



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

DIVISION MEMORANDUM
No. 192, s. 2025

MAY 14 2025

APPLICATION FOR DIVISION SPORTS TOURNAMENT DIRECTORS

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public and Private Elementary and Secondary School Heads
Principals & Vocational School Administrators
Tournament Supervisors
PESS Coordinators
All Others Concerned

1. This Office announces the Application for Division Sports Tournament Directors.
2. The objectives of this event are as follows:
 - a) Ensuring the successful planning, coordination, and execution of the division sports tournament, promoting fair play and sportsmanship among all participants;
 - b) Fostering unity and camaraderie among schools and athletes through organized and competitive sporting events; and
 - c) Upholding and implementing standardized rules, safety protocols, and efficient scheduling to achieve a smooth and professional tournament experience.
3. Applicants for the Division Sports Tournament Director position must submit the following:
 - Letter of Intent
 - Curriculum Vitae (CV)
 - Relevant Training Certifications
 - Licenses and Accreditations
 - All documentary evidence supporting the attached qualifications and selection criteria
4. The criteria in the selection of the Division Sports Tournament Director are:
 - a) **Education – 20%** (Relevant academic background in sports management, physical education, or related fields.)
 - b) **Experience – 30%** (Proven experience in organizing and managing sports tournaments, involvement as a speaker or resource person in sports-related events, and recognitions or awards in the field of sports.)



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- c) **Specialized Training and Skills – 20%** (Participation in relevant trainings, seminars, and workshops, and acquired skills specific to sports event management and coordination.)
 - d) **License/s and Accreditation – 20%** (Possession of valid licenses and accreditations from recognized local and international sports governing bodies.)
 - e) **Potential – 5%** (Assessed through demonstrated personal qualities, communication and leadership/management skills, technological proficiency, and interpersonal relations.)
 - f) **Acceptability – 5%** (A candidate seeking the role of Division Sports Tournament Director must gain approval from a majority of the coaches for the event to be considered for qualification.)
5. All application portfolios must be submitted to the Schools Division Office of Bataan on or before June 20, 2025. The screening of documents and the interview will also take place on the same day, June 20, 2025.
6. The Screening Committee for the Division Sports Tournament Director are as follows:
- Chairman: Dr. Armando C. Capili, EdD – Assistant Schools Division Superintendent (ASDS)
 - Vice Chairman: Ramon C. Perez – SGOD Chief
- Members:
- Apolinario Aldama – Tournament Supervisor
 - Angelito Licup – Tournament Director
 - Cesar Valenzuela – Tournament Director
7. Immediate dissemination of this Memorandum is highly enjoined.
8. For information, guidance, and compliance.


CAROLINA S. VIOLETA, EdD, CESO V
Schools Division Superintendent

Encl.: as stated
To be indicated in the Perpetual Index
Under the following subjects:
OFFICIALS
SPORTS
TEACHERS
TOURNAMENT

SO13/RMI
May 9, 2025



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"We Mould Heroes"

