



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

10 Sep 2025

DIVISION MEMORANDUM

OSDS-2025-134

125th PHILIPPINE CIVIL SERVICE ANNIVERSARY CELEBRATION

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
SDO Section/Unit Heads and Staff
Public Elementary and Secondary School heads
Players
Technical Working Group
All Others concerned

1. The Civil Service Commission (CSC) is inviting all government agencies to participate in the celebration of the 125th Anniversary of the Philippine Civil Service. This is a month-long celebration that will focus on the importance of cultivating dynamism among government workers to, in turn, foster sustainable management and strengthen organizational resilience.
2. Anent this, the Personnel Unit is encouraging all school heads, non-teaching personnel to actively take part in the lined-up activities for the celebration of the Civil Service Anniversary on the following schedule:

Activity	Date	Venue	Persons Involve
Sarangani-Gensan CSC Inter-Agency Sports Fest	September 17-19, 2025	Opening Program at Sarangani Provincial Civic Gymnasium Culmination Program at, Lagao Gymnasium, General Santos City	Civil Service Anniversary TWG Division Personnel Select Field Non- Teaching Personnel
SDO Sarangani 125 th Civil Service Anniversary Celebration	September 30, 2025	Division Office, SANSA Training Center and SPEU Court	Technical Working Group All SDO-based Personnel All Field Non- Teaching Personnel

3. For the smooth implementation of this activity, a technical working group is hereby created as follows:



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Activity/Committee	Responsible Person
Over-all team Leader	Joanna G. Dumalag
Venue Preparation and Preparation of Certificates of Appearance and Participation on/for September 30, 2025	Alex Quiñopa Shella Mae A. Cellona Isadora Avenido
Program Proper on September 30, 2025	Joanna G. Dumalag Kathy Glade M. Corilla Maejel Alimama
Basketball Men on September 30, 2025	Ian Purisima Santiago Frinal Alex Quiñopa
Volleyball Women on September 30, 2025	Joanna G. Dumalag Kathy Glade Corilla Janice F. Miano
Food Preparation on September 17-19, 2025 and September 30, 2025	Shella Mae A. Cellona Marianne Jopia Joan Nineveh Landero Lolita Francisco Isadora Avenido Ken Marion Abulon Ian Purisima

- Please refer to the enclosures for the activity matrix, list of players, guidelines and mechanics for select activities in the SDO Sarangani celebration.
- Travel and other incidental expenses are chargeable against local funds subject to the usual accounting and auditing rules and regulations.
- For inquiries, contact Mr. Roel D. Balbareno at 09773941073.
- Widest dissemination of this Memorandum is desired.

RUTH L. ESTACIO PhD, CESO V
Schools Division Superintendent

Encl.: As stated

Reference: As stated

To be indicated in the Perpetual Index
under the following subjects:

CELEBRATIONS AND FESTIVALS

Roel D. Balbareno/OSDS/MLA – 125th philippine civil service anniversary celebration
0845/September 10, 2025



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Activity Matrix

Title: **DepEd Sarangani Division's Celebration of the 125th Founding Anniversary Celebration of the Philippine Civil Service**

Date/Venue: **September 30, 2025 at Old Building, Division Office.**

Time	Topic/s	Person In-charge
7:45-8:30	Program Proper	
	Opening Preliminaries	AVP
	Opening Message	Ruth L. Estacio PhD, CESO V
	Anniversary Message	Edna C. Nebrija – Mahinay <i>Director II - CSC SarGen Chapter</i>
	Pledge of Sports Manship	Junellete D. Mabunga, PDO 1
8:30-9:30	Larong Pinoy	TWG
	Pickleball Demo Sports	
	Municipal Yell	
	Tug Of War	
	Sack Race	
	Jumping Rope	
9:30-10:00	Snacks	TWG
10:00-12:00	Blind Volleyball-Women	TWG
	Basketball - Men	TWG
12:00-1:00	Lunch	TWG
1:00-2:30	Awarding of Prizes	
3:00	Closing Message	Irma May G. Dinasas, AO V <i>Administrative Services</i>
Master of Ceremony: Maejel F. Alimama		



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**GENERAL GUIDELINES OF ACTIVITIES FOR DEPED SARANGANI
CELEBRATION OF THE 125TH CIVIL SERVICE ANNIVERSARY**

