



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

02 SEP 2026

DIVISION MEMORANDUM

No. 403, s. 2026

**ELEVATING EXCELLENCE: EMPOWERING SPORTS OFFICIALS AND COACHES FOR
QUALITY SPORTS COMPETITIONS**

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

1. In relation to Division Memorandum No. 302, s. 2026 titled ***Division Guidelines on the School Sports Competitions for SY 2026-2027***, this Office shall conduct a 3-day live-out training on **Empowering Sports Coaches and Officiating Officials for Quality Sports Competitions** on **September 4-6, 2026**, from 8:00 AM to 5:00 PM, at **Capiz National High School** and other identified sports venues.

2. The activity aims to:

- 2.1. Enhance their knowledge and understanding of the updated rules, regulations, and technical guidelines of their respective sports.
- 2.2. Demonstrate appropriate coaching and officiating skills and standardized game mechanics through practical exercises and actual game simulations.
- 2.3. Strengthen their decision-making, communication, teamwork, and game-management skills in handling various competition situations.
- 2.4. Demonstrate professionalism, integrity, impartiality, and confidence in performing their officiating duties to ensure the smooth, fair, safe, and efficient conduct of sports competitions.

3. The participants in this activity are interested DepEd sports enthusiasts, teaching and non-teaching personnel, Sports Coordinators, Coaches, Trainers, and Sports Officials of every event. They must be physically fit to undergo strenuous activities and are required to present their accomplished PAR-Q, medical certificate, and endorsement from the school head/district supervisor that they are eligible to join the activity and have served in the lower level sports competitions. Participants are also expected to bring their necessary sports equipment and be in their comfortable and appropriate sports attire during practical sessions/examinations.



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4. Theoretical lectures on sports rules and regulations, officiating mechanics, technical procedures, and other relevant competition protocols, as well as written and practical examinations, shall be conducted to determine and assess the competence level of the participants. The Tournament Directors shall serve as the Training Managers, while the resource speakers shall be composed of accredited sports event officials and invited experts in the respective sports discipline.
5. Participants involved in this activity are entitled to service credits per DepEd Order No. 013, s. 2024 titled Revised Guidelines on the Grant of Vacation Service Credits to Teachers. On the other hand, non-teaching personnel including the management staff shall be provided with Compensatory Time Off (CTO) per Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. 2, s. 2004 on non-monetary remuneration for overtime service rendered.
6. It is also understood that in the conduct of this activity, there shall be no discrimination on account of school, gender, civil status, disability or other factors, and personal circumstances that may run counter to the principles of equal opportunity.
7. Attached is Enclosure No. 1- Matrix of Activities and Enclosure No.2 – Management of Training
8. Registration is free. Interested participants are advised to provide their own snacks and lunch.
9. This Memorandum serves as the Authority to Travel of all participants in connection with their attendance to the said training.
10. Travel and other operational expenses incurred in connection with the conduct of the activity may be charged against the Special Education Fund (SEF), School Maintenance and Other Operating Expenses (MOOE), and/or other available sources of funds, subject to fund availability, and to the usual accounting and auditing rules and regulations.
11. Wide dissemination of this Memorandum is desired.

ROEL F. BERMEJO
Schools Division Superintendent

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

PARTNERSHIPS, CONFERENCES,
PROGRAMS, PROJECTS, SPORTS



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Enclosure No. I to Division Memorandum No. 403, s. 2026

1. MATRIX OF ACTIVITIES:

DATE/TIME	TOPIC/ACTIVITY	FACILITATOR
DAY 1 – September 4, 2026		
7:30–8:30 AM	Registration of Participants	Secretariat, Capiz NHS MAPEH Teachers & Event Training Managers
8:30-9:00 AM	Opening Program	Event Training Management, Secretariat, Capiz NHS MAPEH Teachers
9:00-9:15	HEALTH BREAK	
9:15-10:00	Groupings by Event Training Orientation, Training expectations, outputs, house rules, schedule, assessment procedures	Event Training Managers & Resource Person
10:00–12:00 NN	Fundamentals of Sports Coaching and Athlete Development Sports Training Principles and Periodization	Event Training Managers & Resource Persons
12:00-1:00 PM	LUNCH BREAK	
1:00 – 3:00 PM	Sports Governance, Policies and Competition Protocols	Event Training Managers & Resource Persons
3:00-3:15 PM	HEALTH BREAK	
3:15 – 5:00 PM	Theory and Principles of Officiating/Event. Ethics, professionalism and fair play in Sports	Event Training Managers & Resource Persons
DAY 2 – September 5, 2026		
7:30 – 9:45 AM	Face to Face (Submission of Medical Certificates, Endorsement & PAR Q) Physical and Mental Preparedness Physical Fitness Tests (Endurance, Speed, Agility, Muscular/Power, Flexibility etc.	Event Training Manager & Resource Persons
9:45-10:00 AM	HEALTH BREAK	
10:00 AM –12:00 NN	The Art and Science of Officiating: Updated Rules and Regulations	Event Training Manager & Resource Persons



