



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

1 2 NOV 2025

DIVISION MEMORANDUM

No. **606** s. 2025

**ORIENTATION WORKSHOP FOR SPORTS DEVELOPMENT PLANNING
COMMITTEES**

To: Assistant Schools Division Superintendent
Chief Education Supervisor (CES)/OIC-CES
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned

1. In line with the continuous efforts of the Division to strengthen sports programs and enhance community engagement, an **Orientation Workshop for Sports Development Planning Committees** will be conducted on December 3, 2025. Venue will be announced later.
2. The workshop aims to:
 - a. equip all committee members with the necessary knowledge, tools, and frameworks to develop comprehensive and actionable sports development plans;
 - b. foster a shared understanding of roles and responsibilities within the committees;
 - c. provide participants with an overview of the current sports development initiatives, highlight key objectives and targets of the project; and,
 - d. enable different committees to identify priority areas and draft actionable strategies ensuring sustainability and maximizing community participation.
3. Participants to this orientation workshop are the members of the different Project Planning Committees and Technical Working Group. Attached are the Orientation Workshop Matrix and Composition of the Different Project Planning Committees and Planning Template as Enclosures 1,2 and 3, respectively.
4. The different Project Planning Committees are expected to have a **prework activity** using the attached Planning Template to facilitate the identification of priority programs, target beneficiaries, key strategies, and resources needed. This pre-work will enable committee members to come prepared with preliminary ideas and data which will serve as the basis for more focused discussions and collaborative planning during the workshop.



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5. Expenses relative to the conduct of this activity shall be chargeable against Division MOOE fund, subject to the usual accounting and auditing rules and regulations.
6. Immediate dissemination of and compliance with this Memorandum are desired.

ROEL F. BERMEJO
Schools Division Superintendent

Enclosure: As Stated
Reference: As Stated

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

SCHOOLS

MONITORING

FACILITIES

REPAIR



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Enclosure No. 1

Project Planning Committees:

Pillar 1: Infrastructure Optimization	Chairperson	Ronie C. Reteracion
	Members	1. Joselito Arevalo 2. Abner Damsani 3. Dexter Ferasol 4. Ruel Carillo
	Adviser	Zaldy B. Caalam
Pillar 2: Talent Development	Chairperson	Mamerto Eusebio
	Members	1. Nilo Jarce 2. Marcelo Alayon 3. Napoleon Protasio 4. Noel Luna
	Adviser	Dr. Reynaldo D. Azcarraga
Pillar 3: Inclusive Sports Programming	Chairperson	Phincy Rene P. Obligar
	Members	1. Reynaldo Nam-ay 2. Jayson Mendoza 3. Manny Dorado 4. Roy Estorque 5. Emmanuel Cuñada
	Adviser	Dr. Fe D. Bañez
Pillar 4: Recognition and Incentives	Chairperson	Jefferson Cabag
	Members	1. Neil Fabayos 2. Arniel Batacandolo 3. Sergio Baranda 4. Irvin Felarca 5. Lester Olilang
	Adviser	Dr. Lalaine Delos Santos



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Pillar 5: Psychosocial Support	Chairperson	Dr. Joy Arnold T. Lejos
	Members	1. Jhean Mae Grace Lingco 2. Candelaria Talabucon 3. Alan Vincent Altamia 4. Glenda Marie Botin
	Adviser	Dr. Judith P. Tu
Pillar 6: Governance and Policy	Chairperson	Romar S. Jaravelo
	Members	1. Yzarda Claudette Ballera 2. Ann Marie Villamor 3. Ronald Dile 4. Ralph Quejada
	Adviser	Dr. Edna B. Azcarraga

TWG on Sports Information System (SIS)	Chairperson	Emmanuel Lati
	Members	1. Vincent Lausa 2. Erden Gentolea 3. Geneboy Amador 4. Edwin Salanatin
Sports Development Program	Focal	Romar S. Jaravelo
	Alternate	1. Yzarda Claudette Ballera 2. Ralph Quejada



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Enclosure No. 2

**ORIENTATION WORKSHOP ON DIVISION SPORTS DEVELOPMENT
PLAN PROJECT PLANNING TEAM**

TRAINING MATRIX

December 3, 2025

Time	Topics/Activities	Person In-charge/Resource Person
7:30-8:30	Arrival/Registration	Secretariat
8:30-9:00	Preliminary Activities	Secretariat
9:00-12:00	Orientation on the Division Sports Development Plan	Roel Bermejo/ Edna Azcarraga
12:00- 1:00	LUNCH BREAK	
1:00- 2:30	Collaborative Workshop on Actionable Plans for DSDP per Pillar by committee	Roel Bermejo/ Edna Azcarraga
2:30-4:30	Presentation of Actionable Plans for DSDP by Committee	By Committee Chair Person
4:30-5:00	Ways Forward	Edna Azcarraga



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Enclosure No. 3

PROJECT PLANNING TEMPLATE

Division Sports Development Plan

Project Planning Team: Pillar _____

Committee Team Members and Adviser:

Chairperson:

Members:

Adviser:

A. Action Plan

Objectives	Priority Activities/Strategies	Responsible person (s)	Timeline	Target Beneficiaries	Resources Needed	Estimated Budget	Success Indicator/Remarks

B. RISK ASSESSMENTS/CHALLENGES

C. MONITORING AND EVALUATION