



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

November 22, 2024

DIVISION MEMORANDUM  
NO. **751** S. 2024

**UPGRADING OF COMPETENCIES OF OFFICIATING OFFICIALS AND ACCREDITATION OF WINNING COACHES OF UNIT DELEGATIONS IN DIFFERENT SPORTS EVENTS**

**To: OIC, Office of the Assistant Schools Division Superintendent**  
**Chief, Curriculum Implementation Division**  
**OIC Chief, School Governance and Operations Division**  
**Education Program Supervisors**  
**Public Schools District Supervisors**  
**Heads of Public and Elementary, Secondary, and Integrated Schools**

1. Relative to Division Memorandum No. 516 s. 2024, titled "Capiz Division Meet for the School Year 2024-2025", this office will conduct the Upgrading of Competencies of Officiating Officials and Accreditation of Winning Coaches and Assistant Coaches in Different Sports Events. The training will be held at Capiz NHS Covered Court and Villareal Stadium, Roxas City on **November 30 to December 1, 2024**.
2. This activity aims to:
  - A. enhance the skills of the officiating officials and train new one to replace those who has health issues;
  - B. accredit coaches' level of coaching skills and update them on the current trends in sports coaching and officiating; and
  - C. improve the participants' awareness in understanding the role of sports in nation-building.
3. The participants in this activity are **winning coaches and assistant coaches of every unit delegation and officiating officials of every event**. They must be physically fit to undergo strenuous activities and are required to present their medical certificate, bring their sports equipment, and present certification/recommendation from the Public Schools District Supervisor/school head that they served/participated in the lower-level sports competitions. Participants are also expected to bring their external storage device/flash disk for the copy of the topic discussed and be in their comfortable and appropriate sports attire.
4. Theoretical lectures on officiating, coaching, practical application as well as written and practical examinations will be given to determine the competence of the




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participants. Resource speakers are the tournament managers/invited experts of the respective sports events.

5. Participants involved in the series of sports activities are entitled to service credits per DepEd Order No. 013, s. 2024 titled Revised Guidelines on the Grant of Vacation Service Credits for Teachers. On the other hand, Non-Teaching personnel including the management staff shall be provided with compensatory time off (CTO) as per the Civil Service Commission (CCC) and Department of Budget and Management (DBM) joint Circular No. 2, s. 2004 on non-monetary remuneration for overtime service rendered.
6. Attached is Enclosure A - Training Matrix, and Enclosure B – Training Management
7. Registration is free. Participants are advised to bring packed snacks and lunch.
8. Expenses incurred for the conduct of this activity are chargeable against the SEF funds while travel and other incidental expenses of the resource persons, facilitators, demonstrators, and participants are chargeable against school MOOE funds subject to the usual accounting and auditing rules and regulations.
9. Immediate dissemination of this Memorandum is desired.

  
**MIGUEL MAC D. APOSIN EdD, CESO V**  
Schools Division Superintendent

Encl.: As stated  
Reference: As stated  
To be indicated in the Perpetual Index  
under the following subject:

PARTNERSHIPS  
PROGRAMS  
PROJECTS  
CONFERENCES  
SPORTS



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**Enclosure A - TRAINING MATRIX:**

DATE/TIME	TOPIC/ACTIVITY	FACILITATOR
<b>DAY 1 – Nov. 30, 2024</b>		
7:30 – 8:00 AM	Registration	Mr. Jefferson S. Cabag OIC Head MAPEH Department and Training Managers
8:00 – 8:30 AM 8:30 – 9:00 AM	Opening Program Groupings, Orientation, Expectations, and Pre-Test.	Capiz NHS MAPEH Department/SPA Event Training Manager/Resource Persons
9:00 – 12:00 NN	Updated Policies & Guidelines in the Conduct of Sports Competition. Sports Equipment & Facilities Orientation on the use of the Performance Appraisal System Tool	Event Training Manager
1:00 – 2:30 PM	Latest Competition Rules/Event	Event Training Manager
2:30 – 5:00 PM	Role of Coaches during training and conduct of sports meet Scientific Coaching & Techniques Formulation of Training Design	Event Training Manager/Resource Person
<b>DAY 2 – Dec. 1, 2024</b>		
7:30 – 9:30 AM	Physical Fitness Test/Event	Event Training Manager/Resource Person
9:30 – 11:30 AM	Theory and Principles of Officiating/Event. Code of Ethics as Coach/Officials during the Game	Event Training Manager/Resource Person
1:00 – 4:00 PM	Formulation of Ground Rules/Event Practicum/Application Performance Appraisal	Event Training Manager/Resource Person
4:00 – 5:00PM	Finalization of the Officiating Officials Closing Program per event.	Event Training Manager/Resource Person

