



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

January 26, 2024

DIVISION MEMORANDUM

No. 036, s. 2024

**ORIENTATION ON THE ESTABLISHMENT OF MANUAL OF
OPERATIONS FOR SCHOOL SPORTS CLUB**

To: **OIC, Assistant Schools Division Superintendent**
Chief Education Supervisors
Public Schools District Supervisors
Principals In-charge of the District
Senior/Education Program Specialists
Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned


1. This is to inform the field that there will be an **Orientation on the Establishment of Manual of Operations for School Sports Club** with Resource Speakers coming from the Central Office on **January 31- February 2, 2023** at **Ibajay Multi-Purpose Hall, Poblacion, Ibajay, Aklan**.
2. There is a need for proper implementation of the school sports program especially for school heads who are the primary movers to the success of this program. There is also a need to inform teacher coaches and other stakeholders on their part to the success of the school sports club.
3. This activity aims to:
 - a. orient on the establishment of Manual of Operations for School Sports Club to School Heads, Teacher Coaches and Stakeholders;
 - b. orient participants to the implementation of School Sports Club;
 - c. draft proposed School Sports Club in the respective schools; and
 - d. introduce the importance of school sports club to the development of a child.
4. Participants to this orientation are all School Heads, District Sports Coordinators (both Elementary and Secondary) of Ibajay East and Ibajay West, fifty-seven (57) Secondary School Heads from the 17 districts, and eighteen (18) Elementary School Heads of Kalibo I and Kalibo II and School Heads of Elementary Central School of 17 districts.
5. **NO REGISTRATION FEE** shall be charged from the participants. Travel and other expenses relative to the conduct of this activity may be charged against local funds subject to the usual accounting and auditing rules and regulations.



Poblacion, Numancia, Aklan
Tel/Fax No. (265 3740 | 265 3741 | 265 3743)
Website: <https://depedaklan.online>
Email Address: aklan.1958@deped.gov.ph

6. Attached are the following enclosures:
 - a. Enclosure No. 1 - The Composition of the Executive Committee, Management/Planning Staff, Resource Speakers, Technical Working Group and Members of the Working Committees
 - a. Enclosure No. 2 - Activity Matrix
7. Immediate and wide dissemination of this Memorandum is earnestly desired.

FOR THE SCHOOLS DIVISION SUPERINTENDENT:


ROLAND F. DEMOCRITO
Administrative Officer V
In-Charge of the Division *qi*

Enclosure: As stated
Allotment: 1-5 (R.O. 12-94)
To be indicated in the Perpetual Index
under the following subjects:

ORIENTATION

SCHOOL HEADS

SPORTS

RRI/



Poblacion, Numancia, Aklan
Tel/Fax No. (265 3740 | 265 3741 | 265 3743)
Website: <https://depedaklan.online>
Email Address: aklan.1958@deped.gov.ph

EXECUTIVE COMMITTEE

Chairperson

Dr. Feliciano C. Buenafe Jr., CESO VI
Schools Division Superintendent

Co- Chairperson

Dr. Ramon D. Paras Jr.
OIC, Asst. Schools Division Superintendent

Members

Dr. Dobie P. Parohinog
Chief Education Supervisor
Curriculum and Implementation Division

Mr. Michael T. Rapiz
Chief Education Supervisor
School Governance and Operations Division

Mrs. Rebecca R. Ibarreta
EPS-MAPEH/Athletic Manager and Division Sports Officer

TRAINING DIRECTOR

Rey Emmanuel S. Solano
Head Teacher I, District Sports Coordinator

MANAGEMENT/PLANNING STAFF

Idy R. Pedrita	PSDS, Ibajay East and Ibajay West
Rhoda S. Sevillano	School Principal II
Joseph Neil E. Carmen	Asst. Athletic Manager-Tech. Supervision
Jim I. Regno	Asst. Athletic Manager-Administration
Victor E. Supetran	Division Sports Training Officer
Rene S. Agustin	District Sports Coordinator
Elyn M. Bersales	Technical Secretariat

RESOURCE SEAKERS

JESSICA ELIZABETH S. BRILLANTES

Senior Education Program Specialist

PAULO O. MOTITA II

Senior Education Program Specialist

ROSALIE G. ROXAS

Education Program Specialist II



Poblacion, Numancia, Aklan
Tel/Fax No. (265 3740 | 265 3741 | 265 3743)
Website: <https://depedaklan.online>
Email Address: aklan.1958@deped.gov.ph

TECHNICAL WORKING GROUP

Rex B. Manares	Prefect of Discipline
Chris Laurdaus	Head Coach (Elem.)
Allan T. Relloto	Head Coach (Sec.)
Jolly A. Cabangon	Head Teacher III
Nanette M. Sitjar	ASSTOCA Secretary

