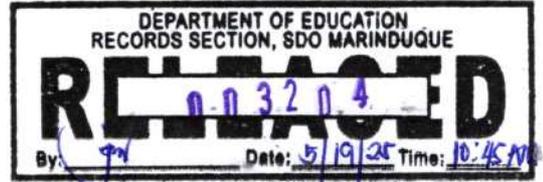




Republic of the Philippines  
**Department of Education**  
**MIMAROPA REGION**  
**SCHOOLS DIVISION OF MARINDUQUE**



Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**

**TO:** Asst. Schools Division Superintendent  
 Chief Education Supervisors  
 Public Schools District Supervisors  
 Heads of Public and Private Elementary and Secondary Schools  
 All Others Concerned

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

**SUBJECT: PARTICIPATION OF SDO MARINDUQUE IN 2025 PALARONG PAMBANSA**

**DATE:** May 2, 2025

- In reference to Regional Memorandum No. 58, s. 2025, and pursuant to Department Memorandum OUOPS-2025-05-00833 dated February 4, 2025, this Office announces the official participation of the Schools Division of Marinduque in the 2025 Palarong Pambansa, to be held on May 24 to June 2, 2025, in Ilocos Norte.
- In line with this, all selected athletes and coaches from SDO Marinduque are enjoined to continue their regular training sessions through their respective School Sports Clubs to ensure preparedness, physical conditioning, and skill enhancement. School Heads are directed to provide full support by ensuring the availability of facilities, equipment, and other necessary resources.
- Coaches are required to submit their Training Matrix to the Division Sports Coordinator using the prescribed templates, covering the periods April 21 to May 17, 2025, and May 19 to May 23, 2025.
- The following is the schedule of activities prior to delegation departure:

Date	Activity	Person/s In-Charge
May 2-16, 2025	School Sports Club training	School Sports Club Coaches / School Heads/Volunteer Trainers/DSO/COS
May 15, 2025	Arrival of the Advance Party	MRAA Secretariat / Accommodation and Physical Arrangement Committee

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<b>Date</b>	<b>Activity</b>	<b>Person/s In-Charge</b>
May 18, 2025	Departure from Marinduque	DSO and Service Provider
May 19, 2025	Arrival of Delegation to Billeting Quarters	RTWG / DSOs / Transportation Committee

5. The MIMAROPA delegation, including SDO Marinduque, will be billeted at Florentino Camaquin Integrated School, Vintar, Ilocos Norte. All members of the delegation—athletes, coaches, chaperones, and management staff—are expected to be in the billeting quarters on May 19, 2025. Meals will commence with breakfast on May 19 and end with dinner on May 31, 2025.
6. Any athlete, coach, or chaperone unable to join the delegation must submit a written explanation to the management. Only valid reasons will exempt them from reimbursement limitations, which shall be based on the most economical means of transport.
7. Teachers participating in the Palarong Pambansa:
  - a. Under Teachers Leave Basis: shall be granted one (1) working day of vacation service credit for every eight (8) hours rendered on Saturdays, Sundays, or holidays (DepEd Order No. 53, s. 2003).
  - b. Under Vacation and Sick Leave Basis: may be granted Compensatory Overtime Credits (COC) as per CSC-DBM Joint Circular No. 2, s. 2004.
8. Attached are the following documents for reference and compliance:
  - Enclosure 1. List of Athletes, Coaches, Chaperones, and Management Team  
List of Delegation Officials
  - Enclosure 2. Schedule of Activities
9. For concerns and clarifications, please coordinate with Mrs. Maita M. Lazares at her email ad: [maita.lazares001@deped.gov.ph](mailto:maita.lazares001@deped.gov.ph)
10. This Memorandum shall also serve as the Authority to Travel of all SDO Marinduque delegates.
11. Immediate and wide dissemination of this memorandum is directed.

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