



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

Office of the Schools Division Superintendent

March 10, 2025

DIVISION MEMORANDUM

No. 181, s. 2024

**AUTHORIZATION TO RECRUIT, SELECT AND TRAIN ATHLETES
OF SDO DAPITAN CITY FOR SCHOOL YEAR 2025-2026**

To: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads/Principals
Elementary and Secondary School Teachers
DCAA Sports Coordinators, Coaches and Trainers
All Others Concerned

1. In pursuit of continuous improvement in Sports with the commitment to developing learner-athletes and promoting sports excellence, the Schools Division of Dapitan City hereby authorize all designated sports coordinators, coaches and trainers to recruit, select and train athletes for various sporting events for SY 2025-2026 effective immediately before the current school year ends.
2. To ensure the effectiveness and efficiency of the recruitment and training process, all coaches and coordinators are directed to adhere to the following guidelines:
 - A. Recruitment and Selection**
 - a. Talent scouting should be conducted in all schools under the division.
 - b. Selection should be based on skill level, potential, discipline, and academic standing.
 - c. Coordination with school heads and parents/guardians is required for consent and approval.
 - B. Training and Development**
 - a. Training sessions should be planned and scheduled appropriately without compromising academic performance.
 - b. Safety protocols and proper conditioning programs should be implemented.
 - c. All training activities must be documented and reported to the Schools Division Office.
 - C. Ethical Standards**
 - a. All recruitment and training processes must be conducted with integrity and transparency.
 - b. No student-athlete should be subjected to unfair treatment, discrimination, or exploitation.
 - D. Compliance and Monitoring**
 - a. Coaches and coordinators must submit a periodic report on the progress of their training programs.
 - b. The Division Sports Coordinator will oversee the implementation of this directive and provide necessary guidance and support.





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3. The selected athletes shall be proposed to be included in the Summer Sports' Training Program of the LGU of Dapitan City this Summer 2025.
4. With the guidance and support of the DCAA Sports Coordinators, Coaches and Trainers, athletes shall be encouraged to participate in tournaments and sports' competitions sponsored by the City LGU or other municipalities for exposures and further enhancements.
5. The DCAA Sports Coordinators, Coaches and Trainers shall be granted Service Credits or CTO per CSC-DBM JC No. 2, s 2004 Guidelines whichever is applicable for their services rendered during holidays, Saturdays, Sundays and beyond office hours subject to the approval of their immediate supervisor.
6. Attached are the List of DCAA Sports Coordinators, Coaches and Trainers for reference.
7. For more information and/or clarifications please contact ASDS Aurelio A. Santisas 09171195044 or Mr. Noel Mangubat at 0917
8. Immediate dissemination and compliance of this Memorandum is desired.


FELIX ROMY A. TRIAMBULO, CESO V
Schools Division Superintendent





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Annex A

SECONDARY COACHES

Name of Coaches	Event	District	School
Coach: Cristian D. Dalis	Arnis	Dapitan Central	Talisay IS
Coach: Michelle C. Hamoy	Arnis	Dapitan Central	Talisay IS
Coach: Ariel D. Tuala	Athletics	Baylimango	Baylimango NHS
Coach: Aileen T. Page	Athletics	Sulangon	San Pedro IS
Coach: Richie b. Saldon	Badminton	Dapitan Central	RMIDCI
Coach: Winda O. Fernandez	Badminton	Dapitan Central	Dapitan City NHS
Coach: Marlon Andrada	Boxing	Dapitan Central	Dapitan City NHS
Coach: Gil Javier	Basketball	Potungan	San Francisco ES
Coach: Don David B. Cabilin	Sepak Takraw	Dapitan Central	Dapitan City NHS
Coach: Yvonne A. Sagang	Sepak Takraw	Dapitan Central	Dapitan City NHS
Coach: Chona R. Baradillo	Swimming	Dapitan Central	Dapitan City NHS
Coach: Peñiel P. Partosa	Swimming	Dapitan Central	JRMSU
Coach: Ellem N. Antivo	Table Tennis	Dapitan Central	Dapitan City NHS
Coach: Shaira Grace B. Duhaylungsod	Table Tennis		
Coach: Mary Jane Abarico	Taekwondo	Dapitan Central	Dapitan City NHS
Coach: Gracia P. Icamena	Taekwondo	Dapitan Central	Dapitan City NHS
Coach: Salome Sharon C. Yap	Tennis	Dapitan Central	Dapitan City NHS
Coach: Marilou T. Recamara	Tennis		
Coach: Randolph C. Navaja	Archery	Dapitan Central	Dapitan City NHS
Coach: Mikhael Q. Donor	Volleyball	Dapitan Central	Dapitan City NHS
Coach: Edso A. Quizo	Volleyball	Dapitan Central	Dapitan City NHS
Coach: Jessyl S. Dahili	Billiard	Barcelona	Barcelona NHS
Coach: Jose Marie A. Calasang	Billiard		
Coach: Jan Eduard B. Potoy	Chess	Dapitan Central	Dapitan City NHS
Coach: Elena P. Etoquilla	Chess	Dapitan Central	Dapitan City NHS
Coach: Saturnino Bayron	Boxing	Potungan	Aseniero NHS
Coach: Mark Credo	Athletics	Barcelona	Barcelona NHS
Coach: Serlita A. Sasuman	Athletics	Barcelona	Barcelona NHS



