



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

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**Office of the Schools Division  
Superintendent**

**June 11, 2026**

**DIVISION MEMORANDUM**

No. 438 s . 2026

**CONDUCT OF THE SEMINAR-WORKSHOP ON INSTITUTIONALIZING  
SPORTS CLUBBING IN THE PUBLIC SCHOOLS**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
School Heads/Principals  
School Sports Coordinators  
All Others Concerned

1. Pursuant to DepEd Order No. 022, s. 2025, and in support of the Department's thrust to strengthen school-based sports development programs, this Office announces the conduct of the **Seminar-Workshop on Institutionalizing Sports Clubbing in the Public Schools** on **June 20 and 27, 2026**.
2. The activity aims to:
  - a. Orient school leaders and sports coordinators on the provisions of DepEd Order No. 022, s. 2025;
  - b. Strengthen the implementation of sports clubbing programs in public schools;
  - c. Develop school-based plans and mechanisms for institutionalizing sports clubs; and
  - d. Enhance collaboration among schools in promoting sustainable sports participation and talent development.
3. Participants in this activity are the **School Principals and School Sports Club Coordinators of the twenty-seven (27) public schools** in the Division. Attendees are required to submit their pre-registration via <https://docs.google.com/forms/d/e/1FAIpQLSeG6Ighn7Cu51rSwxz7PdXHWfN91HxL4yIh1ltNv-b3ritXPQ/viewform?usp=preview> no later than **2:00 PM on June 17, 2026**.

4. The final list of participants, facilitators, members of the Program Management Team, along with the official schedule/matrix and venue, will be issued in a subsequent memorandum.
5. A **registration fee of One Thousand Two Hundred Pesos (Php 1,200.00) per participant** shall be collected to cover meals, snacks, and training materials.
6. Expenses related to the participation of school personnel may be charged against **School MOOE or other available local funds**, while expenses for division personnel and invited facilitators may be charged against the **Division MOOE**, subject to the usual accounting and auditing rules and regulations.
7. Eligible non-teaching personnel shall be granted Compensatory Time-Off (CTO), and teaching personnel shall be granted service credits, pursuant to existing CSC and DepEd guidelines on services rendered beyond regular working hours.
8. Immediate dissemination of and compliance with this Memorandum are desired.
9. For information and guidance.

  
**WILFREDA D. BONGALOS PhD CESO V**  
Schools Division Superintendent 