



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.

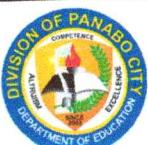
  
**JINKY B. FIRMAN PhD, CESO VI**  
Schools Division Superintendent

**RELEASED**

**OCT 17 2025**

RECORDS SECTION-SDP PANABO CITY  
BY 

Enclosure: As Stated  
CID/jey/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.
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

Enclosure: As Stated

Re: ready



10257 20616

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

RECORDS SECTION  
RELEASER

BY: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Oct. 14, 2025



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Republika ng Pilipinas  
Department of Education

OFFICE OF THE UNDERSECRETARY FOR GOVERNANCE AND OPERATIONS

MEMORANDUM

OM-OUOPS-2025-09 04947

RECEIVED

10/10/2025

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.

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	<b>Orientation Workshop on the Institutionalization of School Sports Club</b>
Venue	<b>Baguio Teachers Camp (BTC)</b>
Schedule	<b>December 15-17, 2025</b>
Resource Speaker	<ul style="list-style-type: none"> <li><b>Domingo L. Laud, EdD</b> – ASDS, SDO-San Carlos, Pangasinan</li> <li><b>Dan Paul H. Santos, DIPPM</b> – Executive Assistant IV, Office of the Undersecretary for Governance and Operations</li> <li><b>One (1) Representative from Bureau of Human Resources and Organizational Development (BHROD)</b></li> </ul>
Head of Delegation	<b>Education Support Services Division</b>
Participants	<p>Each Division Office shall designate two (2) participants:</p> <ul style="list-style-type: none"> <li>One (1) Chief/Supervising School Governance and Operations Division (SGOD)</li> <li>One (1) Public Schools District Supervisor (PSDS)</li> </ul> <p>Each Regional Office shall designate one (1) <b>Education Support Services Division representative</b>. The ESD Chief shall led the delegation and serve as the Head of Delegation.</p> <p>In addition:</p> <p><b>Luzon</b></p> <p><b>8 Regional PFSS Focal (TA I) and 39 Provincial PFSS Focal (TA I)</b> of the School Sports Division shall participate.</p> <p><b>Visayas</b></p>

	<p><b>3 Regional PFSS Focal (TA I) and 16 Provincial PFSS Focal (TA I)</b> of the School Sports Division shall participate.</p> <p><b>Mindanao</b></p> <p><b>5 Regional PFSS Focal (TA I) and 24 Provincial PFSS Focal (TA I)</b> of the School Sports Division shall participate.</p>
<b>Participants Requirements</b>	<ul style="list-style-type: none"> <li>- Travel Authority</li> <li>- Certification stating that he/she is medically and physically fit for the Orientation-Workshop.</li> </ul>

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](mailto: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"> <li>ESSD Chief = 1</li> <li>Regional PFSS TA I = 1</li> <li>1 Chief/Supervising School Governance and Operations Division (SGOD) x 14 SDOs = 14</li> <li>Provincial PFSS TA I x 5 Province SDOs= 5</li> <li>1 Public Schools District Supervisor (PSDS) x 14 SDOs = 14</li> </ul>	35 PAX
Region II	<ul style="list-style-type: none"> <li>ESSD Chief = 1</li> <li>Regional PFSS TA I = 1</li> <li>1 Chief/Supervising School Governance and Operations Division (SGOD) x 9 SDOs = 9</li> <li>Provincial PFSS TA I x 5 Province SDOs= 5</li> <li>1 Public Schools District Supervisor (PSDS) x 9 SDOs = 9</li> </ul>	25 PAX
Region III	<ul style="list-style-type: none"> <li>ESSD Chief = 1</li> <li>Regional PFSS TA I = 1</li> <li>1 Chief/Supervising School Governance and Operations Division (SGOD) x 21 SDOs = 21</li> <li>Provincial PFSS TA I x 7 Province SDOs= 7</li> <li>1 Public Schools District Supervisor (PSDS) x 21 SDOs = 21</li> </ul>	51 PAX
Region IV-A	<ul style="list-style-type: none"> <li>ESSD Chief = 1</li> <li>Regional PFSS TA I = 1</li> <li>1 Chief/Supervising School Governance and Operations Division (SGOD) x 23 SDOs = 23</li> <li>Provincial PFSS TA I x 5 Province SDOs= 5</li> <li>1 Public Schools District Supervisor (PSDS) x 23 SDOs = 23</li> </ul>	53 PAX
Region IV-B	<ul style="list-style-type: none"> <li>ESSD Chief = 1</li> <li>Regional PFSS TA I = 1</li> <li>1 Chief/Supervising School Governance and Operations Division (SGOD) x 7 SDOs = 7</li> <li>Provincial PFSS TA I x 7 Province SDOs= 5</li> <li>1 Public Schools District Supervisor (PSDS) x 7 SDOs = 7</li> </ul>	21 PAX

