



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

December 9, 2025

DIVISION MEMORANDUM

No. **700**, s. 2025

**2025 AKLAN PROVINCIAL ATHLETIC ASSOCIATION MEET
REFRESHER COURSE AND SOLIDARITY MEETING**

To: Chief Education Supervisors
Education Program Supervisors
Senior/Education Program Specialists
Public Schools District Supervisors/
Principals and Head Teacher-In-Charge of the District
Heads of Public and Private Elementary/Integrated/Secondary Schools
All Others Concerned

1. Relative to Division Memorandum No. 686, s. 2025, titled Guidelines in the Conduct of SY 2025-2026 Aklan Provincial Athletic Association Meet, this office informs the field of the conduct of the **Refresher Course and Solidarity Meeting of Tournament Officials and Winning Coaches** on December 13, 2025 (Saturday) at 8:30 AM at Malinao School for Philippine Craftsmen, Malinao, Aklan.

2. The activity aims to:
- update the tournament officials and coaches on the ground rules and guidelines in the respective sports events;
 - discuss the functions and responsibilities of the committee and coaches; and,
 - finalize the schedule and playing venues of events.

3. The participants to this activity are:

Activity	Participants	Schedule
Refresher Course	Tournament Officials	8:30 AM – 12:00 NN
Solidarity Meeting	Tournament Officials and Winning Coaches	1:30 PM – 5:00 PM

4. Participants are entitled to I-day service credits in accordance with DepEd Order No. 53, s. 2003 Updated Guidelines on Grant of Vacation Service Credits to Teachers and Compensatory time off (CTO) shall be given to non-teaching and teaching-related personnel involved in the activity as per Civil Service Commission (CSC) and Department



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of Budget and Management (DBM) Joint Circular No 2, s. 2004 or Non-Monetary Remuneration for Overtime Service Rendered.

5. Travel, incidental, and other related expenses of the participants shall be charged to available local funds/ school MOOE, subject to usual government accounting and auditing rules and regulations.

6. Immediate and wide dissemination of this Memorandum is highly enjoined.

FOR THE SCHOOLS DIVISION SUPERINTENDENT:

RAMON D. PARAS JR., EdD
Assist Schools Division Superintendent
In-charge of the Division *d*

Encl.: As Stated

Reference: As Stated

To be indicated in the Perpetual Index

Under the following subjects:

ATHLETICS

SCHOOLS

SPORTS

CIU



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