



Republic of the Philippines
Department of Education

REGION IV- A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

17 September 2026

DIVISION MEMORANDUM
No. 626 s. 2026

**RSAC POST-PLANNING, PRE-PLANNING, AND CAPACITY-BUILDING
WORKSHOP ON THE ATHLETES PROFILING SYSTEM**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. In reference to **Regional Memorandum No. 577, s. 2026**, titled **RSAC Post-Planning, Pre-Planning, and Capacity-Building Workshop on The Athletes Profiling System** and **Regional Memorandum No. 595, s. 2026**, titled **Addendum to RM No. 557, s. 2026**, this Office reiterates the conduct of the abovementioned activity on October 7-8, 2026, at the venue to be announced later.
2. The activity aims to provide a venue for the Regional Screening and Accreditation Committee (RSAC) and Division Screening and Accreditation Committee (DSAC) to review previous athlete screening and accreditation activities, discuss and address issues and concerns, harmonize screening and validation procedures and prepare for succeeding screening activities. It shall likewise strengthen the capacity of concerned personnel in the effective use of the Athletes Profiling System and promote the accurate, complete, consistent, and timely management of athlete information and supporting documents.
3. Attached are the Regional Memorandum for your reference.
4. Immediate dissemination of this Memorandum is desired.

For:

CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

By:

HERBERT D. PEREZ
Assistant Schools Division Superintendent
Officer-in-Charge

Encl.: As stated

References: Regional Memorandum No. 577, s. 2026

Regional Memorandum No. 595, s. 2026

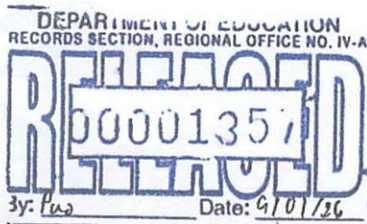
To be indicated in the Perpetual Index
under the following subjects:

PLANNING

SCREENING AND ACCREDITATION

SPORTS COMPETITION

SGOD- rsac post-planning, pre-planning, and capacity-building workshop on the athletes profiling system
RECHCC1D-010272/September 17, 2026



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



Regional Memorandum

24 August 2026

RSAC POST-PLANNING, PRE-PLANNING, AND CAPACITY-BUILDING WORKSHOP ON THE ATHLETES PROFILING SYSTEM

To **Schools Division Superintendents**
Division Screening and Accreditation Committee Chair
Division Lead Data Group

1. The Department of Education Regional Office IV-A CALABARZON, through the Regional Screening and Accreditation Committee (RSAC), shall conduct the **RSAC Post-Planning, Pre-Planning, and Capacity-Building Workshop on the Athletes Profiling System** on **October 7-8, 2026** at the **National Educators Academy of the Philippines (NEAP), Malvar, Batangas**.
2. The activity aims to provide a venue for the RSAC and Division Screening and Accreditation Committees (DSACs) to review previous athlete screening and accreditation activities, discuss and address issues and concerns, harmonize screening and validation procedures, and prepare for succeeding screening activities. It shall likewise strengthen the capacity of concerned personnel in the effective use of the **Athletes Profiling System** and promote the accurate, complete, consistent, and timely management of athlete information and supporting documents.
3. Participants shall include the **RSAC Chair, RSAC Co-Chair, RSAC Member, Regional Data Group Chair, DSAC Chairs, and Lead Data Group representatives from the Schools Division Offices (SDOs)**. The SDOs shall ensure the attendance and active participation of their designated DSAC Chair and Lead Data Group throughout the entire activity. Any substitution shall be coordinated with the Regional Office and shall be limited to personnel directly involved in the **athlete screening, accreditation, and related data management processes**.
4. Participants are required to bring their **laptops and extension wires** for the hands-on exercises and system activities. Travel and other incidental expenses shall be charged against **local funds**, subject to the availability of funds and the usual accounting and auditing rules and regulations.
5. For inquiries and other concerns regarding the activity, participants may coordinate with **Atty. Kelvin Matib, RSAC Chair**, through



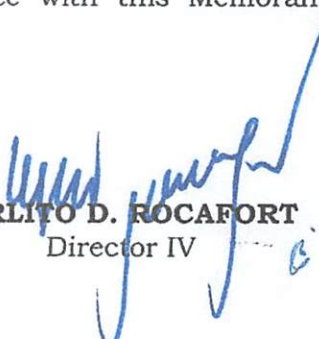
Address: Gate 2, Karangalan Village, Cainta, Rizal
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Website: depedcalabarzon.ph



Certificate No. PHP QMS
22 93 0085

legal.calabarzon@deped.gov.ph, and/or Rey M. Valenzuela through ict.calabarzon@deped.gov.ph.

