



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON



16 November 2025

**Regional Memorandum**  
No. 881 s. 2025

## REGIONAL ORIENTATION-WORKSHOP FOR SCHOOL HEADS AND DIVISION FOCALS ON SCHOOL SPORTS CLUB

To: **Schools Division Superintendents**

1. In reference to DepEd Order No. 022, s. 2025, this Office, through the Education Support Services Division, announces the conduct of the *Regional Orientation-Workshop for School Heads and Division Focals on School Sports Club* to be conducted on December 18-19, 2025. The exact venue will be announced in a separate memorandum.
2. The following are the objectives of the activity:
  - a. Orient school heads and division focal persons on the guidelines, standards, and protocols governing SSC programs,
  - b. Equip participants with strategies for effective program implementation, monitoring, and reporting,
  - c. Foster collaboration and partnership between school heads, division focal persons, and regional implementers.
3. The list of participants for this activity is provided in **Annex A**. They are requested to register on or before November 25, 2025, through this link: <https://tinyurl.com/owforSSC>. Additionally, participants are required to secure a certification indicating that they are medically and physically fit to attend the Orientation-Workshop. The indicative program of this activity is detailed in Annex B for your reference.
4. Travel and other related expenses incurred in participation to this activity shall be charged against local funds, subject to the existing accounting and auditing rules and regulations of the Department.
5. For inquiry, kindly contact Dr. Eduarda M. Zapanta, Chief Education Supervisor, or Dr. Ramil G. Ginete, Regional Sports Officer/Project Development IV at [essd.calabarzon@deped.gov.ph](mailto:essd.calabarzon@deped.gov.ph).
6. Immediate dissemination and strict compliance with this Memorandum are highly desired.

  
**ATTY. ALBERTO T. ESCOBARATE, CESO II**  
Regional Director

03/ROE/LCS



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Certificate No. PHP QMS  
22 93 0085

**Annex A. List of Participants for the Regional Orientation-Workshop for School Heads and Division Focals on School Sports Club.**

<b>DESIGNATION</b>	<b>No.</b>	<b>OFFICE</b>
Regional Office ESSD Personnel /TWG	7	Regional Office
Participants (School Heads)	456	School Division Offices
Division Sports Officers	25	School Division Offices
Technical Assistant I in Sports Program (SDOs)	22	(22) School Division Offices except for Calamba City, Calaca City and Carmona City
Medical Nurses	3	(1) SDO
SSC Focal	2	Central Office
Facilitators (SGOD Chiefs / PSDS)	18	School Division Offices

**Annex B. Indicative Program of Activity**

<b>CONDUCT OF THE REGIONAL ORIENTATION-WORKSHOP FOR SCHOOL HEADS AND DIVISION FOCALS ON SCHOOL SPORTS CLUB</b>		
<b>DAY 1</b>		
<b>TIME</b>	<b>ACTIVITY</b>	<b>PERSONS INVOLVED</b>
8:00 A.M – 8:30 A.M	Registration <ul style="list-style-type: none"> <li>- Preliminaries</li> <li>- National Anthem</li> <li>- Prayer</li> <li>- Bagong Pilipinas Hymn</li> <li>- CALABARZON March</li> </ul>	Technical Working Group (TWG)
8:30 A.M – 9:30 A.M	Introduction of Participants	<b>Donna L. Lago</b> Assistant Regional Sports Officer
	Statement of Purpose/ Welcome Remarks	<b>Eduarda M. Zapanta</b> Chief Education Supervisor
	Inspirational Message (In-person/ Video)	<b>Atty. Alberto T. Escobarte, CESO II</b> Regional Director <b>Loida N. Nidea</b> Assistant Regional Director
	Presentation of Program Matrix	<b>Benito L. Picones</b> Technical Consultant in Sports / DSO
9:30 A.M – 12:00 P.M	<b>Breakout Sessions</b> <ul style="list-style-type: none"> <li>- Discussion on the overview of Comprehensive School Sports Program (CSSP)</li> <li>- Presentation of the <b>DepEd Order POLICY ON THE INSTITUTIONALIZATION OF THE SCHOOL SPORTS CLUB</b></li> <li>I. Rationale</li> <li>II. Scope</li> <li>III. Definition of terms</li> <li>IV. Policy Statement</li> <li>V. Procedures           <ul style="list-style-type: none"> <li>a. Frameworks</li> <li>b. Club Establishment</li> <li>c. Club Operations</li> </ul> </li> <li>→ Output: Communication Plan</li> <li>- Open Forum (Facilitators)</li> </ul>	RESOURCE SPEAKERS

	<p>d. SSC Action Plan Development</p> <p>e. Fund Source</p> <p>f. SSC Implementers</p> <p>g. Safety &amp; Risk Management</p> <p>h. Health Services</p> <p>→ Output: Action Plan/ SIP /MOOE</p> <p>- Open Forum (Facilitators)</p> <p>VI. Roles and Responsibilities</p> <p>VII. Monitoring and Evaluation</p> <p>→ Output: M&amp;E / Risk Management</p> <p>- Open Forum (Facilitators)</p>	
12:00 P.M – 1:00 P.M	Lunch Break	
1:00 P.M – 5:00 P.M	<p><b>Breakout Sessions</b></p> <p>Continuation of the remaining topics</p> <p><b>WORKSHOP:</b> Action Plan Development</p>	RESOURCE SPEAKERS
5:00 P.M – 6:00 P.M	De-briefing Session	
6:00 PM – 7:00 PM	Dinner	
<b>DAY 2</b>		
8:00 A.M – 12:00 P.M	<p><b>Breakout Sessions</b></p> <p>Presentation of Outputs</p>	RESOURCE SPEAKERS
12:00 P.M – 1:00 P.M	Lunch Break	
1:00 P.M – 4:00 P.M	<p><b>Plenary &amp; Closing</b></p> <ul style="list-style-type: none"> <li>- Ways Forward</li> <li>- Closing Ceremony</li> </ul>	Technical Working Group (TWG)
4:00 P.M onwards	“HOME SWEET HOME”	