



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2025- 730

To : SOLLIE B. OLIVER, JD, MATE
Chief ES, SGOD

CHERRIE ANNE B. BOHOL
EPS, SGOD

Subject : ATTENDANCE IN THE ORIENTATION-WORKSHOP ON THE
INSTITUTIONALIZATION OF SCHOOL SPORTS CLUBS IN PUBLIC
SCHOOLS

Date : November 10, 2025

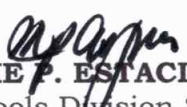
Attached is a memorandum from MALCOM S. GARMA, Undersecretary, Office of the Undersecretary for Governance and Operations, and Regional Memorandum from ALLAN G. FARNAZO, Director IV, DepEd Regional Office XI, regarding the conduct **of Orientation-Workshop on the Institutionalization of School Sports Clubs in Public Schools on December 15-17, 2025 at Baguio Teachers' Camp (BTC), Baguio City.**

Participants are the following:

1. Chief Education Supervisor – SGOD
2. Education Program Supervisor – SGOD

Travelling and other incidental expenses shall be chargeable against the Sports PSF or Division MOOE, subject to the usual accounting and auditing rules and regulations.

For your information and guidance.


MELANIE P. ESTACIO, PhD, CESO VI
Schools Division Superintendent

DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED
DATE: NOV 13 2025
BY: [Signature]



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)
Telephone Nos.: (082) 553-8375; (082) 553-8396



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Department of Education
DIGOS CITY DIVISION

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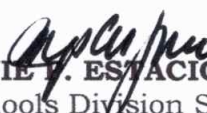
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Telephone Nos.: (082) 553-8375; (082) 553-8396

Ready



Republic of the Philippines
Department of Education
DAVAO REGION



October 9, 2025

REGIONAL MEMORANDUM
ESSD-2025-288

ATTENDANCE TO THE ORIENTATION-WORKSHOP ON THE INSTITUTIONALIZATION
OF SCHOOL SPORTS CLUB IN THE PUBLIC SCHOOLS

To: Schools Division Superintendents

1. Herewith is the communication dated 22 August 2025 from Malcolm S. Garma, Undersecretary for Operations titled Conduct of Orientation-Workshop on the Institutionalization of School Sports Club in Public Schools on December 15-17, 2025 at the Baguio Teachers Camp, Baguio City.
2. The participants are the following:
 - a. Chief Education Supervisors
Education Support Services Division (ESSD) and School Governance and Operations Division (SGOD)
 - b. One Public Schools District Supervisor (PSDS) from each Schools Division
 - c. Regional Focal Person on Physical Fitness and School Sports Program (Technical Assistant I)
 - d. Focal Persons on Physical Fitness and Schools Sports Program (Technical Assistant I) of Divisions of Davao del Norte, Davao del Sur, Davao Oriental, Davao Occidental and Davao de Oro
3. Participants are requested to register on or before November 7, 2025 at <https://forms.office.com/r/abHxOPwrXB> and expected to be at the venue before lunch time of December 15.
4. Travelling and other incidental expenses shall be charged to local funds or Division MOOE subject to the usual accounting and auditing rules and procedures.
5. Immediate and wide dissemination of this Memorandum is desired.

ALLAN G. FARNAZO
Director

DEPARTMENT OF EDUCATION - DAVAO
RECORDS SECTION
RELEASED

Encl.: As stated
essd/hua

By:
Date: Oct. 14, 2025 Time: 11:00 AM



Address: F. Torres St., Davao City (8000)
Telephone Nos.: (082) 291-0051
Email Address: region11@deped.gov.ph
Website: www.depedroxi.ph





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Department of Education

OFFICE OF THE UNDERSECRETARY FOR GOVERNANCE AND OPERATIONS

MEMORANDUM

OM-OUOPS-2025-04 04947

DEPARTMENT OF EDUCATION BOX

RECEIVED

By: 10/25/20107
049 OCT 2025 Time: 9:31

TO : REGIONAL DIRECTORS
MINISTRY OF BASIC, HIGHER AND TECHNICAL
EDUCATION, BARMM
REGIONAL SECRETARY, BARMM
SCHOOLS DIVISION SUPERINTENDENTS
SCHOOL SPORTS CLUB IMPLEMENTERS
ALL OTHER CONCERNED

FROM : MALCOLM S. GARMA
Undersecretary
Office of the Undersecretary for Governance and Operations

SUBJECT : CONDUCT OF ORIENTATION-WORKSHOP ON THE
INSTITUTIONALIZATION OF SCHOOL SPORTS CLUB IN
PUBLIC SCHOOLS

DATE : August 22, 2025



In pursuit of the Department of Education's (DepEd) mission to cultivate and nurture learner growth toward holistic development, the Bureau of Learner Support Services – School Sports Division (BLSS-SSD) remains steadfast in promoting sports and physical activities as vital components of education. Active participation in sports and physical activities is proven to contribute significantly to the overall development of learners, fostering not only their physical health but also their social, emotional, and cognitive growth.

