



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

**Office of the Schools Division Superintendent**

May 5, 2026

**DIVISION MEMORANDUM**

No. 237, s. 2026

To: Assistant Schools Division Superintendent  
CID/SGOD Chiefs  
Education Program Supervisors  
PSDSs/PICDs  
Section Heads  
Elementary/Secondary School Heads  
Elementary/Secondary Teachers  
Division/District/School Personnel  
All Others Concerned

**PERSONNEL WELLNESS AND RECREATIONAL SPORTS ACTIVITY**

1. Pursuant to **DepEd Memorandum No. 005, s. 2023** and **Executive Order No. 64, s. 1993** on the “Sports for All” policy, which mandates the Department of Education to promote physical fitness and sports participation among education personnel, the Schools Division Office announces the conduct of **Personnel Wellness and Recreational Sports Activity** on **May 14–16, 2026** at Dapitan City National High School and other playing venues. This activity is mounted in collaboration with the Division Sports Unit, PRIME-HRM, DepEd National Employees Union Dapitan Chapter, and Social Mobilization to promote employee welfare, teamwork, and a healthy workplace culture in alignment with the Department’s sports and human resource development programs.
2. The activity aims to:
  - a. promote physical fitness and wellness among teaching and non-teaching personnel through active participation in various sports and recreational activities;
  - b. strengthen, camaraderie, teamwork, and sportsmanship among DepEd employees by providing opportunities for friendly competition and collaboration;
  - c. enhance interpersonal relationships and workplace morale through meaningful engagement that fosters unity and mutual respect across schools and offices;
  - d. encourage work-life balance by integrating recreational and wellness activities that contribute to reduced stress, improved focus, and overall employee satisfaction;
  - e. recognize the talents, discipline, and achievements of personnel in the field of sports, while promoting fair play, humility, and excellence both in and out of the workplace; and



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- f. sustain the Division's wellness and team-building programs by institutionalizing annual sports and wellness activities as part of the Division human resource development strategy.
3. This activity serves as a vital platform to scout and identify personnel with exceptional athletic skills, preparing them to represent the Schools Division Office (SDO) in inter-agency sports competitions. By showcasing talents during the event, participants demonstrate their potential to compete at higher levels, contributing to the SDO's pride and success. This initiative not only promotes physical fitness and team spirit but also strategically builds a pool of capable athletes ready to uphold the Division's standards in external tournaments.
4. The participants of this three-day activity are personnel of the Schools Division Office who are eager to demonstrate their athletic talents in the field of sports. There shall be six (6) teams namely: Division Office, Barcelona, Baylimango, Dapitan Central, Potongan, and Sulangon Schools District. Each team shall have one official entry per event, in accordance with the mechanics to be given by the Division Sports Coordinator. All participants must be in good health and is duly endorsed by their respective district supervisors, school heads or department heads.
5. Please find attached games to be played, the designated in-charge and proposed venues in Annex A, Annex B for the Working Committee, and Annex C Registration Form.
6. Detailed mechanics of each game, including team composition, age/gender category (if applicable), rules of play, and scoring system, shall be prepared and disseminated by the **assigned event coordinator** of each event. The **game schedule, including the sequence of events, match-up draw, and time-frame per day**, shall likewise be finalized by the SDO Sports Coordinator through a **pre-event coordination meeting** to be called and convened with all concerned district representatives, and committee members. Attendance in this meeting is mandatory for the team representatives to ensure proper coordination, alignment of schedules, and clarification of rules.
7. To recognize the commitment of those involved, teacher-participants shall be granted three-day (3) Vacation Service Credits, while non-teaching personnel shall be entitled to one (1) day Compensatory Overtime Credits (COC) for their attendance. This dual approach ensures that all employees are appropriately credited for their time and contribution to the division's wellness initiatives. Special Order shall be done by school/district/functional division to be submitted to the Records Section after the activity.
8. There shall be a minimal registration to all participants by school/district/functional division to cover the operations of the activity. The secretariat shall take charge of the registration using the template provided.
9. Expenses relative to lunch, snacks, transportation, and other incidental expenses to be incurred during the activity shall be charged against the Schol/Division MOOE/ Gender and Development (GAD) funds or personally borne by the participants of the participating schools/district or division, as the case may be. Such disbursements shall be strictly



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governed by the existing accounting and budgetary rules, including the requirement for proper documentation, liquidation, and compliance with the approved budget and allowable expenses for wellness, sports and related activities.

