



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

11 July, 2025

DIVISION MEMORANDUM

No. 451, s. 2025

**DIVISION SCHEDULE ON THE CONDUCT OF SPORTS ACTIVITIES
S.Y. 2025-2026**

TO: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Education Program Supervisors
PSDSs and PICDs
Private and Public Elementary and Secondary School Heads
District and School Sports Coordinators
School Sports Clubs Coaches and Facilitators
All others concerned
This Division

1. Republic Act 10588 Paragraph 2, Sec. 2, Art. 1 states: "Hence, it shall be a declared policy of the State to support programs that will improve and promote the Palarong Pambansa as the primary avenue for providing in-school sports opportunities to improve the physical, Intellectual and social well-being of the youth. All educational institutions are therefore directed to promote physical education and undertake regular sports activities as well as support to local meets and the Palarong Pambansa".

2. To support this mandate and to establish baseline for talent identification, selection, recruitment and training of athletes in the different sport events for the upcoming higher meets "Div. Memo No. 181, s. 2025", this division sets the schedule of activities for the schools and districts to observed, to wit;

Months/Date	Activity	Venue
July, 2025	<ul style="list-style-type: none">• Renewal of School Sports• Consolidation of SSC forms	Schools and SDO
August 1-2, 2025	<ul style="list-style-type: none">• Conduct of Intramural Meet• Selection of athletes	Respective Schools
August 7-9, 2025	<ul style="list-style-type: none">• Conduct of District Meet.• District Selection of Athletes	Respective Districts
August 27-30, 2025	<ul style="list-style-type: none">• Conduct of DCAA Meet	Different venues of Dapitan City
September 1-5, 2025	<ul style="list-style-type: none">• Consolidation of DACAA qualified athletes for ZPRAA 2026	SDO



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September 8, to ZPRAA Meet 2026	<ul style="list-style-type: none">• Training of qualified athletes for ZPRAA Meet 2026 and for identified talented and committed athletes.	Respective Schools
November, 2025	<ul style="list-style-type: none">• Assessment and evaluation of athletes	Different Clubs

3. The cut-off age of the elementary athletes shall be 13 years old or must be born on or after January 1, 2013 and 18 years old or born on or after January 1, 2008 for the secondary athletes, "enclosure 2 of DM No. 005, s. 2023".

4. Sports club coaches shall use the M&E Tool for School Sports Club Implementation (See attached Annex A) as basis in planning the development and tracking of the progress of their sports clubs.

5. School Heads shall arrange the classes of the coaches and athletes to have ample time for daily training or implement flexible learning modality and to provide all athletes with learning intervention as part of their academic program and assign teachers to affected classes in compliance with DepEd Order No. 022, s. 2023.

6. For the overall welfare of the participants, the following provisions shall be strictly followed:

- a. DepEd Order No. 55 s. 2013 "Anti-Bullying Policy"
- b. DepEd Order No 40, s. 2012 "DepEd Child Protection Policy"
- c. DepEd Order No. 32, s. 2017 "Gender-Responsive Basic Education Policy"

7. Teachers who will served during Saturdays, Sundays and Holidays shall be granted Vacation Service Credits subject to the provision stipulated under DO No. 013, s. 2024, likewise, School Heads and non-teaching personnel shall be provided with Compensatory Overtime Credit (COC) per CSC and DBM Joint Circular No. 2, s. 2004.

8. Expenses relative to the conduct of activities shall be charged to division/school MOOE and/or SEF/local funds subject to the usual accounting and auditing rules and regulations.

9. For queries, please contact the Division Sports Coordinator, EPS Noel P. Mangubat, through cellphone no. 0939 759 0755, and Assistant Division Sports Coordinator, Rey G. Campos through cellphone no. 0912 291 3304

10. For wide and immediate dissemination of this memorandum is desired.



JAY S. MONTEALTO, CESO VI
Asst. Schools Division Superintendent
OIC, Schools Division Superintendent



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Annex A

M & E TOOL FOR SCHOOL SPORTS CLUB IMPLEMENTATION

School: _____ Date of Monitoring: _____

School Head: _____ Position: _____

Project Title: _____

Components	Evident	Not Evident	Remarks	Suggestions
I. Pre-Implementation (Planning)				
• Approved School Sports Club / Program.				
• Approved Action Plan/Project Proposal on the Implementation of School Sports Club				
• Minutes of Meeting /Planning Conference/Meeting on the implementation of School Sports Club				
• Office Memorandum on the implementation of the School Sports Club				
• Advocacy/Orientation/Training on the implementation of the Action Plan of the School Sports Club				
• Minutes of Meeting/Activity Proposal/Accomplishment Report of the advocacy/orientation activities				
• Partnership Proposals/MOA				
II. Implementation				
• M & E Plan on School Sports Club				
• PFT Result among Sports Club Members				
• PFT Result Analysis among Sports Club Members				
• Individual Progress Report on Developmental Skills among Sports Club Members				
• Post-PFT Results among Club Members				
• Practice/Training /Playing area/venue conform with required standard				
• List of Sports Club Members				
• Utilization of the Sports Manual				



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• Organizational structure of the Sports Club				
• Schedule of Trainings, Practices of the sports club				
• Pictures of Home and Away Games joined by the sports club				
• Memo regarding participation to a. Home and away games b. Inter-School Club Competitions				
• Sports Club materials and equipment				
• Class Program / Master Program indicating school sports club activities/practice.				
• Sports Manual				
II. Post-Implementation				
• Program Implementation Review				
• Accomplishment Report				
• Appreciation/Awarding Ceremony				

Evaluated by:

Conforme:

Name/Position/Signature of DFTAT Member

School Head/School Sports Coordinator