WORKING COMMITTEES

Stage Decoration

1. Beverly B. Manocan (Naisud NHS)
2. Joseph Salvador B. Simera (Naisud NHS)
3. Julie Ann A. Palmani (Naisud NHS)
4. June Z. Masula (Naisud NHS)
5. Jefferson S. Valentin (Bugtong Bato ES)
6. Ma. Richell Jupha A. Gregorio (Naisud NHS)
7. Christine K. Jontillano (Naisud NHS)

Program and Certificates

1. Cris Sperry M. Periera (Malinao School for Phil. Craftsmen)
2. Ma. Mae A. Dollosa (Naisud NHS)
3. Vanessa Jane S. Siega (San Jose ES)
4. Airene M. Masangkay (San Jose ES)
5. Herbert C. Sastre (Naisud NHS)
6. Realiza S. Fuentez (Naisud NHS)

Lei and Token

1. Alben Jean B. Ambucay (San Jose ES)
2. Maricyl A. Silverio (San Jose ES)
3. Joy M. Tandog (San Jose ES)
4. Letecia G. Maglantay (San Jose ES)

Registration and Attendance

1. Marites M. Sevillano (UBES)
2. Rowena T. Tusco (Regador ES)
3. Maribel J. Tubo (San Jose ES)
4. Irene D. Sunico (San Jose ES)
5. Maria Rachel M. Osorio (San Jose ES)

Venue and Sound

1. Cesar Baladjay (Naisud NHS)
2. Arvin A. Simera (Naisud CS)
3. Danny M. Salido (Maloco ES)
4. Ritchel S. Tejada (Maloco NHS)

Food and Snacks

1. Rose Bernadette D. Dela Cruz (San Jose ES)
2. Mary Jane H. Custodio (San Jose ES)
3. Maricel C. Belinario (San Jose ES)



Poblacion, Numancia, Aklan
Tel/Fax No. (265 3740 | 265 3741 | 265 3743)
Website: <https://depedaklan.online>
Email Address: aklan.1958@deped.gov.ph



BUREAU OF LEARNER SUPPORT SERVICES – SCHOOL SPORTS DIVISION
ORIENTATION ON THE ESTABLISHMENT OF MANUAL OF OPERATIONS FOR SPORTS CLUB

DATE	TIME	ACTIVITY	RESPONSIBLE PERSON
DAY 1 JAN 31, 2024	10:30-11:30 AM	Presentation of CSSP and 2024 PAPs	Jessica Elizabeth S. Brillantes Senior Education Program Specialist
	12:00-1:00 PM	LUNCH BREAK	
	1:00-4:30 PM	<u>Presentation and Discussion</u> <u>On the Manual Operations for</u> <u>Sports Club</u>	PAULO O. MOTITA II Senior Education Program Specialist
	4:30-5:00 PM	OPEN FORUM	ROSALIE G. ROXAS Education Program Specialist II
DAY 2 FEB 1, 2024		DINNER	
	8:30-9:30 AM	CONTINUATION ON THE DISCUSSION OF OPERATIONS MANUAL	ROSALIE G. ROXAS Education Program Specialist ii
		PRESENTATION OF WORKSHOP MECHANICS	
	9:30-11:30 AM	WORKSHOP PROPER (School Category) LUNCH BREAK	
	1:30-3:00 PM	PRESENTATION OF OUTPUT (Per Category)	



Poblacion, Numancia, Aklan
 Tel/Fax No. (265 3740 | 265 3741 | 265 3743)
 Website: <https://depedaklan.online>
 Email Address: aklan.1958@deped.gov.ph

DATE	TIME	ACTIVITY	RESPONSIBLE PERSON
DAY 3 FEB 2, 2024		MOL	
	8:30-9:30 AM	PRESENTATION OF SPORTS PROGRAM OF SDO AKLAN	JOSEPH NEIL E. CARMEN PRINCIPAL II, BATAN ACADEMY REY EMMANUEL S. SOLANO JIM I. REGNO
	9:30-11:30 AM	DISCUSSION ON THE SCHOOL SPORTS CLUB IN THE SDO-AKLAN SET-UP	VICTOR E. SUPETLAN
	1:30-3:00 PM	WORKSHOP LUNCH BREAK	IDY R. PEDRITA PSDS, IBAJAY EAST AND WEST
	3:30-4:30 PM	PRESENTATION OF OUTPUT (Per Category) CLOSING PROGRAM	AKLAN COMMITTEE



Poblacion, Numancia, Aklan
 Tel/Fax No. (265 3740 | 265 3741 | 265 3743)
 Website: <https://depedaklan.online>
 Email Address: aklan.1958@deped.gov.ph