1. All activities are open to all non-teaching personnel of this Division except those that are identified as Technical Working Group shall be barred from joining any of the games.
2. Game referee's/judge's decision shall be final and irrevocable.
3. There shall be 4 teams for the larong pinoy and 4 teams in the ballgames;
4. The teams shall be in clustering: **Team 1 (Division-Alabel), Team 2 (Glan-Malapatan), Team 3 (Malungon) and Team 4 (MAKIMA);**
5. The team shall identify one person as contact person and responsible for coordinating communications and facilitating engagements of the team;
6. The team shall be composed of 1 Coach and 12-player in Basketball (men) and Volleyball (women);



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DepEd Celebration of the 125th Civil Service Anniversary

BASKETBALL (MEN):

I. RULES AND REGULATIONS

(The International Basketball Federation (FIBA) – Valid as of October 1st 2023 shall govern the CSC Sports Meet 2024 Basketball competition

I.1 TIMING REGULATIONS

The official FIBA 2023 Rules shall apply with the latest amendments.

1. Beginning and End of the Quarter, Overtime or the Game.
2. Player's Injury
3. Player's in an act of shooting
4. Illegal Cylinder
5. Goal Tending/Basket Interference
6. Double Foul
7. Unsportsmanlike Foul
8. Throw-in Foul
9. Interval of Play
 - a. Sec. Shot clock
10. The Interval between the quarters, is one (1) minute while interval between halves, is (5) minutes.

II. PLAYERS PLAYING REGULATIONS

1. All players of the team shall be fielded before the end of the second quarter or within the first half FAILURE of the coach to field a player in the 1st half shall be penalized with the Technical Foul (1FT only) charged to the coach.
2. All players shall play at least one (1) quarter but not more than three (3) quarters and shall be rested by one (1) quarter. If a coach fielded a player for more than three (3) quarters, shall be penalized with a Technical foul charged to the coach.
3. Normal substitutions procedures shall apply in all quarters. (Except when a certain rule does not apply). A player may enter in a game as a substitute as many times as possible within that quarter and considered as having played only in that quarter.
4. One (1) time out for every quarter shall be granted to each team for the first three (3) quarters and two (2) timeouts shall either be used or forfeited.
5. In case a team has an incomplete line up during the schedule game.
 - 5.1 The 1st quarter shall always start with 5 players while the other quarters may be played with remaining members of the team.



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INTERPRETATIONS OF RULE VII.

EXEMPTIONS:

a.) IN CASE OF INJURY/DISQUALIFICATIONS:

(In the 1st/ 2nd quarter) – an injured player may be substituted by any player, and as such said substitute player and injured player “shall be considered as having played in any particular quarter.

The “injured player” upon recovery may re-enter in the same quarter or may play in any quarter following Sec.1. Rule VII.

IMPORTANT Reminder: *WHENEVER POSSIBLE AND IF THE RULES WILL ALLOW, EVERY QUARTER SHALL BE PLAYED ALWAYS WITH FIVE (5) PLAYERS.*

III. COMPOSITION OF THE CONTINGENT/DELEGATION

A. Team Composition

A team shall be composed of not more than 12 team members with 1 Head Coach (12+1).

B. Eligibility

Players should be a bonafide employee, regardless of its status of appointment (permanent, casual, coterminous or job order), of the agency he is representing.

C. Coach

A team shall have a responsible Coach and attend the “Preliminary Inquiry” and bring with them a copy of certification from the head of agency as to players’ the legitimacy of employment to their respective agencies. Copies of the employee’s ID shall also be attached.

Only the Coach shall be allowed to stay within the team bench during official games

IV. DISQUALIFICATION

1. A Thrown- out player must leave the confines of the playing area.
2. A player / coach who is disqualified as a result of a disqualifying foul/ fighting, Intentional foul, two (2) Unsportsmanlike fouls shall be automatically suspended. The number of games of suspension shall be determined by the Technical Committee and will be based on the gravity of the act (Except players with two technical fouls).

A. FOULS

1. **TECHNICAL FOULS-** any PLAYER/COACH who displays unsportsmanlike/ disrespectful act such as slashing of neck, showing of dirty fingers, pointing of accusing fingers and trash talking / shouting bad words/ foul language, contesting calls, arguing with the officials and the others. A WARNING maybe given or a TECHNICAL FOUL shall be slapped.



