



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

02 DEC 2025

DIVISION MEMORANDUM

No. 645, s. 2025

ORGANIZATION OF THE CAPIZ SCHOOLS SPORTS COUNCIL

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 recognition of the vital role of sports in promoting holistic learner development, discipline, and school-community engagement, the Schools Division of Capiz hereby constitutes the **Capiz Schools Sports Council**. The Council is tasked to oversee, plan, implement, and monitor all division-wide sports programs, competitions, and initiatives, ensuring alignment with DepEd policies, division priorities, and the welfare of learners.
2. The Capiz Sports Council aims to:
 - a. provide strategic leadership and policy guidance in the management of sports programs;
 - b. promote physical, social, and emotional development of learners through sports;
 - c. ensure the welfare, safety, and rights of all participants in sports activities;
 - d. strengthen collaboration among schools, districts, and community stakeholders; and
 - e. encourage excellence, sportsmanship, and values formation among learners and personnel.

3. Organization Structure:

Position	Designation / Role
Chairman	Schools Division Superintendent
Vice Chairman	Assistant Schools Division Superintendent
Members	<ul style="list-style-type: none">▪ School Governance and Operations Division Chief▪ Curriculum Implementation Division Chief▪ Public Schools District Supervisors▪ Division Sports Officer



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

	<ul style="list-style-type: none">▪ Capiz Division Association of Secondary Schools Association (CADASSA) President▪ Philippine Elementary School Principals Association (PESPA) President▪ Capiz Division Private Schools Athletic Association (CADPRISAA) President
Secretariat	<ul style="list-style-type: none">▪ YF – Learners’ Rights and Protection Officer (YF–LRPO)▪ Youth Formation – Information Officer (YF–IO)▪ Designated Secretariat Representatives

4. The Term of Reference (TOR) for each position outlines their specific duties, responsibilities, and functions in relation to the planning, implementation, coordination, monitoring, and evaluation of sports programs and activities. These TORs are attached as **Annex A** to this memorandum.
5. The Council shall meet regularly at least once per quarter or as needed. All members are required to submit periodic reports, updates, and documentation as stipulated in their TORs. The Secretariat shall manage documentation, communication, and administrative support for the Council.
6. Immediate dissemination and compliance of this Memorandum are desired.

ROEL F. BERMEJO
Schools Division Superintendent

Incl: None
Reference: None



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

ORGANIZATION OF THE CAPIZ SPORTS COUNCIL

RATIONALE

The Schools Division of Capiz recognizes the essential role of sports in promoting holistic learner development, fostering discipline, strengthening school-community collaboration, and enhancing physical, emotional, and social well-being. To ensure the effective planning, implementation, coordination, and monitoring of sports programs, competitions, and related activities, the Capiz Sports Council is hereby constituted.

This Council serves as the primary body responsible for providing strategic leadership, operational guidance, inter-unit collaboration, and policy oversight in all sports development initiatives. It ensures that sports programs across districts and schools are aligned with DepEd policies, Division strategic directions, and local development priorities. Through shared leadership and coordinated action, the Council aims to cultivate a culture of sports excellence, teamwork, integrity, and fair play among Capiznon learners.

ORGANIZATIONAL STRUCTURE

Chairman: SCHOOLS DIVISION SUPERINTENDENT

Overall Role: Provides strategic leadership and policy direction for the entire Sports Council.

Specific Functions:

- Lead the formulation and approval of division-wide sports policies, guidelines, and development plans.
- Oversee the planning, implementation, and evaluation of all sports programs and activities.
- Ensure alignment of sports initiatives with DepEd mandates, division priorities, and local thrusts.
- Mobilize resources and partnerships with LGUs, NGOs, private institutions, and stakeholders.
- Approve division delegations, budget proposals, and strategic reports related to sports.
- Convene and preside over regular and special meetings of the Sports Council.



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

2. Vice - Chairperson: ASSISTANT SCHOOLS DIVISION SUPERINTENDENT

Overall Role: Supports and represents the Chairman; ensures operational coordination across units.

Specific Functions:

- Assist the Chairman in supervising sports-related programs and activities.
- Ensure cross-functional collaboration between SGOD, CID, PSDS, and District Sports Offices.
- Oversee the operational management of division sports events when delegated by the Chairman.
- Review and endorse sports-related documents, reports, and proposals for action of the Chairman.
- Lead coordination meetings and technical conferences in the absence of the Chairman.

3. SGOD Chief

Overall Role: Provides support on governance, operations, and resource generation for sports programs.

Specific Functions:

- Oversee logistics, resource mobilization, budgeting, and administrative requirements of sports events.
- Ensure proper documentation, monitoring, and evaluation (M&E) of sports activities.
- Coordinate with HR, Social Mobilization, finance, and other governance units for support requirements.
- Provide TA to districts on sports program implementation and compliance.
- Lead the development of partnerships to support sports and athletic development.

4. CID Chief

Overall Role: Ensures curriculum alignment and integration of sports programs with learner development.

Specific Functions:

- Supervise the instructional and training components of division sports programs.
- Ensure that sports training is aligned with curriculum standards, MAPEH competencies, and learner needs.
- Provide technical guidance to coaches, trainers, and sports coordinators.