**Enclosure B – Training Management:**

Over-all Training Director: Miguel Mac D. Aposin EdD. CESO V – SDS  
Asst. Over-all Training Director: Luz U. Banson EdD, CESE - ASDS  
Consultants: Segundina F. Dollete EdD. - Chief CID & Edna Azcarrag PhD.–OIC, Chief SGOD  
Training Director: Ronie C. Reteracion – EPS MAPEH/Division Sports Officer  
Secretariat: Chairperson–Dr. Rosemarie Osan, Asst. Chairperson - Dorislyn T. Bellosillo,  
Members: Felino Base, Christel Base, Elvie Kilayco, Kenneth Client A. Ortiz, and Emilio  
Fer G. Villa  
Monitoring and Evaluation: Ronald Dile SEPS- M&E

**Training Managers/Resource Persons:**

EVENT	RESOURCE PERSON	TRAINING MANAGER
1. Amis	Mr. Junard Ricardo	Mr. Oldie Olano
2. Athletics	Mr. Ernesto Albason	Mr. Francis Iglesia
3. Badminton	Mrs. Sharon Carillo & Karen Lyn Berry	Mr. Felicito Bocala
4. Baseball	Mr. Richard Ledesma	Mr. Menard Abarra
5. Basketball (Regular & 3x3)	Mr. Chovyl Gloria & Mr. Erwin Buni	Mr. Arnel Gervero
6. Billiards	Mr. Jefferson Cabag	Mr. Jefferson Cabag
7. Boxing	Mr. Efren F. Frofunga, Mr. Charlie B. Begas & Mr. Mark Belloga	Mr. Arnulfo S. Ladiet
8. Chess	Mr. Nicanor Osan	Mr. Nicanor Osan
9. Dancesports	Ginnud Bartolo, Carla Lago, Melson Camo, Maria Jo-ann Descalsota, Jeremy Lacerdo, John Alber Sorolla & Jean Hariet Espinosa	Mrs. Rosebelle Baldostamon



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10. Football	Mr. Glenn Barrientos	Mr. Gilbert Dela Torre
11. Futsal	Mr. Jonnifer Almeida	Mr. Art Silva
12. Paralympics	Mrs. Maricel Macatangay	Mrs. Maricel Macatangay
13. Pencak Silat	Mr. Carlito Alsagon	Mr. Carlito Alsagon
14. Sepak Takraw Sec. & Jr.	Mr. Rompy Insular & Mr. Danilo Dasal	Mr. Rompy Insular & Mr. Danilo Dasal
15. Softball	Ms. Jey Ann Lopez	Mr. Menard Abarra
16. Swimming	Mr. Alberto Victoriano & Julie Ann Gepolongca	Mr. Leony Veedor
17. Table Tennis	Mr. Jesse Laurence Ponsaran	Mr. Reynaldo Palangre
18. Taekwondo	Mrs. Mahalia Paz Ho	Mr. Terrence Honrado
19. Tennis	Mr. Mario Valenzuela, Mrs. Trixie Marcelo	Mrs. Trixie Marcelo Mr. Mario Valenzuela
20. Volleyball	Dr. Juvy Palangre, Mr. Michael Humpay & Mr. Apolio J. Luz	Mr. Rey Andrada & Mr. Ernie Hilasgue
21. Wushu	Mr. Albino Matiling	Mr. Christopher Lensig

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