



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

18 Nov 2025

DIVISION MEMORANDUM

CID-2025-418

ACCREDITATION AND REFRESHER COURSE FOR
SELECTED MALAPATAN SPORTS COACHES 2025

- To: Assistant Schools Division Superintendent,
Chief Education Supervisors
Public Schools District Supervisor
Public Elementary and Secondary School Heads
All Concerned
1. In preparation for the 2026 Sarangani Provincial Athletic Association (SPAA) Meet, the Municipality of Malapatan will conduct an **Accreditation and Refresher Course for selected Malapatan Sports Coaches** on November 21-23, 2025, at Lun Padidu National High School, Lun Padidu, Malapatan, Sarangani Province.
 2. The activity aims to:
 - a. certifies and updates coaches on the latest regulations, event protocols, and requirements for coaches and assistant coaches; and
 - b. improves the understanding and abilities of participants in sports science and coaching techniques for sports events, covering match analysis, psychological elements of coaching, and the creation of training plans.
 3. Participants in the activity are the district heads of Malapatan, district sports coordinators with their alternates, technical working group, resource speakers, and teacher-coaches who met the following qualification standards:
 - a. Must be a sports club member, or a teacher who was assigned to coach a team/sports discipline;
 - b. With or without experience in coaching, and are interested in further enhancing his/her knowledge and skills in his/her chosen sports discipline;
 - c. Official Coach, Assistant Coach, and Chaperon to the SPAA Meet 2026;
 - d. Must be fifty (50) years old and below for those interested coaches that are planning to coach next school year;
 - e. Must NOT be a K to 3 and/or school reading/ARAL teacher;
 - f. Must be medically, physically, and mentally fit (participants are requested to present a medical certificate from any physician for this matter); and



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- g. Recommend and endorsed by the School Head.
4. Participants are also advised to bring food utensils and wear appropriate attire during the training.
 5. All teaching and non-teaching personnel are entitled to leave credits and or compensatory time off, whichever is applicable.
 6. Travel expenses and registration fee of Eight Hundred Forty-Five Pesos (₱845.00) per participant are chargeable against the MOOE or local funds, subject to the usual accounting and auditing rules and regulations.
 7. For inquiries, contact Ms. Susana S. Sumagka at 09778025323 or Mr. Khent Ryan C. Polangcos at 09368593622
 8. For the information and guidance of all concerned.

RUTH L. ESTACIO PhD, CESO V
Schools Division Superintendent

Encl.: As stated

Reference: N o n e

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

PROGRAMS

Judith B. Alba/CID/MLA – accreditation and refresher course for selected malapatan sports coaches 2025
1174/November 18, 2025



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(Enclosure to DM-CID-_____)

ACTIVITY MATRIX

Date and Time	Activity	Person Responsible
November 21, 2025 (FRIDAY) Part 1: Morning: Foundations of Modern Coaching		
7:30am -8:30am	Registration and Welcome Remarks. & Solidarity Meeting of Coaches	Susana S. Sumagka, Ed.D, P-II – District Principal In-Charge, Mal. 3 Khent Ryan C. Polangcos – District Sport Coordinator, Mal. 3
Part II: Lectures		
8:45am-12:00am	Preliminaries	
	Roll-Call / Introduction of Participating Schools	Glorilyn Micoy & Guiller Diale
	Documents and Attachments Orientation	Meilani Libre- DSAC Chair & Screening ICT Team
	"Understanding Basic Coaching Principles, Theories, and Methodologies"	Speakers per event – Break Out Rooms
	Morning Break.	Participants
	Group Discussion: Ethical considerations and professional conduct in sports coaching	Speakers per event – Break Out Rooms
Afternoon		
1:30 pm-2:30pm	"Psychological Factors Affecting Sports Performance"	Speakers per event – Break Out Rooms
2:30 pm-3:30pm	Activity: Goal Setting workshop	Speakers per event – Break Out Rooms
3:30 pm-3:45pm	Afternoon Break.	Participants
3:45 pm-4:50pm	Group Activity: Communication Skills Enhancement	Speakers per event – Break Out Rooms
November 22, 2025 (SATURDAY) - Practical Coaching and Skill Development		
7:00 am-8:00 am	Attendance	Participants
8:00 am-9:00 am	Warm-up and Cool-down Techniques	Speakers per event – Break Out Rooms
9:00 am- 10:30 am	Workshop: Sport-Specific Skill Development	Speakers per event – Break Out Rooms
10:30 am-10:45 am	Morning Break.	Participants

