



Republic of the Philippines  
Department of Education  
Region III  
**SCHOOLS DIVISION OF BULACAN**

November 21, 2025

To: Assistant Schools Division Superintendent  
CID and SGOD Chief Education Program Supervisors  
CID and SGOD Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads

Referring to Memorandum OM-OUOPS-2025-09-04947, titled "*Conduct of Orientation-Workshop on the Institutionalization of School Sports Club in Public Schools*" to be conducted on **December 15-17, 2025** at **Baguio Teachers' Camp, Baguio City**, the list of participants is as follows:

NAME	DESIGNATION	OFFICE
JAY-ARR C. TAYAO, DBA, EdD	SGOD Education Program Supervisor/Division Sports Officer	SDO BULACAN
GILBERT M. AGAPITO	Public Schools District Supervisor	Calumpit North
REDHEN JADE D. VELASQUEZ	Technical Assistant I - CSSP	SDO BULACAN

This Division Letter serves as the travel authority of all concerned.

Immediate and wide dissemination of this division letter is enjoined.



**CECILIA E. VALDERAMA, PhD, CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent  
a/

**DIVISION LETTER**  
**No. 134, s. 2025**

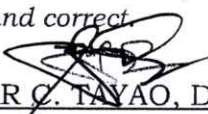
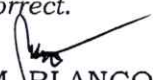
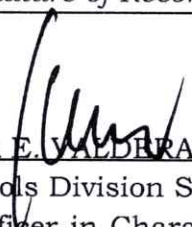


**Address:** Provincial Capitol Compound, Brgy. Guinhawa,  
City of Malolos, Bulacan  
**Website:** <https://bulacandeped.com>  
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Republic of the Philippines  
Department of Education  
REGION III  
SCHOOLS DIVISION OF BULACAN

**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL**

<b>Name:</b>	Jay-Arr C. Tayao, DBA, EdD Gilbert M. Agapito Redhen Jade D. Velasquez, LPT
<b>Position/Designation</b>	DEPS 1 / Division Sports Officer PSDS-Calumpit North Technical Assistant I - Sports Development
<b>Permanent Station</b>	DepEd SDO Bulacan
<b>Purpose of Travel</b> (must be supported by attachments)	OM-OUOPS-2025-09-04947 CONDUCT OF ORIENTATION-WORKSHOP ON THE INSTITUTIONALIZATION OF SCHOOL SPORTS CLUB IN PUBLIC SCHOOLS
<b>Host of Activity</b>	OFFICE OF THE UNDERSECRETARY FOR GOVERNANCE AND OPERATIONS
<b>Inclusive Dates</b>	December 15-17, 2025
<b>Destination</b>	Baguio Teachers Camp (BTC)
<b>Fund Source</b>	Local Funds
I hereby attest that the information in this form and the supporting documents attached hereto are true and correct.	
<div style="display: flex; justify-content: space-between;"><div> <u>JAY-ARR C. TAYAO, DBA, EdD</u></div><div>October 8, 2025</div></div>	
Name and Signature of Requesting Employee _____ Date _____	
I hereby attest that the information in this form and the supporting documents attached hereto are true and correct.	
<div style="display: flex; justify-content: space-between;"><div> <u>RAINELDA M. BLANCO, PhD</u> SGOD Chief</div><div></div></div>	
Name and Signature of Recommending Employee _____ Date _____	
<b>APPROVED:</b>	
<div style="display: flex; justify-content: space-between;"><div> <u>CECILIA E. VALDERAMA, PhD</u> Assistant Schools Division Superintendent Officer-in-Charge Office of the Schools Division Superintendent</div><div></div></div>	
Name and Signature of Approving Authority _____ Date _____	





Republika ng Pilipinas  
Department of Education

OFFICE OF THE UNDERSECRETARY FOR GOVERNANCE AND OPERATIONS

MEMORANDUM

OM-OUOPS-2025-04-04947

TO : REGIONAL DIRECTORS  
MINISTRY OF BASIC, HIGHER AND TECHNICAL  
EDUCATION, BARMM  
REGIONAL SECRETARY, BARMM  
SCHOOLS DIVISION SUPERINTENDENTS  
SCHOOL SPORTS CLUB IMPLEMENTERS  
ALL OTHER CONCERNED

