



Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF MARINDUQUE

Office of the Schools Division Superintendent

MEMORANDUM

SGOD-2025-208

TO: Asst. Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisor, Boac North
School Heads, Public Elementary, Secondary, and Integrated Schools
All Others Concerned

FROM: **LYNN G. MENDOZA, EdD**
OIC, Schools Division Superintendent

SUBJECT: **PARTICIPANTS IN THE ORIENTATION-WORKSHOP ON THE
INSTITUTIONALIZATION OF SCHOOL SPORTS CLUBS IN PUBLIC
SCHOOLS**

DATE: November 24, 2025

With reference to attached Regional Memorandum No. 125, s. 2025 on the conduct of **Orientation-Workshop on the Institutionalization of School Sports Clubs in Public Schools** to be held on December 15-17, 2025 at Baguio Teacher's Camp (BTC), this Office, thru the School Governance and Operations Division, announces the official list of participants from the Schools Division of Marinduque:

Name	Position/Designation	School/District/ Office
Mrs. Maita M. Lazares	Chief Education Supervisor	School Governance and Operations Division
Mrs. Aurea L. Mazo	Public Schools District Supervisor	Boac North District
Ms. Princes Leny B. Hernandez	Technical Assistant I	School Governance and Operations Division

Travel and other related expenses of the participants in this activity shall be charged to local funds subject to the usual accounting and auditing rules and regulations.

Immediate dissemination of the contents of this Memorandum is desired.

SGOD/PLBH



Address: T. Roque St., Malusak, Boac, Marinduque
Tel. No.: (042) 754-0247 • **Fax No.:** (042) 332-1611
Email: marinduque@deped.gov.ph
Website: <https://depedmarinduque.com>



Republic of the Philippines
Department of Education
MIMAROPA REGION

Office of the Regional Director

REGIONAL MEMORANDUM
ESSD-2025-134

TO : **ALL SCHOOLS DIVISION SUPERINTENDENTS**

FROM : **NICOLAS T. CAPULONG, PhD, CESO III**
Director IV/Regional Director

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

DATE : **October 30, 2025**

Attached is the Memorandum No. OM-OUOPS-2025-09-04947, signed by Malcolm S. Garma, Undersecretary for Governance and Operations, dated August 22, 2025, regarding the Conduct of Orientation-Workshop on the Institutionalization of School Sports Club in Public Schools to be held on December 15-17, 2025, at Baguio Teachers' Camp (BTC), which is self-explanatory.

Should there be any clarifications, you may contact Esmeraldo G. Lalo, EdD, ESSD Chief, or McJohn Nicko F. Fontamillas, LPT, Technical Assistant I for the School Sports Program, at essd.mimaroparegion@dep.gov.ph.

For your information, immediate dissemination, and compliance.

ESSD-SPP/MNFF



Address: Meralco Avenue corner St. Paul Road, Pasig City
Telephone Nos.: (02) 8631-4070 | (02) 8637-2895 | (02) 8637-1799
Email Address: mimaropa.region@dep.gov.ph
Website: depedmimaroparegion.ph





Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY FOR GOVERNANCE AND OPERATIONS

MEMORANDUM

OM-OUOPS-2025-09-01947

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	Orientation Workshop on the Institutionalization of School Sports Club
Venue	Baguio Teachers Camp (BTC)
Schedule	December 15-17, 2025
Resource Speaker	• Domingo L. Laud, EdD – ASDS, SDO-San Carlos, Pangasinan • Dan Paul H. Santos, DIPPM – Executive Assistant IV, Office of the Undersecretary for Governance and Operations • One (1) Representative from Bureau of Human Resources and Organizational Development (BHROD)
Head of Delegation	Education Support Services Division
Participants	Each Division Office shall designate two (2) participants: • One (1) Chief/Supervising School Governance and Operations Division (SGOD) • One (1) Public Schools District Supervisor (PSDS) Each Regional Office shall designate one (1) Education Support Services Division representative. The ESD Chief shall led the delegation and serve as the Head of Delegation. In addition: Luzon 8 Regional PFSS Focal (TA I) and 39 Provincial PFSS Focal (TA I) of the School Sports Division shall participate. Visayas

	3 Regional PFSS Focal (TA I) and 16 Provincial PFSS Focal (TA I) of the School Sports Division shall participate. Mindanao 5 Regional PFSS Focal (TA I) and 24 Provincial PFSS Focal (TA I) of the School Sports Division shall participate.
Participants Requirements	- Travel Authority - Certification stating that he/she is medically and physically fit for the Orientation-Workshop.

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 or at telephone number (02) 8632 – 0260.

Immediate dissemination of this Memorandum is desired.