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Annex B

ELEMENTARY COACHES

Name of Coaches	Event	District	School
Coach: Ricky D. Arances	Arnis	Dapitan central	Talisay IS
Coach: Melissa B. Elcamel	Arnis	Sulangon	Sulangon CS
Coach: Julro E. Gahisan	Athletics	Baylimango	Canlucani ES
Coach: Roderick R. Luna	Athletics	Baylimango	Canlucani ES
Coach: Jay H. Sagario	Badminton	Dapitan central	DC Sped Center
Coach: Heddy E. Ruales	Badminton	Dapitan central	Dapitan City CS
Coach: Rosela C. Drilon	Chess	Sulangon	Owaon ES
Coach: Gretchen T. Ligutom	Chess	Dapitan Central	Dapitan City CS
Coach: Richel B. Rife	Sipa	Barcelona	Barcelona CS
Coach: Jerlina O. Enguito	Table Tennis	Dapitan Central	DC Sped Center
Coach: Glenda T. Recamara	Table Tennis	Dapitan Central	DC Sped Center
Coach: Richmond Suganob	Taekwondo	Dapitan central	JRMSU
Coach: Jamie Lagrimas	Taekwondo	Dapitan Central	DC Sped Center
Coach: Rachel B. Seno	Tennis	Dapitan central	Lawaan ES
Coach: Marielco Calasang	Tennis	Dapitan central	Lawaan ES
Coach: John Michael Molijon	Basketball	Dapitan Central	Dapitan City CS
Coach: Felix A. Gentiles	Volleyball	Dapitan central	DCEES
Coach: Loida Empeynado	Swimming	Sulangon	Liyang ES
Coach: Sheila R. Mercado	Swimming	Dapitan central	Dapitan City CS
Coach: Jolly Flor P. Calio	Paragames (Atletics)	Sulangon	San Vicente ES
Coach: Haidee A. Bastasa	Paragames (Bocce)	Dapitan central	DC Sped Center
Coach: Vivienne D. Quiros	Paragames (Bocce)	Dapitan central	DC Sped Center
Coach: Clarisse B. Elcamel	Athletics	Sulangon	Ilaya ES
Coach: Marichan B. Pajartin	Athletics	Baylimango	Taguilon ES



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Annex C

DISTRICT SPORTS COORDINATORS

Name	District
1. Noel Ian C. Decipolo	Potungan Schools District
2. Elbert Pon	Sulangon Schools District
3. Ervin D. Jauculan	Barcelona Schools District
4. Loreto S. Eguia	Baylimango Schools District
5. Leonido J. Tabilon	Dapitan Central Schools District

TRAINERS

Name	Event	School
1. Gerardo C. Jalosjos	Volleyball	Dapitan City NHS
2. Randolph C. Navaja	Archery	Dapitan City NHS
3. Aileen T. Page	Athletics	San Pedro ES

Note: All District and School Club Trainers and Coaches are also included.

