



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

**Office of the Schools Division
Superintendent**

August 10, 2026

DIVISION MEMORANDUM
SGOD- 2026- 136

**COORDINATION MEETING ON THE FINALIZATION OF SPORTS EVENTS,
OFFICIATING OFFICIALS, TOURNAMENT MANAGERS REQUIREMENTS &
PREPARATORY ACTIVITIES FOR THE 2026 DIVISION
QUALIFYING ROUNDS & CITY MEET**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public & Private School Heads/ Principals
School Sports Coordinator
Tournament Mangers
All Others Concerned

1. In line with the Department of Education's commitment to ensuring the orderly, efficient and successful conduct of school sports activities, a **Coordination Meeting** shall be conducted on **August 29, 2026 (Saturday) 8:00AM -12:00 Noon** at TCCES AV Hall.
2. The meeting aims to strengthen coordination, establish common guidelines and ensure the timely preparation of all requirements necessary for the conduct of sports competitions.
3. Participants in this activity are the Public and Private School Principals, School Sports Coordinators, Tournament Managers, Division Sports Focal Person, SGOD Chief and personnel, DSAC Chair Mrs. Corazon H. Samuya and DSAC ICT Alberto Tibod Jr.
4. The following agenda shall be discussed during the coordination meeting:
 - Identification & confirmation of events for the Qualifying Rounds.
 - Finalization of the list of Technical Officials for the Qualifying Rounds and City Meet.
 - Presentation & approval of Game Schedules.
 - Payment of Hired Referees.
 - Deadline for Submission of required documents **August 21, 2026**.
5. **School Heads and School Sports Coordinators** from both public and private schools shall present and submit their proposed sports events for the inclusion in the 2026 Qualifying Rounds and City Meet. The coordination meeting shall deliberate on the proposed events and finalize the official



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list of sport events to be contested. Likewise, they shall also submit the names of qualified officiating officials for inclusion in the event.

6. Tournament Managers shall present and submit the following for their respective sports events:

- List of recommended technical officials;
- Proposed list of hired referees & officiating officials;
- Proposed budgetary requirements;
- Sports equipment & materials needed.

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 service rendered beyond regular working hours.

8. Immediate dissemination of and compliance with this Memorandum are desired.

9. For immediate dissemination.

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent