



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF IMUS CITY

12 Jan 2026

DIVISION MEMORANDUM

No. 018, s. 2026

**PARTICIPANTS TO THE REGIONAL ORIENTATION
WORKSHOP FOR SCHOOL HEADS AND DIVISION FOCALS ON
SCHOOL SPORTS CLUB CUM TRAVEL ORDER**

To: OIC- Assistant Schools Division Superintendent
OIC-CID-Chief Education Supervisor
OIC – SGOD-Chief Education Supervisor
Education Program Supervisors
School Heads/ TICs/ OICs
All Others Concerned

1. Relative to the Unnumbered Regional Advisory dated January 6,2026 and Regional Memorandum No. 881 s. 2025, this office announces the participants of the Schools Division of Imus City to the Regional Orientation Workshop for School Heads and Division Focal on January 15-16,2026 at the Great Eastern Hotel, Quezon City. (See enclosure No.1 for the list of the participants.)
2. This Memorandum serve as the Travel Authority for the participants to the above-mentioned activity.
3. Travel expenses of the participants shall be charged with local funds subject to existing auditing and accounting rules and regulations.
4. Immediate and widest dissemination of this Memorandum is earnestly desired.

Digitally signed by
Mendoza Homer
Napenas
Date: 2026.01.12
06:47:45 +08:00

HOMER N. MENDOZA

Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent



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Encl.: As stated

Reference: As stated

To be indicated in the Perpetual Index

Under the following subjects:

CURRICULUM

CONTESTS

SPORTS

cid/mvv/01/08/2026



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF IMUS CITY

Enclosure No. 1 to Division Memorandum No. 018, s. 2026

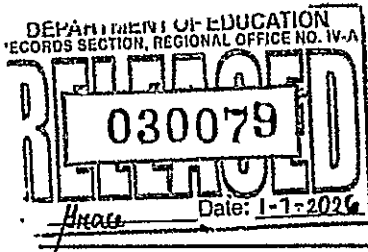
PARTICIPANTS TO THE REGIONAL ORIENTATION-WORKSHOP FOR SCHOOL HEADS AND DIVISION FOCALS ON SCHOOL SPORTS CLUB

NAME	SEX	DESIGNATION	CONTACT NUMBER
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WILMA L. CHIQUILLIO	F	PRINCIPAL IV	9171140511
AIDA C. BELLON	F	PRINCIPAL IV	9498855022
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ALONA O. VERDAD	F	PRINCIPAL III	9171502971
RAFAEL R. SANTOS	M	PRINCIPAL II	9190085567
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LAILANI TORRES	F	PRINCIPAL I	9171107242
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Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

January 6, 2026

In compliance with DepEd Order (DO) No. 8, s. 2013,
this advisory is issued not for endorsement per DO 28, s.2001,
but only for the information of DepEd officials,
personnel/staff, as well as the concerned public.
(Visit depedcalabarzon.ph)

**ADVISORY ON THE NEW SCHEDULE OF REGIONAL
ORIENTATION-WORKSHOP FOR SCHOOL
HEADS AND DIVISION FOCALS ON
SCHOOL SPORTS CLUB**

Relative to the Regional Memorandum No. 881, s. 2025¹ dated November 16, 2025, this office, through the Education Support Services Division, announces that the New Schedule of the Regional Orientation-Workshop for School Heads and Division Focals on School Sports Club will be held on January 15-16, at The Great Eastern Hotel, Quezon City.

Other provisions in the previous Memorandum are still in effect.

For the information of all concerned.

03/ROE2

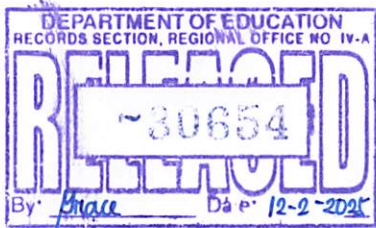
¹ Regional Orientation-Workshop for School Heads and Division Focals on School Sports Club



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Certificate No. PHP QMS
22 93 0085



