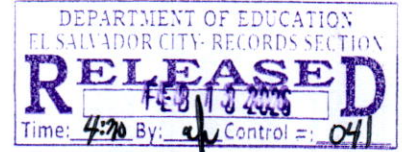




Republic of the Philippines
Department of Education
 REGION X - NORTHERN MINDANAO
 SCHOOLS DIVISION OF EL SALVADOR CITY



February 13, 2026

DIVISION MEMORANDUM
 NO. 041, s. 2026

CORRIGENDUM TO DIVISION MEMORANDUM NO. 022, s. 2026 RE: REGIONAL ORIENTATION-WORKSHOP OF SCHOOL HEADS AND DIVISION FOCAL PERSONS ON THE INSTITUTIONALIZATION OF SCHOOL SPORTS CLUBS

To: Assistant Schools Division Superintendent
 Chief Education Supervisors
 Education Program Supervisors
 All Public and Private Elementary School Heads
 All Public and Private Secondary School Heads
 All Others Concerned

1. Relative to the Division Memorandum No. 022, s. 2026 re: Regional Orientation-Workshop of School Heads and Division Focal Persons on the Institutionalization of School Sports Clubs, this Office announces the representatives of school heads due to the overlapping of schedules.

	SCHOOL HEAD	REPRESENTATIVE	DESIGNATION
1	Roger E. Pagayon	Jervie I. Gomez	Teacher I
2	Merogim P. Mugot	Shela Mae M. Estoque	Teacher I
3	Helen S. Palasan	Cherry B. Sabasaje	Master Teacher I
4	Sammy S. Tres Reyes	Klaudine Ixie O. Asuncion	Master Teacher I

2. Further, participants shall be entitled to a Compensatory Time-Off (CTO)/Service Credits for their services on holiday, in accordance with CSC/DBM Joint Circular No. 2, series of 2024.
3. Further, this Memorandum also serves as the **Authority to Travel** of the identified participants.
4. Other provisions stipulated in the previous memorandum shall remain in effect.
5. This office shall adhere to the Equal Opportunity Principle (EOP) in the steps undertaken for this purpose. Hence, all decisions and actions shall be based on guidelines set forth, with no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.




Address: Zone 3, Tuburan, Poblacion, El Salvador City
 Telephone Nos.: (088) 882-6326
 Email Address: elsalvador.city@deped.gov.ph
 Website: depedelsalvadorcity.org

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Effectivity	08.29.25	Page	1 of 2



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

6. Immediate and wide dissemination of this Memorandum is hereby directed.


RANDOLPH B. TORTOLA
Schools Division Superintendent

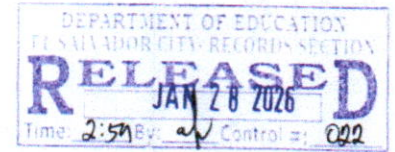
ATCH.: As stated
Reference: Regional Memorandum No. 049, s. 2026
To be indicated in the Perpetual Index
under the following subjects:

SPORTS

RE: CORRIGENDUM TO DIVISION MEMORANDUM NO. 022, s. 2026 RE: REGIONAL
ORIENTATION-WORKSHOP OF SCHOOL HEADS AND DIVISION FOCAL PERSONS
ON THE INSTITUTIONALIZATION OF SCHOOL SPORTS CLUBS
SGOD/Agf



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



January 26, 2026

DIVISION MEMORANDUM
NO. 022, s. 2026

REGIONAL ORIENTATION-WORKSHOP OF SCHOOL HEADS AND DIVISION
FOCAL PERSONS ON THE INSTITUTIONALIZATION OF SCHOOL SPORTS CLUBS

To: Assistant Schools Division Superintendent
Chief Education Supervisor, SGOD
Division Sports Officer
All Public Secondary and Elementary School Heads
All Others Concerned

1. Following Regional Memorandum No.049, s. 2026, titled **Regional Orientation-Workshop of School Heads and Division Focal Persons on the Institutionalization of School Sports Clubs**, this office, through the School Governance and Operations Division (SGOD), enjoins the participation of the identified personnel (see attachment) on **February 16-17, 2026**, at NEAP R10, Cagayan de Oro City.
2. This activity aims to
 - a. orient school heads and division focal persons on the standards, processes, and requirements for establishing and institutionalizing School Sports Clubs;
 - b. ensure uniform and effective implementation of School Sports Clubs across public schools;
 - c. strengthen monitoring, evaluation, and technical assistance mechanisms for school-based sports programs; and
 - d. promote learner development through structured, inclusive, and sustainable sports programs aligned with DepEd's holistic learner development goals.
3. The participants include School Heads, Division Sports Officer (DSO), and Focal Person for School Sports (TA-I). The official list of division participants is hereby attached to this memorandum.
4. All identified participants shall comply with the following requirements:
 - a. Authority to Travel duly signed by the approving authority; and
 - b. Medical Certificate stating that the participant is medically and physically fit to attend the training. Medical certificates shall be presented upon registration at the venue.




