



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

**Office of the Schools Division
Superintendent**


DIVISION MEMORANDUM

No. 825 s. 2025

TO: Ms. MAURINE C. CASTAÑO
Chief Education Supervisor , SGOD

Mrs. CORAZON H. SAMUYA
Principal III, DCPNHS - JHS

FROM: WILFREDA D. BONGALOS PhD CESO V
Schools Division Superintendent

FOR THE SDS:

JOHN ARIEL A. LAGURA , PhD
Asst. Schools Division Superintendent

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

DATE: November 13, 2025

1. Pursuant to DepEd Regional Office VII Regional Memorandum No. 1123, s. 2025, titled "*Conduct of Orientation-Workshop on the Institutionalization of Sports Clubs in Public Schools*," dated November 7, 2025, this Office hereby designates the following participants to attend the said activity on December 15 -17, 2025 at Baguio Teachers Camp, City of Baguio , Philippines:

- a. Ms. Maurine C. Castaño
Chief Education Supervisor, SGOD
- b. Dr. Pilar E. Diez
Head Teacher III, MAPEH Dept., DCPNHS – JHS

2. The identified participants are advised to secure the necessary requirements, including a **Travel Authority** and a **Medical Certificate** indicating that they are physically and medically fit to attend the orientation-



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workshop. In addition, they are to register using the link <https://forms.office.com/r/abHx0PwrXB> on or before November 10, 2025.

3. Travelling expenses of the division personnel- participant shall be charged against **Division MOOE/Local Funds**, while that of the school participant shall be charged against their respective **School MOOE/Local Funds**, subject to the usual accounting and auditing rules and regulations.
4. All other provisions stated in the referenced memorandum shall remain in full force and effect.
5. For your information, guidance, and compliance.