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

- Oversee quality assurance of training modules, coaching strategies, and learner assessments.
- Coordinate with Subject Area Supervisors on MAPEH, health, and physical education concerns.

5. Public Schools District Supervisors (PSDSs)

District Offices
Districts of Cuartero and Dao
Districts of Dumarao and Dumalag
Districts of Sigma and Jamindan
Districts of Mambusao East and West
Districts of Tapaz East and West
Districts of Ivisan and Sapián
Districts of Panay, Pontevedra and Capiz NHS
Districts of Pres. Roxas and Pilar
Districts of Panitan and Maayon

Overall Role: Supervises district-level implementation of sports programs.

Specific Functions:

- Monitor and support the implementation of sports initiatives across schools in the district.
- Ensure compliance with division policies, schedules, and standards.
- Endorse district sports reports and consolidate school accomplishments.
- Provide technical assistance to District Sports Officers and coaches.
- Facilitate coordination with LGUs and community partners at the district level.

6. Division Sports Officer (DSO)

Overall Role:

Leads, coordinates, and manages the implementation of sports programs and activities at the division level to promote athletic excellence, learner development, and school-community engagement.

Specific Functions:

• **Planning & Implementation**

- Assist in the preparation and execution of division-wide sports programs, competitions, and tournaments.



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

- Coordinate schedules, venues, and logistics for sports events.
- Ensure activities align with DepEd policies, division priorities, and national sports standards.
- **Athlete & Team Management**
 - Monitor the performance, discipline, and welfare of athletes representing the division.
 - Assist in the selection and orientation of division teams for competitions.
 - Provide guidance and support to coaches and trainers.
- **Coordination & Collaboration**
 - Liaise with PSDS, District Sports Officers, schools, and stakeholders for smooth program implementation.
 - Coordinate with partner organizations, LGUs, and private sectors to enhance sports development initiatives.
- **Monitoring & Evaluation**
 - Track and document the progress and outcomes of sports programs.
 - Prepare reports, post-event summaries, and recommendations for improvement.
 - Ensure compliance with policies, safety standards, and learner welfare protocols.
- **Capacity Building & Support**
 - Facilitate trainings, orientations, and workshops for coaches, officials, and volunteers.
 - Promote values-based sportsmanship and learner-centered sports programs.

7. Capiz Division Association of Secondary Schools Association (CADASSA)
President

Overall Role

Represents secondary school sports administrators and supports policy coordination, advocacy, and implementation of sports programs at the secondary level.



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

Specific Functions

- Coordinate with secondary school athletic directors to ensure alignment in division sports initiatives.
- Support the formulation, review, and dissemination of sports policies and guidelines.
- Facilitate communication between the Sports Council and secondary school sports coordinators.
- Assist in identifying challenges and proposing solutions related to secondary sports programs.
- Provide technical support in organizing secondary-level sports competitions and events.
- Participate in planning, monitoring, and evaluating division-wide sports activities.
- Advocate learner-centered sports development and uphold safety and protection standards.

8. Philippine Elementary School Principals Association (PESPA) President

Overall Role

Represents elementary school sports administrators and supports policy coordination, advocacy, and implementation of sports programs at the elementary level.

Specific Functions

- Coordinate with elementary school athletic directors to ensure alignment in division sports initiatives.
- Support the formulation, review, and dissemination of sports policies and guidelines.
- Facilitate communication between the Sports Council and elementary school sports coordinators.
- Assist in identifying challenges and proposing solutions related to elementary sports programs.
- Provide technical support in organizing secondary-level sports competitions and events.
- Participate in planning, monitoring, and evaluating division-wide sports activities.
- Advocate learner-centered sports development and uphold safety and protection standards.



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

9. Capiz Division Private Schools Athletic Association (CADPRISAA) President

Overall Role

Represents private schools in Capiz and ensures collaboration, participation, and alignment with the division's sports programs.

Specific Functions

- Coordinate with private school sports heads to ensure active involvement in division sports activities.
- Bridge communication between the Sports Council and private educational institutions.
- Facilitate participation of private schools in division-wide competitions, training programs, and capacity-building initiatives.
- Assist in harmonizing sports policies, standards, and safety protocols across private and public schools.
- Support data gathering on athlete profiles, event participation, and competition results from private schools.
- Provide insights on challenges, opportunities, and innovations in private school sports development.
- Advocate safe, inclusive, and competitive sports engagement among private school learners.

10. Capiz Sports Council Secretariat

▪ Youth Formation – Learners' Rights and Protection Officer (YF-LRPO)

Overall Role:

The YF-LRPO ensures that all sports-related activities uphold learners' rights, safety, and well-being in accordance with DepEd Child Protection Policy and related issuances.

Specific Roles and Functions

1. Child Protection & Safety Compliance

- Ensure full adherence to DepEd Child Protection Policy (D.O. 40, s. 2012) during sports trainings, practices, tryouts, and competitions.
- Validate that sports venues, schedules, and activities follow learner-safety standards.



