



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

3 October 2025

DIVISION MEMORANDUM  
No. 700 s. 2025

**CAPACITY BUILDING FOR SPORTS FACILITATOR ON  
SPECIFIC SPORTS SKILLS**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Heads, Public 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** 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 the above subject for **Volleyball Facilitator/Coaches** on **October 9-11, 2025** at **Luis Palad Integrated High School Covered Court**.

2. This three-day training is designed for **school sports club volleyball facilitators/coaches** from public schools, which aims to:

- a. gain necessary skills and knowledge on coaching and officiating volleyball;
- b. executes the necessary skills in facilitating volleyball sports; and
- c. appreciates and develops confidence and competence needed to facilitate specific sports.

3. Participants are advised to wear appropriate sports attire and bring essential materials such as pens, notebooks, and if available volleyball training gear for hands-on sessions.

4. Conduct of this activity shall comply with the no-disruption of classes policy as stipulated in the **DepEd Order No. 9, s. 2005** titled **Instituting Measures to Increase Engaged Time-On-Time and Ensuring Compliance** therein.

5. Expenses to be incurred relative to the conduct of this activity are chargeable against the division/school MOOE, or any local funds subject to the usual accounting and auditing rules and regulations.

6. Service Credits will be granted to teaching personnel per **DepEd Order No. 13, s. 2024**, while non-teaching staff may avail of compensatory overtime credits in accordance with **CSC-DBM Joint Circular No. 2, s. 2004**.



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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 - capacity building for sports facilitator on specific sports skills  
SGO1M4OF-003608/October 03, 2025



**Enclosure 1: List of Participants**

Name	Position	Sex	Office/School
Maria Corazon A. Borbon	EPS	F	SGOD
Patrick Paul Cadavido	COS	M	SGOD
Mirasol Valdeavilla	T - III	F	LPIHS
Rhea Marano	T - III	F	Kalumpang Elementary School
Mark Dennis G. Capistrano	T-I	M	Tayabas West Central School I
Leanne O. Pornela	T-III	F	West Palale Elementary School
John Micheal D. Olivia	T-I	M	Mate Integrated Schol
Jinna L. Blanca	T-III	F	West Palale National High School
Exequiel D. Lubiano	T-I	M	Busal Integrated School
Marian A. Gaurano	T-II	F	Rosario Quesada Integrated National High School
Jundee C. Rivadinera	T-I	M	Tayabas West Central School II
Anicee S. Rodillo	T-II	F	LAWIGUE Elementary SCHOOL
Jerson G. Anareta	T-III	M	Dapdap Integrated School
Cherry A. Obciana	T-III	F	Tayabas East Central School
Shiela May M. Balamban	T-III	F	Froilan E. Lopez Elementary School
Rachell V. Durante	T-II	F	Buenaventura Alandy National High School
Roselle B. Bides	T-II	F	Kalumpang Elementary School
Clarine R. De Guzman	T-I	F	Alsam Integrated School
Charlene C. Amparo	MT-I	F	Cipriano J. Querubin Elementary School
Cleven F. Isagunde	T-II	M	Lakawan Elementary School
Jorice B. Hari	T-II	F	Pandakaki Integrated School
Miguela A. Cabangon	T-III	F	Mate Integrated School

**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 – 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)	Luzviminda E. Saldares – 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	Lailani Omlas - Nurse II (on call)	<ul style="list-style-type: none"> <li>• Administers first aid and health services during the event.</li> </ul>
Resource Speakers/Facilitators	Joselito L. Cantor - Teacher III Rhea Maraño Mirasol Valdeavilla	<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 - Technical Assistant 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	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>• 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 3**

**TRAINING PROGRAM MATRIX  
VOLLEYBALL REFRESHER COURSE**

OCTOBER 9, 2025	Time	Duration	Session	Resource Speaker/ Facilitator
	7:30-8:00	30 min.	Registration	TWG
	8:00-8:30	30 min.	Opening Program	TWG
	8:30-9:00	30 min.	Pre-test	
	9:00-10:00	1 hr.	Qualities of Effective Coach	Jane Erasmus Panganiban
	10:00-10:15	15 min.	Health Break	
	10:15-11:00	45 min.	Qualities of Effective Referee	Mirasol Valdeavilla
	11:00-12:00	1 hour	Managing Volleyball Tournament	Jane Erasmus Panganiban
	12:00-1:00	1 hour	Lunch Break	
	1:00-1:30	30 min.	Officiating Roles and Rules	Joselito L. Cantor
	1:30-2:00	30 min.	The Volleyball Scoresheet	Rhea L. Maraño
	2:00-3:15	1 hour	Technical Skills: Passing and Setting	Joselito L. Cantor
	3:15-3:30	15 min.	Health Break	
	3:30-4:30	1 hour	Referee Mechanics and signals	Rhea L. Maraño
	4:30-5:00	30 min.	Closing Program	TWG

OCTOBER 10, 2025	Time	Duration	Session	Resource Speaker/ Facilitator
	7:30-8:00	30 min.	Registration	TWG
	8:00-8:30	30 min.	Morning Preliminaries	TWG
	8:30-10:00	1 hr. & 30 min.	Game Strategy and Team Systems Offensive and Defensive Systems	Joselito L. Cantor
	10:00-10:15	15 min.	Health Break	
	10:15-12:00	1 hour & 45 min.	Conflict Management & Ethics Sportsmanship, Dispute Resolution	Mirasol Valdeavilla
	12:00-1:00	1 hour	Lunch Break	
	1:00-3:00	1 hour	Live Match Officiating Simulation	Rhea L. Maraño/ Joselito L. Cantor
	3:00-3:15	15 min.	Health Break	
	3:15-5:00	1 hour & 45 min.	Practice Match & Coaching Feedback	Mirasol Valdeavilla/ Rhea L. Maraño/ Joselito L. Cantor
	4:00-4:30	30 min.	Closing Program	TWG

OCTOBER 11, 2025	Time	Duration	Session	Resource Speaker/ Facilitator
	7:30-8:00	30 min.	Registration	TWG
	8:00-8:30	30 min.	Morning Preliminaries	TWG
	8:30-10:00	1 hr. & 30 min.	Advanced Drills & Conditioning	Joselito Cantor/ Mirasol Valdeavilla/ Rhea L. Maraño
	10:00-10:15	15 min.	Health Break	
	10:15-12:00	1 hour & 45 min.	Scoring System & Match Protocols	Joselito Cantor/ Mirasol Valdeavilla/ Rhea L. Maraño
	12:00-1:00	1 hour	Lunch Break	
	1:00-3:00	1 hour	Practical Examination	Joselito Cantor/ Mirasol Valdeavilla/ Rhea L. Maraño
	3:15-3:30	15 min.	Health Break	
	3:30-4:00	30 min.	Post test	
	4:00-4:30	30 min.	Closing Program and Awarding of Certificate	TWG