10:45 am- 12:00 pm	Mini-Games and Modified Activities	Speakers per event – Break Out Rooms Participants
Afternoon		
1:30 pm-2:30pm	Lecture/Workshop: "Sports Safety Protocols and Injury Prevention Strategies"	Speakers per event – Break Out Rooms
2:30 pm-3:30pm	Demonstration: Taping and Basic Injury Management.	Speakers per event – Break Out Rooms
3:30 pm-3:45pm	Afternoon Break.	Participants
3:45 pm-4:50pm	Session: Integrating Technology in Coaching	Speakers per event – Break Out Rooms
November 23, 2025 (SUNDAY)		
7:00 am-8:00 am	Attendance	Participants
8:00 am-9:00 am	Lecture: "Principles of Training and Conditioning"	Speakers per event – Break Out Rooms
9:00 am- 10:30 am	Group Activity: Developing a Training Session Plan	Speakers per event – Break Out Rooms
10:30 am-10:45 am	Morning Break.	Participants
10:45 am- 12:00 pm	Case Studies: Analysis of successful and unsuccessful training programs.	Speakers per event – Break Out Rooms Participants
Afternoon (1:00 PM - 3:00 PM): Community Engagement and Course Wrap-up		
1:00 pm-2:30pm	Brainstorming Session: Community Engagement Strategies.	Speakers per event – Break Out Rooms
2:30 pm-3:30pm	Q&A Session: Open forum for coaches to ask questions and share insights.	Speakers per event – Break Out Rooms
3:30 pm-4:45pm	Closing Remarks and Accreditation Ceremony. Distribution of certificates.	Participants



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Budgetary Requirement

Breakdown of Expenses

Note: ₱ 845.00 Registration Fee per Coach-Participant.
 The registration fee shall be charged against the School MOOE of participating schools within the Municipality of Malapatan.

No. of Pax/Quantity	Unit	Registration Fee	TOTAL
120	pax	845.00	101,400.00

Breakdown of Expenses from the Collected Registration Fee

Day	No. of Pax/Quantity	Unit	EXPENSES				TOTAL
			Food & Snacks	Decoration (Tarpaulin)	Certificates	Token	
Day 1	120	pax	231.50				27,780.00
Day 2	120	pax	231.50				27,780.00
Day 3	120	pax	231.50				27,780.00
-	4	pcs		2000.00			2,000.00
-	8	packs			1060.00		1,060.00
-	30	pcs				₱15, 000.00	15,000.00
TOTAL							101,400.00

A.10.2 Detailed Budgetary Requirements / Expenses

Particulars	No. of Pax/Unit	Unit	No. of Days	Cost per Pax/Unit	Total Cost
Meals and Snacks	120	pax	3	231.50	83,340.00
Tarpaulins (5 x 6 Feet)	4	pcs	-	500.00	2,000.00
Worx Specialty/Board Paper 180gsm Dirty White -A4	8	packs	-	132.5	1,060.00
Speakers Tokens	30	pcs	-	500.00	15,000.00
TOTAL					101,400.00
Note: ₱ 845.00 Registration Fee per Coach-Participant. The registration fee shall be charged against the School MOOE of participating schools within the Municipality of Malapatan.					



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LIST OF PARTICIPANTS

I. A- List of Speakers per Event

Arnis	Elmer Senina
Athletics	Sylvester Tagalog
	LARRY M. GEORLIN
	Joery Latriz
BADMINTON	Ruel A. Cervantes
	Emie Gil Fuertes
BASKETBALL	Jonathan M. Ecoy Sol S. Bigtasin
	Khent Ryan C. Polangcos
	Loremer M. Aknaban
BILLIARDS	Edwin M. Aknaban
	Lalaine Alido
CHESS	Charlie G. Daguplo
	Virgil Lambot
DANCE SPORTS and GYMNASTICS	JUNJUN TADLONGAN
	Analee A. Catalan
TABLE TENNIS	Carlos bantulo
	JACKY LOU B. PONCARDAS
	Lowela Abello
VOLLEYBALL	Roselyn Embac
	Erwin Tañamor
Boxing/Wushu	Jay-Ar L. Callano
	Jeffrey Paglinawan
Futsal/Football/ Soccer	Jessrael Poncardas
	Romel C. Balbino
Sepak Takraw	Roger A. Cervantes & Kenneth P. Carten
Swimming	Vilma Unda
	Roberto C. Jauno Jr.
Taekwondo	Antonio Camique
DSAC	Meilani Libre- DSAC Chair & Screening ICT Team