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	(Rules, playing regulations, competition procedures and recent changes applicable to each sport)	
12:00-1:00 PM	LUNCH BREAK	
1:00-3:00 PM	Legal Responsibilities of Officials Understanding Emotional/Psychological nature of athletes, Coaches and Spectators First Aid and Emergencies	Event Training Managers & Resource Person
1:00 – 5:00 PM	Decision-Making Capability Calls and Signals on Officiating Mechanics	Event Training Managers & Resource Persons
DAY 3 – September 6, 2026		
7:30 –10:00 AM	Practical Demonstration/Performance Evaluation/Assessment	Event Training Managers & Resource Persons
10:00-10:15 AM	HEALTH BREAK	
10:15-12:00 NN	Practical Demonstration/Performance Evaluation/Assessment	Event Training Managers & Resource Persons
1:00 – 4:00 PM	Formulation of Ground Rules and Quality Standards for a specific event.	Event Training Managers & Resource Persons
3:00-3:15 PM	HEALTH BREAK	
3:15–5:00 PM	Finalization and Submission of the Results of the Accreditation Closing Program.	Event Training Managers & Resource Persons



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Enclosure No. 2 to Division Memorandum No. 403, s. 2026

2. MANAGEMENT OF TRAINING:

Over-all Training Director: Dr. Roel F. Bermejo – SDS
Over-all Asst. Training Director: Dr. Marlon P. Destreza – OIC, ASDS
Consultants: Dr. Edna Azcarraga– OIC, Chief SGOD
Training Director: Mr. Ronie C. Reteracion – EPS MAPEH/DSO
Secretariat: Chairperson–Dr. Rosemarie Osan
Asst. Chairperson - Dorislyn T. Bellosillo,
Members: Elvie Kilayco, Kenneth Client A. Ortiz
Monitoring and Evaluation: Chairperson: Ronald Dile & Mary Grace Atinon
Medical: Chairperson: Dr. Dionirose L. Duron , Members: Mona Liza
Eribal, Alden Besa, Rene Hortillas Jr.
ICT: Chairperson: Emmanuel Lati, Vincent Lausa
Technical Assistant 1 in Sports Ralph B. Quejada
Technical Support (Venue, Logistics, Physical Arrangement, Sounds etc.):
Mr. Jefferson S. Cabag, Mr. Christopher Lensig & Capiz NHS
Personnel

Training Managers/Resource Persons:

EVENT	RESOURCE PERSON(S)	TRAINING MANAGER(S)
1. Archery	Mr. Grant Emmanuel Bertuldo, Mr. Ismael John Delfin	Mrs. Maria Teresa B. Baniyas Ms. Jessica Benliro
2. Arnis	Mr. Junard Ricardo, Mr. Fritz Gerald Dorado	Mr. Oldie Olano
3. Athletics	Mr. Francis Iglesia, Mr. Jenile De Los Santos	Mr. Ernesto Albason
4. Badminton	Mrs. Sharon Carillo, Ms. Karen Lyn Berrey	Mr. Felicito Bocala
5. Basketball (5x5 & 3x3)	Mr. Erwin Buni, Mr. Elmo Gapi	Mr. Chovyl Gloria & Mr. Arnel Gervero
6. Billiards	Mr. Arnold O Delfin	Mr. Jefferson Cabag
7. Chess	Mr. Joseph Jintalan, Ms. Yael Barredo	Mr. Nicanor Osan
8. Football	Mr. Glenn Barrientos	Mr. Gilbert Dela Torre
9. Futsal	Mr. Jonnifer Almeida, Edelyn Dasilag	Mr. Art Silva
10. Gymnastics (RG)	Dr. Rapunzel Manuba, (1) Invited Resource Person	Pio Morano
11. Para Games	Ms. Marites Barrera, Ms. Melissa Manguardia	Mrs. Maricel Macatangay



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12. Sepak Takraw Sec. & Jr.	Mr. JanVincent Delfin	Mr. Rompy Insular & Mr. Danilo Dasal
13. Swimming	Mrs. Julie Ann V. Gepalongca	Mr. Leony Veedor
14. Table Tennis	Mr. Jesse Laurence Ponsaran	Mr. Reynaldo Palangre
15. Taekwondo	Mrs. Nelia Honrado	Mr. Terrence Roy Honrado
16. Tennis	Ms. Loreta Parcon, Ms. Emily Gerardino	Mrs. Mediatrix Gonzales Mr. Mario Valenzuela
17. Volleyball	Dr. Juvy Palangre, Mr. Michael Humpay & Mr. Apolio Luz	Mr. Ernie Hilasgue
18. Weight Lifting	Ms. Mary Loid Apin	Ms. Mary Loid Apin
19. Wrestling	Mr. John Vincent Galvez	Mr. John Vincent Galvez
20. Wushu	Mr. Albino Matiling	Mr. Christopher Lensig
21. Para Games	Ms. Marites Barrera, Ms. Melissa Manguardia	Mrs. Maricel Macatangay
22. Dancesports	Ms. Maria Jo-ann Descalsota Mr. Ginnud Bartolo	Mrs. Rosebelle Baldostamon
23. Pencak Silat	Mr. Carlito Alsagon, (2) Invited Resource Persons	Mr. Carlito Alsagon
24. Boxing	Mr. Efren Frofunga	Mr. Arnulfo S. Ladiet
25. Baseball	Mr. Minard Abarra, Richard Ledesma	Mr. Minard Abarra
26. Softball/	Mr. Richard Ledesma	Mr. Richard Ledesma
27. Gymnastics (RG)	Dr. Rapunzel Manuba, (1) Invited Resource Person	Pio Morano