



Republic of the Philippines  
**Department of Education**

REGION I  
SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM

21 NOV 2025

No. 770 s. 2025

**PROCEDURES IN ACCESSING AND PRINTING THE E-CERTIFICATES  
FOR THE INTER-SCHOOL SPORTS FESTIVAL 2025**

**To:** Assistant Schools Division Superintendent  
Chief Education Supervisors  
Elementary and Secondary School Heads  
All Others Concerned

1. In connection with the Inter-School Sports Festival 2025 conducted on November 19-21, 2025, this memorandum details the essential procedures for accessing and printing the official e-certificates (Certificate of Participation) for all participants. The Schools Division Office (SDO) of the Schools Division of the City of Batac, specifically through the Committee on Awards and Certificates is responsible for assigning control numbers for all participants.

2. To ensure the proper documentation and smooth processing of the e-certificates, all concerned personnel are requested to adhere to the steps detailed below:

- a. You can access your e-certificates using either the **QR Code** or the **direct link** provided below:

<https://tinyurl.com/SDCBSPQRTS2025>



- b. Cut A4 bond paper in half crosswise. Prepare enough paper based on the number of participants.
- c. Download the e-certificates in pdf format from the portal.
- d. Place the paper in the printer tray in portrait orientation. Ensure the printer settings are adjusted to A5 size.
- e. Print the certificates and distribute them to the participants.

3. The Certificates of Participation are now available for download and distribution. Tournament Managers for each respective event are responsible for accessing the provided link, ensuring the certificates are printed accurately, and distributing them to their respective athletes and coaches. School Heads are requested to designate a representative to complete the necessary procedures for accessing the link containing the list of Boy Scout participants.

4. Should you have any concerns or technical difficulties, please contact the office through (077) 677-1993 or email address at [batac.city@deped.gov.ph](mailto:batac.city@deped.gov.ph).



5. For information and guidance.

  
**ANSELMO R. ALUDINO, MAEd**  
Schools Division Superintendent

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

CERTIFICATES  
INTER-SCHOOL SPORTS FESTIVAL

CID-AVJ/DM- Procedures in Accessing and Printing the E-Certificates for the Inter-School Sports Festival 2025  
5287/November 20, 2025