10. For any clarification, additional information, or submission of entries, may coordinate with the **Division Sports Coordinator**, Mr. Noel P. Mangubat and/or Ma. Perga A. Cadiente, DepEd NEU President, Dapitan Chapter that the necessary preparations, including team nominations, health clearances, and logistical arrangements, are undertaken in a timely manner. All concerned are enjoined to extend full cooperation to ensure the smooth conduct of the Personnel Wellness and Recreational Sports Activity.
11. For the information, guidance and compliance of all concerned.

**JAY S. MONTEALTO, CESO V**  
Schools Division Superintendent *J.S.M.*





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**Annex A**

**GAMES TO BE PLAYED, PROPOSED VENUES & DESIGNATED IN-CHARGE**

<b>EVENT/GAME</b>	<b>PROPOSED VENUES</b>	<b>IN-CHARGE</b>
Athletics (4x100m Relay)	JRMSU Oval	Elbert Pon Charlie Calibo
Athletics Men (100m)		
Athletics Women (100m)		
Badminton (DM)	4 J's Badminton Court	Vicente Ramon V. Suarez Nueva Andag
Badminton (DW)		
Basketball (M)	Bagting/Dawo/Linabo Covered Court	Gil Javier John Michael Molejon
Billiards Doubles (M)	Atty. Carin's Billiards Hall	Jeffrey Jumalon Edilberto Racho
Billiards Doubles (W)		
Billiards Singles (M)		
Billiards Singles (W)		
Chess (M)	SDO Conference Hall	Welgae Adriatico Clarence Elumba
Chess (W)		
Dama (M)		Jofrey Malana Allan Bendaño
Dama (W)		
Dance Sports	DCNHS Covered Court	Jephone P. Yorong Bobbie E. Gurabot
Dart (M)	Delos Reyes Dart Line (Dawo)	Lourence Reyes Francis Jatico
Dart (W)		
Kickball	DCCS Ground	Medar Padoo Nathaniel Mendiola
Tennis (DM)	DAMPA Tennis Court	Leonido J. Tabilon Elvie H. Page
Pickleball (DM 40 above)	Dapitan Resort Hotel, Pickleball Court	Michael Tan Michelle V. Torres
Pickleball (DM 39 below)		
Pickleball (DW 40 above)		
Pickleball (DW 39 below)		
Pickleball (MD 40 above)		
Pickleball (MD 39 below)		
Table Tennis (M)	DCNHS	Nerisa Bael Lindo Adasa, Jr.
Table Tennis (W)		
Table Tennis (DM)		
Table Tennis (DW)		
Volleyball (M)	DCNHS and Brgy. Linabo Covered Court	Noel P. Mangubat JR Simed Joseph Saguin
Volleyball (W)		
Mountain Bike Race	Select Streets of the City	Jhonalyn Macapanas Sherlito E. Sagapsapan



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<b>EVENT/GAME</b>	<b>PROPOSED VENUES</b>	<b>IN-CHARGE</b>
Saludo	DCNHS/City Hall Ground	Jephone P. Yorong Olga P. Miranda
Pinoy Henyo	SDO Conference Hall	Jidelle G. Garcia Catherine Acoymo
Quiz Bee	SDO Conference Hall	Geordito T. Olario Anthon John Soriano
Vocal Solo	SDO Conference Hall	Ranil Magtuba Jimmy Gahuman



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**Annex B**

**WORKING COMMITTEES**

COMMITTEE	FOCAL PERSON	ROLES AND RESPONSIBILITIES
Steering Committee	<b>Chair:</b> Jay S. Montealto Schools Division Superintendent <b>Co-Chair:</b> Aurelio A. Santisas, ASDS <b>Members:</b> Sherlito E. Sagapsapan, Vicente Jose V. Suarez II, Atty. Tricia Glaze T. Chan, Belinda P. Gemperoso, Olga P. Miranda, Ma. Perga A. Cadiente, Amythyst Faith O. Diao, Noel P. Mangubat, & Rene Acabal	-Oversee over all planning, coordination, and supervision of the Sportsfest. -Approve final program, budget, and mechanics. -Ensure alignment with DepEd policies and employee wellness initiatives -Resolve major concerns arising before and during the activity.
Secretariat Committee	Chair: Geordito T. Olario Co-Chair: Amythyst Faith O. Diao Members: Charmaine Marie C. Villarta, Alona Mae C. Antabo, Ernallyn Daymiel, & Carleen Cardeño	-Manage registration of participants and team entries -Prepare attendance sheets and game schedules Handle all correspondence, communication and record keeping -Consolidate post activity reports and attendance summary.
Technical and Officiating Committee	Chair: Noel P. Mangubat Co-Chair: JR Joseph Simed B. Saguin Members: Jhonalyn Macapañas, Elbert A. Pon, & Representative per district	-Prepare tournament mechanics, rules, and schedules for each sport -Assign referees, umpires, and scorers -Supervise game proceedings and ensure fair play -Record and verify official results.
Program and Protocol Committee	Chair: Jephone P. Yorong Co-Chair: Bobbie E. Gurabot Members: Analisa A. Bagarinao, Lourence Reyes, Marianna Kestrel T. Harayo & Ma. Alessandra Eguia	-Prepare script, sequence and flow of the Opening and Closing Ceremonies -Facilitate the parade of teams and opening and closing programs -Coordinate with hosts, speakers, and performers -Ensure program order and ceremonial decorum
Finance and Budget Committee	Chair: Olga P. Miranda Co-Chair: Belinda P. Gemperoso Members: Catherine V. Acoymo, Grace B. Elumbaring, & Jean S. Baguinat	-Manage financial resources -Handle budgeting, disbursement, and liquidation -Ensure compliance with accounting and auditing rules -Prepare financial report post-event





