



Republic of the Philippines  
**Department of Education**  
REGION IV- A CALABARZON  
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

30 July 2025

DIVISION MEMORANDUM  
No. **516** s. 2025

**REFRESHER COURSE FOR COACHES**

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

1. In reference to **Section 19, Article XIV of the 1987 Philippine Constitution** that mandates the state to encourage sports activities, including league competitions and training for international events, aiming to foster self-discipline, teamwork, and excellence for a healthy and alert citizenry, this Office announces the conduct of a **Refresher Course for Coaches** on **August 23, 2025** at **Luis Palad Integrated High School**, intended for all **School Sports Club Chess Coaches** from both public and private elementary and secondary schools.
2. This activity aims to:
  - a. refresh and update coaches on basic to intermediate chess principles and strategies;
  - b. enhance the capability of chess coaches in conducting school-based training sessions; and
  - c. promote the consistent and effective implementation of the school sports club chess program across all schools.
3. All concerned school heads are requested to:
  - a. ensure the attendance of their designated chess coaches; and
  - b. provide necessary logistical support to the participants.
4. Participants are advised to wear appropriate sports attire and bring essential materials such as pens, notebooks, and if available chess sets or clocks for hands-on sessions.
5. Expenses to be incurred relative to the conduct of this activity are chargeable against the Program Support Fund (PSF), school MOOE, or local funds subject to the usual accounting and auditing rules and regulations.
6. All teaching personnel involved in the conduct of this activity are given service credit for the services rendered as per **DepEd Order No. 13, s. 2024** and compensatory overtime credit for non-teaching personnel as per **CSC and DBM Joint Circular No. 2, s. 2004**.

7. The **List of Participants** is attached as **Enclosure No. 1**. The **Technical Working Committee (TWC)** assigned to oversee the activity is provided in **Enclosure No. 2**, while the complete **Program Matrix** is included as **Enclosure No. 3**.
8. For questions or clarifications, you may contact **Maria Corazon A. Borbon** at [maria.borbon@deped.gov.ph](mailto:maria.borbon@deped.gov.ph) or **Patrick Paul S. Cadavido** at [patrickpaul.cadavido@deped.gov.ph](mailto:patrickpaul.cadavido@deped.gov.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

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

SPORTS TRAINING  
SCHOOL SPORTS

SGOD- refresher course for coaches  
SGOHM641-003239/July 30, 2025



## Enclosure 1: List of Participants

Name	Position	Sex	School
John Renyl Oabel	T-I	M	Talolong Integrated School
Shara Lou P. Reyes	T-I	F	Katigan Alupay Elementary School
Desiree V. Ramiro	T-I	F	Ilasan Integrated School
Haeizel C. Jasmin	T-III	F	Masin Elementary School
Bryan R. Argete	T-I	M	Valencia Elementary School
Anthony Oriasel	T-I	M	Busal Integrated School
Kenneth Rosaldo	T-I	M	East Palale Elementary School
Arlene C. Jasmin	T-II	F	South Palale Elementary School
Sarah Jane C. Romero	T-II	F	North Palale Elementary School
Kristine Mae M. Rea	T-III	F	West Palale Elementary School
Melca Joy R. Tutor	T-I	F	West Palale National High School
Maria Cecilla R. Tolentino	T-I	F	
Walter R. Pagana	MT-I	M	Lawigue Elementary School
Mark Josua J. Francisco	T-I	M	Alsam Integrated School
Vivian A. Saavedra	T-I	F	Tayabas City National High School
Glenda Y. Castillo	T-III	F	Lakawan Elementary School
Emerenciana P. Valencia	T-I	F	Pandakaki Integrated School
Armando M. Dayapan	T-I	M	Mate Integrated School
Rodel Sumbilla	T-II	M	Rosario Quesada Integrated National High School
Rebecca P. Villarama	T-III	F	Cipriano J. Querubin Elementary School
Venus N. Dalit	T-I	F	Dapdap Integrated School
Rousean D. Villalon	T-III	<b>F</b>	
Jaymark C. Pabelonia	T-III	M	Lalo Elementary School
Celine Joy A. Gob	T-I	F	Tayabas West Central School III
Rowena Q. Rondilla	T-III	F	Tayabas West Central School IV
Jundee C. Rivadinera	T-I	M	Tayabas West Central School II
Rowena L. Abdon	T-III	F	Tayabas East Central School
Jay T. Cablesuelas	T-III	M	
Lester S. Salumbides	T-I	M	Ipilan Alitao Elementary School
Lyka Rose L. Cabrera	MT-I	F	Luis Palad Integrated School
Mary M. Aco		F	
Anjello Pagdonsolan	T-I	M	Malao-A Calantas Elementary School
Rowena Paderagao	T-II	F	Eugenio Francia Integrated School
Karla Mae R. Collantes	T-I	F	Potol Elementary School
Wensore M. Cambia	T-II	M	Buenaventura Alandi National High School
Katrina Paula E. Zaide	T-II	F	Gibanga Elementary School
Vivian V. Castillo	T-III	F	Calumpang Integrated School
Jomari D. Recto	T-II	M	Froilan E. Lopez Elementary School

