



Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

January 3, 2025

**DIVISION MEMORANDUM**  
**No. 001, s. 2025**

**PREREQUIREMENTS AND DOCUMENTS FOR ATHLETES, COACHES, AND OFFICIALS'  
PHYSICAL EXAMINATIONS**

To: Assistant Schools Division Superintendent  
Chief Education Supervisor, Curriculum Implementation Division (CID)  
Public Schools District Supervisors  
Elementary, Secondary and Integrated School Heads  
Elementary and Secondary nurses  
All Others Concerned

1. In accordance with Division Memorandum No. 0361, s. 2024, entitled Schedule of Physical Examination of Athletes, this Office is hereby informing all officials and coaches of the documents and preparations required prior to the athletes' physical examination, which is included in this memorandum.
2. Coaches' and officials' physical education schedules shall align with the date specified in DM No. 0361, s. 2024. Similarly, in order to comply with the Department of Education's guidelines, PE forms seen by any private physicians or outside agencies will not be accepted.
3. Travelling and other incidental expenses shall be charged to local funds, subject to the usual accounting and auditing rules and regulations.
4. Everyone is enjoined to continually support and recognize the value of equality and diversity as well as ensure strict adherence to the health and safety protocols in all undertakings relevant to the activity.
5. Immediate and widest dissemination of this Memorandum is desired.

**REYNALDO B. MELLORIDA, CESO V**  
Schools Division Superintendent

For the Schools Division Superintendent

**JANETTE G. VELOSO, CESO VI**  
Assistant Schools Division Superintendent



Enclosure: As stated  
SGOD-SHS/hsv

FN: Pre-requirements and Documents for Athletes, Coaches, and Officials' Physical Examination

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**SCHEDULE OF PHYSICAL EXAMINATION**

DATE	DAY	DISTRICT	TARGET SCHOOL LEVEL
1/6/25	Monday	Sports Complex	-
1/7/25	Tuesday	Kapalong District	Elementary Schools
1/8/25	Wednesday	Santo Tomas District	Elementary Schools
1/9/25	Thursday	Santo Tomas District	Secondary Schools
1/10/25	Friday	None ***Refresher Course	None
1/13/25	Monday	New Corella District	Secondary Schools
1/14/25	Tuesday	New Corella District	Elementary Schools
1/15/25	Wednesday	Dujali District	Elementary and Secondary Schools
1/16/25	Thursday	Carmen District	Elementary Schools
1/17/25	Friday	Carmen District	Secondary Schools
1/20/25	Monday	-	-
1/21/25	Tuesday	-	-
1/22/25	Wednesday	Talaingod District	Elementary and Secondary Schools
1/23/25	Thursday	San Isidro District	Elementary and Secondary Schools
1/24/25	Friday	Langilan District	Elementary and Secondary Schools
1/27/25	Monday	-	-
1/28/25	Tuesday	Kapalong District	Secondary Schools
2/4/25	Tuesday	Asuncion District	Elementary Schools
2/5/25	Wednesday	Asuncion District	Secondary Schools



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**PREPARATION FOR PHYSICAL EXAMINATION**

1. DOCUMENTS (strictly no erasures)
  - a. Athletes
    - i. Medical History form signed and strictly to be answered by the parents (no falsification of documents).
    - ii. Physical examination form
      1. Only answer the demographics (Name, Age, Sex, Event).
    - iii. Dental examination form
      1. For Elementary School athletes only.
      2. It must contain a passport-size picture.
  - b. Coaches
    - i. Physical examination form
    - ii. Signed forms from outside agencies or private physicians will not be accepted.
2. PERSONAL PREPARATIONS
  - a. Pre-Examination Preparation
    - i. 24-48 hours before
      1. Hydrate: Drink plenty of water to ensure proper hydration.
      2. Diet: Avoid heavy meals, caffeine, and sugary foods.
      3. Rest: Get adequate sleep (7-9 hours).
      4. Avoid strenuous activities: Refrain from intense exercise or training.
  - b. Day of Examination
    - i. Comfortable clothing: Wear loose, comfortable clothing.
    - ii. Arrival time: Arrive 30 minutes before the scheduled examination.
    - iii. Bring any relevant medical records
      1. List of medications: Bring a list of current medications, supplements, and allergies.
    - iv. Personal Preparation
      1. Shower and hygiene: Maintain good personal hygiene.
      2. Remove jewelry: Remove all jewelry (e.g., piercings, watches).
      3. Avoid cosmetics: Refrain from applying cosmetics, nail polish, or perfumes.
    - v. Take your maintenance.
  - c. Additional Tips
    - i. Be honest: Provide accurate information about your medical history and lifestyle.
    - ii. Ask questions: Clarify any concerns or doubts with the examining physician.

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- iii. Follow instructions: Adhere to the physician's instructions and recommendations.

Prepared by:

  
**HENRY S. VILLAROSA JR., MD, CFP**  
Medical Officer III