



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

03 Sep 2025

DIVISION MEMORANDUM
SGOD-2025-155

**CAPACITY BUILDING AND ADVANCEMENT PROGRAM FOR
MALUNGON SPORTS COACHES**

TO: Assistant School Division Superintendent
Chief Education Supervisor
Public and Private School Heads Concerned.

1. In preparation for the upcoming Sarangani Provincial Athletic Association Meet 2025, the Municipality of Malungon, will conduct a Capacity Building and Advancement Program for Malungon Sports Coaches on September 4-5 and 7, 2025 at Malandag Central SPED Center.
2. This activity aims to:
 - a. Refresh teacher coaches their coaching skills in preparation for the conduct of 2025 SPAA Meet.
 - b. Capacitate and enhance the knowledge, values and attitude of participants in the science and arts in sports coaching; and
 - c. Orient the participants on the new scheme of the 2025 SPAA Meet.
3. Participants in this training are the District Sports Officers, Technical working group, resource speakers, and teacher- coaches who will meet the following qualifications:
 - a. Must be a sports club adviser, non - teaching personnel, or teacher who was assigned to coach a team/sports discipline.
 - b. Has experience or no experience in coaching and is interested in further enhancing his/her knowledge and skills in his/her chosen sports discipline.
 - c. Must be fifty (50) years old and below for those interested coaches who are planning to coach in the next school year.
 - d. Must NOT be a K-to-3 teacher and school reading teacher;
 - e. Must be physically, and mentally fit. Hence, as a requirement, participants shall present a medical certificate from any physician that they are physically, and mentally fit); and
 - f. Recommended and endorsed by the School head.
 - g. Participants are also advised to provide their own meal and snacks and wear appropriate attire during the training program.
 - h. For services rendered during weekends, all personnel concerned are entitled to Compensatory Time Off (CTO) or A Service Credits per Civil Service and DBM Joint Circular No. 2, s. 2024 on the Non-Monetary Remuneration for Overtime service Rendered or DepEd Order No. 53, s. 2003 on the Updated Guidelines on Grant of Vacation Service Credits to Teachers.



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

4. A Registration Fee of One Hundred Fifty Pesos (150.00) shall be collected to all schools of Malungon both public and private to cover meals, materials, equipment and other expenses incurred during the conduct of the training.
5. Attached herewith is the Activity Design and Activity Matrix.
6. For inquiries, please contact Mr. Noli G. Cabaylo at 09176325691.
7. Immediate dissemination of this Memorandum is desired.

RUTH L. ESTACIO PhD, CESO V
Schools Division Superintendent

Encl.: As stated

Reference: As stated

To be indicated in the Perpetual Index
under the following subjects:

PROGRAMS
SPORTS

AAD/SGOD/MLA – capacity building and advancement program for malungon sports coaches
0825/September 3, 2025



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

Budgetary Requirement

Detailed Budgetary Requirements

Particulars	No. of Pax/unit	No. of days	Cost per pax/unit	Total Cost
TARPAULIN	1		1000.00	1500.00
Supplies (Ink, Bond Paper, Ballpen)	1		900	900.00
Certificates	120		5	600.00
Meals	44	3	100.00	13,200.00
Snacks AM	44	3	25	3,300.00
Snacks PM	44	3	25	3,300.00
Utilities Expense and Other Expense				3,000.00
Total				25,800.00



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

Activity Matrix:

Date and Time	Activity	Responsible Person	Resources Needed
Date : September 4, 2025			
7:30-8:00 AM	Arrival and Registration	District Sports Officers	Attendance Sheet
8:00-9:00 PM	Opening Program	TWG	
	National Anthem		
	Prayer		
	Rehiyon Dose		
	Sarangani Hymn		
	Welcome Remarks	Fernie L. Cabanalan, PSDS	
	Presentation of Participants	Dennis Sargado, HT-I	
	Statement of Purpose	Noli G. Cabaylo, PSDS	
9:00-10:30am	Plenary Session "Training Plan/Design"	Resource Speaker / TWG Emran Gandulan, T-I	Laptop / Projector
10:30-12:00pm	Workshop/ Break Away per	Resource Speaker / Participants /	



