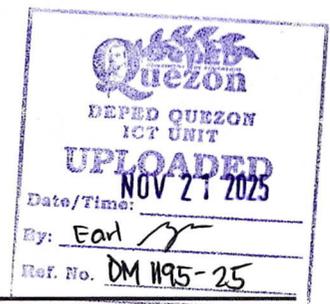




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



19 November 2025

DIVISION MEMORANDUM

DM No. 1195, s. 2025

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

To: Assistant Schools Division Superintendents
Division Chiefs
Education Program Supervisors
Public Schools District Supervisors
Public and Private School Heads
All Others Concerned

1. Pursuant to DepEd Order No. 22, s. 2025, titled "Institutionalization of School Sports Club", and in reference to Regional Memorandum No. 838 s. 2025 and the communication from the Bureau of Learner Support Services – School Sports Division (BLSS-SSD), the Schools Division of Quezon hereby informs all concerned of the National Orientation Workshop on the Institutionalization of School Sports Club on December 15–17, 2025 at the Baguio Teachers Camp, Baguio City.
2. This activity aims to capacitate schools, especially those with limited resources and experience by providing essential knowledge, skills, and strategies necessary to establish, manage, and sustain school sports clubs effectively.
3. Travel expenses, registration fees (if any), and other incidental costs shall be charged against local funds, School MOOE, or 2025 Physical Fitness and School Sports Funds, subject to accounting and auditing rules and regulations.
4. The official participants from the Schools Division of Quezon shall be guided by the regional list indicated in Annex A of Regional Memorandum No. 838, s. 2025.
5. Immediate dissemination of this Memorandum to all concerned is highly encouraged.

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

sgod/tegu/11/19/2025

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164,
(042) 784-0391, (042) 784-0321



Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

Enclosure to DM No. _____, s. 2025

LIST OF PARTICIPANTS
NATIONAL ORIENTATION-WORKSHOP ON THE INSTITUTIONALIZATION OF SSC
Baguio Teacher's Camp, Baguio City
December 15-17, 2025

NO.	NAME OF PARTICIPANT	DESIGNATION	OFFICE / DISTRICT
1.	Juanito A. Merle, EdD	SGOD-Chief	SDO Quezon
2.	Rhienald V. Rivera	PSDS-Guinayangan North	Guinayangan North
3.	Tisha Elaina G. Ventocilla	Technical Assistant I-COS	SDO Quezon

DEPEDQUEZON-TM-SDS-04-009-003



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Trunkline #: (042) 784-0366, (042) 784-0164,
(042) 784-0391, (042) 784-0321

DepEdTayoQuezon

www.depedquezon.com.ph

quezon@deped.gov.ph



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



4 November 2025

Regional Memorandum

No. 838 s. 2025

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

To: **Schools Division Superintendents**

1. Relative to Memorandum No. OM-OUOPS-2025-09-04947¹, issued by the Office of Undersecretary for Operations, this office, through the Education Support Services Division, hereby announces the Conduct of Orientation Workshop on the Institutionalization of School Sports Club on December 15-17, 2025, at Baguio Teachers Camp.
2. This activity aims to equip schools particularly those with limited resources, experience, and expertise with the necessary knowledge, skills, and strategies necessary to effectively establish, manage, and sustain school sports clubs.
3. For reference, the list of participants from Region IV-A CALABARZON is provided in Annex A. In addition, the participants are required to submit the certification stating that he/she is medically and physically fit and shall register **on or before November 07, 2025**, through this link <https://forms.office.com/r/0Unj88U2ZZ>.
4. Expenses which may be incurred in attendance to this activity shall be charged against the 2025 Physical Fitness and Schools Sports Funds or local funds, subject to accounting and auditing rules and regulations.
5. For inquiry, kindly contact Dr. Eduarda M. Zapanta, Chief Education Supervisor, and/or Dr. Ramil G. Ginete, Regional Sports Officer/Project Development IV at cssd.calabarzon@deped.gov.ph.
6. Immediate dissemination and strict compliance with this Memorandum are highly expected.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

¹ Conduct of Orientation Workshop on the Institutionalization of School Sports Club

03/ROE/LCS



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph



Certificate No. PHP QMS
22 02 0085

Annex A. Participants from Region IV-A CALABARZON

REGION	Number of Participants (Breakdown of Pax)	TOTAL
REGION IV-A	<ul style="list-style-type: none">• 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



D-UM01-2025-796

Regional Memorandum for the Conduct of Orientation Workshop on the Institutionalization of School Sports Club in Public Schools