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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

Regions	Number of Participants (Breakdown of Pax)	TOTAL
Region I	• ESSD Chief = 1 • Regional PFSS TA I = 1 • 1 Chief/Supervising School Governance and Operations Division (SGOD) x 14 SDOs = 14 • Provincial PFSS TA I x 5 Province SDOs = 5 • 1 Public Schools District Supervisor (PSDS) x 14 SDOs = 14	35 PAX
Region II	• ESSD Chief = 1 • Regional PFSS TA I = 1 • 1 Chief/Supervising School Governance and Operations Division (SGOD) x 9 SDOs = 9 • Provincial PFSS TA I x 5 Province SDOs = 5 • 1 Public Schools District Supervisor (PSDS) x 9 SDOs = 9	25 PAX
Region III	• ESSD Chief = 1 • Regional PFSS TA I = 1 • 1 Chief/Supervising School Governance and Operations Division (SGOD) x 21 SDOs = 21 • Provincial PFSS TA I x 7 Province SDOs = 7 • 1 Public Schools District Supervisor (PSDS) x 21 SDOs = 21	51 PAX
Region IV-A	• ESSD Chief = 1 • Regional PFSS TA I = 1 • 1 Chief/Supervising School Governance and Operations Division (SGOD) x 23 SDOs = 23 • Provincial PFSS TA I x 5 Province SDOs = 5 • 1 Public Schools District Supervisor (PSDS) x 23 SDOs = 23	53 PAX
Region IV-B	• ESSD Chief = 1 • Regional PFSS TA I = 1 • 1 Chief/Supervising School Governance and Operations Division (SGOD) x 7 SDOs = 7 • Provincial PFSS TA I x 7 Province SDOs = 5 • 1 Public Schools District Supervisor (PSDS) x 7 SDOs = 7	21 PAX

Region V	• ESSD Chief = 1 • Regional PFSS TA I = 1 • 1 Chief/Supervising School Governance and Operations Division (SGOD) x 13 SDOs = 13 • Provincial PFSS TA I x 5 Province SDOs = 7 • 1 Public Schools District Supervisor (PSDS) x 13 SDOs = 13	35 PAX
CAR	• ESSD Chief = 1 • Regional PFSS TA I = 1 • 1 Chief/Supervising School Governance and Operations Division (SGOD) x 8 SDOs = 8 • Provincial PFSS TA I x 6 Province SDOs = 6 • 1 Public Schools District Supervisor (PSDS) x 8 SDOs = 8	24 PAX
NCR	• ESSD Chief = 1 • Regional PFSS TA I = 1 • 1 Chief/Supervising School Governance and Operations Division (SGOD) x 16 SDOs = 16 • 1 Public Schools District Supervisor (PSDS) x 16 SDOs = 16	34 PAX

Regions	Number of Participants (Breakdown of Pax)	TOTAL
Region VI	• ESSD Chief = 1 • Regional PFSS TA I = 1 • 1 Chief/Supervising School Governance and Operations Division (SGOD) x 8 SDOs = 8 • Provincial PFSS TA I x 5 Province SDOs = 5 • 1 Public Schools District Supervisor (PSDS) x 8 SDOs = 8	23 PAX
Region VII	• ESSD Chief = 1 • Regional PFSS TA I = 1 • 1 Chief/Supervising School Governance and Operations Division (SGOD) x 12 SDOs = 12 • Provincial PFSS TA I x 2 Province SDOs = 2 • 1 Public Schools District Supervisor (PSDS) x 12 SDOs = 12	28 PAX
Region VIII	• ESSD Chief = 1 • Regional PFSS TA I = 1 • 1 Chief/Supervising School Governance and Operations Division (SGOD) x 13 SDOs = 13 • Provincial PFSS TA I x 6 Province SDOs = 6 • 1 Public Schools District Supervisor (PSDS) x 13 SDOs = 13	34 PAX
Region IX	• ESSD Chief = 1 • Regional PFSS TA I = 1	

	• 1 Chief/Supervising School Governance and Operations Division (SGOD) x 9 SDOs = 9 • Provincial PFSS TA I x 4 Province SDOs = 4 • 1 Public Schools District Supervisor (PSDS) x 9 SDOs = 9	24 PAX
Region X	• ESSD Chief = 1 • Regional PFSS TA I = 1 • 1 Chief/Supervising School Governance and Operations Division (SGOD) x 14 SDOs = 14 • Provincial PFSS TA I x 5 Province SDOs = 5 • 1 Public Schools District Supervisor (PSDS) x 14 SDOs = 14	35 PAX
Region XI	• ESSD Chief = 1 • Regional PFSS TA I = 1 • 1 Chief/Supervising School Governance and Operations Division (SGOD) x 11 SDOs = 11 • Provincial PFSS TA I x 5 Province SDOs = 5 • 1 Public Schools District Supervisor (PSDS) x 11 SDOs = 11	29 PAX
Region XII	• ESSD Chief = 1 • Regional PFSS TA I = 1 • 1 Chief/Supervising School Governance and Operations Division (SGOD) x 8 SDOs = 8 • Provincial PFSS TA I x 4 Province SDOs = 4 • 1 Public Schools District Supervisor (PSDS) x 8 SDOs = 8	22 PAX
CARAGA	• ESSD Chief = 1 • Regional PFSS TA I = 1 • 1 Chief/Supervising School Governance and Operations Division (SGOD) x 12 SDOs = 12 • Provincial PFSS TA I x 6 Province SDOs = 6 • 1 Public Schools District Supervisor (PSDS) x 12 SDOs = 12	32 PAX
NIR	• ESSD Chief = 1 • 1 Chief/Supervising School Governance and Operations Division (SGOD) x 21 SDOs = 21 • Provincial PFSS TA I x 3 Province SDOs = 3 • 1 Public Schools District Supervisor (PSDS) x 21 SDOs = 21	46 PAX
BARM	• ESSD Chief (equivalent) = 1 • 1 Chief/Supervising School Governance and Operations Division (SGOD) (equivalent) x 9 SDOs = 9 • 1 Public Schools District Supervisor (PSDS) (equivalent) x 9 SDOs = 9	19 PAX



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