6. Immediate dissemination of and compliance with this Memorandum are hereby directed.


CARLITO D. ROCAFORT
Director IV

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Activity Matrix – Day 1

September 19, 2026

Date/Time	Activity
8:00–8:30 AM	Preliminary Activities • National Anthem • Prayer • Quality Policy Statement • CALABARZON March • House Rules • Opening Remarks
8:30–9:00 AM	Workshop Overview and Objectives – Presentation of the purpose, objectives, expected outputs, and workshop process
9:00–10:30 AM	1. Post-Planning: Review of Previous Athlete Screening and Accreditation Activities – Presentation and assessment of accomplishments, implementation experiences, issues, concerns, and lessons learned
10:30–10:45 AM	Health Break
10:45 AM–12:00 NN	2. Issues and Concerns – Discussion and clarification of concerns on Palaro, athlete eligibility, documentary requirements, interpretation of guidelines, and other related matters
12:00–1:00 PM	Lunch Break
1:00–2:30 PM	3. Checklist and Cover Page – Drafting, consultation, review, and refinement of the standard cover page and screening checklist
2:30–3:30 PM	4. Harmonization of Athlete Screening – Standardization of procedures for examining documents, particularly authenticity, validity, consistency, completeness, and identification of discrepancies
3:30–3:45 PM	Health Break
3:45–4:30 PM	5. Pre-Planning for Succeeding Screening Activities – Initial planning on screening requirements, processes, manpower, schedules, and coordination mechanisms
4:30–5:00 PM	Synthesis and Agreements – Consolidation of key discussions, decisions, action points, and matters requiring RSAC action
5:00 PM	End of Day 1

Activity Matrix Day 2

September 20, 2026

Date/Time	Activity
8:00–8:15 AM	Management of Learning / Recap – Review of Day 1 discussions, key agreements, and action points
8:15–9:00 AM	6. Screening Schedule and RSAC Concerns – Presentation of the target screening schedule per SDO, readiness, manpower, venue requirements, and concerns requiring RSAC action or decision
9:00–10:00 AM	7. Athletes Profiling System – System Presentation – Overview of the system, workflow, user roles, data requirements, and key features
10:00–10:15 AM	Health Break
10:15 AM–10:30 AM	Open Forum and Clarification – System-related concerns, questions, and clarifications
10:30–12:00 NN	Hands-on Training and Simulation – Actual encoding, validation, updating, and management of athlete profiles using the Athletes Profiling System
12:00–1:00 PM	Lunch Break
1:00–3:30 PM	Hands-on Training and Simulation – Actual encoding, validation, updating, and management of athlete profiles using the Athletes Profiling System
3:30–3:34 PM	Health Break
3:45–4:00 PM	Workshop Synthesis and Commitment Setting – Presentation of final agreements, action points, responsibilities, and timelines
4:00–4:30 PM	Closing Program • Closing Message • Distribution of Certificate • Commitment of Participants



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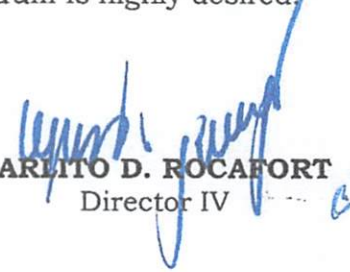
9 September 2026

Regional Memorandum
No. 595, s. 2026

ADDENDUM TO RM NO. 557 S. 2026

To **Schools Division Superintendents**
Division Screening and Accreditation Committee Chair
Division Lead Data Group

1. In reference to Regional Memorandum No. 557, s. 2026, dated August 24, 2026, the Regional Screening Committee hereby announces the official list of participants for the activity.
2. Please be informed that the venue of the activity will be changed from NEAP Malvar, Batangas to another venue. The details of the new venue shall be communicated through a separate advisory.
3. The official list of participants is attached to this Memorandum for information, guidance, and appropriate action.
4. All other provisions, guidelines, schedules, and information contained in Regional Memorandum No. 557, s. 2026 shall remain in full force and effect, unless otherwise amended or superseded by subsequent issuances.
5. Immediate dissemination of this Memorandum is highly desired.


