



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

July 14, 2025

DIVISION MEMORANDUM

No. 340, s. 2025

CREATION OF DIVISION SPORTS CORE GROUP

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

1. In line with the Department's commitment to promote and strengthen the implementation of sports development programs across all schools in the Division of Aklan, this Office hereby orders the creation of the Division Sports Core Group (DSCG) to provide technical assistance, coordination, planning, and monitoring of sports-related activities and programs at the division level.
2. The composition of the Division Sports Core Group shall include the following:
 - a. Executive Committee
 - b. Division Sports Officer/Division Athletic Manager
 - c. Assistant Athletic Manager
 - d. Technical Staff for Administration and Supervision
 - e. Division Training Officer
 - f. Head Coaches for Elementary, Secondary, and Paragames
 - g. President, Public Schools District Supervisors Association Inc.
 - h. President, Aklan School Sports Technical Officials & Coaches Association (ASSTOCA)
 - i. Finance/Budget Officer
 - j. Technical Secretariat
3. Attached are the Duties and Responsibilities of the Division Sports Core Group, Designation, and the organizational chart.
4. For compliance and immediate action.


FELICIANO C. BUENAFE JR., CESO VI
Schools Division Superintendent

Encl.: As Stated

Reference:

To be indicated in the Perpetual Index

Under the following subjects:

ATHLETICS

COMMITTEES

SPORTS

CIU



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

DUTIES AND FUNCTIONS OF THE DIVISION SPORTS CORE GROUP

Generally, the Division Sports Core Group shall plan, coordinate, and oversee the implementation of division-level sports programs, competitions, and training; provide technical support and assistance to schools and districts in the development of athletes, coaches, and officiating personnel; ensure alignment of sports activities with DepEd national and regional sports development policies; and, recommend innovations, partnerships, and strategies for sports promotion and talent identification.

Specifically, the members of the Division Sports Core group are expected to perform the duties and responsibilities stated below:

Division Sports Officer/Division Athletic Manager

- Plan and implement the Division Sports Development Program and annual calendar of sports activities.
- Organize, manage, and ensure the smooth conduct of division-level sports events such as Intramurals, Unit, District, and Division Meets.
- Coordinate with DepEd offices, LGUs, and stakeholders for technical and financial support.
- Supervise coaches, officials, and committees during sports training and competitions.
- Manage the budget and resources for sports programs, including equipment and uniforms.
- Facilitate training and development for coaches, athletes, and technical officials.
- Monitor and evaluate athlete performance and effectiveness of sports programs.
- Promote sports values such as discipline, teamwork, sportsmanship and others.
- Ensure athlete safety and welfare during all sports activities and competitions.

Assistant Athletic Manager

- Assist in planning and implementing division sports programs and activities in coordination with the Division Athletic Manager.
- Support the organization and facilitation of sports competitions at all levels.
- Coordinate with coaches, officials, and committees for smooth program execution.
- Help manage logistical needs, such as transportation, equipment, uniforms, and billeting of athletes.
- Prepare and assist in the preparation of reports, communications, and documentation related to sports activities.
- Monitor the conduct of events, ensuring compliance with rules, safety protocols, and fair play.
- Assist in budget preparation, allocation, and liquidation of funds related to sports events.
- Participate in the conduct of training and orientation for coaches, athletes, and technical staff.
- Maintain updated records of athletes, results, and team compositions.
- Represent the Athletic Manager in meetings or activities when delegated.

Technical Staff for Administration

- Organize practice schedules, game fixtures, tournaments, and travel itineraries.
- Maintain records of training logs, attendance, injuries, and player statistics.
- Ensure athletes are registered with the appropriate leagues or associations and comply with eligibility rules.
- Assist in managing the budget, purchasing sports equipment, and tracking inventory.
- Coordinate between departments (e.g., coaching, medical, logistics) and communicate with stakeholders like parents or sponsors.
- Handle official correspondence, announcements, and manage team communications.

- Ensure training grounds, courts, or gymnasiums are booked, prepared, and maintained.