FROM : MALCOLM S. GARMA  
Undersecretary  
Office of the Undersecretary for Governance and Operations

SUBJECT : CONDUCT OF ORIENTATION-WORKSHOP ON THE  
INSTITUTIONALIZATION OF SCHOOL SPORTS CLUB IN  
PUBLIC SCHOOLS

DATE : August 22, 2025

In pursuit of the Department of Education's (DepEd) mission to cultivate and nurture learner growth toward holistic development, the Bureau of Learner Support Services – School Sports Division (BLSS-SSD) remains steadfast in promoting sports and physical activities as vital components of education. Active participation in sports and physical activities is proven to contribute significantly to the overall development of learners, fostering not only their physical health but also their social, emotional, and cognitive growth.

Aligned with the directive of the President of the Philippines to prioritize the development of sports and physical activities among learners, and consistent with the **5-Point Reform Agenda of Secretary Angara**, specifically Agenda Item 2: *Learners' Physical and Mental Well-being Protected*, as well as the **Basic Education Development Plan (BEDP) 2030**, Pillar 4: *Learners' Resiliency and Well-being*, the BLSS-SSD underscores the importance of strengthening opportunities for sports engagement in schools.

In this regard, and pursuant to **DepEd Order No. 22, s. 2025** titled *Institutionalization of School Sports Clubs in Public Schools*, the BLSS-SSD shall conduct **Capacity-Building Initiatives through an Orientation-Workshop on the Institutionalization of School Sports Clubs in Public Schools**. This initiative aims to equip schools particularly those with limited resources, experience, and expertise with the knowledge, skills, and strategies necessary to establish, manage, and sustain school sports clubs effectively.

Through this orientation-workshop, sports stakeholders shall be capacitated to implement DepEd policies on sports development, thereby ensuring that school sports clubs serve as platforms for promoting fitness, health, teamwork, and holistic learner development. This orientation-workshop aims to equip the necessary knowledge and skills in line with the DepEd Order.

Below are the training details:

Activity	<b>Orientation Workshop on the Institutionalization of School Sports Club</b>
Venue	<b>Baguio Teachers Camp (BTC)</b>
Schedule	<b>December 15-17, 2025</b>
Resource Speaker	<ul style="list-style-type: none"> <li>• <b>Domingo L. Laud, EdD</b> – ASDS, SDO-San Carlos, Pangasinan</li> <li>• <b>Dan Paul H. Santos, DIPPM</b> – Executive Assistant IV, Office of the Undersecretary for Governance and Operations</li> <li>• <b>One (1) Representative from Bureau of Human Resources and Organizational Development (BHROD)</b></li> </ul>
Head of Delegation	<b>Education Support Services Division</b>
Participants	<p>Each <b>Division Office</b> shall designate <b>two (2) participants</b>:</p> <ul style="list-style-type: none"> <li>• One (1) Chief/Supervising School Governance and Operations Division (SGOD)</li> <li>• One (1) Public Schools District Supervisor (PSDS)</li> </ul> <p>Each <b>Regional Office</b> shall designate <b>one (1) Education Support Services Division representative</b>. The ESD Chief shall led the delegation and serve as the Head of Delegation.</p> <p>In addition:</p> <p><b>Luzon</b></p> <p><b>8 Regional PFSS Focal (TA I) and 39 Provincial PFSS Focal (TA I)</b> of the School Sports Division shall participate.</p> <p><b>Visayas</b></p>



	<p><b>3 Regional PFSS Focal (TA I) and 16 Provincial PFSS Focal (TA I) of the School Sports Division shall participate.</b></p> <p><b>Mindanao</b></p> <p><b>5 Regional PFSS Focal (TA I) and 24 Provincial PFSS Focal (TA I) of the School Sports Division shall participate.</b></p>
Participants Requirements	<ul style="list-style-type: none"> <li>- Travel Authority</li> <li>- Certification stating that he/she is medically and physically fit for the Orientation-Workshop.</li> </ul>

All concerned are enjoined to authorize the participants to attend and participate to the aforementioned activity.