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II. B- LIST OF COACHES

MALAPATAN 1 Wowie B. Balandan April Love D. Balandan Sahara Bayoy Ronesa NINGASCA May Nervies Dizza Rhea P. Nawa Annalyn Miguel Liberty Agustin Melbourne Cagang HARROLD KING L. WAGAS EME GUILL A. FUERTES Jharvie Dwayne P. Molana Mia Sarah L. Dayaguit Gladybabe Lucañas Reden Ablazar Jocelber Desierto Karen Mae Lara Merchan Villorente Margie Villorente Erlyn De Castro April Hazel Mejares Rico L. Recopelacion Charmaine Lou Yorsua	MALAPATAN 2 Elvie C. Millona Mary Gwen Trixxie D. Mante Elvie P. Cereño Sheila Mae Liston Crizel Largo Andy Vic V. DAVA Edmer Caliaga Honorato C. PACTES Jomaira Malicader Jesie Saberon Shane Jandoc Jesica Sacal Locaya Harid Rose Mae Maramba Cecile D. Morata Cashmere P. Kuaya Haiden Rose M. Bantilan Amal M. Akad Blessy Joy Sogi Analayn Hornido Nor-In A. Calayon	Liezl Rosa Princess Grace Santillan Johenice Ancao Rhojana Maida Honievave Longno Kirby M. Banda Joemarie A. Padernal Kenny E. Ledesma Jomar G. Mamalapus Montasser Mudsol Sitte Janiza P. Hernando Edel Grace C. Unda Dhen Rose P. Bayer- Lyra Gracia H. Lumayag- Ellen Hope M. Maguan Aleza Mhaya Diasana Sherry Ann M. Tico Jomar T. Sandaton Ledelie S. Saberon Shane Jandoc Michelle Lanceso Jamaria M. Sauban Mark Jhon Gozanes Alfredo E. Lipang
MALAPATAN 3 MONER P. AKAD Rica B. Ponce Mary Ann S. Lagalcan Juvy P. Takalan Shiela Mae M. Chavez Crystal Nathalie A. Marquez Janice S. Manap Gladys C. Tuayon Joshua S. Tagose Mercy B. Parallag Salvador R. Torcuator III Raiza S. Maguan Jotham M. Acibar Arpha A. Uddin	Rovie Jane T. Amelista Abelardo T. Alba Loreto P. Lgayan Jr. RESZEL L. MAGON REMARK T. RICAFFRENTE May Verly S. Llauderres Hazel C. Lalantacon CHARIEN JOY S. DAYADAY MARVIN L. ANINON Ailyn S. Casi Liesel Beth M. Balansag Devissa Gadiale Sittie-Rauda N. Palao Lea T. Marimon	Felix M. Abasolo Christine C. Abaro Gemma G. Tolentino Melchie Joy C. Saplad Lauren Abella Julie ann Duenas Jared Jones Huerte Ailene Timtim Nelvin Bustamante Alvin Mamac Jennifer Sumaylo Johcel Mae Penticostes GENESIS H. FELONGCO REYCHAN A. CALAYON Henry D. Mangarang



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III. C- LIST OF TECHNICAL WORKING GROUP

Medic	Rochelle T. Esperat Mirame Miranda Mitzi Wata Juvill O. Omalza Reggie Espina Agnes B. Caberoy	Malapatan District Nurse & LPNHS DRRM
TWG	Khent Ryan C. Polangcos Kenneth P. Carten Leandro K. Aller Analee A. Catalan Jeffrey T. Basino Raymart R. Piodos Ernahld de Leon Cathy Mangcal Jean Paracuelles Habidin Diok Raiza Maguan Mervin Felisilda Kris Dennenese Lao Jivilyn Nalangan, Mary Grace Amora, Janyyn Reo S. Okay, Angelle Mae P. Paler Mary Glenn Tagwalan Mary Ann C. Niquit Glorilyn Micoy Guiller Diale John Perry C. Omalza Jessie Carmelotes Cherry P. Asayas, Aimea Rose S. Angos Jessa Mae C. Cabca Jefferson C. Dala Salvador R. Torcuator III Catherine Quezon Regie Espina Angelou Besagas Victoria M. Akiatan Jessa Mae D. Bon Geneviev C. Salas Merrel M. Mejorada Lucely C. Capalla Jay-aar Cabilao	Malapatan 1, 2 & 3