Region V	<ul style="list-style-type: none"> <li>ESSD Chief = 1</li> <li>Regional PFSS TA I = 1</li> <li>1 Chief/Supervising School Governance and Operations Division (SGOD) x 13 SDOs = 13</li> <li>Provincial PFSS TA I x 5 Province SDOs = 7</li> <li>1 Public Schools District Supervisor (PSDS) x 13 SDOs = 13</li> </ul>	35 PAX
CAR	<ul style="list-style-type: none"> <li>ESSD Chief = 1</li> <li>Regional PFSS TA I = 1</li> <li>1 Chief/Supervising School Governance and Operations Division (SGOD) x 8 SDOs = 8</li> <li>Provincial PFSS TA I x 6 Province SDOs = 6</li> <li>1 Public Schools District Supervisor (PSDS) x 8 SDOs = 8</li> </ul>	24 PAX
NCR	<ul style="list-style-type: none"> <li>ESSD Chief = 1</li> <li>Regional PFSS TA I = 1</li> <li>1 Chief/Supervising School Governance and Operations Division (SGOD) x 16 SDOs = 16</li> <li>1 Public Schools District Supervisor (PSDS) x 16 SDOs = 16</li> </ul>	34 PAX

Regions	Number of Participants (Breakdown of Pax)	TOTAL
Region VI	<ul style="list-style-type: none"> <li>ESSD Chief = 1</li> <li>Regional PFSS TA I = 1</li> <li>1 Chief/Supervising School Governance and Operations Division (SGOD) x 8 SDOs = 8</li> <li>Provincial PFSS TA I x 5 Province SDOs = 5</li> <li>1 Public Schools District Supervisor (PSDS) x 8 SDOs = 8</li> </ul>	23 PAX
Region VII	<ul style="list-style-type: none"> <li>ESSD Chief = 1</li> <li>Regional PFSS TA I = 1</li> <li>1 Chief/Supervising School Governance and Operations Division (SGOD) x 12 SDOs = 12</li> <li>Provincial PFSS TA I x 2 Province SDOs = 2</li> <li>1 Public Schools District Supervisor (PSDS) x 12 SDOs = 12</li> </ul>	28 PAX
Region VIII	<ul style="list-style-type: none"> <li>ESSD Chief = 1</li> <li>Regional PFSS TA I = 1</li> <li>1 Chief/Supervising School Governance and Operations Division (SGOD) x 13 SDOs = 13</li> <li>Provincial PFSS TA I x 6 Province SDOs = 6</li> <li>1 Public Schools District Supervisor (PSDS) x 13 SDOs = 13</li> </ul>	34 PAX
Region IX	<ul style="list-style-type: none"> <li>ESSD Chief = 1</li> <li>Regional PFSS TA I = 1</li> </ul>	