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COMMITTEE	FOCAL PERSON	ROLES AND RESPONSIBILITIES
Logistics & Venue Committee	Chair: Jidelle G. Garcia Co-Chair: Jerry M. Perong Members: Michael Tan, Nathaniel A. Mendiola, Junry Onganiza, Blessyl C. Cuento, & Kestrel Anthony Medija	-Prepare and secure sports venues, equipment, and materials -Coordinate with schools or LGUs for venue use -Ensure transportation, sound systems, and utilities are in place -Oversee setup and cleanup operations
Medical Services and Safety Committee	Chair: Dr. Roderick Hamsirani Co-Chair: Dr. Glenn H. Mohametano Members: Gwilym C. Elumba, & all nurses in the 5 schools districts	-Inspect and help ensure safety of the venue and activities Ensure health and safety measures are observed -Provide first aid and medical assistance during the event -Coordinate with local health offices and emergency responders -Monitor hydration, rest, and safety of participants.
Decoration & Physical Arrangement Committee	Chair: Rene Acabal Co-Chair: Ranil Magtuba Members: Jonathan Reluya, Camille S. Gaburno, Jerene Sarmiento, Janen Potoy, & Eirene Amparado	-Plan, design, and execute venue decoration. -Coordinate with the Program and Logistics Committees for venue preparation and layout design -Ensure cleanliness, safety, and proper dismantling of decorations after the event -Promote a lively and inspiring environment throughout the Sportsfest
Marshals, Security and Safety	Chair: Jimmy Gahuman Co-Chair: Rey I. Jatico Members: Juvy Pestañas, Isagani Recamara, Wenchor Agum, Felix Solatorio & Glenn Betongga	-Maintain order and discipline among participants and spectators -Ensure safety and security of all persons, facilities, and equipment -Manage crowd control and movement through the summer sports fest -Coordinate with organizers, police, traffic, and emergency services for smooth and safe event operations
Awards and Recognition Committee	Chair: Helen T. Calaguian Co-Chair: Elsa Q. Aranas Members: Janet O. Cadano, Ruby V. Paguntalan, Aljean Caylaluad, Peter D. Alavanza & Edna Quimiguing	-Prepare certificates, medals, and trophies -Verify game results for declaration of winners -Facilitate the awarding program during the closing ceremony
Documentation and Publication Committee	Chair: Anthon John S. Soriano Co-Chair: Lindo O. Adasa, Jr. Members: Lyra S. Balladares, Janet Cadano, Genevieve S. Adiong, & Jerry Jerome Galota	-Document all activities through photos and videos -Prepare press releases and social media updates -Compile documentation for the final report and future references



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COMMITTEE	FOCAL PERSON	ROLES AND RESPONSIBILITIES
Accommodation and Hospitality (Food) Committee	Chair: Marlyn E. Esmade Co-Chair: Joy I. Cagbabanua Members: Junnefe Quimiguing, Marie Medija, Ritchel Abila, and Mech Caermare,	-Welcome guests, delegates, and officiating officials -Facilitate food and refreshment arrangements -Maintain a welcoming and orderly environment
Evaluation Committee	Chair: Nueva A. Andag Co-Chair: Vicente Ramon Suarez Members: Michelle Torres, Cynthia Dalman & Febra Z. Famorca	-Develop and distribute evaluation tools to participants -Gather feedback and insights from teams and officials Prepare post activity evaluation report Recommend improvements for future Sportsfest.

