



Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION



January 14, 2025

**REGIONAL MEMORANDUM**

No. 042, s. 2025

**To:** Schools Division Superintendents  
Division Sports Officers  
RO Division Chiefs, Unit and Section Heads  
All Others Concerned

**REGIONAL ATHLETIC MEET (2025 NCR PALARO)  
SCHOOL YEAR 2024-2025**

1. In preparation for the forthcoming 2025 Palarong Pambansa, the DepEd NCR will hold the **2025 Regional Athletic Meet (2025 NCR Palaro)** on **March 17-21, 2025**, with **SDO Makati City** as the Host Division. The details of the Opening and Closing Ceremonies will be announced in a separate issuance.

2. The Regional Screening and Accreditation of documents of athletes and coaches will be from February 3-14, 2025 at the DepEd NCR ESSD Technical Room. *The SDOs are enjoined to comply with the timeline set for the submission of documents for regional screening.* Listed below is the schedule of submission of documents for the following Schools Divisions.

Date	Division Offices
1. January 31, 2025	Malabon City, Navotas City, Pasay City, Parañaque City, Quezon City, Valenzuela City
2. February 5, 2025 (deadliest date)	Las Piñas City, Mandaluyong City, Manila, San Juan City, Taguig City & Pateros, Muntinlupa City, Makati City, Caloocan City and Marikina City
3. February 10, 2025 (last day)	Pasig City

3. In view of the absence of student-athletes from their classes during the duration of 2025 NCR Palaro, the school heads are directed to adopt advance or catch up academic program to compensate for the lost hours incurred due to their participation in the regional sports competition.

4. To effectively manage the conduct of the Regional Palaro, attached are the Terms of Reference of the Region, Host Division and Schools Division Offices, and Proposed Playing Venues, for reference.



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5. Expenses incidental to this sports event shall be charged to local funds and / or program support funds subject to the usual accounting and auditing rules and regulations.
6. For strict compliance and immediate dissemination.

  
**JOCELYN DR ANDAYA**  
Regional Director, NCR  
Concurrent Officer-In-Charge  
Office of the Assistant Secretary for  
Operations

Encl:

As stated

References: Republic Act No. 10588 s. 2013  
DepEd Memorandum No. 20, s.2024

Allotment: 1

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

COMPETITION  
TEACHERS

OFFICIALS  
PUPILS/STUDENTS  
SCHOOL SPORTS PROGRAMS/PROJECTS

/essd/joan/



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TERMS OF REFERENCE:

1. Regional Office
  - Solidarity Meeting of all Division Sports Officers, Officiating Officials and coaches
  - Meals and transportation allowance of NSA Officiating Officials
  - Meals and transportation allowance of venue maintenance (RMSC)
  - Uniform of RTWG and Regional Officials
  - Rental of equipment (Taekwondo)
  - Hauling of Mats (Taekwondo)
  - Request letters to use playing venues
  
2. SDO Makati City – HOST Division
  - Opening and Closing Ceremony (venue, program, etc.)
  - Mayor’s Night
  - Coordination Meeting in preparation for the Palaro
  - Uniform of Officiating Officials
  - Trophies and Medals
    - Trophies – Regular Games** (Over All Champion) 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> Runner Up Elementary and Secondary
    - **Paragames** (1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Runner Up)
    - Medals** (1,000 Gold, 1,000 Silver, 1,100 Bronze)
  
3. Schools Division Offices (SDOs)
  - Playing venues of hosted events
  - Billeting schools
  - Sports supplies and equipment
  - Meals and transportation allowance of Officiating Officials and Regional TWG from the different SDOs (Regional Memorandum 608 s. 2024 dated May 15, 2024)







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PROPOSED PLAYING VENUES  
2025 NCR PALARO  
March 17-21, 2025

SPORTS EVENT	DIVISION OFFICE	PLAYING VENUE
1. Archery	Caloocan City	Gold Toe, Barangka Marikina City
2. Arnis	Marikina City	Marikina Sports Center
3. Athletics	Taguig City & Pateros	ULTRA, Pasig City
4. Badminton	Quezon City	Vito Belarmino SHS, Quezon City
5. Basketball	Manila	Manila Science HS/Albert Alejandro ES Manila
6. Baseball	San Juan City	Marist School Marikina (Elementary) RMSC (Secondary)
7. Billiards	Parañaque City	Parañaque NHS
8. Boxing	Caloocan City	Camarin HS
9. Chess	Las Piñas City	SDO Las Piñas City
10. Dancesport	Quezon City	Amoranto Sports Complex, QC
11. Football	Pasig City	Rizal HS (Secondary) Muntinlupa Sports Complex (Elementary)
12. Futsal	Valenzuela City	WES Arena, Valenzuela City
13. Gymnastics	Parañaque City	RMSC Gymnastics Center/GAP
14. Pencak Silat	Navotas City	Navotas Sports Complex
15. Sepak Takraw	Marikina City	Marikina HS
16. Softball	Pasig City	Rizal HS (Advance Games)
17. Swimming	Muntinlupa City	Muntinlupa Aquatic Center
18. Table Tennis	Makati City	Makati Coliseum
19. Taekwondo	Valenzuela City	OneMall General T. De Leon Valenzuela City
20. Tennis	Malabon City	RMSC Tennis Court
21. Volleyball	Mandaluyong City	Xavier School, San Juan City
22. Wrestling	Taguig City & Pateros	Taguig City University
23. Wushu	Pasay City	Andres Bonifacio ES, Pasay City
24. Athletics (Paragames)	Taguig City & Pateros	ULTRA, Pasig City
25. Bocce (Paragames)	Pasay City	Philippine School for the Deaf
26. Goal Ball (Paragames)	Pasay City	Philippine National School for the Blind
27. Swimming (Paragames)	Muntinlupa City	Muntinlupa Aquatic Center



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