Expenses incurred relative to the conduct of the training such as food, accommodation, supplies and materials, rental of venues and miscellaneous expenses shall be charged against FY 2024 Physical Fitness and School Sports Continuing Funds. Traveling expenses of participants shall be charged against their respective local funds. Further traveling expenses of the resource persons/lecturers and management staff shall be charged against FY 2024 Physical Fitness and School Sports Continuing Funds.

All abovementioned expenses shall be subject to the usual accounting and auditing rules and regulations.

Attached in this memo are the following enclosures:

**Enclosure #1:** Breakdown of Participants for the Orientation-Workshop

**Enclosure #2:** Program of activities for the Orientation-Workshop

Participants shall register to the following links **on or before November 07, 2025.**

**Luzon:** <https://forms.office.com/r/0Unj88U2ZZ>

**Visayas/Mindanao:** <https://forms.office.com/r/abHxOPwrXB>

For more information and inquiries, all concerned may contact Bureau of Learner Support Services-School Sports Division through email at [blss.ssd@deped.gov.ph](mailto:blss.ssd@deped.gov.ph) or at telephone number (02) 8632 – 0260.

Immediate dissemination of this Memorandum is desired.



Republika ng Pilipinas  
**Department of Education**

OFFICE OF THE UNDERSECRETARY FOR GOVERNANCE AND OPERATIONS

**ENCLOSURE # 1**

**ORIENTATION WORKSHOP ON THE INSTITUTIONALIZATION OF SCHOOL  
SPORTS CLUB**

**December 15-17, 2025**  
**Baguio Teachers Camp, Baguio city**

Regions	Number of Participants (Breakdown of Pax)	TOTAL
Region I	<ul style="list-style-type: none"> <li>• ESSD Chief = 1</li> <li>• Regional PFSS TA I = 1</li> <li>• 1 Chief/Supervising School Governance and Operations Division (SGOD) x 14 SDOs = 14</li> <li>• Provincial PFSS TA I x 5 Province SDOs = 5</li> <li>• 1 Public Schools District Supervisor (PSDS) x 14 SDOs = 14</li> </ul>	<b>35 PAX</b>
Region II	<ul style="list-style-type: none"> <li>• ESSD Chief = 1</li> <li>• Regional PFSS TA I = 1</li> <li>• 1 Chief/Supervising School Governance and Operations Division (SGOD) x 9 SDOs = 9</li> <li>• Provincial PFSS TA I x 5 Province SDOs = 5</li> <li>• 1 Public Schools District Supervisor (PSDS) x 9 SDOs = 9</li> </ul>	<b>25 PAX</b>
Region III	<ul style="list-style-type: none"> <li>• ESSD Chief = 1</li> <li>• Regional PFSS TA I = 1</li> <li>• 1 Chief/Supervising School Governance and Operations Division (SGOD) x 21 SDOs = 21</li> <li>• Provincial PFSS TA I x 7 Province SDOs = 7</li> <li>• 1 Public Schools District Supervisor (PSDS) x 21 SDOs = 21</li> </ul>	<b>51 PAX</b>
Region IV-A	<ul style="list-style-type: none"> <li>• ESSD Chief = 1</li> <li>• Regional PFSS TA I = 1</li> <li>• 1 Chief/Supervising School Governance and Operations Division (SGOD) x 23 SDOs = 23</li> <li>• Provincial PFSS TA I x 5 Province SDOs = 5</li> <li>• 1 Public Schools District Supervisor (PSDS) x 23 SDOs = 23</li> </ul>	<b>53 PAX</b>
Region IV-B	<ul style="list-style-type: none"> <li>• ESSD Chief = 1</li> <li>• Regional PFSS TA I = 1</li> <li>• 1 Chief/Supervising School Governance and Operations Division (SGOD) x 7 SDOs = 7</li> <li>• Provincial PFSS TA I x 7 Province SDOs = 5</li> <li>• 1 Public Schools District Supervisor (PSDS) x 7 SDOs = 7</li> </ul>	<b>21 PAX</b>



