



Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF MARINDUQUE

Office of the Schools Division Superintendent

August 11, 2026

DIVISION MEMORANDUM

No. 078, 2026

**DIVISION ORIENTATION-WORKSHOP
ON THE INSTITUTIONALIZATION OF SCHOOL SPORTS CLUBS (SSC)**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Public Elementary, Secondary, and Integrated School Heads
All Others Concerned

1. In consonance with the implementation of DepEd Order No. 22, s. 2025, titled "Policy on the Institutionalization of School Sports Clubs (SSC) in Public Schools," this Office shall conduct Division Orientation-Workshop on the Institutionalization of School Sports Clubs (SSC) on **September 23 – 24, 2026** at the SDO Marinduque Conference Hall, Malusak, Boac, Marinduque.

2. The activity aims to:

- a. align the understanding of school heads and sports club focal persons with DepEd Order No. 22, s. 2025, focusing on key regulations for club establishment, management, funding, safety, and monitoring;
- b. equip school-level coordinators with the practical skills needed to design, run, and sustain inclusive, safe, and developmentally appropriate sports programs under the Comprehensive School Sports Program (CSSP) framework; and
- c. guide participants in creating localized School Sports Club action plans that promote learners' holistic well-being (physical, mental, social, and emotional) through robust governance and active stakeholder partnerships.

3. Participants in this activity are the nine (9) Public Schools District Supervisors (PSDS) and 230 public elementary, secondary, and integrated school heads. The orientation shall be conducted in the following batches:

Day 1(September 23, 2026):PSDSs and SHs of the districts of Buenavista, Gasan, Boac North, Boac South, and Mogpog

Day 2(September 24, 2026):PSDSs and SHs of the districts of Sta. Cruz, East, Sta. Cruz North, Sta. Cruz South, and Torrijos



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4. All concerned are advised to refer to the attached enclosures for guidance and reference:

Enclosure 1: Working Committees and Terms of Reference

Enclosure 2: Activity Matrix

5. For information and compliance of all concerned.

LYNN G. MENDOZA, EdD
OIC- Schools Division Superintendent

Encl: As stated

Reference: DepEd Order No. 22, s. 2025

*To be indicated in the Division Perpetual Index
under the following subjects:*

CLUBS

ORIENTATION

SPORTS

/SGOD-ECP-DIVISION ORIENTATION-WORKSHOP ON THE INSTITUTIONALIZATION OF SCHOOL SPORTS CLUB,
August 11, 2026



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WORKING COMMITTEES AND TERMS OF REFERENCE

Committee/ Designation	Person/s In-charge	Roles and responsibilities
Program Managers	Dr. Lynn G. Mendoza OIC- Schools Division Superintendent Dr. Mabel F. Musa, CESO VI ASDS Ms. Maita M. Lazares Chief ES - SGOD Mr. John M. Chavez Chief ES - CID	• Serve as the Executive Management Team for the activity • Provide overall leadership and strategic direction • Oversee the planning, implementation, and conduct of the activity • Ensure alignment with division goals and approved directives • Provide policy guidance, technical inputs, and management support
Project Proponent	Dr Elvin C Perlas Education Program Supervisor, SGOD	• Prepare all required documents, including the proposal, memorandum, attendance sheets, certificates, and completion/narrative reports • Coordinate with concerned offices and committees for activity preparation and implementation • Ensure that the activity is implemented as approved and according to plan • Consolidate outputs and submit activity completion reports
Resource Persons/ Facilitators	Ms. Maita M. Lazares Chief Education Supervisor – SGOD Ms. Aurea L. Mazo PSDS, Boac North District Ms. Princes Leny B. Hernandez Technical Assistant I, Sports	• Serve as resource persons and facilitators during assigned sessions, workshops, or activities • Provide technical inputs, guidance, and subject-matter expertise • Facilitate discussions, workshops, and learning activities as assigned

		• Support the achievement of intended outputs and learning goals
Secretariat	Mr. Kyle David V. Atienza, SEPS Ms. Glaiza T. Palatino, EPS II Mr. Andy L. Pergis, PDO I Ms. Fatima M. Villanueva, PDO I	• Attend to the registration needs of the participants • Ensure that participants fill out attendance sheets every day • Ensure that participants fill out the acknowledgment forms and meal attendance • Prepare a directory of participants based on registration forms • Assist in the distribution of learning materials and supplies • Assist in posting and collection of session outputs • Compile session documents and learning resource materials • Facilitate the opening program, management of learning sessions (MOL), and closing program • Introduce session facilitators and speakers • Manage the flow of activities and ensure adherence to the program schedule • Coordinate with the Secretariat and Technical Working Group to address operational concerns • Serves as master of ceremony during the opening/closing programs and daily management of learning
Documenter	Mr. Julius Christian M. Llanes, Technical Assistant I, DRRM	• Document the proceedings of the learning sessions using the prescribed documentation template • Takes photo of the different parts of the program delivery

Welfare Officer	Dr. Rica Mai Larga Medical Officer III	• Monitor the health and well-being of participants • Provide immediate health care assistance for participants with medical concerns • Ensure basic health and safety measures are observed during the activity
Safety Officer	Mr. Edgar H. Loto Project Development Officer II	• Ensure that provisions for inclusion, safety, security, health, and wellness of learners, PMT, and resource persons are adequate and available at all times in the venue
Monitoring and Evaluation	Ms. Fretzie P. Alcantara SEPS - SMME	• Evaluate the quality of session delivery and participant engagement during the activity • Administer end-of-activity evaluation form or link • Synthesize quantitative feedback scores and qualitative participants inputs

ACTIVITY MATRIX**ORIENTATION-WORKSHOP ON THE INSTITUTIONALIZATION OF SCHOOL SPORTS CLUBS**SDO Marinduque Conference Hall
September 23 – 24, 2026**Day 1- September 23, 2026 - Batch 1: School Heads/Day 2- September 24, 2026
Batch 2: School Heads**

DATE & TIME	ACTIVITY	IN-CHARGE
7:45 – 8:00 AM	Arrival and Registration of Participants	Project Management Team
8:00 – 8:30 AM	Opening Preliminaries	Project Management Team
8:30 – 9:30 AM	Discussion on the overview of Comprehensive School Sports Program (CSSP) and 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	Princes Leny B. Hernandez Technical Assistant I-Sports
9:30 – 9:45 AM	Health break	
9:45 – 12:00 NN	V. Procedures a) Frameworks b) Club Establishment c) Club Operations d) SSC Action Plan Development	Princes Leny B. Hernandez Technical Assistant I-Sports
	e) Fund Source f) SSC Implementers g) Safety & Risk Management	Aurea L. Mazo PSDS, Boac North District
12:00 – 1:00	Lunch break	
1:00 – 2:00	VI. Roles and Responsibilities VII. Monitoring and Evaluation	Maita M. Lazares Chief Education Supervisor
2:00 – 2:30	Frequently Asked Questions DepEd Order no. 22, s. 2025	Maita M. Lazares Chief Education Supervisor
2:30 – 2:45	Health Break	
2:45 – 4:00	WORKSHOP: Action Plan Development Presentation of Output	Aurea L. Mazo PSDS, Boac North District
4:00 – 4:30	Closing Program	Project Management Team