



Republic of the Philippines  
**Department of Education**  
 REGION I



**REGIONAL MEMORANDUM**

No. 1702 s. 2024

**SEARCH FOR THE 2025 REGION 1 ATHLETIC ASSOCIATION (R1AA)  
 MEET TOURNAMENT MANAGERS**

TO: Schools Division Superintendents  
 Division Sports Officers

1. In support of the Department of Education's (DepEd) thrust of promoting the quality of the Palarong Pambansa particularly the management and conduct of the competitions for the sports for the sports features in the annual scholastic multi sports spectacle. This Office, through the Education Support Services Division, announces the search for the 2025 Tournament Managers who will serve in the 2025 R1AA Meet.

2. The Tournament Managers shall perform the following duties and functions:

- a. The Tournament Managers shall ensure that each sporting event in their jurisdiction shall be conducted properly and decided judiciously;
- b. It shall be their duty to receive the gallery of athletes, and accord due care thereto;
- c. Before the start of each match, the Tournament Manager must examine the gallery carefully to ensure that the participating athletes are all accounted for and to avoid cases of fraud.
- d. The Tournament Managers shall also resolve, with dispatch, all disputes and clarifications submitted before him/her.
- e. Submit, or cause the submission of;
  - 1) certified game results to the records/documentation committee for validation, recording and posting after every game;
  - 2) Summary of attendance of technical officials;
  - 3) Performance Rating of technical officials (ranked);
  - 4) Summary/final ranking of delegations in each category (rank1-14);
  - 5) Return all sports supplies, materials of equipment used;
  - 6) List of selected athletes/coaches/chaperons
- f. The Tournament Manager shall ensure that:
  - 1) NO premature awarding shall be made, the Records/Documentation Committee shall give the authority to the Awards Committee for the awarding program/ceremony to commence
  - 2) Results under protest shall be resolved with dispatch before any award is given to the winner
  - 3) There is proper coordination between the Records/Documentation Committee and the Awards Committee for accurate presentation of winners



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3. Schools Division Offices shall recommend three (3) qualified DepEd personnel who meet the requirements in the enclosed Criteria in the Selection of Tournament Managers for the 2025 R1AA Meet. They are encouraged to submit the hardcopy or softcopy of their application to the Education Support Services Division or through [essd.region1@deped.gov.ph](mailto:essd.region1@deped.gov.ph) on or before December 27, 2024. The following documentary requirements to be attached are as follows:

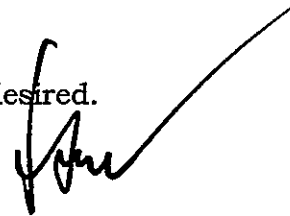
- a. Indorsement/Recommendation from SDO
- b. Letter of intent
- c. Curriculum Vitae;
- d. Training Certifications;
- e. License/s and Accreditation documents;
- f. All documentary evidences related to the attached criteria

4. Application with incomplete documents required shall not be accommodated for shortlisting.

5. Shortlisted applicants will be announced through a memorandum for the interview.

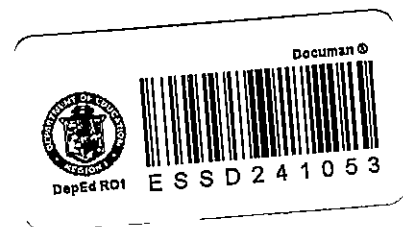
6. For clarifications *and* inquiries, please contact the Education Support Services Division at telephone number (072) 682-2324 local 119 or email at [essd.region1@deped.gov.ph](mailto:essd.region1@deped.gov.ph).

7. Immediate dissemination of this Memorandum is desired.



**TOLENTINO G. AQUINO**  
Director IV

QAD/reb/RM\_ Searchforthe2025R1AAMeetTournamentManagers  
December 18, 2024



**CRITERIA IN THE SELECTION OF TOURNAMENT MANAGERS FOR THE 2025  
REGION 1 ATHLETIC ASSOCIATION MEET**

- 1. Education** 15%  
Must have obtained a degree in any PE or Sports related courses, or its equivalent.
- 2. Experience** 30%  
Must have documented experiences in performing jobs related to running/ managing a tournament which includes among others, formulating ground rules of the sports, scheduling, scoring, technical officiating, and the like.
- 3. Specialized Training and Skills** 25%  
Specialized training for skills development in fields related to the work, duties, and functions of the position
- 4. License/s and Accreditation** 20%  
Official recognition from authorized sporting organizations, local and international, as having a particular status or being qualified to perform or manage a sports tournament/ competition
- 5. Potential** 10%  
This criterion covers personal qualities, communication skills, leadership/ management skills, technological skills and interpersonal skills.