Region V	<ul style="list-style-type: none"> <li>• ESSD Chief = 1</li> <li>• Regional PFSS TA I = 1</li> <li>• 1 Chief/Supervising School Governance and Operations Division (SGOD) x 13 SDOs = 13</li> <li>• Provincial PFSS TA I x 5 Province SDOs = 7</li> <li>• 1 Public Schools District Supervisor (PSDS) x 13 SDOs = 13</li> </ul>	<b>35 PAX</b>
CAR	<ul style="list-style-type: none"> <li>• ESSD Chief = 1</li> <li>• Regional PFSS TA I = 1</li> <li>• 1 Chief/Supervising School Governance and Operations Division (SGOD) x 8 SDOs = 8</li> <li>• Provincial PFSS TA I x 6 Province SDOs = 6</li> <li>• 1 Public Schools District Supervisor (PSDS) x 8 SDOs = 8</li> </ul>	<b>24 PAX</b>
NCR	<ul style="list-style-type: none"> <li>• ESSD Chief = 1</li> <li>• Regional PFSS TA I = 1</li> <li>• 1 Chief/Supervising School Governance and Operations Division (SGOD) x 16 SDOs = 16</li> <li>• 1 Public Schools District Supervisor (PSDS) x 16 SDOs = 16</li> </ul>	<b>34 PAX</b>

Regions	Number of Participants (Breakdown of Pax)	TOTAL
Region VI	<ul style="list-style-type: none"> <li>• ESSD Chief = 1</li> <li>• Regional PFSS TA I = 1</li> <li>• 1 Chief/Supervising School Governance and Operations Division (SGOD) x 8 SDOs = 8</li> <li>• Provincial PFSS TA I x 5 Province SDOs = 5</li> <li>• 1 Public Schools District Supervisor (PSDS) x 8 SDOs = 8</li> </ul>	<b>23 PAX</b>
Region VII	<ul style="list-style-type: none"> <li>• ESSD Chief = 1</li> <li>• Regional PFSS TA I = 1</li> <li>• 1 Chief/Supervising School Governance and Operations Division (SGOD) x 12 SDOs = 12</li> <li>• Provincial PFSS TA I x 2 Province SDOs = 2</li> <li>• 1 Public Schools District Supervisor (PSDS) x 12 SDOs = 12</li> </ul>	<b>28 PAX</b>
Region VIII	<ul style="list-style-type: none"> <li>• ESSD Chief = 1</li> <li>• Regional PFSS TA I = 1</li> <li>• 1 Chief/Supervising School Governance and Operations Division (SGOD) x 13 SDOs = 13</li> <li>• Provincial PFSS TA I x 6 Province SDOs = 6</li> <li>• 1 Public Schools District Supervisor (PSDS) x 13 SDOs = 13</li> </ul>	<b>34 PAX</b>
Region IX	<ul style="list-style-type: none"> <li>• ESSD Chief = 1</li> <li>• Regional PFSS TA I = 1</li> </ul>	

	<ul style="list-style-type: none"> <li>1 Chief/Supervising School Governance and Operations Division (SGOD) x 9 SDOs = 9</li> <li>Provincial PFSS TA I x 4 Province SDOs = 4</li> <li>1 Public Schools District Supervisor (PSDS) x 9 SDOs = 9</li> </ul>	<b>24 PAX</b>
Region X	<ul style="list-style-type: none"> <li>ESSD Chief = 1</li> <li>Regional PFSS TA I = 1</li> <li>1 Chief/Supervising School Governance and Operations Division (SGOD) x 14 SDOs = 14</li> <li>Provincial PFSS TA I x 5 Province SDOs = 5</li> <li>1 Public Schools District Supervisor (PSDS) x 14 SDOs = 14</li> </ul>	<b>35 PAX</b>
Region XI	<ul style="list-style-type: none"> <li>ESSD Chief = 1</li> <li>Regional PFSS TA I = 1</li> <li>1 Chief/Supervising School Governance and Operations Division (SGOD) x 11 SDOs = 11</li> <li>Provincial PFSS TA I x 5 Province SDOs = 5</li> <li>1 Public Schools District Supervisor (PSDS) x 11 SDOs = 11</li> </ul>	<b>29 PAX</b>
Region XII	<ul style="list-style-type: none"> <li>ESSD Chief = 1</li> <li>Regional PFSS TA I = 1</li> <li>1 Chief/Supervising School Governance and Operations Division (SGOD) x 8 SDOs = 8</li> <li>Provincial PFSS TA I x 4 Province SDOs = 4</li> <li>1 Public Schools District Supervisor (PSDS) x 8 SDOs = 8</li> </ul>	<b>22 PAX</b>
CARAGA	<ul style="list-style-type: none"> <li>ESSD Chief = 1</li> <li>Regional PFSS TA I = 1</li> <li>1 Chief/Supervising School Governance and Operations Division (SGOD) x 12 SDOs = 12</li> <li>Provincial PFSS TA I x 6 Province SDOs = 6</li> <li>1 Public Schools District Supervisor (PSDS) x 12 SDOs = 12</li> </ul>	<b>32 PAX</b>
NIR	<ul style="list-style-type: none"> <li>ESSD Chief = 1</li> <li>1 Chief/Supervising School Governance and Operations Division (SGOD) x 21 SDOs = 21</li> <li>Provincial PFSS TA I x 3 Province SDOs = 3</li> <li>1 Public Schools District Supervisor (PSDS) x 21 SDOs = 21</li> </ul>	<b>46 PAX</b>
BARMM	<ul style="list-style-type: none"> <li>ESSD Chief (<b>equivalent</b>) = 1</li> <li>1 Chief/Supervising School Governance and Operations Division (SGOD) (<b>equivalent</b>) x 9 SDOs = 9</li> <li>1 Public Schools District Supervisor (PSDS) (<b>equivalent</b>) x 9 SDOs = 9</li> </ul>	<b>19 PAX</b>