Jun D. Eclavea	T-II	M	Mayuwi Integrated School
Norbien V. Cabili	Teacher	M	St. John Bosco College of Tayabas, Inc.
Lea F. Hao	Teacher	F	San Roque Parochial School
Christopher Yen Manlapaz	Teacher	M	Maryhill College Premier School
Jeanelle L. Narzabal	Teacher	F	Pillars of Faith Christian Academy
Donnah L. Masilang	Teacher	F	Casa del Niño Jesus de Tayabas
Jed Abragon	Teacher	M	Casa del Niño Jesus de Palale
Maria Corazon A. Borbon	EPS	F	SGOD
Patrick Paul Cadavido	COS	M	SGOD
Michelles Acesor Monson	T III	F	BANHS
Walter Pagana	MT I	M	Lawigue ES
Luzviminda E. Saldares	SEPS HRD	F	SGOD



Enclosure 2: 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 Education Supervisor-SGOD

Committee	Person/s In-charge	Terms of Reference
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)	Luzviminda E. Saludaes	<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>Quality Assure the Activity Designs an L&amp;D Package</li> <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	Lailani Omlas Nurse II (on call)	<ul style="list-style-type: none"> <li>Ensures observance/compliance of health protocols including but not limited to conduct of Triage.</li> <li>Administers first aid and health services during the event.</li> <li>Ensure the provision of proper handling, storage and serving of foods and food packs' disposals.</li> </ul>
Resource Speakers/Facilitators	Maria Corazon A. Borbon Walter R. Pagana Michelle Anne A. Monson	<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		<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> </ul>

		<ul style="list-style-type: none"> <li>• Assist/s the session facilitators/s</li> <li>• Ensure/s that sound system and projectors are properly set up.</li> </ul>
Certificate	Patrick Paul S. Cadavido Technical Assistant I	Prepares Certificate of Participation and Appearance for the session speakers/facilitators, TWG members, and participants with complete attendance.
Moderator	Patrick Paul S. Cadavido Technical Assistant I	<ul style="list-style-type: none"> <li>• Coordinates with the Program Proponent regarding the contents and flow of the activity</li> <li>• Host the Opening Program Preliminaries to include the following: <ul style="list-style-type: none"> <li>- Present Agenda outline</li> <li>- Discuss relevant session protocol.</li> <li>- Moderate Q&amp;A sessions</li> <li>- Close out conference</li> </ul> </li> </ul>



Enclosure 3:

**TRAINING PROGRAM MATRIX  
CHESS REFRESHER COURSE**

AUGUST 23, 2025	Time	Duration	Session	Resource Speaker/ Facilitator
	7:30-8:00	30 min.	Registration	TWG
	8:00-8:30	30 min.	Opening Program	TWG
	8:30-10:00	1 hr. & 30 min.	Review of FIDE rules	Walter R. Pagana
	10:00-10:15	15 min.	Health Break	
	10:15-11:00	45 min.	Chess Notation	Michelle Anne A. Monson
	11:00-12:00	1 hour	Chess clock Setting	Walter R. Pagana & Michelle Anne A. Monson
	12:00-1:00	1 hour	Lunch Break	
	1:00-2:00	1 hour	Solving chess puzzle using chess notation	Walter R. Pagana
	2:00-3:15	1 hour	Chess Tournament (Practicum)	Walter R. Pagana & Michelle Anne A. Monson
	3:15-3:30	15 min.	Health Break	
	3:30-4:00	30 min.	Open Forum	Walter R. Pagana & Michelle Anne A. Monson
	4:00-4:30	30 min.	Closing Program and Awarding of Certificate	