Address: Zone 3, Tuburan, Poblacion, El Salvador City
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Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

5. Participants' travel expenses shall be charged against local funds/MOOE, while food expenses shall be charged against 2025 PFSS Funds, subject to the usual government accounting and auditing rules and regulations.
6. Concerned school heads and personnel are directed to coordinate closely with the Division Sports Officer (DSO), Ma'am Analyn G. Fabria, for further instructions and compliance with the documentary requirements relevant to this activity.
7. This office shall adhere to the Equal Opportunity Principle (EOP) in the steps undertaken for this purpose. Hence, all decisions and actions shall be based on guidelines set forth, with no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
8. Immediate and wide dissemination of this Memorandum is hereby directed.


RANDOLPH B. TORTOLA
Schools Division Superintendent

ATCH.: As stated
Reference: Regional Memorandum No. 823, 2024
To be indicated in the Perpetual Index
under the following subjects:

ORIENTATION SPORTS PROGRAMS

RE: REGIONAL ORIENTATION-WORKSHOP OF SCHOOL HEADS AND DIVISION FOCAL PERSONS ON THE
INSTITUTIONALIZATION OF SCHOOL SPORTS CLUBS
SGOD/Agf



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

Attachment to Division Memorandum No. _____, s. 2026

REGIONAL ORIENTATION-WORKSHOP OF SCHOOL HEADS AND DIVISION
FOCAL PERSONS ON THE INSTITUTIONALIZATION OF SCHOOL SPORTS CLUB
February 16-17, 2026

Official List of Participants

NO.	NAME	GENDER	POSITION	SCHOOL
1	ROGER E. PAGAYON	MALE	HT-IV	AMOROS ELEMENTARY SCHOOL
2	ROLLY A. MOLINA	MALE	HT-I	BOLISONG ELEMENTARY SCHOOL
3	SAMMY S. TRES REYES	MALE	P-I	EL SALVADOR CITY CENTRAL SCHOOL
4	NILO L. LOMONGO	MALE	HT-III	EL SALVADOR CITY NATIONAL HIGH SCHOOL
5	ZIGGER E. VILLAHERMOSA	MALE	HT-I	HIMAYA ELEMENTARY SCHOOL
6	SALVADOR T. BENDIJO II	MALE	HT-I	HIMAYA NATIONAL HIGH SCHOOL
7	JIGGER M. TOMARONG	MALE	P-I	HINIGDAAN ELEMENTARY SCHOOL
8	ARNEL A. SUPERABLE	MALE	T-III	KALABAYLABAY INTEGRATED SCHOOL
9	LINDO M. CAYADONG	MALE	P-I	HINIGDAAN NATIONAL HIGH SCHOOL
10	JOVEL C. LABIS	MALE	HT-I	ULALIMAN ELEMENTARY SCHOOL
11	JOEY A. OCO	MALE	T-III	SAMBULAWAN NATIONAL HIGH SCHOOL
12	MARK ANTHONY G. ARRIETA	MALE	T-III	SAN FRANCISCO DE ASIS NATIONAL HIGH SCHOOL
13	MEROJIM P. MUGOT	MALE	P-I	SINALOC NATIONAL HIGH SCHOOL
14	IAN KHAY H. CASTRO	MALE	P-I	TAYTAY ELEMENTARY SCHOOL




Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

15	HELEN S. PALASAN	FEMALE	P-III	MOLUGAN CENTRAL SCHOOL
16	CHARLOTTE J. YTANG	FEMALE	P-I	PEDRO SA BACULIO ELEMENTARY SCHOOL
17	MARIVIC S. TORRES	FEMALE	P-I	MOLUGAN NATIONAL HIGH SCHOOL
18	MA. LOU LEA C. NOB	FEMALE	P-I	KIBONBON ELEMENTARY SCHOOL
19	MELANIE F. FABREA	FEMALE	P-I	COGON NATIONAL HIGH SCHOOL
20	ROSEMARIE U. SAGUING	FEMALE	HT-III	SAMBULAWAN ELEMENTARY SCHOOL
21	ANALYN G. FABRIA	FEMALE	EPSVR	SDO
22	RENE A. CONOG	MALE	TA-I	SDO


Prepared by:


ANALYN G. FABRIA, PhD
Division Sports Officer

Checked by:


ROLLY B. LABIS, EdD
SGOD Chief

Approved by:


RANDOLPH B. TORTOLA
Schools Division Superintendent



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Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO

January 16, 2026

309

REGIONAL MEMORANDUM
No. 049, s. 2026

 01.20.26

REGIONAL ORIENTATION-WORKSHOP OF SCHOOL HEADS AND DIVISION
FOCAL PERSONS ON THE INSTITUTIONALIZATION OF SCHOOL SPORTS CLUBS

To: Schools Division Superintendents
All Others Concerned

1. Following **Office Memorandum OM-OUOPS-2025-09-04947**, this Office, through the Education Support Services Division (ESSD), will conduct the **Regional Orientation-Workshop of School Heads and Division Focal Persons on the Institutionalization of School Sports Clubs** on **February 25-27**. The venue will be announced in a separate memorandum.

