



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

October 14, 2025

DIVISION MEMORANDUM

No. **551**, s. 2025

**CONDUCT OF ORIENTATION-WORKSHOP ON THE INSTITUTIONALIZATION OF
SCHOOL SPORTS CLUB IN PUBLIC SCHOOLS**

To: Office of the Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Senior/Education Program Specialists
Public School District Supervisors
Principals/Head Teacher-in-Charge of the District
Heads of Public & Private Elementary, Secondary, & Integrated Schools
All Others Concerned

1. Attached is Regional Memorandum No. 999, s. 2025 regarding the **Conduct of Orientation-Workshop on the Institutionalization of School Sports Club in Public Schools** on **December 15-17, 2025**, in **Baguio Teachers' Camp**, which is self-explanatory.
2. Participants are reminded of the requirements stipulated in the said Memorandum.
3. The participants shall register through the link: <https://forms.office.com/r/abHx0PwrXB> on or before **November 7, 2025**.
4. The food and accommodation of participants during the conduct of the training shall be charged against FY 2024 Physical Fitness and School Continuing Funds while the travel and other incidental expenses against their respective local funds, all subjects to the usual accounting and auditing rules and regulations.
5. Immediate dissemination of and compliance with this Memorandum are desired.


FELICIANO C. BUENAFE JR., CESO VI
Schools Division Superintendent

Enclosure: As stated
To be indicated in the Perpetual Index
Under the following subjects:

ATHLETICS

CLUBS

OFFICIALS

SPORTS

CIU/jpb



Población, Numancia, Aklan
Tel/Fax No. (265 3740 | 265 3741 | 265 3743)
Website: <http://www.depedaklan.org>
Email Address: aklan.1958@deped.gov.ph



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS

OCT 13 2025

REGIONAL MEMORANDUM
No. 999 s. 2025

**CONDUCT OF ORIENTATION-WORKSHOP ON THE INSTITUTIONALIZATION OF
SCHOOL SPORTS CLUB IN PUBLIC SCHOOLS**

To: Schools Division Superintendents
All Others Concerned

- Attached is Memorandum OM-OUOPS-2025-09-04947, s. 2025 from **Hon. Malcolm S. Garma, Undersecretary, Office of the 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** on **December 15-17, 2025**, exclusive of travel time, in **Baguio Teachers' Camp**.
- The participants of Region VI to the above activity are the following:

Name	Position/ Designation	Division
Leonerico E. Barredo, PhD	Chief, ESSD/RSO	Regional Office
James Fresnnyl G. Casipe	Technical Assistant I	Regional Office
Michael T. Rapiz	SGOD Chief	Aklan
Evelyn Remo	SGOD Chief	Antique
Edna B. Azcarraga	OIC-SGOD Chief	Capiz
Armando E. Gabeon, Jr.	SGOD Chief	Guimaras
Gilbert Solidum	SGOD Chief	Iloilo
Freddie Gallardo	DSO	Iloilo City
Pinky P. Cia	SGOD Chief	Passi City
Nerissa A. Resente	SGOD Chief	Roxas City
John Paulo Batiles	Technical Assistant I	Aklan
Shane Nicor Arangote	Technical Assistant I	Antique
Ralph Quejada	Technical Assistant I	Capiz
Ricky S. Sumbang	Technical Assistant I	Guimaras
TBA	Technical Assistant I	Iloilo
Louie B. Zorolla	PSDS	Aklan
Remiflor Paguntalan	PSDS	Antique
Reynaldo D. Azcarraga	PSDS	Capiz
Amalia Melliza	PSDS	Guimaras
Jephry V. Agpalo	PSDS	Iloilo
Aurelio S. Sorongon	PSDS	Iloilo City
Jonathan Recto	PSDS	Passi City
Edgar A. Alovera	PSDS	Roxas City

- The participants shall register through the link: <https://forms.office.com/r/abHxOPwrXB> on or before **November 7, 2025**.



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS

4. The food and accommodation of the participants during the conduct of the training shall be charged against FY 2024 Physical Fitness and School Sports Continuing Funds while the travel and other incidental expenses against their respective local funds, all subject to the usual accounting and auditing rules and regulations.
5. For queries, contact **James Fresnnyl G. Casipe, Regional Focal Person, School Sports Program, Education Support Services Division**, at mobile number 09514076504 or through email at region6.essd@deped.gov.ph.
6. Immediate dissemination of and compliance with this Memorandum are desired.


CRISTITO A. ECO, CESO III
Assistant Regional Director
Officer-in-Charge
Office of the Regional Director

Encl.: As stated

Reference: Memorandum OM-OUOPS-2025-09-04947, s. 2025

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

ATHLETICS

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SPORTS

JGC/ESSD/ORIENTATION WORKSHOP ON THE INSTITUTIONALIZATION OF SCHOOL SPORTS CLUB...
199/October 9, 2025



Address: Duran Street, Iloilo City, 5000
Telephone Nos: (033) 337-0149; 336-2816
Email Address: region6@deped.gov.ph
Website: region6.deped.gov.ph



Certificate No. PHP QMS
24 93 0184



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OFFICE OF THE UNDERSECRETARY FOR GOVERNANCE AND OPERATIONS

REGIONAL SECTION
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MEMORANDUM

OM-OUOPS-2025-09-04947

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 (BHRD)
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/0Uni88U2ZZ>

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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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