



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF PANABO CITY

October 16, 2025

OFFICE MEMORANDUM
OM-OSDS-2025-0171

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

To : Assistant Schools Division Superintendent
Chiefs of Curriculum Implementation Division
Chief of Schools Governance and Operations Division
Public Schools District Supervisors

1. Attached is the Regional Memorandum ESSD-2025-288 dated October 9, 2025 with the information on the Attendance to the Orientation-Workshop on the Institutionalization of School Sports Club in the Public Schools on December 15-17, 2025 at Baguio Teachers Camp, Baguio City.
2. Participants in this activity are the following:
 - Ailene B. Añonuevo PhD. - SGOD Chief
 - Antonio Jr. R. Pasquito - PSDS
3. Participants are requested to register on or before November 7, 2025 at <https://forms.office.com/r/abHx0PwrXB> and expected to be at the venue before lunch time of December 15, 2025.
4. Travelling and other incidental expenses shall be charged to local funds or Division MOOE subject to the usual accounting and auditing rules and regulations.
5. Immediate and wide dissemination of this Memorandum is desired.


JINKY B. FIRMAN PhD, CESO VI
Schools Division Superintendent

RELEASED

OCT 17 2025

RECORDS SECTION-SDO PANABO CITY
BY 

Enclosure: As Stated
CID/je/arpjr



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Republic of the Philippines
Department of Education
 REGION XI
 SCHOOLS DIVISION OF PANABO CITY

October 16, 2025

OFFICE MEMORANDUM
 OM-OSDS-2025-00

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

To : Assistant Schools Division Superintendent
 Chiefs of Curriculum Implementation Division
 Chief of Schools Governance and Operations Division
 Public Schools District Supervisors

1. Attached is the Regional Memorandum ESSD-2025-288 dated October 9, 2025 with the information on the Attendance to the Orientation-Workshop on the Institutionalization of School Sports Club in the Public Schools on December 15-17, 2025 at Baguio Teachers Camp, Baguio City.
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5. Immediate and wide dissemination of this Memorandum is desired.

JINKY B. FIRMAN PhD, CESO VI
 Schools Division Superintendent

Enclosure: As Stated

Ready



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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/abHx0PwrXB> 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 IV

Encl.: As stated
essd/hua

DEPARTMENT OF EDUCATION REGION
RECORDS SECTION
RELEASED

By:
Date: Oct. 14, 2025 Time:



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Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY FOR GOVERNANCE AND OPERATIONS

MEMORANDUM

OM-OUOPS-2025-04 04947

RECEIVED

By: 1025/20107
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.



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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	<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 (BHRD)
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.



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	<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
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