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2. PERSONNAL FOULS- players causing contact with the opposing, playmate, which gives an unfair advantage and such contact are neither intentional nor flagrant.
3. FLAGRANT FOULS- a player causing contact excessive contact which may cause or have caused injury to an opponent, such as; a. excessive of elbow, b.) Throwing a punch, c.) Tripping, d.) Intentional contacting/ pushing the back of the player going for a basket shall be judged to be either an Unsportsmanlike/Disqualifying Fouls.

B. Players / coaches' conduct:

1. Any player /coach, who is slapped with a Disqualifying Foul and ejected because of Flagrant Unsportsmanlike Action/ Conduct, shall be penalized accordingly **PLUS an additional 1 game suspension** /total disqualification or banned from further participation, depending on the gravity of the offense. (Except players who committed Technical Fouls).
2. Uttering / shouting of obscene/foul language /bad words or verbal abuse from players /coaches to opponents/officials or teammates shall not be tolerated such as act shall be dealt with a warning or a Technical Foul. The *COACH* shall be responsible for the *DISCIPLINE* and *BEHAVIOUR* of the followers, supporters and friends of the team.
3. Coaches shall always confirm their next schedule of the game with the Tournament Manager BEFORE leaving the playing venue / or after their game.
4. A team that walks out of their game shall be penalized with a Disqualification from the competition and likewise the coach shall be *BANNED*.

V. CONDUCT OF THE COMPETITIONS

V.1 Competition format: Single Round Robin

VI. DETERMINATION OF WINNER

The winner of the Final Round will be declared **CHAMPION**.

REGULAR VOLLEYBALL (WOMEN):

A. Tournament Rules and Guidelines:

1. Participants/players

- 1.1. Team composition. Including the Liberos, each team shall have a maximum of 12 players plus 1 coach.
- 1.2. The LIBERO: The coach has the option to field in any of the LIBEROS. The replacement of Libero shall be unlimited amongst them. No way that the two liberos shall be fielded at the same time in the same set.
- 1.3 **ELIGIBILITY:** Players should be a bonafide employee, regardless of its status of appointment (permanent, casual, coterminous or job order), of the agency he is representing.

2. Format of Tournament



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- 2.1 This tournament shall be governed by the rules and regulations of FIVB subject to changes as determined by the committee.
- 2.2 The tournament will follow a single round-robin format.
- 2.3 All elimination round matches will be played to 30 points. A court switch will occur when either team reaches 15 points. A two-point advantage is required to win any set and/or a match.
- 2.4 During the semi-final rounds, crossover matches shall be conducted-rank 1 vs rank 4, and rank 2 vs rank 3. Matches will be played to 30 points. A court switch will occur when either team reaches 15 points.
- 2.5 The Championship Match shall be played in a best-of-three sets format. The first two sets shall be played to 25 points, while the third set, if necessary, shall be played to 15 points. In the third set, teams shall switch sides of the court when either team reaches 8 points. A two-point advantage is required to win any set.
- 2.6 Ranking System. In case of tie (2 teams have the same standing), win over the other will be applied. In the event of triple tie (3 teams have the same standing), the following shall be implemented.
- 2.6.1 Number of victories – the teams shall be classified in descending order by the number of matches won.
- 2.6.2 Ranking Points – In the case of equality in number of matches won the ranking points will be considered. Wherein winner is equivalent to 2 points, loser is equivalent to 1 and game forfeited is equivalent to 0.
- 2.6.3 Set Ratio - Nevertheless, after the ranking points and still the 3 or more teams have the same standing, set ratio will be applied. It will be done by getting the quotient of the number of all sets won by the number of all sets lost.
- 2.6.4 Points Ratio – If the tie persists as per the set ratio, the teams will be classified in descending order by the result of dividing all points scored by the total points lost during all sets.

