vicente Andaya Sr., NHS
29	Wendy G. Inocencio	Registrar I	Unit III – Sec.	Jamindan	Jamindan NHS
30	Nerie Casabon	T-V	Unit III – Sec.	Mambusao East	Mambusao East NHS
31			Unit III – Sec.	Mambusao West	
32	Viven P. Cebal	ADAS II	Unit IV – Sec.	Tapaz East	Col. Patrocinio Artuz NHS
33	Armie Rose G. Faldas	SST-I	Unit IV – Sec.	Tapaz West	Tapaz National High School
34	Rosalie L. Besana	T-I	Unit IV – Sec.	Dumalag	Concepcion Castro Garcia NHS
35	Evangelyn Leagogo	AO II	Unit IV – Sec.	Cuartero	Maindang NHS
36	May Jean A. Marcelo	MT I	Unit IV – Sec.	Dumarao	Estefania Montemayor NHS
37	Jenny Madlangbayan	MT I	Unit V – Sec.	Capiz NHS	Capiz NHS
38	Maria Rema Torato	T-II	Unit V – Sec.	Capiz NHS	Capiz NHS
39	Zheena Montejo	T-II	Unit V – Sec.	Capiz NHS	Capiz NHS
40	Carlyn Joy Devela	T-III	Unit V – Sec.	Capiz NHS	Capiz NHS



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Enclosure No. 2 to Division Memorandum No. 463 s. 2026

ORIENTATION OF CAPIZ DIVISION ELIGIBILITY OFFICIALS
MATRIX
October 3, 2026

Time	Topic	Facilitator
7:30 – 8:00	Registration	
8:00 - 8:30	Preliminaries I. National Anthem Prayer Capiz Hymn II. Opening Remarks EPS- MAPEH III. Presentation of Division Screening and Accreditation Committee IV. Orientation Proper	Overture - Mr. Ronie C. Reteracion
Orientation Proper on the Guidelines on the Eligibility of Athletes in the Division, Regional and National Level		
8:30 – 9:00	Section 5. Rules on Participation in the Palarong Pambansa Section 6. Eligibility of Athlete	Mr. Joel J. Degoma Head Teacher IV Leodegario D. Deocampo Sr. NHS
9:00 – 9:30	Section 7. Modified Winner-Take-All Policy for Team Sports Section 8. Grounds for Disqualification	Mr. Reynaldo B. Dorado Principal I – Yating NHS
9:30 – 10:15	Section 9. Documentary Requirements & Workshop	Mrs. Geraldine T. Gialogo Head Teacher I – Tapaz NHS
10:15 – 11:00	Section 10. Documentary Requirement for Coach and Assistant Coach & Workshop Section 11. Documentary Requirements for Chaperone & Workshop	Mrs. Grace De Ado Principal I – Manoling Elementary School
11:00 – 11:30	Section 12. Special Cases regarding discrepancies in the Livebirth of the athlete	Mr. Federico Barrera Officer In-charge/HT I– Agloway Elementary School
11:30 – 12:00	Policy Guidelines on Para games and Documentary requirements.	Dr. Jerick Brillo Officer In Charge -Agbatuan ES
1:00 – 1:30	Composition of Athletes, Coaches, Asst. Coach and Chaperones.	Mr. Jayson B. Mendoza



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		TIC - Maantol Elementary School
1:30 – 2:00	Presentation of Ocular Inspection Schedule	Mrs. Joanah V. Rojo Ass. Principal II – Panitan NHS
2:00 – 2:30	Compliance of Database	Mr. Relan Barce OIC Valentine Punsalan Elem. Sch
2:30 Onwards	Other Matters	