



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

REGIONAL MEMORANDUM

No. 738, s. 2026

JUL 15 2026

**INVITATION AND REQUEST FOR REPRESENTATIVES FROM THE FIELD OFFICES FOR
THE FINALIZATION OF THE SCHOOL SPORTS CLUB (SSC) OPERATIONS MANUAL**

To: Schools Division Superintendents of Bacolod City and Victorias City.
All Others Concerned

1. This Office, through the Education Support Services Division (ESSD), from the Department of Education- Office of the Undersecretary for Governance and Operations, disseminates Memorandum OM-OUOPS-2026-09-2039, s. 2026 dated May 11, 2026 titled **"Invitation and Request for Representative from the Field Offices for the Finalization of the School Sports Club (SSC) Operations Manual,"** which is self- explanatory.

2. Anent this, The following are the identified participants:

NAME	DESIGNATION	DIVISION
Eden Ariola	Education Program Supervisor	SDO-Bacolod City
Roger Z. Rochar	OIC-Assistant Schools Division Superintendent	SDO-Victorias City

3. Travel expenses and other incidental expenses, shall be charged against local funds subject to the usual government accounting and auditing rules and regulations.

4. Immediate dissemination of and compliance with this Memorandum are desired.


RAMIR B. UYTICO EdD, CESO III
Regional Director

Encl.: As stated

Reference: As Stated

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

SPORTS

PROGRAMS

JV/ESSD/ Invitation and Request for Representatives from the Field Offices for the Finalization of the School Sports Club (Ssc) Operations Manual ____/July 13, 2026



Address: Batinguel, Dumaguete City, 6200
Telephone Nos:
Email Address: nir@deped.gov.ph
Website: <https://tinyurl.com/nir-gov-ph>



Republika ng Pilipinas
Department of Education
BUREAU OF LEARNER SUPPORT SERVICES

Office of the Director

ADVISORY
July 02, 2026

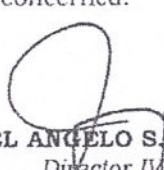
This has reference to Memorandum OM-OUOPS-2026-09-2039 issued on May 11, 2026, by the Office of the Undersecretary for Governance and Operations in relation to the Finalization of the School Sports Club (SSC) Operations Manual scheduled on June 29 - July 2, 2026 to be held in Cebu City.

The Bureau of Learner Support Services - School Sports Division hereby informs all concerned of the following:

1. The exact date and venue of the Finalization of the School Sports Club (SSC) Operations Manual is on July 20-23, 2026 at **NEAP Region II, Tuguegarao City**.
2. School Sports Division Personnel and invited participants from Central Office and field offices will have their check-in on **July 20, Monday at 02:00 pm** while checkout is on **July 23, 2026, at 12:00nn**. The first meal to be served is *lunch* of June 20 and the last meal is *A.M snacks* of June 23.
3. Travel expenses of the BLSS-SSD Management, participants, and resource persons shall be charged against the 2025 Physical Fitness and School Sports (PFSS) continuing funds subject to the usual accounting and auditing rules and regulations.
4. Attached is the updated program matrix for the Finalization of the School Sports Club (SSC) Operations Manual.

For queries and concerns, please contact the BLSS-SSD through email at blss.ssd@deped.gov.ph

For information and guidance of all concerned.


Dr. MIGUEL ANGELO S. MANTARING
Director IV
Bureau of Learner Support Services



Republika ng Pilipinas
Department of Education
OFFICE OF THE UNDERSECRETARY FOR GOVERNANCE AND OPERATIONS

MEMORANDUM

OM-OUOPS-2026- 09 - 2039

**FOR : Regional Directors
Regional Sports Officers
Schools Division Superintendents
School Head
All Others Concerned**

FROM : MALCOLM S. GARMA
Undersecretary for Governance and Operations

**SUBJECT : INVITATION AND REQUEST FOR REPRESENTATIVES FROM
THE FIELD OFFICES FOR THE FINALIZATION OF THE
SCHOOL SPORTS CLUB (SSC) OPERATIONS MANUAL**

DATE : May 11, 2026

Through the issuance of DepEd Order No. 22, s. 2025 titled "Policy Guidelines on the Institutionalization of the School Sports Club (SSC) in Public Schools", the Department of Education (DepEd) recognizes the necessity of promoting learners' holistic development by providing a structured avenue for more active and accessible sports participation among all types of learners.

To complement the objectives of the SSC Program, the Bureau of Learner Support Services – School Sports Division (BLSS-SSD) shall conduct the **Finalization of the SSC Operations Manual**, which aims to develop the operations manual for the School Sports Club. The Manual of Operations for the SSC shall guide the SSC implementers and members in its implementation by providing comprehensive guidelines on the SSC's establishment, operations, management, recognition, financing, and monitoring and evaluation.

The issuance of the SSC Operations Manual shall ensure the standard implementation of the frameworks, guiding principles, and operational procedures of the School Sports Club program. It shall serve as a reference for SSC activities and further issuances. Moreover, the comprehensive guidelines will guide beyond SSC institutionalization towards strengthened and sustainable school sports development programs, allowing for more inclusive and active participation, capacitated implementers, consistent funding, responsive facilities and equipment, and reliable safety measures.