Aligned with the directive of the President of the Philippines to prioritize the development of sports and physical activities among learners, and consistent with the **5-Point Reform Agenda of Secretary Angara**, specifically Agenda Item 2: *Learners' Physical and Mental Well-being Protected*, as well as the **Basic Education Development Plan (BEDP) 2030**, Pillar 4: *Learners' Resiliency and Well-being*, the BLSS-SSD underscores the importance of strengthening opportunities for sports engagement in schools.

In this regard, and pursuant to **DepEd Order No. 22, s. 2025** titled *Institutionalization of School Sports Clubs in Public Schools*, the BLSS-SSD shall conduct **Capacity-Building Initiatives through an Orientation-Workshop on the Institutionalization of School Sports Clubs in Public Schools**. This initiative aims to equip schools particularly those with limited resources, experience, and expertise with the knowledge, skills, and strategies necessary to establish, manage, and sustain school sports clubs effectively.



16th Floor, TechZone Building, Sen. Gil Puyat Avenue, Makati City
Telephone Nos.: (02) 8633-5313; (02) 8631-8492
Email Address: ouops@deped.gov.ph | Website: www.deped.gov.ph

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Effectivity	03.23.23	Page	1 of 3



Through this orientation-workshop, sports stakeholders shall be capacitated to implement DepEd policies on sports development, thereby ensuring that school sports clubs serve as platforms for promoting fitness, health, teamwork, and holistic learner development. This orientation-workshop aims to equip the necessary knowledge and skills in line with the DepEd Order.

Below are the training details:

Activity	Orientation Workshop on the Institutionalization of School Sports Club
Venue	Baguio Teachers Camp (BTC)
Schedule	December 15-17, 2025
Resource Speaker	• Domingo L. Laud, EdD – ASDS, SDO-San Carlos, Pangasinan • Dan Paul H. Santos, DIPPM – Executive Assistant IV, Office of the Undersecretary for Governance and Operations • One (1) Representative from Bureau of Human Resources and Organizational Development (BHROD)
Head of Delegation	Education Support Services Division
Participants	Each Division Office shall designate two (2) participants: • One (1) Chief/Supervising School Governance and Operations Division (SGOD) • One (1) Public Schools District Supervisor (PSDS) Each Regional Office shall designate one (1) Education Support Services Division representative. The ESD Chief shall led the delegation and serve as the Head of Delegation. In addition: Luzon 8 Regional PFSS Focal (TA I) and 39 Provincial PFSS Focal (TA I) of the School Sports Division shall participate. Visayas

	3 Regional PFSS Focal (TA I) and 16 Provincial PFSS Focal (TA I) of the School Sports Division shall participate. Mindanao 5 Regional PFSS Focal (TA I) and 24 Provincial PFSS Focal (TA I) of the School Sports Division shall participate.
Participants Requirements	- Travel Authority - Certification stating that he/she is medically and physically fit for the Orientation-Workshop.

All concerned are enjoined to authorize the participants to attend and participate to the aforementioned activity.

Expenses incurred relative to the conduct of the training such as food, accommodation, supplies and materials, rental of venues and miscellaneous expenses shall be charged against FY 2024 Physical Fitness and School Sports Continuing Funds. Traveling expenses of participants shall be charged against their respective local funds. Further traveling expenses of the resource persons/lecturers and management staff shall be charged against FY 2024 Physical Fitness and School Sports Continuing Funds.

All abovementioned expenses shall be subject to the usual accounting and auditing rules and regulations.

Attached in this memo are the following enclosures:

Enclosure #1: Breakdown of Participants for the Orientation-Workshop

Enclosure #2: Program of activities for the Orientation-Workshop

Participants shall register to the following links **on or before November 07, 2025.**

Luzon: <https://forms.office.com/r/0Unj88U2ZZ>

Visayas/Mindanao: <https://forms.office.com/r/abHx0PwrXB>

For more information and inquiries, all concerned may contact Bureau of Learner Support Services-School Sports Division through email at blss.ssd@deped.gov.ph or at telephone number (02) 8632 – 0260.

Immediate dissemination of this Memorandum is desired.



Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY FOR GOVERNANCE AND OPERATIONS

ENCLOSURE # 1

**ORIENTATION WORKSHOP ON THE INSTITUTIONALIZATION OF SCHOOL
SPORTS CLUB**

December 15-17, 2025

Baguio Teachers Camp, Baguio city

Regions	Number of Participants (Breakdown of Pax)	TOTAL
Region I	• ESSD Chief = 1 • Regional PFSS TA I = 1 • 1 Chief/Supervising School Governance and Operations Division (SGOD) x 14 SDOs = 14 • Provincial PFSS TA I x 5 Province SDOs= 5 • 1 Public Schools District Supervisor (PSDS) x 14 SDOs = 14	35 PAX
Region II	• ESSD Chief = 1 • Regional PFSS TA I = 1 • 1 Chief/Supervising School Governance and Operations Division (SGOD) x 9 SDOs = 9 • Provincial PFSS TA I x 5 Province SDOs= 5 • 1 Public Schools District Supervisor (PSDS) x 9 SDOs = 9	25 PAX
Region III	• ESSD Chief = 1 • Regional PFSS TA I = 1 • 1 Chief/Supervising School Governance and Operations Division (SGOD) x 21 SDOs = 21 • Provincial PFSS TA I x 7 Province SDOs= 7 • 1 Public Schools District Supervisor (PSDS) x 21 SDOs = 21	51 PAX
Region IV-A	• ESSD Chief = 1 • Regional PFSS TA I = 1 • 1 Chief/Supervising School Governance and Operations Division (SGOD) x 23 SDOs = 23 • Provincial PFSS TA I x 5 Province SDOs= 5 • 1 Public Schools District Supervisor (PSDS) x 23 SDOs = 23	53 PAX
Region IV-B	• ESSD Chief = 1 • Regional PFSS TA I = 1 • 1 Chief/Supervising School Governance and Operations Division (SGOD) x 7 SDOs = 7 • Provincial PFSS TA I x 7 Province SDOs= 5 • 1 Public Schools District Supervisor (PSDS) x 7 SDOs = 7	21 PAX

Region V	• ESSD Chief = 1 • Regional PFSS TA I = 1 • 1 Chief/Supervising School Governance and Operations Division (SGOD) x 13 SDOs = 13 • Provincial PFSS TA I x 5 Province SDOs = 7 • 1 Public Schools District Supervisor (PSDS) x 13 SDOs = 13	35 PAX
CAR	• ESSD Chief = 1 • Regional PFSS TA I = 1 • 1 Chief/Supervising School Governance and Operations Division (SGOD) x 8 SDOs = 8 • Provincial PFSS TA I x 6 Province SDOs = 6 • 1 Public Schools District Supervisor (PSDS) x 8 SDOs = 8	24 PAX
NCR	• ESSD Chief = 1 • Regional PFSS TA I = 1 • 1 Chief/Supervising School Governance and Operations Division (SGOD) x 16 SDOs = 16 • 1 Public Schools District Supervisor (PSDS) x 16 SDOs = 16	34 PAX

Regions	Number of Participants (Breakdown of Pax)	TOTAL
Region VI	• ESSD Chief = 1 • Regional PFSS TA I = 1 • 1 Chief/Supervising School Governance and Operations Division (SGOD) x 8 SDOs = 8 • Provincial PFSS TA I x 5 Province SDOs = 5 • 1 Public Schools District Supervisor (PSDS) x 8 SDOs = 8	23 PAX
Region VII	• ESSD Chief = 1 • Regional PFSS TA I = 1 • 1 Chief/Supervising School Governance and Operations Division (SGOD) x 12 SDOs = 12 • Provincial PFSS TA I x 2 Province SDOs = 2 • 1 Public Schools District Supervisor (PSDS) x 12 SDOs = 12	28 PAX
Region VIII	• ESSD Chief = 1 • Regional PFSS TA I = 1 • 1 Chief/Supervising School Governance and Operations Division (SGOD) x 13 SDOs = 13 • Provincial PFSS TA I x 6 Province SDOs = 6 • 1 Public Schools District Supervisor (PSDS) x 13 SDOs = 13	34 PAX
Region IX	• ESSD Chief = 1 • Regional PFSS TA I = 1	

