



Republic of the Philippines

## Department of Education

REGION IV- A CALABARZON  
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

05 May 2026

DIVISION MEMORANDUM

No. 299 s. 2026

### CONDUCT OF THE DIVISION ORIENTATION-WORKSHOP FOR SCHOOL HEADS ON SCHOOL SPORTS CLUB

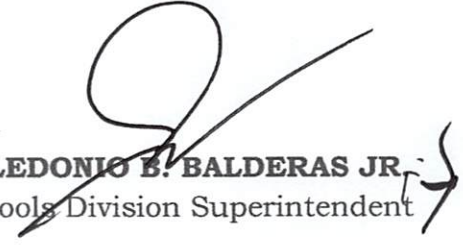
To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Heads, Public Elementary and Secondary Schools  
Heads, Unit/Section  
All Others Concerned

1. Pursuant to **DepEd Order No. 022, s. 2025**, otherwise known as the **Policy Guidelines on the Establishment and Implementation of School Sports Clubs in Public Schools**, this Office announces the conduct of the **Division Orientation-Workshop of School Heads on the Institutionalization of School Sports Club** on **May 11, 2026**, at **Luis Palad Integrated High School Multipurpose Hall, Tayabas City**.
2. The Orientation-Workshop aims to build the capacity of school heads to fully institutionalize School Sports Clubs as an effective mechanism to promote learners' holistic development by improving their physical fitness and well-being while ensuring more active and accessible sports participation.
3. The expected participants in the Division Orientation-Workshop are **school heads of public elementary and secondary schools**.
4. List of participants can be accessed thru this link [https://ln.run/\\_8PMp](https://ln.run/_8PMp).
5. Expenses incidental to the conduct of this activity shall be charged against Division/School MOOE or other available local funds, subject to the usual accounting and auditing rules, policies, and procedures.
6. The Technical Working Committee (TWC), and the Training Program Matrix for each sport shall be issued through appropriate enclosures.
7. For further queries and clarification, you may contact Maria Corazon A. Borbon at 09175071780 or [maria.borbon@deped.gov.ph](mailto:maria.borbon@deped.gov.ph).



Address: Brgy. Potol, Tayabas City  
Telephone No.: (042) 785-9615  
Email Address: [tayabas.city@deped.gov.ph](mailto:tayabas.city@deped.gov.ph)  
Website: <https://www.sdotayabascity.ph>

8. Immediate dissemination of this Memorandum to all concerned is earnestly requested.

  
**CELEDONIO B. BALDERAS JR.**  
Schools Division Superintendent

Encl.: As stated

Reference: Section 19, Article XIV of the 1987 Philippine Constitution

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

SCHOOL SPORTS  
SCHOOL SPORTS CLUB  
SPORTS PROGRAMS

SGOD - conduct of the division orientation-workshop for school heads on school sports club  
SGO8FSHJ-004743/May 05, 2026

Enclosure 1: **Technical Working Committee (TWC)**

Over all Chairperson: **CELEDONIO B. BALDERAS JR**  
Schools Division Superintendent

Co- chairpersons: **HERBERT D. PEREZ**  
Assistant Schools Division Superintendent

**IMELDA C. RAYMUNDO**  
Chief – SGOD

<b>Committee</b>	<b>Person/s In-charge</b>	<b>Terms of Reference</b>
Program Preparation / Completion Report	Maria Corazon A. Borbon - EPS	<ul style="list-style-type: none"> <li>• Prepares Training Design and other Training Package requirements.</li> <li>• Prepares and submits activity completion report (ACR) to SGOD – Chief</li> <li>• Prepares memo/advisories.</li> </ul>
Over-all L&D Management including (Logistics)	John Cavin S. Rodil – SEPS HRD	<ul style="list-style-type: none"> <li>• Manages the conduct of the activity</li> <li>• Monitors L&amp;D activities.</li> </ul>
QAME	Montano Agudilla Jr - SEPS II M & E	<ul style="list-style-type: none"> <li>• Prepares evaluation tool and conduct QATAME and gather feedback.</li> <li>• Analyzes harvested feedback and recommended solutions and forwards to concerned units/offices.</li> </ul>
Medical/First Aid	Sharlene V. Baer - Nurse II	<ul style="list-style-type: none"> <li>• Administers first aid and health services during the event.</li> </ul>
Resource Speakers/Facilitators	Mary Grace M. Cabili - Joy B. Go Democrito C. Cabile Jr. Larvin O. Labrada Maria Corazon A. Borbon – EPS	<ul style="list-style-type: none"> <li>• Lead/s the discussion of topics</li> <li>• Facilitate/s workshop</li> <li>• Attend/s engages in the debriefing sessions</li> </ul>
Support Staff/s	Patrick Paul S. Cadavido – TA I	<ul style="list-style-type: none"> <li>• Take/s pictures from the opening until closing programs.</li> <li>• Ensure/s that registration meals and attendance sheets are properly and completely accomplished.</li> <li>• Ensure/s that sound system and projectors are properly set up.</li> </ul>
Certificate	La Trisha R. Dalit - Education Program Specialist II	<ul style="list-style-type: none"> <li>• Prepares Certificate of Participation and Appearance for the session speakers/facilitators, TWG members, and participants with complete attendance.</li> </ul>
Moderator	Maria Corazon A. Borbon – EPS Patrick Paul S. Cadavido – TA I	<ul style="list-style-type: none"> <li>• Host the Opening Program Preliminaries to include the following: <ul style="list-style-type: none"> <li>- Moderate Q&amp;A sessions</li> <li>- Close out conference</li> </ul> </li> </ul>

Enclosure 2

**PROGRAM MATRIX**

<b>TIME OPENING</b>	<b>OPENING PROGRAM</b>	<b>PERSONS INVOLVED</b>
7:30 am – 8:00 am	Registration	Technical Working Group (TWG)
8:00 am – 8:15 am	Preliminaries - National Anthem - Prayer	Technical Working Group (TWG)
8:15 am – 8:30 am	Welcome Remarks & Inspirational Message	Celedonio B. Balderas Jr. Schools Division Superintendent
8:30 am – 8:40 am	Presentation of Program Matrix	Imelda C. Raymundo Chief Education Supervisor - SGOD
8:40 am – 9:40 am	Session 1 - Discussion on the overview of Comprehensive School Sports Program (CSSP)	Mary Grace M. Cabili Resource Speaker
9:40 am – 9:50 am	HEALTH BREAK	
9:50 am – 12:00 pm	Session 2 - Presentation on Policy Guidelines on the Institutionalization of the School Sports Club in Public Schools (DO 22, s. 2025)	Joy B. Go Resource Speaker
12:00 pm – 1:00 pm	LUNCH BREAK	
1:00 pm – 1:50 pm	Continuation of Session 2	Democrito C. Cabile Jr. Resource Speaker
1:50 pm – 2:50 pm	SSC Development of Action Plan	Larvin O. Labrada Resource Speaker
2:50 pm – 3:00 pm	HEALTH BREAK	
3:00 pm – 4:00 pm	Workshop on SSC Implementation Plan	Maria Corazon A. Borbon EPS/Division Sport Officer
4:00 pm – 4:40 pm	SSC Implementation Plan Presentation Synthesis of Output	Maria Corazon A. Borbon EPS/Division Sport Officer
4:40 pm – 5:00 pm	Closing Program	Technical Working Group (TWG)