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON




16 November 2025

Regional Memorandum
No. 881 s. 2025

**REGIONAL ORIENTATION-WORKSHOP FOR SCHOOL HEADS
AND DIVISION FOCALS ON SCHOOL SPORTS CLUB**

To: **Schools Division Superintendents**

1. In reference to DepEd Order No. 022, s. 2025, this Office, through the Education Support Services Division, announces the conduct of the *Regional Orientation-Workshop for School Heads and Division Focals on School Sports Club* to be conducted on December 18-19, 2025. The exact venue will be announced in a separate memorandum.
2. The following are the objectives of the activity:
 - a. Orient school heads and division focal persons on the guidelines, standards, and protocols governing SSC programs,
 - b. Equip participants with strategies for effective program implementation, monitoring, and reporting,
 - c. Foster collaboration and partnership between school heads, division focal persons, and regional implementers.
3. The list of participants for this activity is provided in **Annex A**. They are requested to register on or before November 25, 2025, through this link: <https://tinyurl.com/owforSSC>. Additionally, participants are required to secure a certification indicating that they are medically and physically fit to attend the Orientation-Workshop. The indicative program of this activity is detailed in Annex B for your reference.
4. Travel and other related expenses incurred in participation to this activity shall be charged against local funds, subject to the existing accounting and auditing rules and regulations of the Department.
5. For inquiry, kindly contact Dr. Eduarda M. Zapanta, Chief Education Supervisor, or Dr. Ramil G. Ginete, Regional Sports Officer/Project Development IV at essd.calabarzon@deped.gov.ph.
6. Immediate dissemination and strict compliance with this Memorandum are highly desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

03/ROE/LCS



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Annex A. List of Participants for the Regional Orientation-Workshop for School Heads and Division Focals on School Sports Club.

DESIGNATION	No.	OFFICE
Regional Office ESSD Personnel /TWG	7	Regional Office
Participants (School Heads)	456	School Division Offices
Division Sports Officers	25	School Division Offices
Technical Assistant I in Sports Program (SDOs)	22	(22) School Division Offices except for Calamba City, Calaca City and Carmona City
Medical Nurses	3	(1) SDO
SSC Focal	2	Central Office
Facilitators (SGOD Chiefs / PSDS)	18	School Division Offices

Annex B. Indicative Program of Activity

CONDUCT OF THE REGIONAL ORIENTATION-WORKSHOP FOR SCHOOL HEADS AND DIVISION FOCALS ON SCHOOL SPORTS CLUB		
DAY 1		
TIME	ACTIVITY	PERSONS INVOLVED
8:00 A.M – 8:30 A.M	Registration	Technical Working Group (TWG)
	<ul style="list-style-type: none"> - Preliminaries - National Anthem - Prayer - Bagong Pilipinas Hymn - CALABARZON March 	
8:30 A.M – 9:30 A.M	Introduction of Participants	Donna L. Lago Assistant Regional Sports Officer
	Statement of Purpose/ Welcome Remarks	Eduarda M. Zapanta Chief Education Supervisor
	Inspirational Message (In-person/ Video)	Atty. Alberto T. Escobarte, CESO II Regional Director Loida N. Nidea Assistant Regional Director
	Presentation of Program Matrix	Benito L. Picones Technical Consultant in Sports / DSO
9:30 A.M – 12:00 P.M	<p>Breakout Sessions</p> <ul style="list-style-type: none"> - Discussion on the overview of Comprehensive School Sports Program (CSSP) - Presentation of the DepEd Order POLICY ON THE INSTITUTIONALIZATION OF THE SCHOOL SPORTS CLUB <p>I. Rationale II. Scope III. Definition of terms IV. Policy Statement V. Procedures</p> <p>a. Frameworks b. Club Establishment c. Club Operations</p> <p>→ Output: Communication Plan</p> <ul style="list-style-type: none"> - Open Forum (Facilitators) 	RESOURCE SPEAKERS

	<p>d. SSC Action Plan Development</p> <p>e. Fund Source</p> <p>f. SSC Implementers</p> <p>g. Safety & Risk Management</p> <p>h. Health Services</p> <p>→ Output: Action Plan/ SIP /MOOE</p> <p>- Open Forum (Facilitators)</p> <p>VI. Roles and Responsibilities</p> <p>VII. Monitoring and Evaluation</p> <p>→ Output: M&E / Risk Management</p> <p>- Open Forum (Facilitators)</p>	
12:00 P.M – 1:00 P.M	Lunch Break	
1:00 P.M – 5:00 P.M	<p>Breakout Sessions</p> <p>Continuation of the remaining topics</p> <p>WORKSHOP: Action Plan Development</p>	RESOURCE SPEAKERS
5:00 P.M – 6:00 P.M	De-briefing Session	
6:00 PM – 7:00 PM	Dinner	
DAY 2		
8:00 A.M – 12:00 P.M	<p>Breakout Sessions</p> <p>Presentation of Outputs</p>	RESOURCE SPEAKERS
12:00 P.M – 1:00 P.M	Lunch Break	
1:00 P.M – 4:00 P.M	<p>Plenary & Closing</p> <p>- Ways Forward</p> <p>- Closing Ceremony</p>	Technical Working Group (TWG)
4:00 P.M onwards	“HOME SWEET HOME”	