As follows are the details of the Validation of the Manual of Operations for the School Sports Club:

Activity	Date	Venue
Finalization of the School Sports Club (SSC) Operations Manual	June 29-July 2, 2026	Ecotech Cebu, Cebu City

In this regard, the BLSS—SSD requests the attendance of the identified participants listed in **Annex A** during the four-day (4) activity to promote productive and comprehensive workshop sessions and output. The Program of Activities is outlined in **Annex B** for reference.

Expenses relative to the attendance for the Finalization of the School Sports Club (SSC) Operations Manual of the BLSS-SSD management staff, resource persons, and participants, such as board and lodging and travel expenses, shall be charged against the FY 2025 Physical Fitness and School Sports (PFSS) Continuing Funds, subject to the usual government accounting and auditing rules and regulations.

For more information, all concerned may contact the Bureau of Learner Support Services- School Sports Division at telephone number 02 (8632-0260) or through email address blss.ssd@deped.gov.ph

BLSS-School Sports Division/Policy Unit

Annex A
Field Offices

	NAME	DESIGNATION	REGION	DIVISION/SCHOOL
1.	Selma S. Tibon	Education Program Supervisor	CARAGA	Regional Office
2.	Maria Cristina Baroso	PDO V	V	Regional Office
3.	Romulo Ancheta	SGOD Chief	II	SDO- Nueva Viscaya
4.	Mark Anthony Artis	Education Program Supervisor	II	SDO Cagayan
5	Annaliza Fernandez	Education Program Supervisor	IV-A	SDO- Cavite City
6.	Ryan Bantiding	Education Program Supervisor	I	Regional Office
7.	Ariel Villar	Public Schools District Supervisor	NCR	
8.	Marife Paderes	School Head	IV-B	SDO – Oriental Mindoro
9.	Joel Baggay	Public Schools Division Superintendent	NCR	SDO - Caloocan
10.	Ross Chito Palo	Public Schools Division Superintendent	XI	SDO- Tagum City
11.	Eden Ariola	Education Program Supervisor	NIR	SDO – Bacolod City
12.	Rufino Arellano	Division Sports Officer	V	SDO – Masbate Province
13.	Joey Jader	Division Sports Officer	IV-A	SDO – Lucena City
14.	Joseph Tito Ocampo	School Head	IV-A	SDO - Cavite
15.	Carmelita Fajardo	School Head	I	SDO – La Union
16	Geus D. Declaro	School Head	IV-A	SDO - Quezon
17.	Whitney A. Dawayen	School Head	CAR	SDO- Baguio City
18	Erlinda Amparo	School Head	NCR	SDO – Quezon City
19.	Jay-Ar Catabona	School Head	III	SDO – Nueva Ecija
20	Erwin D. Marasigan	School Head	IV-A	SDO Batangas Province
21.	Virgil F. Reyes	School Head	II	SDO – Isabela

22.	Jose P. Doria	Head Teacher V	II	SDO- Ilagan City
23	Gemma De Castro	Head Teacher III	III	SDO- Pampanga
24.	Franz Marion P. Mogol	PFSS TA-I	IV-B	SDO – Oriental Mindoro
25.	Jerald Angelo Salinas	PFSS TA-I	II	Regional Office

Field Resource Persons/ Facilitators

	NAME	DESIGNATION	REGION/OFFICE
26.	Domingo L. Laud, CESO VI	Assistant Schools Division Superintendent	SDO – San Carlos, Pangasinan
27.	Roger Z. Rochar	Assistant Schools Division Superintendent	SDO – Victorias City, NIR



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Annex B

Indicative Program of Activities

The Finalization of the School Sports Club (SSC) Operations Manual will be a three (3) day engagement that consists of the following activities:

Day 0: July 20, 2026		
Time	Activity	Lead/Responsible
8:00 – 12:00 nn	Travel to the Venue	
12:00 nn – 1:00 pm	<i>First Meal is Lunch</i>	
1:00 – 2:00 pm	Check-In and Registration	BLSS-SSD TWG
2:00 – 3:00 pm	Opening Program: • Prayer • National Anthem • Welcome Messages • Acknowledgement of Participants • Program Overview • House Rules • Photo Op	BLSS-SSD TWG
3:00 – 4:00 pm	Input Session • Briefer/Presentation of DepEd Order No. 22 s.2025 • Rules of Procedure and the Parliamentary Process	BLSS-SSD TWG Resource Person
4:00 – 6:00 pm	Plenary Session 1: • Call to Order • Verification of Quorum • Adoption of ROP • Election of Plenary Officers • Election of Committee Chairs • Oath-taking of Elected Officers • First Reading (Referral of Draft SSC OM to Committees)	Plenary Officers
6:00 – 7:00 pm	<i>Dinner</i>	
Day 1: July 21, 2026		
Time	Activity	Lead/Responsible
8:00 – 08:30 am	<i>Preliminaries</i>	BLSS-SSD TWG