	• 1 Chief/Supervising School Governance and Operations Division (SGOD) x 9 SDOs = 9 • Provincial PFSS TA I x 4 Province SDOs= 4 • 1 Public Schools District Supervisor (PSDS) x 9 SDOs = 9	24 PAX
Region X	• ESSD Chief = 1 • Regional PFSS TA I = 1 • 1 Chief/Supervising School Governance and Operations Division (SGOD) x 14 SDOs = 14 • Provincial PFSS TA I x 5 Province SDOs= 5 • 1 Public Schools District Supervisor (PSDS) x 14 SDOs = 14	35 PAX
Region XI	• ESSD Chief = 1 • Regional PFSS TA I = 1 • 1 Chief/Supervising School Governance and Operations Division (SGOD) x 11 SDOs = 11 • Provincial PFSS TA I x 5 Province SDOs= 5 • 1 Public Schools District Supervisor (PSDS) x 11 SDOs = 11	29 PAX
Region XII	• ESSD Chief = 1 • Regional PFSS TA I = 1 • 1 Chief/Supervising School Governance and Operations Division (SGOD) x 8 SDOs = 8 • Provincial PFSS TA I x 4 Province SDOs= 4 • 1 Public Schools District Supervisor (PSDS) x 8 SDOs = 8	22 PAX
CARAGA	• ESSD Chief = 1 • Regional PFSS TA I = 1 • 1 Chief/Supervising School Governance and Operations Division (SGOD) x 12 SDOs = 12 • Provincial PFSS TA I x 6 Province SDOs= 6 • 1 Public Schools District Supervisor (PSDS) x 12 SDOs = 12	32 PAX
NIR	• ESSD Chief = 1 • 1 Chief/Supervising School Governance and Operations Division (SGOD) x 21 SDOs = 21 • Provincial PFSS TA I x 3 Province SDOs= 3 • 1 Public Schools District Supervisor (PSDS) x 21 SDOs = 21	46 PAX
BARM	• ESSD Chief (equivalent)= 1 • 1 Chief/Supervising School Governance and Operations Division (SGOD) (equivalent) x 9 SDOs = 9 • 1 Public Schools District Supervisor (PSDS) (equivalent) x 9 SDOs = 9	19 PAX



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ENCLOSURE # 2

ORIENTATION WORKSHOP ON THE INSTITUTIONALIZATION OF THE SCHOOL SPORTS CLUB IN
PUBLIC SCHOOLS THREE (3) DAY ENGAGEMENT

Note: Participants will be divided into three groups. Each group is required to complete all three breakout sessions through a rotation schedule.

Indicative Program of Activities

Day 1 –Dec. 15, 2025	Day 2 – Dec. 16, 2025	Day 3 – Dec. 17, 2025
8:00am -12:00nn Travel Time Arrival of the Participants Registration / Check in First Meal is breakfast	8:00am – 12:00nn Preliminaries Breakout Sessions (Round 1 & 2) Station 1: Procedures V. Procedures a. Frameworks b. Club Establishment c. Club Operations → <i>Output: Communication Plan</i> - Open Forum (Facilitators) Station 2: Procedures d. SSC Action Plan Development e. Fund Source f. SSC Implementers g. Safety & Risk Management h. Health Services → <i>Output: Action Plan / SIP / MOOE</i> - Open Forum (Facilitators) Station 3: VI. Roles and Responsibilities VII. Monitoring and Evaluation → <i>Output: M&E / Risk Management</i> Open Forum (Facilitators)	8:00am – 12:00nn Presentation of Outputs from each breakout session (Groups 1-3)
12:00 -1:00PM (LUNCH)	12:00 -1:00PM (LUNCH)	12:00 -1:00PM (LUNCH)
1:00pm – 5:00pm OPENING PROGRAM Preliminaries Prayer National Anthem Bagong Pilipinas Hymn Message Discussion on the overview of Comprehensive School Sports Program (CSSP) Presentation of the DepEd Order POLICY ON THE INSTITUTIONALIZATION OF THE SCHOOL SPORTS CLUB I. Rationale II. Scope III. Definition of terms IV. Policy Statement	1:00pm – 5:00pm Preliminaries Breakout Sessions (Round 3) (Participants rotate to complete remaining topics) WORKSHOP : Action Plan Development	1:00pm – 5:00pm Plenary & Closing - Ways Forward Closing Ceremony Last Meal: Dinner