



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

**Office of the Schools Division
Superintendent**

August 11, 2026

DIVISION MEMORANDUM
No. 636 s. 2026

DESIGNATION AS DIVISION SPORTS CLUB COORDINATOR

To: OIC, Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Elementary and Secondary School Principals
All Others Concerned

1. In accordance with **DepEd Order No. 022, s. 2025**, entitled "*Policy Guidelines on the Institutionalization of the School Sports Club in Public Schools*," and other existing DepEd policies and issuances governing school sports development, **JOERMELYNE P. PASILBAS, Project Development Officer I / Division Youth Formation Coordinator (DYFC)**, is hereby designated as **DIVISION SPORTS CLUB COORDINATOR** of the Schools Division Office of Tagbilaran City, effective immediately.

The designation is intended to strengthen the coordination, implementation, monitoring, and continuous improvement of the **School Sports Club Program** and other related sports development initiatives across the Division.

2. The Division Sports Club Coordinator shall:
 - a. **Coordinate the implementation of School Sports Clubs** in all public elementary and secondary schools in the Division in accordance with DepEd Order No. 022, s. 2025 and other pertinent policies and issuances;
 - b. **Develop and coordinate the Division Sports Club implementation plan**, including targets, activities, timelines, monitoring mechanisms, and expected outputs;
 - c. **Provide technical assistance** to School Sports Club Coordinators, Sports Club Facilitators, coaches, and school heads on the planning, organization, implementation, and monitoring of sports club activities;
 - d. **Assist schools in establishing and strengthening sports clubs** based on learner interests, available resources, school capacity, qualified personnel, and appropriate sports development opportunities;
 - e. **Coordinate capability-building activities** for school sports personnel, including orientations, coaching enhancement, sports officiating, sports management, learner safety, and other relevant areas;
 - f. **Monitor and evaluate the implementation** of School Sports Clubs and other sports development programs and activities in schools and provide appropriate technical assistance based on identified needs;



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- g. **Consolidate and analyze school-level reports, accomplishments, issues, concerns, and good practices** and submit periodic reports and recommendations to the Schools Division Superintendent through the appropriate Division Office unit;
 - h. **Maintain an updated Division database** of School Sports Clubs, sports offered, School Sports Club Coordinators, Sports Club Facilitators, coaches, sports facilities, equipment, activities, and other relevant information, consistent with existing data privacy and records management policies;
 - i. **Coordinate the identification and development of sports talents** in collaboration with school heads, coaches, Sports Club Facilitators, and other concerned personnel;
 - j. **Assist in the planning and coordination of Division-level sports activities and competitions**, including technical requirements, schedules, venues, personnel, documentation, and other logistical concerns;
 - k. **Provide technical and organizational support** in the preparation and participation of Division delegations in higher-level sports competitions, subject to existing DepEd policies, eligibility requirements, selection procedures, and approved guidelines;
 - l. **Promote safe, inclusive, equitable, and learner-centered participation in sports**, ensuring that all activities adhere to applicable policies on child protection, safeguarding, health, safety, and inclusive education;
 - m. **Coordinate with concerned Division Office units** on matters involving medical and health requirements, learner welfare, risk management, facilities, equipment, procurement, finance, partnerships, and other support requirements for sports activities;
 - n. **Assist in identifying resource requirements** for sports development, including facilities, equipment, supplies, training resources, and other appropriate interventions;
 - o. **Facilitate coordination with legitimate partners and stakeholders** who may support sports development initiatives, subject to existing DepEd policies on partnerships, donations, sponsorships, procurement, and financial accountability;
 - p. **Document and disseminate effective practices, innovations, accomplishments, and learner achievements** in sports for possible replication, recognition, and institutional learning; and
 - q. Perform **other related functions as may be assigned by the Schools Division Superintendent**, consistent with existing laws, DepEd policies, and the nature of the designation.
3. The Division Sports Club Coordinator shall work under the overall supervision of the Schools Division **Superintendent** and shall coordinate closely with the concerned Division Office units, particularly the **Schools Governance and Operations Division (SGOD), Curriculum Implementation Division (CID), Public Schools District Supervisors, School Heads, School Sports Club Coordinators, Sports Club Facilitators, coaches, and other concerned personnel.**

The Coordinator shall ensure that the implementation of School Sports Clubs is harmonized with the Division's priorities on learner development, physical fitness, health and well-being, talent development, inclusive participation, and holistic education.

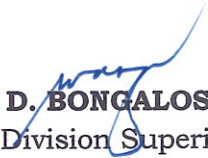
4. All activities and interventions undertaken pursuant to this designation shall strictly adhere to applicable DepEd policies and issuances, particularly those relating to:
- a. Institutionalization of the School Sports Club;
 - b. School sports and athlete development;
 - c. Child protection and safeguarding;
 - d. Health, safety, and risk management;
 - e. Inclusive education and equitable learner participation;
 - f. Procurement, property, and financial management;
 - g. Partnerships and stakeholder engagement;

- h. Participation in sports competitions and travel; and
- i. Records management and data privacy.

5. This designation is **in addition to the regular duties and responsibilities** of the designated personnel. It shall not be construed as a promotion, creation of a new plantilla position, or entitlement to additional compensation, unless otherwise authorized by existing laws, rules, and regulations.

The designated personnel shall continue to perform the duties and responsibilities attached to his/her regular position, subject to applicable workload, personnel management, and other relevant DepEd policies.

6. This Office Order shall take effect **immediately upon issuance** and shall remain in force until revoked, amended, or superseded by a subsequent issuance.
7. For immediate dissemination and compliance.


WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent 