



Republic of the Philippines  
**Department of Education**  
REGION IX, ZAMBOANGA PENINSULA  
SCHOOLS DIVISION OF DAPITAN CITY

**Office of the Schools Division Superintendent**

17 November, 2025

**DIVISION MEMORANDUM**

No. 765, s. 2025

**PARTICIPATION IN THE NATIONAL ORIENTATION-WORKSHOP ON THE INSTITUTIONALIZATION OF SCHOOL SPORTS CLUB IN PUBLIC SCHOOLS**

TO: Assistant Schools Division Superintendent  
Chief Education Supervisors, CID and SGOD  
Education Program Supervisors  
PSDSs and PICDs  
School Heads  
Teaching and Non-Teaching Personnel  
All Others Concerned

1. Pursuant to the National Memorandum OM-OUOPS-2025-09-04947, titled "Conduct of Orientation-Workshop on the Institutionalization of School Sports Club in Public Schools", this office will send participants to this activity on December 15-17, 2025 at Baguio Teachers' Camp, Baguio City.

2. The activity aims to equip the necessary knowledge and skills in organizing, managing and sustaining school sports clubs as part of the Department's effort to strengthen grassroots sports development and promote physical fitness among learners.

3. The participants to this activity are the following, to wit:

Name of Participant	Designation	School/Office
Rizza A. Daboda	P-4/PICD	Barcelona District
Noel P. Mangubat	EPS/DSO	SDO, SGOD

4. Expenses incurred relative to the conduct of the training such as food, accommodation, supplies and materials, rental of venues and miscellaneous expenses shall be charged against FY 2024 Physical Fitness and School Sports Continuing Funds, while traveling expenses of participants shall be charged to Division/School MOOE, PSF, PFSS, and/or local funds, subject to the usual accounting and auditing rules and regulations.

5. Teachers who will render services during Saturdays, Sundays and holidays shall be granted Vacation Service Credits subject to the provision stipulated under DepEd Order No. 013, s. 2024. Likewise, School Heads and non-teaching personnel



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shall be provided with Compensatory Overtime Credit (COC) pursuant to CSC and DBM Joint Circular No. 2, s. 2004.

6. For queries, please contact the Division Sports Coordinator, Noel P. Mangubat, through cellphone no. 0939 759 0755, and Assistant Division Sports Coordinator, Rey G. Campos through cellphone no. 0912 291 3304.
7. For wide and immediate dissemination of this memorandum is desired.

  
**JAY S. MONTEALTO, CESO VI**  
Schools Division Superintendent

Department of Education  
Division of Dapitan City  
**RELEASED**  
NO 745 DATE 11/18/25  
TIME 10:12 BY 



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Republika ng Pilipinas  
**Department of Education**

OFFICE OF THE UNDERSECRETARY FOR GOVERNANCE AND OPERATIONS

**MEMORANDUM**

**OM-OUOPS-2025-04 04947**

**TO :** REGIONAL DIRECTORS  
MINISTRY OF BASIC, HIGHER AND TECHNICAL  
EDUCATION, BARMM  
REGIONAL SECRETARY, BARMM  
SCHOOLS DIVISION SUPERINTENDENTS  
SCHOOL SPORTS CLUB IMPLEMENTERS  
ALL OTHER CONCERNED

**FROM :** MALCOLM S. GARMA  
Undersecretary  
Office of the Undersecretary for Governance and Operations

**SUBJECT :** CONDUCT OF ORIENTATION-WORKSHOP ON THE  
INSTITUTIONALIZATION OF SCHOOL SPORTS CLUB IN  
PUBLIC SCHOOLS

**DATE :** August 22, 2025



In pursuit of the Department of Education's (DepEd) mission to cultivate and nurture learner growth toward holistic development, the Bureau of Learner Support Services – School Sports Division (BLSS-SSD) remains steadfast in promoting sports and physical activities as vital components of education. Active participation in sports and physical activities is proven to contribute significantly to the overall development of learners, fostering not only their physical health but also their social, emotional, and cognitive growth.

Aligned with the directive of the President of the Philippines to prioritize the development of sports and physical activities among learners, and consistent with the **5-Point Reform Agenda of Secretary Angara**, specifically Agenda Item 2: *Learners' Physical and Mental Well-being Protected*, as well as the **Basic Education Development Plan (BEDP) 2030**, Pillar 4: *Learners' Resiliency and Well-being*, the BLSS-SSD underscores the importance of strengthening opportunities for sports engagement in schools.

In this regard, and pursuant to **DepEd Order No. 22, s. 2025** titled *Institutionalization of School Sports Clubs in Public Schools*, the BLSS-SSD shall conduct **Capacity-Building Initiatives through an Orientation-Workshop on the Institutionalization of School Sports Clubs in Public Schools**. This initiative aims to equip schools particularly those with limited resources, experience, and expertise with the knowledge, skills, and strategies necessary to establish, manage, and sustain school sports clubs effectively.

Through this orientation-workshop, sports stakeholders shall be capacitated to implement DepEd policies on sports development, thereby ensuring that school sports clubs serve as platforms for promoting fitness, health, teamwork, and holistic learner development. This orientation-workshop aims to equip the necessary knowledge and skills in line with the DepEd Order.

Below are the training details:

Activity	<b>Orientation Workshop on the Institutionalization of School Sports Club</b>
Venue	<b>Baguio Teachers Camp (BTC)</b>
Schedule	<b>December 15-17, 2025</b>
Resource Speaker	<ul style="list-style-type: none"> <li>• <b>Domingo L. Laud, EdD</b> – ASDS, SDO-San Carlos, Pangasinan</li> <li>• <b>Dan Paul H. Santos, DIPPM</b> – Executive Assistant IV, Office of the Undersecretary for Governance and Operations</li> <li>• <b>One (1) Representative from Bureau of Human Resources and Organizational Development (BHROD)</b></li> </ul>
Head of Delegation	<b>Education Support Services Division</b>
Participants	<p>Each <b>Division Office</b> shall designate <b>two (2) participants</b>:</p> <ul style="list-style-type: none"> <li>• One (1) Chief/Supervising School Governance and Operations Division (SGOD)</li> <li>• One (1) Public Schools District Supervisor (PSDS)</li> </ul> <p>Each <b>Regional Office</b> shall designate <b>one (1) Education Support Services Division representative</b>. The ESD Chief shall led the delegation and serve as the Head of Delegation.</p> <p>In addition:</p> <p><b>Luzon</b></p> <p><b>8 Regional PFSS Focal (TA I) and 39 Provincial PFSS Focal (TA I)</b> of the School Sports Division shall participate.</p> <p><b>Visayas</b></p>

	<p><b>3 Regional PFSS Focal (TA I) and 16 Provincial PFSS Focal (TA I) of the School Sports Division shall participate.</b></p> <p><b>Mindanao</b></p> <p><b>5 Regional PFSS Focal (TA I) and 24 Provincial PFSS Focal (TA I) of the School Sports Division shall participate.</b></p>
Participants Requirements	<ul style="list-style-type: none"> <li>- Travel Authority</li> <li>- Certification stating that he/she is medically and physically fit for the Orientation-Workshop.</li> </ul>

All concerned are enjoined to authorize the participants to attend and participate to the aforementioned activity.

Expenses incurred relative to the conduct of the training such as food, accommodation, supplies and materials, rental of venues and miscellaneous expenses shall be charged against FY 2024 Physical Fitness and School Sports Continuing Funds. Traveling expenses of participants shall be charged against their respective local funds. Further traveling expenses of the resource persons/lecturers and management staff shall be charged against FY 2024 Physical Fitness and School Sports Continuing Funds.

All abovementioned expenses shall be subject to the usual accounting and auditing rules and regulations.

Attached in this memo are the following enclosures:

**Enclosure #1:** Breakdown of Participants for the Orientation-Workshop

**Enclosure #2:** Program of activities for the Orientation-Workshop

Participants shall register to the following links **on or before November 07, 2025.**

**Luzon:** <https://forms.office.com/r/0Unj88U2ZZ>

**Visayas/Mindanao:** <https://forms.office.com/r/abHx0PwrXB>

For more information and inquiries, all concerned may contact Bureau of Learner Support Services-School Sports Division through email at [blss.ssd@deped.gov.ph](mailto:blss.ssd@deped.gov.ph) or at telephone number (02) 8632 – 0260.

Immediate dissemination of this Memorandum is desired.



Republika ng Pilipinas  
**Department of Education**

OFFICE OF THE UNDERSECRETARY FOR GOVERNANCE AND OPERATIONS

**ENCLOSURE # 1**

**ORIENTATION WORKSHOP ON THE INSTITUTIONALIZATION OF SCHOOL  
SPORTS CLUB**

*December 15-17, 2025  
Baguio Teachers Camp, Baguio city*

<b>Regions</b>	<b>Number of Participants (Breakdown of Pax)</b>	<b>TOTAL</b>
Region I	<ul style="list-style-type: none"> <li>• ESSD Chief = 1</li> <li>• Regional PFSS TA I = 1</li> <li>• 1 Chief/Supervising School Governance and Operations Division (SGOD) x 14 SDOs = 14</li> <li>• Provincial PFSS TA I x 5 Province SDOs= 5</li> <li>• 1 Public Schools District Supervisor (PSDS) x 14 SDOs = 14</li> </ul>	<b>35 PAX</b>
Region II	<ul style="list-style-type: none"> <li>• ESSD Chief = 1</li> <li>• Regional PFSS TA I = 1</li> <li>• 1 Chief/Supervising School Governance and Operations Division (SGOD) x 9 SDOs = 9</li> <li>• Provincial PFSS TA I x 5 Province SDOs= 5</li> <li>• 1 Public Schools District Supervisor (PSDS) x 9 SDOs = 9</li> </ul>	<b>25 PAX</b>
Region III	<ul style="list-style-type: none"> <li>• ESSD Chief = 1</li> <li>• Regional PFSS TA I = 1</li> <li>• 1 Chief/Supervising School Governance and Operations Division (SGOD) x 21 SDOs = 21</li> <li>• Provincial PFSS TA I x 7 Province SDOs= 7</li> <li>• 1 Public Schools District Supervisor (PSDS) x 21 SDOs = 21</li> </ul>	<b>51 PAX</b>
Region IV-A	<ul style="list-style-type: none"> <li>• ESSD Chief = 1</li> <li>• Regional PFSS TA I = 1</li> <li>• 1 Chief/Supervising School Governance and Operations Division (SGOD) x 23 SDOs = 23</li> <li>• Provincial PFSS TA I x 5 Province SDOs= 5</li> <li>• 1 Public Schools District Supervisor (PSDS) x 23 SDOs = 23</li> </ul>	<b>53 PAX</b>
Region IV-B	<ul style="list-style-type: none"> <li>• ESSD Chief = 1</li> <li>• Regional PFSS TA I = 1</li> <li>• 1 Chief/Supervising School Governance and Operations Division (SGOD) x 7 SDOs = 7</li> <li>• Provincial PFSS TA I x 7 Province SDOs= 5</li> <li>• 1 Public Schools District Supervisor (PSDS) x 7 SDOs = 7</li> </ul>	<b>21 PAX</b>



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Region V	<ul style="list-style-type: none"> <li>• ESSD Chief = 1</li> <li>• Regional PFSS TA I = 1</li> <li>• 1 Chief/Supervising School Governance and Operations Division (SGOD) x 13 SDOs = 13</li> <li>• Provincial PFSS TA I x 5 Province SDOs = 7</li> <li>• 1 Public Schools District Supervisor (PSDS) x 13 SDOs = 13</li> </ul>	<b>35 PAX</b>
CAR	<ul style="list-style-type: none"> <li>• ESSD Chief = 1</li> <li>• Regional PFSS TA I = 1</li> <li>• 1 Chief/Supervising School Governance and Operations Division (SGOD) x 8 SDOs = 8</li> <li>• Provincial PFSS TA I x 6 Province SDOs = 6</li> <li>• 1 Public Schools District Supervisor (PSDS) x 8 SDOs = 8</li> </ul>	<b>24 PAX</b>
NCR	<ul style="list-style-type: none"> <li>• ESSD Chief = 1</li> <li>• Regional PFSS TA I = 1</li> <li>• 1 Chief/Supervising School Governance and Operations Division (SGOD) x 16 SDOs = 16</li> <li>• 1 Public Schools District Supervisor (PSDS) x 16 SDOs = 16</li> </ul>	<b>34 PAX</b>

Regions	Number of Participants (Breakdown of Pax)	TOTAL
Region VI	<ul style="list-style-type: none"> <li>• ESSD Chief = 1</li> <li>• Regional PFSS TA I = 1</li> <li>• 1 Chief/Supervising School Governance and Operations Division (SGOD) x 8 SDOs = 8</li> <li>• Provincial PFSS TA I x 5 Province SDOs = 5</li> <li>• 1 Public Schools District Supervisor (PSDS) x 8 SDOs = 8</li> </ul>	<b>23 PAX</b>
Region VII	<ul style="list-style-type: none"> <li>• ESSD Chief = 1</li> <li>• Regional PFSS TA I = 1</li> <li>• 1 Chief/Supervising School Governance and Operations Division (SGOD) x 12 SDOs = 12</li> <li>• Provincial PFSS TA I x 2 Province SDOs = 2</li> <li>• 1 Public Schools District Supervisor (PSDS) x 12 SDOs = 12</li> </ul>	<b>28 PAX</b>
Region VIII	<ul style="list-style-type: none"> <li>• ESSD Chief = 1</li> <li>• Regional PFSS TA I = 1</li> <li>• 1 Chief/Supervising School Governance and Operations Division (SGOD) x 13 SDOs = 13</li> <li>• Provincial PFSS TA I x 6 Province SDOs = 6</li> <li>• 1 Public Schools District Supervisor (PSDS) x 13 SDOs = 13</li> </ul>	<b>34 PAX</b>
Region IX	<ul style="list-style-type: none"> <li>• ESSD Chief = 1</li> <li>• Regional PFSS TA I = 1</li> </ul>	

	<ul style="list-style-type: none"> <li>• 1 Chief/Supervising School Governance and Operations Division (SGOD) x 9 SDOs = 9</li> <li>• Provincial PFSS TA I x 4 Province SDOs= 4</li> <li>• 1 Public Schools District Supervisor (PSDS) x 9 SDOs = 9</li> </ul>	<b>24 PAX</b>
Region X	<ul style="list-style-type: none"> <li>• ESSD Chief = 1</li> <li>• Regional PFSS TA I = 1</li> <li>• 1 Chief/Supervising School Governance and Operations Division (SGOD) x 14 SDOs = 14</li> <li>• Provincial PFSS TA I x 5 Province SDOs= 5</li> <li>• 1 Public Schools District Supervisor (PSDS) x 14 SDOs = 14</li> </ul>	<b>35 PAX</b>
Region XI	<ul style="list-style-type: none"> <li>• ESSD Chief = 1</li> <li>• Regional PFSS TA I = 1</li> <li>• 1 Chief/Supervising School Governance and Operations Division (SGOD) x 11 SDOs = 11</li> <li>• Provincial PFSS TA I x 5 Province SDOs= 5</li> <li>• 1 Public Schools District Supervisor (PSDS) x 11 SDOs = 11</li> </ul>	<b>29 PAX</b>
Region XII	<ul style="list-style-type: none"> <li>• ESSD Chief = 1</li> <li>• Regional PFSS TA I = 1</li> <li>• 1 Chief/Supervising School Governance and Operations Division (SGOD) x 8 SDOs = 8</li> <li>• Provincial PFSS TA I x 4 Province SDOs= 4</li> <li>• 1 Public Schools District Supervisor (PSDS) x 8 SDOs = 8</li> </ul>	<b>22 PAX</b>
CARAGA	<ul style="list-style-type: none"> <li>• ESSD Chief = 1</li> <li>• Regional PFSS TA I = 1</li> <li>• 1 Chief/Supervising School Governance and Operations Division (SGOD) x 12 SDOs = 12</li> <li>• Provincial PFSS TA I x 6 Province SDOs= 6</li> <li>• 1 Public Schools District Supervisor (PSDS) x 12 SDOs = 12</li> </ul>	<b>32 PAX</b>
NIR	<ul style="list-style-type: none"> <li>• ESSD Chief = 1</li> <li>• 1 Chief/Supervising School Governance and Operations Division (SGOD) x 21 SDOs = 21</li> <li>• Provincial PFSS TA I x 3 Province SDOs= 3</li> <li>• 1 Public Schools District Supervisor (PSDS) x 21 SDOs = 21</li> </ul>	<b>46 PAX</b>
BARMM	<ul style="list-style-type: none"> <li>• ESSD Chief (<b>equivalent</b>)= 1</li> <li>• 1 Chief/Supervising School Governance and Operations Division (SGOD) (<b>equivalent</b>) x 9 SDOs = 9</li> <li>• 1 Public Schools District Supervisor (PSDS) (<b>equivalent</b>) x 9 SDOs = 9</li> </ul>	<b>19 PAX</b>