	<ul style="list-style-type: none"> <li>• 1 Chief/Supervising School Governance and Operations Division (SGOD) x 9 SDOs = <b>9</b></li> <li>• Provincial PFSS TA I x 4 Province SDOs= <b>4</b></li> <li>• 1 Public Schools District Supervisor (PSDS) x 9 SDOs = <b>9</b></li> </ul>	<b>24 PAX</b>
Region X	<ul style="list-style-type: none"> <li>• ESSD Chief = <b>1</b></li> <li>• Regional PFSS TA I = <b>1</b></li> <li>• 1 Chief/Supervising School Governance and Operations Division (SGOD) x 14 SDOs = <b>14</b></li> <li>• Provincial PFSS TA I x 5 Province SDOs= <b>5</b></li> <li>• 1 Public Schools District Supervisor (PSDS) x 14 SDOs = <b>14</b></li> </ul>	<b>35 PAX</b>
Region XI	<ul style="list-style-type: none"> <li>• ESSD Chief = <b>1</b></li> <li>• Regional PFSS TA I = <b>1</b></li> <li>• 1 Chief/Supervising School Governance and Operations Division (SGOD) x 11 SDOs = <b>11</b></li> <li>• Provincial PFSS TA I x 5 Province SDOs= <b>5</b></li> <li>• 1 Public Schools District Supervisor (PSDS) x 11 SDOs = <b>11</b></li> </ul>	<b>29 PAX</b>
Region XII	<ul style="list-style-type: none"> <li>• ESSD Chief = <b>1</b></li> <li>• Regional PFSS TA I = <b>1</b></li> <li>• 1 Chief/Supervising School Governance and Operations Division (SGOD) x 8 SDOs = <b>8</b></li> <li>• Provincial PFSS TA I x 4 Province SDOs= <b>4</b></li> <li>• 1 Public Schools District Supervisor (PSDS) x 8 SDOs = <b>8</b></li> </ul>	<b>22 PAX</b>
CARAGA	<ul style="list-style-type: none"> <li>• ESSD Chief = <b>1</b></li> <li>• Regional PFSS TA I = <b>1</b></li> <li>• 1 Chief/Supervising School Governance and Operations Division (SGOD) x 12 SDOs = <b>12</b></li> <li>• Provincial PFSS TA I x 6 Province SDOs= <b>6</b></li> <li>• 1 Public Schools District Supervisor (PSDS) x 12 SDOs = <b>12</b></li> </ul>	<b>32 PAX</b>
NIR	<ul style="list-style-type: none"> <li>• ESSD Chief = <b>1</b></li> <li>• 1 Chief/Supervising School Governance and Operations Division (SGOD) x 21 SDOs = <b>21</b></li> <li>• Provincial PFSS TA I x 3 Province SDOs= <b>3</b></li> <li>• 1 Public Schools District Supervisor (PSDS) x 21 SDOs = <b>21</b></li> </ul>	<b>46 PAX</b>
BARMM	<ul style="list-style-type: none"> <li>• ESSD Chief (equivalent)= <b>1</b></li> <li>• 1 Chief/Supervising School Governance and Operations Division (SGOD) (equivalent) x 9 SDOs = <b>9</b></li> <li>• 1 Public Schools District Supervisor (PSDS) (equivalent) x 9 SDOs = <b>9</b></li> </ul>	<b>19 PAX</b>



Republika ng Pilipinas  
Department of Education

OFFICE OF THE UNDERSECRETARY FOR GOVERNANCE AND OPERATIONS

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 <b>First Meal is breakfast</b>	8:00am - 12:00nn  Preliminaries <b>Breakout Sessions (Round 1 &amp; 2)</b> 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&amp;E / Risk Management</i> Open Forum (Facilitators)	8:00am - 12:00nn  <b>Presentation of Outputs</b> from each breakout session (Groups 1-3)
<b>12:00 - 1:00PM (LUNCH)</b>	<b>12:00 - 1:00PM (LUNCH)</b>	<b>12:00 - 1:00PM (LUNCH)</b>
1:00pm - 5:00pm  <b>OPENING PROGRAM</b> Preliminaries Prayer National Anthem Bagong Pilipinas Hymn Message  Discussion on the overview of Comprehensive School Sports Program (CSSP)  Presentation of the DepEd Order <b>POLICY ON THE INSTITUTIONALIZATION OF THE SCHOOL SPORTS CLUB</b>  I. Rationale II. Scope III. Definition of terms IV. Policy Statement	1:00pm - 5:00pm  Preliminaries  <b>Breakout Sessions (Round 3)</b> (Participants rotate to complete remaining topics)  <b>WORKSHOP : Action Plan Development</b>	1:00pm - 5:00pm  <b>Plenary &amp; Closing</b> - Ways Forward  <b>Closing Ceremony</b>  <b>Last Meal: Dinner</b>