CARLITO D. ROCAFORT
Director IV

ict/il



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LIST OF PARTICIPANTS

SDO	Name	Designation
Antipolo City	Freddie C. Nerveza Mylene M. Gacuya	DSAC Chair Lead Data Group
Bacoor City	Girly B. Redondo Kimberly Kate R. Carillo	DSAC Chair Lead Data Group
Batangas City	Riza C. Eboria Lowie G. Salognon	DSAC Chair Lead Data Group
Batangas Province	Mildred M. De Torres Jovener V. Punzalan	DSAC Chair Lead Data Group
Binan City	Renelio G. Magno Roselyn C. Valderama	DSAC Chair Lead Data Group
Calaca City	Emma M. Manalo Dave V. Tenorio	DSAC Chair Lead Data Group
Calamba City	Kino J. Abustan Set P. Opano	DSAC Chair Lead Data Group
Cavite City	Francis Jeremiah M. Serra Chester V. Cabuco	DSAC Chair Lead Data Group
Cavite Province	Maria Morena R. Nalunat Lea Moneva	DSAC Chair Lead Data Group
Cabuyao City	Ma. Elcna B. Lazanas Ma. Clarita R. Domantay	DSAC Chair Lead Data Group
11. Carmona City	Ferdinand D. Maala Jennifer Carizza S. Letrero	DSAC Chair Lead Data Group
12. Dasmarinas City	Marie Jane T. Marquina Leomelyn A. Macabansag	DSAC Chair Lead Data Group
13. Imus City	Alona O. Verdad Lorenzo Moreno Jr.	DSAC Chair Lead Data Group
14. General Trias City	Cristopher Panaligan Rose Ann P. Villanueva	DSAC Chair Lead Data Group
15. Laguna Province	Mayrasol O. Honrade Jocyvi C. Montiel	DSAC Chair Lead Data Group
16. Lipa City	Agnes O. Titular. Agnes C. Morada	DSAC Chair Lead Data Group
17. Lucena City	Maria Leah P. Comia Jackilyn P. Azagra	DSAC Chair Lead Data Group
18. Rizal Province	Gemma H. Quianzon	DSAC Chair

	Clifford Bagasala	Lead Data Group
19. Quezon Province	Sherwin P. Vargas Wilson S. Martinez	DSAC Chair Lead Data Group
20. San Pablo City	Veronica S. Ril Roldan Acuin	DSAC Chair Lead Data Group
21. Santo Tomas City	Jesus B. Borja Gene Claire V.	DSAC Chair Lead Data Group
22. Santa Rosa City	Andy M. Alcachupas Nicole May M. Duran	DSAC Chair Lead Data Group
23. San Pedro City	Dory S. Gallardo Rogelio D. Sapitula Jr.	DSAC Chair Lead Data Group
24. Tanauan City	Luisa D. Vispo Paul James McNeil M. Valin	DSAC Chair Lead Data Group
25. Tayabas City	Erico P. Ybardolaza Jobelle L. Maningas	DSAC Chair Lead Data Group

ACTIVITY MATRIX

October 7, 2026	
Time	Activity
8:00–8:30 AM	Preliminary Activities • National Anthem • Prayer • Quality Policy Statement • CALABARZON March • House Rules • Opening Remarks
8:30–9:00 AM	Workshop Overview and Objectives – Presentation of the purpose, objectives, expected outputs, and workshop process
9:00–10:30 AM	1. Post-Planning: Review of Previous Athlete Screening and Accreditation Activities – Presentation and assessment of accomplishments, implementation experiences, issues, concerns, and lessons learned
10:30–10:45 AM	Health Break
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3:30–3:45 PM	Health Break
3:45–4:30 PM	5. Pre-Planning for Succeeding Screening Activities – Initial planning on screening requirements, processes, manpower, schedules, and coordination mechanisms
4:30–5:00 PM	Synthesis and Agreements – Consolidation of key discussions, decisions, action points, and matters requiring RSAC action
5:00 PM	End of Day 1

October 8, 2026	
Time	Activity
8:00–8:15 AM	Management of Learning / Recap – Review of Day 1 discussions, key agreements, and action points
8:15–9:00 AM	6. Screening Schedule and RSAC Concerns – Presentation of the target screening schedule per SDO, readiness, manpower, venue requirements, and concerns requiring RSAC action or decision
9:00–10:00 AM	7. Athletes Profiling System – System Presentation – Overview of the system, workflow, user roles, data requirements, and key features
10:00–10:15 AM	Health Break
10:15 AM–10:30 AM	Open Forum and Clarification – System-related concerns, questions, and clarifications
10:30–12:00 NN	Hands-on Training and Simulation – Actual encoding, validation, updating, and management of athlete profiles using the Athletes Profiling System
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1:00–3:30 PM	Hands-on Training and Simulation – Actual encoding, validation, updating, and management of athlete profiles using the Athletes Profiling System
3:30–3:34 PM	Health Break
3:45–4:00 PM	Workshop Synthesis and Commitment Setting – Presentation of final agreements, action points, responsibilities, and timelines
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