School Sports Division <blss.ssd@deped.gov.ph>

Thu, Oct 2, 2025 at 10:25 AM

To: region1@deped.gov.ph, region2@deped.gov.ph, region3@deped.gov.ph, region4a@deped.gov.ph, mimaropa region <mimaropa.region@deped.gov.ph>, region5@deped.gov.ph, region6@deped.gov.ph, nir@deped.gov.ph, region7@deped.gov.ph, region8@deped.gov.ph, region9@deped.gov.ph, region10@deped.gov.ph, region11@deped.gov.ph, region12@deped.gov.ph, DepEd Region XIII CARAGA <caraga@deped.gov.ph>, car@deped.gov.ph, ncr@deped.gov.ph, pau.ncr@deped.gov.ph, min.ed.barmm@gmail.com
Cc: Bureau of Learner Support Services Office of the Director <blss.od@deped.gov.ph>, School Sports Division <blss.ssd@deped.gov.ph>

To Whom It May Concern,

In line with the Department of Education's (DepEd) initiative to promote sports and physical activities for the holistic development of learners, and pursuant to **DepEd Order No. 22, s. 2025 on the Institutionalization of School Sports Club**, the Bureau of Learner Support Services–School Sports Division (BLSS-SSD) will conduct an Orientation Workshop on **December 15–17, 2025, at the Baguio Teachers Camp**.

For your reference, please see the attached regional memorandum on the conduct of the activity. The memorandum contains further details, including the program of activities, breakdown of participants, registration link, and other relevant information.

Should you need additional assistance or clarification, you may reach us through email at blss.ssd@deped.gov.ph.

Thank you for your continued support.

Sincerely,
BLSS-SSD



SCHOOL SPORTS DIVISION
Bureau of Learner Support Services
Tel. No.: (02) 8 632-0260
Email Address: blss.ssd@deped.gov.ph

DEPARTMENT OF EDUCATION
DepEd Complex, MERALCO Avenue, Pasig City
www.deped.gov.ph

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Regional Memorandum for the Conduct of the Orientation-Workshop on the Institutionalization of School Sports Club in Public Schools.pdf
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Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY FOR GOVERNANCE AND OPERATIONS



MEMORANDUM

OM-OUOPS-2025-09-01947

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.

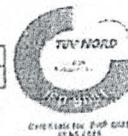
Aligned with the directive of the President of the Philippines to prioritize the development of sports and physical activities among learners, and consistent with the **5-Point Reform Agenda of Secretary Angara**, specifically Agenda Item 2: *Learners' Physical and Mental Well-being Protected*, as well 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

Doc. Ref. Code	OM-OUOPS	Rev	01
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	<ul style="list-style-type: none"> • 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	<p>Each Division Office shall designate two (2) participants:</p> <ul style="list-style-type: none"> • One (1) Chief/Supervising School Governance and Operations Division (SGOD) • One (1) Public Schools District Supervisor (PSDS) <p>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.</p> <p>In addition:</p> <p>Luzon</p> <p>8 Regional PFSS Focal (TA I) and 39 Provincial PFSS Focal (TA I) of the School Sports Division shall participate.</p> <p>Visayas</p>

	<p>3 Regional PFSS Focal (TA I) and 16 Provincial PFSS Focal (TA I) of the School Sports Division shall participate.</p> <p>Mindanao</p> <p>5 Regional PFSS Focal (TA I) and 24 Provincial PFSS Focal (TA I) of the School Sports Division shall participate.</p>
Participants Requirements	<ul style="list-style-type: none"> - 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.



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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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • ESSD Chief = 1 • Regional PFSS TA I = 1 	

	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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
BARMM	<ul style="list-style-type: none"> • 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
<p>8:00am -12:00nn</p> <p>Travel Time Arrival of the Participants Registration / Check in First Meal is breakfast</p>	<p>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)</p>	<p>8:00am – 12:00nn</p> <p>Presentation of Outputs from each breakout session (Groups 1-3)</p>
12:00 -1:00PM (LUNCH)	12:00 -1:00PM (LUNCH)	12:00 -1:00PM (LUNCH)
<p>1:00pm – 5:00pm</p> <p>OPENING PROGRAM Preliminaries Prayer National Anthem Bagong Pilipinas Hymn Message</p> <p>Discussion on the overview of Comprehensive School Sports Program (CSSP)</p> <p>Presentation of the DepEd Order POLICY ON THE INSTITUTIONALIZATION OF THE SCHOOL SPORTS CLUB</p> <p>I. Rationale II. Scope III. Definition of terms IV. Policy Statement</p>	<p>1:00pm – 5:00pm</p> <p>Preliminaries</p> <p>Breakout Sessions (Round 3) (Participants rotate to complete remaining topics)</p> <p>WORKSHOP : Action Plan Development</p>	<p>1:00pm – 5:00pm</p> <p>Plenary & Closing - Ways Forward</p> <p>Closing Ceremony</p> <p>Last Meal: Dinner</p>