



Republic of the Philippines  
Department of Education  
NEGROS ISLAND REGION

OCT 06 2025

REGIONAL MEMORANDUM  
No. \_\_\_\_ **452** s. 2025

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

To: Schools Division Superintendents  
All Others Concerned

1. Attached is Memorandum No. OM-OUOPS-2025-09-04947 from Hon. Malcolm S. Garma, Undersecretary for Governance and Operations, dated August 22, 2025, regarding the **Orientation-Workshop on the Institutionalization of School Sports Club on December 15-17, 2025 at Baguio Teachers Camp (BTC), Baguio City**. Below is the allocation of participants:

Region/Division	No. of Participants
• ESSD Chief	1
• Chiefs of the School Governance and Operations Division (SGOD)	21
• Provincial PFSS TA-I (Negros Oriental, Negros Occidental, and Siquijor)	3
• Public Schools District Supervisors	21
<b>TOTAL</b>	<b>46</b>

2. The participants shall register to this link: <https://forms.office.com/r/abHx0PwrXB> on or before **November 7, 2025**. For clarifications, contact Ma. Lira Cynthia B. Quejada at mobile number 09100156235 or email at [maliracynthia.quejada@deped.gov.ph](mailto:maliracynthia.quejada@deped.gov.ph).

3. Expenses incurred relative to the conduct of the training such as food accommodation, supplies and materials, shall be charged against FY2024 Physical Fitness and School Sports Continuing Funds while the travelling of the participants to local Funds, subject to the usual accounting and auditing rules and regulations.



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Republic of the Philippines  
**Department of Education**  
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4. Immediate dissemination of and compliance with this Memorandum are desired.

**RAMIR B. UYTICO EdD, CESO III**  
Regional Director

Encl.: None

Reference: Memorandum OM-OUOPS-2025-09-04947

To be indicated in the Perpetual Index  
under the following subjects:

PROGRAMS  
SCHOOLS  
SPORTS-CLUBS  
WORKSHOPS

MLCBQ/ESSD-RM/ PARTICIPATION IN THE CONDUCT OF ORIENTATION WORKSHOPS ON THE INSTITUTIONALIZATION  
OF SCHOOL SPORTS CLUB IN PUBLIC SCHOOLS  
/\_\_\_\_/October 3, 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**

**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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 2022-08-18

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 <b>Division Office</b> shall designate <b>two (2) participants</b>:</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 <b>Regional Office</b> shall designate <b>one (1) Education Support Services Division representative. The ESD Chief shall led the delegation and serve as the Head of Delegation.</b></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) of the School Sports Division shall participate.</b></p> <p><b>Mindanao</b></p> <p><b>5 Regional PFSS Focal (TA I) and 24 Provincial PFSS Focal (TA I) of the School Sports Division shall participate.</b></p>
Participants Requirements	<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**

<b>Regions</b>	<b>Number of Participants (Breakdown of Pax)</b>	<b>TOTAL</b>
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>	<b>35 PAX</b>
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>	<b>25 PAX</b>
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>	<b>51 PAX</b>
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>	<b>53 PAX</b>
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>	<b>21 PAX</b>

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



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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 <b>First Meal is breakfast</b></p>	<p><b>8:00am – 12:00nn</b> Preliminaries <b>Breakout Sessions (Round 1 &amp; 2)</b> <b>Station 1: Procedures</b> V. Procedures a. Frameworks b. Club Establishment c. Club Operations → <i>Output: Communication Plan</i> - Open Forum (Facilitators) <b>Station 2: Procedures</b> d. SSC Action Plan Development e. Fund Source f. SSC Implementers g. Safety &amp; Risk Management h. Health Services → <i>Output: Action Plan / SIP / MOOE</i> - Open Forum (Facilitators) <b>Station 3:</b> VI. Roles and Responsibilities VII. Monitoring and Evaluation → <i>Output: M&amp;E / Risk Management</i> Open Forum (Facilitators)</p>	<p><b>8:00am – 12:00nn</b></p> <p><b>Presentation of Outputs</b> from each breakout session (Groups 1–3)</p>
<b>12:00 -1:00PM (LUNCH)</b>	<b>12:00 -1:00PM (LUNCH)</b>	<b>12:00 -1:00PM (LUNCH)</b>
<p>1:00pm – 5:00pm</p> <p><b>OPENING PROGRAM</b> 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 <b>POLICY ON THE INSTITUTIONALIZATION OF THE SCHOOL SPORTS CLUB</b></p> <p>I. Rationale II. Scope III. Definition of terms IV. Policy Statement</p>	<p>1:00pm – 5:00pm</p> <p>Preliminaries</p> <p><b>Breakout Sessions (Round 3)</b> (Participants rotate to complete remaining topics)</p> <p><b>WORKSHOP : Action Plan Development</b></p>	<p>1:00pm – 5:00pm</p> <p><b>Plenary &amp; Closing</b> - Ways Forward</p> <p><b>Closing Ceremony</b></p> <p><b>Last Meal: Dinner</b></p>