Technical Staff for Supervision

- Support head coaches and coaches by setting up drills, equipment, and venues during training.
- Sets up the monitoring process and monitoring schedule
- Track physical condition, skills progression, and adherence to training plans of athletes.
- Help maintain order during practices, games, and other activities.
- Provide individual feedback to athletes under the guidance of the head coach.
- Manage logistics during in-house training and Athletic Meet
- Analyze athlete performance and report to head coaches and administration staff.

Division Sports Training Officer

- Plan and implement the Division's capacity-building programs, trainings, seminars, and professional development activities.
- Conduct Training Needs Analysis (TNA) to identify learning gaps and training priorities among teaching and non-teaching personnel.
- Develop training designs, materials, and modules aligned with DepEd policies, goals, and current education trends.
- Coordinate with regional and national offices, as well as external partners, for training support and collaboration.
- Manage training logistics, including venue, schedule, materials, resource persons, and participant arrangements.
- Supervise and monitor the conduct of training programs to ensure quality and effective delivery.
- Evaluate the effectiveness of training programs through post-assessment tools, feedback forms, and performance monitoring.
- Maintain a database of trainings conducted, including participants, results, and outcomes.
- Promote a culture of lifelong learning and professional growth among teachers and education personnel.

Head Coaches

- Act as a mentor and role model to coaches.
- Monitor the implementation of the training programs based on athletes' needs and team goals.
- Monitor and assess athletes' performance and progress.
- Address individual player development and provide feedback.
- Provide technical assistance to coaches
- Hold regular reviews with athletes and coaching staff.
- Coordinate with coaches, trainers, and the Administrative Staff.
- Manage schedules, travel plans, and logistics for games and practices.
- Maintain documentation on player progress, injuries, and attendance.
- Monitor the team's discipline inside the camp
- Enforce team rules and disciplinary standards.
- Update themselves with the new rules of games being monitored.

Finance/Disbursement

- Prepare general budget and ensure proper disbursement and liquidation;
- Allocate and handle the necessary financial requirements during the sports meet
- Make sure the budget disbursement of food, supplies, and other expenses is immediately done to ensure that the purchase/procurement of required supplies is timely

- Monitor the budget utilization, ensuring funds are used in accordance with approved allocations and government regulations.
- Analyze and evaluate financial reports from the committee, statements, and budget performance.
- Coordinate with accounting, procurement, and other offices to ensure timely fund release, proper documentation, and compliance with policies.

Technical Secretariat

- In charge of preparing the program of activities and invitations and sending them to all concerned parties in due time;
- Take charge of the coordination with other offices and dissemination and sending out of letters and communications;
- Publish the Official Results of the delegates to the Bulletin Board
- Update and maintain digital folders, templates, and databases for easy access and retrieval of documents.
- Document proceedings of meetings, trainings, events, and other official activities through minutes, transcripts, or summary reports.
- Maintain organized records and files, both digital and physical, including attendance, communication, reports, and multimedia documentation.
- Design and layout official documents, certificates, programs, invitations, tarpaulins, presentations, and other visual materials.
- Ensure accuracy and consistency in formatting, branding, and content in all printed and digital outputs.
- Provide technical and secretariat support during meetings, conferences, and trainings (e.g., registration, attendance tracking, note-taking).
- Perform other tasks that the Division Sports Core Group may assign.
- Ensure confidentiality, accuracy, and completeness in handling all records and official outputs.



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DESIGNATION

In the exigency of service, the following personnel are hereby designated effective today until revoked.

Name	Designation/Position
Charlie I. Ureta	Division Sports Officer/Division Athletic Manager
Rebecca R. Ibarreta	Assistant Athletic Manager
Joseph Neil E. Carmen	Technical Staff for Supervision
Jim I. Regno	Technical Staff for Administration
Chris F. Laurdaus	Head Coach for Elementary
Allan T. Relloto	Head Coach for Secondary
Wilma Weregene Villa	Head Coach for Paralympics
Rey Emmanuel Solano	Division Sports Training Officer
Feby D. Moleta	Finance/Disbursement
Dr. Mikko Jan D. Lopez	Technical Secretariat

You are expected to perform the duties and responsibilities attached to your designation and such other related functions as may be assigned.

This designation does not carry additional remuneration or priority for promotion.

Please be guided accordingly.

FELICIANO C. BUENAFE JR., CESO VI
Schools Division Superintendent

ORGANIZATIONAL CHART