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

- Coordinate with Child Protection Committees (CPC) at school, district, and division levels to enforce child protection protocols.

2. Incident Reporting & Case Management

- Act as the primary focal person for receiving and documenting reports of bullying, harassment, abuse, discrimination, or misconduct involving learners.
- Ensure confidential, accurate, and timely endorsement of cases to appropriate authorities (CPC, PSDS, Division Legal Unit, Division Child Protection Coordinator).
- Maintain secure, confidential records of learner protection-related incidents.

3. Athlete Welfare & Support Systems

- Oversee implementation of health, safety, and protection protocols for all athletes.
- Facilitate learner orientations on rights-based participation, anti-bullying measures, and allowable conduct during sports events.
- Ensure availability of psychosocial support and first-level response during major competitions.
- Promote gender-responsiveness, inclusivity, and respect for learner diversity.

4. Capacity Building & Orientation

- Conduct or assist in training for coaches, trainers, officials, and volunteers on learner protection guidelines.
- Develop advocacy materials, safety reminders, and protection advisories for use in sports activities.
- Support Youth Formation sessions promoting respect, discipline, fairness, and integrity in sports.

5. Monitoring, Evaluation & Documentation

- Monitor compliance with protection standards during district and division sports events.
- Document observations, risk assessments, and issues related to learner safety.
- Prepare post-event protection reports including challenges encountered, actions taken, and recommendations.
- Participate in evaluation meetings to provide insights on learner protection concerns.



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

▪ **Youth Formation – Information Officer (YF-IO)**

Overall Role:

The YF-IO leads communication, documentation, and information dissemination for all sports-related activities, ensuring timely, accurate, and youth-centered information flow within and beyond the Division.

Specific Roles and Functions

1. Information Dissemination & Communication Management

- Prepare and release official announcements, schedules, advisories, and updates related to sports programs.
- Coordinate with School Information Coordinators, District Information Officers, and the Division Information Office to ensure unified messaging.
- Maintain consistent and clear communication channels for athletes, coaches, officials, parents, and the public.

2. Documentation of Sports Activities

- Lead the documentation of all district and division sports activities through photos, videos, reports, and write-ups.
- Ensure that documentation complies with learner protection, data privacy, and ethical standards.
- Organize digital archives of sports-related documentation for reference, reporting, and publication.

3. Media & Public Information Coordination

- Prepare press releases, feature stories, and social media content showcasing sports achievements, events highlights, and learner success stories.
- Coordinate media coverage during major sports events, ensuring accurate and positive representation of the Division.
- Serve as the communication link between SDO Capiz Sports Council and external partners or media organizations.

4. Support to Athlete and Youth Engagement

- Produce youth-friendly communication materials such as infographics, reminders, guidelines, and motivational content for athletes.
- Support Youth Formation initiatives that promote sportsmanship, discipline, and positive values.
- Amplify awareness on learner rights, safety protocols, and inclusive participation in sports.



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

5. Monitoring, Reporting & Post-Event Outputs

- Provide daily updates and information briefs during sports competitions.
- Prepare post-event documentation reports containing highlights, data, photos, and communication activities undertaken.
- Participate in evaluation meetings and present communication-related insights and recommendations.

▪ **Designated Secretariat Representatives**

Overall Role:

The Designated Secretariat Representatives serve as the administrative backbone of the SDO Capiz Sports Council, providing logistical, clerical, and coordination support to ensure the smooth implementation of all sports-related activities, meetings, and documentation requirements.

Specific Roles and Functions

1. Administrative and Clerical Support

- Prepare correspondence, meeting minutes, documentation files, and communication materials needed by the Council.
- Maintain organized records of resolutions, attendance, action points, and official documents.
- Facilitate the preparation and dissemination of memoranda, advisories, and official notices.

2. Event Coordination and Logistics Management

- Assist in the planning and coordination of meetings, orientations, workshops, and sports events.
- Support logistical arrangements such as venue booking, materials preparation, transportation coordination, and distribution of kits or supplies.
- Oversee registration, accreditation, and attendance procedures during events.

3. Communication and Information Flow

- Serve as the primary communication channel between committee heads, schools, districts, and partner offices regarding administrative concerns.
- Ensure timely relay of instructions, updates, and reminders to all sports committees and event participants.
- Coordinate closely with the YF-IO and Division Information Office for dissemination of public and internal information.



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

4. Documentation Support

- Assist in the preparation of reports, narrative documentation, monitoring tools, and event summaries.
- Maintain and update databases of athletes, coaches, officials, and staff participating in sports activities.
- Support data consolidation for evaluation, reporting, and future planning.

5. Monitoring and Follow-Through of Council Directives

- Track the status of action items assigned to committees and responsible units.
- Ensure timely submission of required reports, compliance documents, and updates from schools and districts.
- Elevate concerns or gaps in implementation to the Secretariat Head or Sports Council Chair.

6. Support to Learner Protection and Protocol Compliance

- Coordinate with the YF-LRPO and CPCs in disseminating safety protocols, protection policies, and incident reporting procedures.
- Ensure availability of required forms, guidelines, and orientation materials related to learner safety.