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OFFICE OF THE UNDERSECRETARY FOR GOVERNANCE AND OPERATIONS

**ENCLOSURE # 2**

**ORIENTATION WORKSHOP ON THE INSTITUTIONALIZATION OF THE SCHOOL SPORTS CLUB IN PUBLIC SCHOOLS THREE (3) DAY ENGAGEMENT**

*Note: Participants will be divided into three groups. Each group is required to complete all three breakout sessions through a rotation schedule.*

**Indicative Program of Activities**

Day 1 – Dec. 15, 2025	Day 2 – Dec. 16, 2025	Day 3 – Dec. 17, 2025
<p>8:00am -12:00nn</p> <p>Travel Time Arrival of the Participants Registration / Check in <b>First Meal is breakfast</b></p>	<p><b>8:00am – 12:00nn</b> Preliminaries <b>Breakout Sessions (Round 1 &amp; 2)</b> <b>Station 1: Procedures</b> <b>V. Procedures</b> a. Frameworks b. Club Establishment c. Club Operations → <i>Output: Communication Plan</i> - Open Forum (Facilitators) <b>Station 2: Procedures</b> d. SSC Action Plan Development e. Fund Source f. SSC Implementers g. Safety &amp; Risk Management h. Health Services → <i>Output: Action Plan / SIP / MOOE</i> - Open Forum (Facilitators) <b>Station 3:</b> <b>VI. Roles and Responsibilities</b> <b>VII. Monitoring and Evaluation</b> → <i>Output: M&amp;E / Risk Management</i> Open Forum (Facilitators)</p>	<p><b>8:00am – 12:00nn</b> <b>Presentation of Outputs</b> from each breakout session (Groups 1–3)</p>
<b>12:00 -1:00PM (LUNCH)</b>	<b>12:00 -1:00PM (LUNCH)</b>	<b>12:00 -1:00PM (LUNCH)</b>
<p>1:00pm – 5:00pm</p> <p><b>OPENING PROGRAM</b> Preliminaries Prayer National Anthem Bagong Pilipinas Hymn Message</p> <p>Discussion on the overview of Comprehensive School Sports Program (CSSP)</p> <p>Presentation of the DepEd Order <b>POLICY ON THE INSTITUTIONALIZATION OF THE SCHOOL SPORTS CLUB</b></p> <p><b>I. Rationale</b> <b>II. Scope</b> <b>III. Definition of terms</b> <b>IV. Policy Statement</b></p>	<p>1:00pm – 5:00pm</p> <p>Preliminaries</p> <p><b>Breakout Sessions (Round 3)</b> (Participants rotate to complete remaining topics)</p> <p><b>WORKSHOP : Action Plan Development</b></p>	<p>1:00pm – 5:00pm</p> <p><b>Plenary &amp; Closing</b> - Ways Forward</p> <p><b>Closing Ceremony</b></p> <p><b>Last Meal: Dinner</b></p>