2. The activity aims to

- a. orient school heads and division focal persons to the standards, processes, and requirements for establishing and institutionalizing school sports clubs;
- b. ensure uniform and effective implementation of school sports clubs across all public schools;
- c. strengthen monitoring, evaluation, and technical assistance mechanisms for school-based sports programs; and
- d. promote learner development through structured, inclusive, and sustainable sports programs aligned with DepEd's holistic learner development goals.

3. The following are details of the training:

Participants	Number of Pax/slots per Division	
	Province Division	25 pax
City Division	20 pax	
Total Number of Participants	305	
Participant Requirements	<ul style="list-style-type: none"> • Authority to Travel • Medical Certificate (stating that he/she is medically and physically fit for the training) 	

4. The participants must present their medical certificates upon registration. They are expected to arrive at the venue on February 25 (first meal-breakfast) and depart on February 27 (last meal-afternoon snacks).



Address: DepEd Regional Office X, Zone 1, Upper Balulang, Cagayan de Oro City
Telephone No: (088) 881-3137
Email Address: region10@deped.gov.ph
Website: r10.deped.gov.ph

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Effectivity	1/22/24	Page	1 of 4



5. The participants include school heads and division focal persons/heads, resource speakers, selected secretariat, regional and divisional school sports focal persons, and divisional sports officers.
6. The list of resource speakers and participants per division, training matrix, and specific instructions will be issued separately.
7. The Schools Division Offices (SDOs) must submit their list of participants on or before January 23, using the attached template via email at essd.region10@deped.gov.ph.
8. Attached are the following enclosures for your reference:
 - Attachment No. 1: List of Committees
 - Attachment No. 2: Template for the list of participants
9. The participants' travel expenses for this activity shall be charged against local funds/MOOE while their food expenses are chargeable against 2025 PFSS Funds, subject to the usual government accounting and auditing rules and regulations.
10. For clarifications and coordination, please contact the following:

Office of the Chief

Education Support Services Division
 Third floor, DepEd RO-X Building, DepEd ROX Complex
 Zone 1, Upper Balulang, Cagayan de Oro City
 Telephone Number: 0916-659-0690
 Email Address: essd.region10@deped.gov.ph

11. This Office directs the immediate and wide dissemination of this Memorandum

DR. ARTURO B. BAYOCOT, CESO III
 Regional Director

rf

ATCH.: As stated
 To be indicated in the Perpetual Index
 under the following subjects:

ORIENTATION SPORTS WORKSHOPS

RE: Regional Orientation-Workshop of School Heads
 and Division Focal Persons on the Institutionalization of School Sports Clubs

ESSD_SPP/jet



Address: DepEd Regional Office X, Zone 1, Upper Balulang, Cagayan de Oro City
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 Website: r10.deped.gov.ph

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Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO

January 26, 2026

REGIONAL MEMORANDUM
No. _____, s. 2026

UPDATED REGIONAL MEMORANDUM NO. 049, S. 2026
(REGIONAL ORIENTATION-WORKSHOP OF SCHOOL HEADS AND DIVISION
FOCAL PERSONS ON THE INSTITUTIONALIZATION OF SCHOOL SPORTS CLUBS)

To: Schools Division Superintendents
All Others Concerned

- Regarding the Regional Memorandum No. 049, s. 2026 titled **Regional Orientation-Workshop of School Heads and Division Focal Persons on the Institutionalization of School Sports Club**, this Office hereby informs all concerned that the said training shall be conducted through a **four-cluster implementation scheme** to ensure efficient delivery, effective participation, and optimal utilization of resources. The venue of the said activity is at NEAP R10, Cagayan de Oro City.
- The clustering and schedules of Schools Division Offices is hereby identified as follows:

CLUSTER	SCHOOLS DIVISION OFFICE	SCHEDULE
1	El Salvador City Valencia City Oroquieta City Ozamiz City	February 16-17, 2026
2	Lanao del Norte Camiguin Tangub City	February 23-24, 2026
3	Misamis Oriental Misamis Occidental Iligan City	February 25-26, 2026
4	Cagayan de Oro City Bukidnon Malaybalay City Gingoog City	February 27-28, 2026

- All other provisions in the previous Memorandum shall remain in effect.
- Further, participants from the Cluster 4 shall be entitled to a Compensatory Time-Off (CTO)/COC/Service Credits for their services rendered on weekends during the conduct of Regional Orientation-Workshop of School Heads Division Focal Person on the Institutionalization of School Sports Club, in accordance with CSC/DBM Joint Circular No. 2, series of 2024,



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