



Republic of the Philippines

## Department of Education

REGION IV- A CALABARZON

CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

06 May 2026

DIVISION MEMORANDUM  
No. 308 s. 2026

### CAPACITY BUILDING FOR COACHES OF SELECT SPORTS

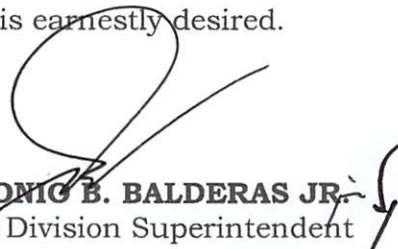
To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Heads, Public and Private Elementary and Secondary Schools  
Heads, Unit/Section  
All Others Concerned

1. In line with the Department's commitment to strengthening grassroots sports development and pursuant to **Section 19, Article XIV of the 1987 Philippine Constitution**, this Office announces the conduct of the **Capacity Building for Coaches of Select Sports** on **May 11–13, 2026** at **Luis Palad Integrated High School**.
2. This three-day activity is intended for school sports coaches from private and public elementary and secondary schools, which aims to:
  - a. enhance knowledge and competencies in coaching and officiating specific sports;
  - b. develop technical and practical skills necessary in facilitating sports activities; and
  - c. instill sports ethics, discipline, and professionalism among sports facilitators.
3. Participants are coaches in **Athletics, Basketball, Table Tennis, and Taekwondo**. They are advised to wear appropriate sports attire and bring essential materials such as pens, notebooks, and available sports equipment for practical sessions.
4. List of participants can be accessed thru this link <https://ln.run/BHPvR>.
5. Expenses incidental to the conduct of this activity shall be chargeable against the PSF, Division/School MOOE or other available local funds, subject to the usual accounting and auditing rules and regulations.
6. Service Credits shall be granted to teaching personnel pursuant to **DepEd Order No. 13, s. 2024**.
7. The Technical Working Committee (TWC), and the Training Program Matrix for each sport shall be issued through appropriate enclosures.
8. 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. PotoI, 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>

9. Immediate dissemination of this Memorandum is earnestly desired.

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

Encl.: As stated

Reference: Section 19, Article XIV of the 1987 Philippine Constitution  
DepEd Order No. 13, s. 2024

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

SPORTS TRAINING  
SCHOOL SPORTS

SGOD - capacity building for sports facilitators on specific sports skills  
SGOFOHQD-004753/May 06, 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                | Adrian N. Naynes - Taekwondo<br>Blanca C. Castillo - Taekwondo<br>Andrew Jr. P. Ladines – Table Tennis<br>Allan Immanuel U. Ortiz – Table Tennis<br>Nelson P. Edon – Athletics<br>Mariesol M. Buncayo – Athletics<br>Redentor V. Sante – Basketball<br>Maricar U. Franci – Basketball<br>Enrico Jalbuena – Basketball | <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</li> </ul>                                                              |

|             |                                                            |                                                                                                                                                                                                                                                         |
|-------------|------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|             |                                                            | are properly and completely accomplished.<br><ul style="list-style-type: none"> <li>• Ensure/s that sound system and projectors are properly set up.</li> </ul>                                                                                         |
| Certificate | La Trisha R. Dalit -<br>Education Program<br>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   | La Trisha R. Dalit -<br>Education Program<br>Specialist II | <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</b>   | <b>Duration</b>  | <b>Activity</b>                                         | <b>Persons Involved</b> |
|----------------------|---------------|------------------|---------------------------------------------------------|-------------------------|
| Day 1 – May 11, 2026 | 7:30 – 8:00   | 30 mins          | Registration                                            | TWG                     |
|                      | 8:00 – 8:30   | 30 mins          | Opening Program                                         | TWG                     |
|                      | 8:30 – 9:00   | 30 mins          | Pre-Test                                                | TWG                     |
|                      | 9:00 – 10:00  | 1 hour           | Role and Responsibilities of a Sports Coach             | Resource Speaker        |
|                      | 10:00 – 10:15 | 15 mins          | Health Break                                            |                         |
|                      | 10:15 – 11:30 | 1 hour & 15 mins | Fundamentals of Coaching (Principles, Planning, Safety) | Resource Speaker        |
|                      | 11:30 – 12:00 | 30 mins          | Athlete Development and Motivation                      | Resource Speaker        |
|                      | 12:00 – 1:00  | 1 hour           | Lunch Break                                             |                         |
|                      | 1:00 – 2:30   | 1.5 hours        | Fundamental Skills Training (Sport-Specific)            | Resource Speaker        |
|                      | 2:30 – 2:45   | 15 mins          | Health Break                                            |                         |
|                      | 2:45 – 4:30   | 1 hour & 45 mins | Coaching Demonstration and Guided Practice              | Resource Speaker        |
|                      | 4:30 – 5:00   | 30 mins          | Daily Synthesis                                         | TWG                     |

|                      | <b>Time</b>   | <b>Duration</b>  | <b>Activity</b>                                      | <b>Persons Involved</b> |
|----------------------|---------------|------------------|------------------------------------------------------|-------------------------|
| Day 2 – May 12, 2026 | 7:30 – 8:00   | 30 mins          | Registration                                         | TWG                     |
|                      | 8:00 – 8:30   | 30 mins          | Morning Preliminaries                                | TWG                     |
|                      | 8:30 – 10:00  | 1.5 hours        | Training Program Design and Periodization            | Resource Speaker        |
|                      | 10:00 – 10:15 | 15 mins          | Health Break                                         |                         |
|                      | 10:15 – 12:00 | 1 hour & 45 mins | Coaching Strategies and Game/Performance Preparation | Resource Speaker        |
|                      | 12:00 – 1:00  | 1 hour           | Lunch Break                                          |                         |
|                      | 1:00 – 3:00   | 2 hours          | Applied Coaching Session (Drills, Skill Progression) | Resource Speaker        |
|                      | 3:00 – 3:15   | 15 mins          | Health Break                                         |                         |
|                      | 3:15 – 4:30   | 1 hour & 15 mins | Athlete Assessment and Performance Feedback          | Resource Speaker        |
|                      | 4:30 – 5:00   | 30 mins          | Daily Synthesis                                      | TWG                     |

|                      | <b>Time</b>   | <b>Duration</b>  | <b>Activity</b>                               | <b>Persons Involved</b> |
|----------------------|---------------|------------------|-----------------------------------------------|-------------------------|
| Day 3 – May 13, 2026 | 7:30 – 8:00   | 30 mins          | Registration                                  | TWG                     |
|                      | 8:00 – 8:30   | 30 mins          | Morning Preliminaries                         | TWG                     |
|                      | 8:30 – 10:00  | 1.5 hours        | Advanced Coaching Techniques and Conditioning | Resource Speaker        |
|                      | 10:00 – 10:15 | 15 mins          | Health Break                                  |                         |
|                      | 10:15 – 12:00 | 1 hour & 45 mins | Injury Prevention and Athlete Wellness        | Resource Speaker        |
|                      | 12:00 – 1:00  | 1 hour           | Lunch Break                                   |                         |
|                      | 1:00 – 3:00   | 2 hours          | Coaching Practicum (Actual Demo Coaching)     | Resource Speaker        |
|                      | 3:00 – 3:15   | 15 mins          | Health Break                                  |                         |
|                      | 3:15 – 3:45   | 30 mins          | Post-Test                                     | Resource Speaker        |
|                      | 3:45 – 4:30   | 45 mins          | Closing Program and Awarding of Certificates  | TWG                     |