Note: If the tie continues as per set ratio, a new classification of these teams in terms of points 1, 2, 3 will be made taking into consideration all the matches they played. Ranking of teams will be based always on FIVB rules. For triple tie, ranking points will be applied as indicated below:

Match won	2-0	-	3 points
Match won	2-1	-	2 points
Match lost	1-2	-	1 point
Match lost	0-2	-	0 point
Match won by default		-	2 point
Match forfeited		-	0 point

3. Uniform

- 3.1. Players and Coach must wear their agency's official or designated uniform



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4. Equipment/Materials

- 4.1. Height of the net:
Women – 2.24 meters

5. Other important Points

5.1. General Rules:

- 5.1.1. This volleyball competitions shall be held in accordance with the latest rules of International Volleyball Federation (FIVB) and as modified by/supplemented by the guidelines stated hereunder;
- 5.1.2. In case of any dispute on the text, the English version of the latest FIVB Rules shall prevail.
- 5.1.3. Any unforeseen event not covered by the rules shall be dealt with as follows;
- 5.1.3.1. Technical questions shall be resolved in accordance with the Technical Guidelines, rules, and regulations of volleyball.
- 5.1.3.2. Questions on eligibility shall be resolved in accordance with the screening and eligibility guidelines.
- 5.1.4. The law of succession shall be applied.
- 5.1.5. Smoking is strictly prohibited in the playing venue. Anybody under the influence of liquor is not allowed as well.
- 5.1.6. All teams and players are required to maintain, display, or practice the virtue of sportsmanship before, during and after the game regardless of loss, win or protest. As a gesture of magnanimity, the players and coaches of both teams shall meet at the center of the court and shake hands before and after the game.
- 5.1.7. The decision of the referee is final and irrevocable.

5.2 Participants' Conduct

- 5.4.1 Participants must know the “official volleyball rules” and abide by them.
- 5.4.2 Participants must accept the Referee’s decision with sportsmanlike conduct, without disputing them.
- 5.4.3 Participants must refrain from actions or attitude aimed at influencing the decision of the referees or covering up the faults committed by their team. Otherwise, verbal warning shall be issued to Player/team/coach.
- 5.4.4 Participants must behave respectfully and courteously in the spirit of fair play not only toward the referees but also towards the officials, the opponents, teammates, and spectators (FIVB Rule 20.2.1).

5.3 Conduct during the Competition and Corresponding Penalties

- 5.3.1 Sanctions. All forms of misconduct during competition shall be subject to sanction in accordance with the sanction scale (FIVB Rule 21.3)



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5.3.2 Default. A team that does not appear fifteen (15) minutes after the scheduled time of their game shall be declared in default in favor of the opposing team.

5.4 Prolong Interruptions.

6.7.1 Interrupted matches, even if it exceeds four hours, and played in another venue (i.e., due to unfavorable instances like rain and other disturbances) match shall continue with the same scores, players, and position. Interrupted set shall continue normally, with the scores of completed set/s kept as played.

6.8. Waiver from the players should be provided and submitted to the officiating official

5.5 Protest/ Complaints

5.5.1. Protest on eligibility shall be addressed to the Screening/Eligibility Committee while protest on Technicality shall be addressed to the Technical Manager/Tournament Manager. Such protest must be submitted /presented in writing within thirty (30) minutes period after the game in question duly signed by the team captain and coach accompanied with the proof of evidence.

5.5.2 In case the protest is pursued, and the concerned player has been found to be ineligible, the team fielding ineligible player shall be penalized by forfeiting all games without prejudice to punitive sanction such as suspension or disqualification from coaching.

LARONG PINOY:

Tug of War-

1. Two teams compete by pulling on opposite ends of a rope;
2. Each team shall be composed of 10-member;
3. A marker (usually a flag or tape) is placed at the center of the rope.
4. The objective is to pull the other team a certain distance (often marked on the ground) past a central point.

Sack Race-

1. Participants **stand inside sacks** (usually made of burlap or similar material);
2. Each Team shall be composed of 10-member;
3. Holding the sack up with their hands, they must **hop** forward to a finish line;
4. The first to cross the line without falling or leaving the sack wins.

Jumping Rope-

1. Each team shall be composed of 5-member;
2. Two players hold the ends of the rope (turners) and one or more players take turns jumping inside the rope;



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3. The jumper enters the rope without stopping its swing;
4. The goal is to jump over the rope continuously without tripping;
5. If the rope touches the jumper, their turn ends, and the next player goes in;
6. The player who jumps the longest without tripping wins;
7. The team tries to reach a target number of successful jumps together.

Prizes	Basketball (Men)	Volleyball (women)
Champion	6,500.00	6,500.00
1st	4,500.00	4,500.00
2nd	2,500.00	2,500.00
3rd	1,500.00	1,500.00

Laron Pinoy	Prizes
Municipal Yell	2,600.00
Tug Of War	1,800.00
Sack Race	1,800.00
Jumping Rope	1,100.00