08:30 am – 12:00 nn	Committee Session 1: - Election of Committee Officers - Review of Assigned Provisions - Review of Assigned Framework/Output/Annex	Committees
12:00 nn – 1:00 pm	<i>Lunch</i>	
1:00 – 3:00 pm	<i>Continuation of Committee Session 1:</i> - Inter-Committee Resource Consultations - Submission of Committee Session Minutes - Voting and Adoption of Committee Reports	Committees
3:00 – 6:00 pm	Plenary Deliberation – Second Reading (Part 1): Committee on Governance and Operations - Sponsorship - Interpellation Committee on Inclusion and Participation - Sponsorship - Interpellation	Plenary Officers Committees
6:00 – 7:00 pm	<i>Dinner</i>	
7:00 pm onwards	<i>Fellowship/Socials</i>	
Day 2: July 22, 2026		
Time	Activity	Lead/Responsible
8:00 – 8:30 am	<i>Preliminaries</i>	BLSS-SSD TWG
8:30 am – 10 am	Plenary Deliberation – Second Reading (Part 2): Committee on Monitoring and Evaluation - Sponsorship - Interpellation	Plenary Officers Committees
10 am – 12 nn	Committee Session 2: Submission of Amendment Forms	Committees
12:00 nn – 1:00 pm	<i>Lunch</i>	
1:00 – 6:00 pm	Plenary Deliberation – Third Reading: Committee on Governance and Operations - Period of Amendments - Voting on Amendments	Plenary Officers Committees

	Committee on Inclusion and Participation • Period of Amendments • Voting on Amendments Committee on Monitoring and Evaluation • Period of Amendments • Voting on Amendments	
6:00 – 7: 00pm	Dinner	
Day 3: July 23, 2026		
Time	Activity	Lead/Responsible
8:30 – 10:00 am	<i>Closing Program</i> • Impressions • Awarding of Certificates • Closing Remarks • Ways Forward	BLSS-SSD TWG
10:00 am onwards	Homebound/ <i>Last meal is am snacks</i>	



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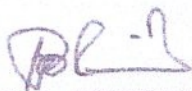
JUL 14 2026

OFFICE MEMORANDUM
ORD- OARD-BAC-2026-004

**ORIENTATION-WORKSHOP ON PROCUREMENT PROCESSES,
SALIENT PROVISIONS OF REPUBLIC ACT NO. 12009, AND
WORK AND FINANCIAL PLAN (WFP) PMIS ENCODING**

To: Assistant Regional Director
Chief Education Supervisors/Chief Administrative Officers
All Others Concerned

1. This Office will conduct an Orientation on Procurement Processes, Salient Provisions of Republic Act No. 12009, Preparation of the Project Procurement Management Plan (PPMP), Updating of Procurement Supporting Documents and Attachments, and Work and Financial Plan (WFP) PMIS Encoding on July 16, 2026, from 8:00 AM to 5:00 PM, at the Cyberzone, Schools Division Office of Dumaguete City.
2. The activity aims to enhance the capacity of Regional Office personnel involved in procurement planning, documentation, and PMIS encoding to ensure compliance with government procurement policies and support the efficient implementation of programs, projects, and activities.
3. The list of the participants to this activity is hereby attached as Annex A.
4. Immediate dissemination of and compliance with this Memorandum are desired.


RAMIR B. UYTICO EdD, CESO III
Regional Director

**List of Participants to the Orientation-Workshop on
Procurement Processes, Salient Provisions of Republic Act No. 12009,
and Work and Financial Plan (WFP) PMIS Encoding
July 16, 2026**

Assistant Regional Director/Bids and Awards Committee Chair	Anthony H. Liobet JD, CESO V	1
Head of the BAC Secretariat	Mayleen V. Fariñas	1
Members of the BAC Secretariat	Tyron Vincent A. Trofeo Roy D. Villacorte Ma. Melanie P. Romero Ma. Jamaica G. Patigas	4
Chief Education Supervisors/ Chief Administrative Officers/ Unit Heads	ESSD: Ma. Lira Cynthia B. Quejada FTAD: Sol Grace O. Timola QAD: Melvin M. Niñal PPRD: Serafin G. Fariñas III HRDD: Katherine Y. Sedillo AD: Romeo S. Sanchez Jr. Finance: Ma. Jennifer P. Piodos ORD: Nathaniel Lajot Jr.	8 <i>Rodney Zamora Marlon Bungcasan</i>
Functional Division Personnel (for BAC Orientation)	CLMD: Rose Mae Sobrepeña HRDD: Angelita Caballo ESSD: Felix III Mosqueda ORD: Abigail Bungcasan Finance: Manuel Sayson Jr. QAD: Ednel Matula AD: Atty. Jasper Tadeo Tuala PPRD: Glenn Ravillo	8
Functional Division Personnel in charge of PMIS encoding and monitoring	CLMD: Nonito Guanzon, Michael Gudio HRDD: Bebe Gentilezo, Zegric Laguda ESSD: Engr. Reb Liobet, Shanon Mondoñedo Finance: Alleah Joy Geduriagao QAD: Maricar Domicillo PPRD: Michelle Ozoa	9
Administrative Officer V – Asset Management	Adorni G. Sanchez	1