Republic of the Philippines
Department of Education
 SOCCSKSARGEN REGION
 SCHOOLS DIVISION OF SARANGANI

	Event	TWG	
	Pre- Test		
12:00-1:00pm	Lunch		
1:00-2:30 PM	Plenary Session “Anatomy of a good coach”	Jujhon A. Bejona, Principal I	Laptop/ Projector
2:30-3:30 PM	Plenary Session “Child Protection Policy”	Mark Reagan J. Decir Principal I	Laptop/ Projector
3:30-5:00pm	Workshop/ Break Away per Event	Resource Speaker / Participants / TWG	
Day 2 September 5, 2025			
7:30-8:00am	Arrival/Registration	District Sports Officers TWG	Attendance
8:00-12:00 NN	Break Away per Event	Resource Speaker / TWG	
12:00-1:00 PM	Lunch		
1:00-2:30 PM	Break Away Session	Resource Speaker/	



Republic of the Philippines
Department of Education
 SOCCSKSARGEN REGION
 SCHOOLS DIVISION OF SARANGANI

		TWG	
2:30-5:30pm	Plenary Session "Sports Injury"	Victor Rey V. Gella, RN	Laptop/ Projector
Day 3: September 7, 2025			
7:30-8:00 AM	Registration		Attendance Sheet
8:00-10:00 am	Break Away per Event Practicum per Event		
10:00-11:00am	Evaluation and Post- Test	Resource Speaker / TWG	
11:00-12:00 PM	Closing Program		
		TWG	
	Makabayan Song	Multi- Media	
	Prayer	Multi-Media	
	Message	Noli G. Cabaylo, PSDS	
	Ways Forward	Fernie L. Cabanalan,PSDS	
	Closing Remarks	Jujhon Bejona, P- I	
	Giving Of	TWG	



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

	Certificates		
	Closing Prayer	Multi- Media	
	Home Sweet Home		

List of Technical Working Group

Noli G. Cabaylo, PSDS

Fernie L. Cabanalan, PSDS

Secretariat

Vianney Nemaria Arciaga /TIC

Friz Dew Alconera / PDO

Alpha Joy Padernilla / ADAS

Krenz Patrick Montealto/ ADAS

District Sports Officers

JuJohn Bejona, P-I

Dennis Sargado, P-I

Reuben Jay Baguio, HT-I

Roy Escaner, HT-I

Mark Reagan Decir, P-I

Medical Team

Victor Rey Gella, RN

Arnold Pagaduan, RN

Suzette Bairoy, RN

Genevive Erigbuagas, RN

Sports Event / Resource Speaker

1. Athletics

Laura Bogador

Harold Putis



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

2. Badminton

Mary Jane Ranis
Dennis Sabornido

3. Basketball

Emran Gandulan
Rey Mahilum
Allen Abellon
Reuben Jay Baguio

4. Billiards

Dennis Sargado
Lyaline B. Lazarte
Francis Jaicen Cedenio

5. Chess

JuJohn A. Bejona
Jay Mangaron

Dance Sports

Noime Jay B. Balunto

6. Gymnastics

Lea A. Villa

7. Football

Eugene Simbahon
Dave Christopher Adtoon

8. Futsal

Julie Manocay
Jessie

9. Sepak Takraw

Cesarlito Rolona
Herald Sorial



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

10. Table Tennis

Roy Escaner

Tyrone Saquilabon

Reneboy Magallanes

11. Taekwondo

Geraldine Emanuel

12. Volleyball

Romar Polancos

Vincent John Bogador

Nino Olivo

Wushu

Mark Reagan Decir

Albert White Jr.

13. Paragames

A. Athletics

Juliet De Luna

B. Bocce

Alma Gregorio