DEPARTMENT OF EDUCATION
RECORDS SECTION, REGIONAL OFFICE NO. 1
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REGIONAL MEMORANDUM
No. 1571 s. 2026

REGIONAL SCREENING AND SELECTION OF TOURNAMENT DIRECTORS, TOURNAMENT MANAGERS, AND TECHNICAL OFFICIALS FOR R1AA 2027

To: Schools Division Superintendents
Assistant Schools Division Superintendents
Division Sports Officers
All Others Concerned

1. In preparation for R1AA 2027, this Office calls for applications for Tournament Directors (TDs), Tournament Managers (TMs), and Technical Officials (TOs). The Regional Office shall have exclusive authority over the screening, verification, scoring, evaluation, validation, and final selection of applicants.

2. Applicants shall submit their duly accomplished Application Form (Annex A) and all documentary requirements to their respective Division Sports Officers (DSOs). The mandatory requirements include:

a. Endorsement signed by the Schools Division Superintendent (SDS) recommending the applicant to serve as a TD, TM, or TO;
b. Certification of No Pending Case; and
c. Medical Certificate.

3. DSOs shall consolidate and submit all applications and supporting documents through the official online submission link no later than **December 16, 2026 (Wednesday)**. The official submission link shall be provided by the Regional Office exclusively to the DSOs. Only submissions made by the DSOs shall be accepted and processed. Direct submissions from individual applicants shall not be entertained.

4. Applicants for Technical Official (TO) positions must be **not more than 55 years old as of March 2027**. No age limit is prescribed for TD and TM applicants. Accredited Class A TOs shall be given priority, while Class B TOs may be considered based on the specific requirements of each sporting event and the nature of the assigned duties.

5. The Regional Office shall assess the applicants' eligibility, accreditation, and submitted Means of Verification (MOVs) using the 100-Point Screening

and Evaluation Scoring Matrix (Annex B). The approved personnel allocations and specific requirements of each sporting event shall likewise be considered.

6. The following annexes form an integral part of this Memorandum:

- **Annex A** – Application Form for Tournament Directors, Tournament Managers, and Technical Officials
- **Annex B** – 100-Point Screening and Evaluation Scoring Matrix for Tournament Directors, Tournament Managers, and Technical Officials

7. All concerned offices shall ensure the wide dissemination of this Memorandum and compliance with the prescribed guidelines and procedures..

8. For guidance and strict compliance.

ESTELA P. LEON-CARIÑO, EdD, CESO III
Director IV/Regional Director

DepEd RO1 Documan
ESSD261159

Encl.: As stated
Reference: None
To be indicated in the Perpetual Index:
under the subjects:

SPORTS

ESSD/smp/jp(RM/RegionalScreeningofTOs)
November 24, 2026

ANNEX A | PART A-1

APPLICATION FORM

Application and DSO Verification Kit
R1AA 2027 – Application for TD / TM / TO

Attach recent applicant photograph

INSTRUCTIONS: Accomplish and sign this form. Submit to the Division Sports Officer (DSO) with Annex A, Part A-2 and supporting documents.

APPLICANT INFORMATION	APPLICANT'S DETAILS
Full Name (Surname, Given Name, MI)	
Schools Division / Affiliation	
Date of Birth (MM/DD/YYYY)	
Email Address	
Contact Number	
Current Position / Designation	
School / Office / Station	
Sports Event Applied For	
Position Applied For	☐ Tournament Director (TD) ☐ Tournament Manager (TM) ☐ Technical Official (TO)
Accreditation Classification (for TO)	☐ Class A ☐ Class B ☐ Not applicable / others

APPLICANT DECLARATION

I certify that all information and copies of documents submitted in support of this application are true, authentic, complete, and accurate to the best of my knowledge. I authorize authorized DepEd officials to verify the information with the issuing offices, subject to applicable privacy requirements.

_____ _____

Applicant Signature over Printed Name **Date**

Note: Submission does not guarantee appointment or assignment.

ANNEX B | REGIONAL 100-POINT SCORING MATRIX

For Regional Office screening and selection of Tournament Directors (TD), Tournament Managers (TM), and Technical Officials (TO).

CRITERIA	TD	TM	TO
Accreditation	25 National-25 Region- 20 Division-15	30 National-30 Regional- 25 Division- 20	40 National-40 Regional-35 Division-30
Tournament management related experience	30 10 years and above-30 5-9 years- 25 1-4 years- 20	25 10 years and above-25 5-9 years- 20 1-4 years- 15	20 10 years and above-20 5-9 years- 15 1-4 years- 10
Officiating level: International, National, Regional, Division	25 International-25 National-23 Regional- 20 Division-15 District-10	25 International-25 National-23 Regional- 20 Division-15 District-10	20 International-20 National-18 Regional- 15 Division-10 District-8
Speakership (sports related)	10 National-10 Regional- 8 Division-6 District/Municipal-5	10 National-10 Regional- 8 Division-6 District/Municipal-5	10 National-10 Regional- 8 Division-6 District/Municipal-5
Awards / Recognition (sports related)	10 National-10 Regional- 8 Division-6 District/Municipal-5	10 National-10 Regional- 8 Division-6 District/Municipal-5	10 National-10 Regional- 8 Division-6 District/Municipal-5
TOTAL	**100**	**100**	**100**

APPLICATION OF THE SCORING MATRIX

1. Each position has a total maximum score of 100 points. A dash indicates that the criterion does not apply to that position.

2. Only documentary evidence verified by the DSO and validated by the Regional Office shall be considered for scoring.

3. The Regional Office shall determine scores using applicable approved indicators, verify accreditation and eligibility, and finalize the official Masterlist.

4. The 100-point score does not supersede mandatory requirements, the age limit for TO applicants, approved allocations, event requirements, or final Regional approval.

Eligibility reminder: TO applicants must be at least 55 years old as of March 2026. No age limit is prescribed for TD and TM applicants.