



Republic of the Philippines  
Department of Education  
Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**  
Banica, Roxas City



Telefax No. (036) 6210-974/ Tel. No. (036) 6216-118

November 20, 2019

Division Memorandum  
No. 271s. 2109

### SCHOOL BASED TRAINING OF CAPIZ DIVISION DELEGATION FOR THE 2019 PROVINCIAL MEET

**TO: PUBLIC SCHOOLS DISTRICT SUPERVISOR  
OFFICER-IN-CHARGE OF THE DISTRICT  
PUBLIC SECONDARY AND INTERGRATED SCHOOLS HEADS**

1. The Schools Division of Capiz will be participating to the 2019 Capiz Provincial Meet on December 10-12, 2019 at Villareal Stadium, Roxas City and other specified venues.
2. In preparation for this sports competition, winning events during the Capiz Division Meet will have their school based training for fifteen (15) days starting November 25 to December 8, 2019. Selected athletes per event will have their training in the school of the winning coach and the school head as the training manager.
3. The school head of the host school will see to it that the safety of the athletes during the duration of the training is of utmost concern.
4. To lessen the burden of expenses of the winning school, winning coaches, assistant coaches, chaperons and schools heads met last November 12, 2019 and agreed on the following:
  - a. Schools with winning athletes will shoulder the expenses of their athletes enumerated below in the duration of the training chargeable against the MOOE of the school:

3 Meals @ 40.00 per meal =	120.00
2 Snacks @ 15.00 per snack =	<u>30.00</u>
<b>TOTAL</b>	<b>150.00</b>

Transportation – Actual travel expenses
  - b. Certificate of Recognition will be given to coaches and his school head for the invaluable services rendered.
  - c. Coaches and his school head will be given compensatory leave credits for the services rendered during Saturdays, Sundays and Holidays in the duration of the training duly certified by the school head as to its correctness.
5. Immediate dissemination of this memorandum is desired.

For the Schools Division Superintendent:

  
**ATTY. JOSEPH A. ITURRALDE**  
Attorney III

In-Charge of the Division