Republika ng Pilipinas  
**Department of Education**

OFFICE OF THE UNDERSECRETARY FOR GOVERNANCE AND OPERATIONS

**ENCLOSURE # 2**

**ORIENTATION WORKSHOP ON THE INSTITUTIONALIZATION OF THE SCHOOL SPORTS CLUB IN  
PUBLIC SCHOOLS THREE (3) DAY ENGAGEMENT**

*Note: Participants will be divided into three groups. Each group is required to complete all three breakout sessions through a rotation schedule.*

**Indicative Program of Activities**

Day 1 - Dec. 15, 2025	Day 2 - Dec. 16, 2025	Day 3 - Dec. 17, 2025
<b>8:00am - 12:00nn</b>  Travel Time Arrival of the Participants Registration / Check in <b>First Meal is breakfast</b>	<b>8:00am - 12:00nn</b> Preliminaries <b>Breakout Sessions (Round 1 &amp; 2)</b> <b>Station 1: Procedures</b> V. Procedures a. Frameworks b. Club Establishment c. Club Operations → <i>Output: Communication Plan</i> - Open Forum (Facilitators) <b>Station 2: Procedures</b> d. SSC Action Plan Development e. Fund Source f. SSC Implementers g. Safety & Risk Management h. Health Services → <i>Output: Action Plan / SIP / MOOE</i> - Open Forum (Facilitators) <b>Station 3:</b> VI. Roles and Responsibilities VII. Monitoring and Evaluation → <i>Output: M&amp;E / Risk Management</i> Open Forum (Facilitators)	<b>8:00am - 12:00nn</b>  <b>Presentation of Outputs</b> from each breakout session (Groups 1-3)
<b>12:00 - 1:00PM (LUNCH)</b>	<b>12:00 - 1:00PM (LUNCH)</b>	<b>12:00 - 1:00PM (LUNCH)</b>
<b>1:00pm - 5:00pm</b>  <b>OPENING PROGRAM</b> Preliminaries Prayer National Anthem Bagong Pilipinas Hymn Message  Discussion on the overview of Comprehensive School Sports Program (CSSP)  Presentation of the DepEd Order <b>POLICY ON THE INSTITUTIONALIZATION OF THE SCHOOL SPORTS CLUB</b>  I. Rationale II. Scope III. Definition of terms IV. Policy Statement	<b>1:00pm - 5:00pm</b>  Preliminaries  <b>Breakout Sessions (Round 3)</b> (Participants rotate to complete remaining topics)  <b>WORKSHOP : Action Plan Development</b>	<b>1:00pm - 5:00pm</b>  <b>Plenary &amp; Closing</b> - Ways Forward  <b>Closing Ceremony</b>  <b>Last Meal: Dinner</b>