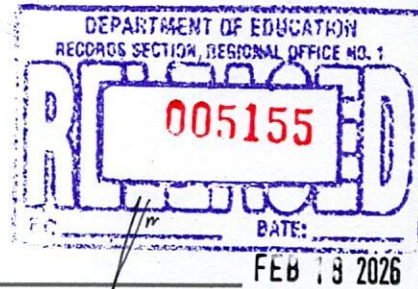




Republic of the Philippines  
**Department of Education**  
 REGION I



**REGIONAL MEMORANDUM**

No. 225 s. 2026

**SUBMISSION OF MASTERLIST AND DELEGATE PHOTOS FOR THE BILLETING ATTENDANCE MONITORING SYSTEM (BAMS) FOR THE R1AA MEET 2026**

To: Schools Division Superintendents  
 Division Sports Officers

1. In preparation for the upcoming 2026 Regional 1 Athletic Association (R1AA) Meet, all Schools Division Offices (SDOs) are directed to submit their masterlist and delegate photos for the Billeting Attendance Monitoring System (BAMS).
2. Attached are the guidelines for submission.
3. For inquiries and information, kindly contact Mrs. Sheila Mecos, IT Officer I, at cellphone number 0935-258-8111 or at email sheila.mecos@deped.gov.ph.
4. For strict compliance.

For the Regional Director:

**RHODA T. RAZON**  
 Director III

Encl.: None  
 Reference: None  
 To be indicated in the Perpetual Index  
 Under the following subjects:

SPORTS  
 ESSD/jp/RM\_SubmissionofMasterlistandDelegatePhotos  
 February 18, 2026



Flores St., Catbangen, City of San Fernando, La Union  
 Telephone Nos.: (072) 607-8137/682-2324  
 DepEd Region I | region1@deped.gov.ph  
 www.depedregion1.com

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Republic of the Philippines  
**Department of Education**  
REGION I  
**SCHOOLS DIVISION OF CANDON CITY**

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**BILLETING ATTENDANCE MONITORING SYSTEM (BAMS)**  
*R1AA Meet 2026*

The **Billeting Attendance Monitoring System (BAMS)** is a QR code-based platform designed to enable real-time recording and monitoring of delegates staying in designated schools through the scanning of official IDs. It will be implemented during the R1AA Meet 2026 to help track delegates' presence in each billeting school, while supporting security, accountability, and the organized management of arrivals and departures.

**A. Delegate Identification and Registration Requirements**

**1. QR Code Integration**

- Each SDO shall ensure that the official ID of every delegate bears a **unique QR code**, clearly visible on the front and measuring at least 1 × 1 inch
- The QR code shall contain only the Delegate **ID Number**, following the format [SDO Code]-[Sequential Number] (e.g., VC-001 for Vigan City, SCC-001 for San Carlos City).

**2. Masterlist and Delegate Photos Submission**

- Each SDO shall submit a **softcopy of the Masterlist of Delegation** using the prescribed template, along with a **recent 2x2 digital photo** of every delegate.
- The template may be downloaded, and the completed Masterlists with photos shall be uploaded via the designated Drive link: [tinyurl.com/R1AA2026BAMS](https://tinyurl.com/R1AA2026BAMS)
- Submission deadline: on or before **March 6, 2026**.
- Photo specifications:
  - File format: **.jpg**
  - Filename must exactly match the Delegate **ID Number** (e.g., VC-001.jpg)
- Submitted Masterlists and photos will be used within BAMS for verification, monitoring, and registration of delegates.
- All data collected shall be handled in accordance with the Data Privacy Act of 2012.

**B. Attendance Monitoring Procedure**

1. Delegates must **scan their ID QR code** upon arrival and departure from their assigned billeting school for the entire duration of the R1AA Meet.
2. Scanning is required **every time** a delegate enters or leaves, regardless of duration.
3. Attendance data will be recorded in real time, reflecting the number of delegates currently present inside and those who have exited the billeting school.
4. Failure to scan may lead to inaccurate records, potentially affecting monitoring and accountability.

