



Republic of the Philippines
Department of Education
Region VI-Western Visayas
SCHOOLS DIVISION OF KABANKALAN CITY

DIVISION MEMORANDUM

NO. 060, s. 2024

MAR 04 2024

CONDUCT OF DIVISION REFRESHER COURSES FOR COACHES

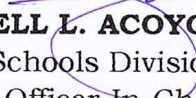
To: Asst. Schools Division Superintendent
Chiefs, CID & SGOD
Public Schools District Supervisors
Public and Private Elementary & Secondary School Heads
Tournament Managers
All Others Concerned

1. This Office announces the conduct of the 2024 Division Refresher Courses for Coaches in preparation for the various sports-related events and competitions at the school and higher levels. The refresher courses for non-combative sports will be conducted on March 8 – 10, 2024, while those for combative sports will be conducted on March 8 – 10, and 16 – 17, 2024.
2. This activity aims to:
 - a. define and refresh the roles and responsibilities of coaches in the conduct of a given sports competition;
 - b. strengthen the coaches' competencies in their respective sports disciplines; and
 - c. ensure that coaches are qualified to perform coaching tasks for the upcoming sports event.
3. Participants to the Division Refresher Courses are the coaches who served during the City Sports Meet last December 2023 and the coaches for the upcoming 2024 Provincial Meet.
4. For the guidance of the expected participants, the details of this activity are found in the following enclosures:
 - a. Enclosure No. 1 – Training Venues
 - b. Enclosure No. 2 – Resource Speakers & Facilitators and Working Committees
 - c. Enclosure No. 3 – Training Matrix
5. Participants are expected to arrive at their respective venues 15 minutes before the start of each session. All participants are also encouraged to bring their water tumbler, personal sports equipment (if there is any) and extra T-shirt/jogging pants. Participants are advised to wear the appropriate sports attire, most especially during practicum.
6. As part of the Department's duty to safeguard the health and safety of its personnel, the School Health and Nutrition Unit, led by Dr. Mylene T. Sabay, Medical Officer III, shall ensure that necessary procedures, such as blood pressure monitoring and pulse oximetry, are carried out throughout the activity.
7. The travel and incidental expenses of the participants are chargeable against the School MOOE Fund subject to the availability and the usual accounting and auditing rules and regulations.



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8. The concerned school heads shall take full responsibility in ensuring compliance to DepEd Order No. 9, s. 2005 on Instituting Measures to Increase Engaged Time-On-Task and Ensuring Compliance Therewith, and strict compliance to other existing DepEd rules and guidelines.
9. Moreover, as per DepEd Order No. 53, s. 2003 entitled Updated Guidelines on Grant of Vacation Service Credits to the Teachers, teacher-participants who will render services during weekends and holidays shall be given Service Credits. On the other hand, non-teaching personnel shall be provided with Compensatory Time-Off (CTO) per Civil Service Commission (CSC) and the Department of Budget and management (DBM) Joint Circular No. 2, s. 2004 on Non-Monetary Remuneration for Overtime Service Rendered.
10. For questions regarding this communication, send SMS (text) to or call Julieta V. Gempison, EPS-SGOD/ Division Sports Coordinator, at 0966-164-0164.
11. Immediate and wide dissemination of and compliance with this Memorandum are desired.


MICHELL L. ACOYONG, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent



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Enclosure No 1 to the Division Memorandum No. 060, s. 2024

Training Venues

<i>Day 1 March 8, 2023</i>	Kabankalan NHS Covered Court
<i>Day 2 and 3 March 9 – 10, 2024</i>	
Athletics and Paralympics	Kabankalan NHS/ Oval (Simulation)
Arnis	Kabankalan NHS
Badminton	Kabankalan NHS
Baseball	ERAMS-West/ Oval (Simulation)
Basketball	Kabankalan NHS/ K-Center (Simulation)
Chess	Kabankalan NHS
Football and Futsal	Kabankalan NHS/ Kabankalan Football Field (Simulation)
Sepak Takraw	Talubangi NHS
Softball	ERAMS-East / Oval (Simulation)
Swimming	Kabankalan NHS/Zaycoland (Simulation)
Table Tennis	Kabankalan Table Tennis (Beside K – Center)
Tennis (Lawn)	Kabankalan NHS
Taekwondo	Kabankalan NHS
Volleyball	Kabankalan NHS
Wushu	Kabankalan NHS
Billiard	Kabankalan NHS / Perfect Shot Billiard Hall (Simulation)
Pencak Silat	Kabankalan NHS
Dance Sports	Old Conference Hall, Gabaldon Bldg.
Gymnastics	ERAMS West



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Enclosure No 2 to the Division Memorandum No. 060, s. 2024

Resource Speakers and Facilitators

Sports Events	In-charge / Facilitators
Athletics and Paralympics	Antero Gasataya- Lead Facilitator (Track Events) Wenceslao Pineda – Lead Facilitator (Field Events) Mary Grace Encarnacion – Lead Facilitator (Paralympics) John Robert Mejica Rodney Gonzales
Arnis	Jolly Gariando, Jr. Edmar Geaga
Badminton	Keempee Jay Magboo – Lead Facilitator Diwany Barcoma Chelly Badayos
Baseball	Joe Gerald Bustamante
Basketball	Dextex Vonn Cornel – Lead Facilitator Joemar Villafuerte Emilio Empinado
Chess	Herman Quintanilla – Lead Facilitator
Football and Futsal	Shen Sorrosa – Lead Facilitator Michel Miran Marjolan Returan
Sepak Takraw	George Perez – (Boys) Arlie Panag – (Girls)
Softball	Ju Francis Lirazan
Swimming	Anthony Jones Garzon
Table Tennis	Jewelyn Cadigal – Lead Facilitator Joe Glenn Agravanter
Tennis (Lawn)	Raul Mambalos
Taekwondo	Gleen Camporedondo (Kyurugi) Sheene Ruzel Alcalde (Poomsae)
Volleyball	Jude Dojoles – Lead Facilitator Al Villanueva Teddy Puro
Wushu	Sheryl Medecilo
Billiard	Jesusa Mae Diaz
Pencak Silat	Mary Joy Manalo
Dance Sports	Crisandro Sapi-an
Gymnastics	Jerson Fernandez (MAG) Glezy Gonzales (WAG) Adrian Paul Maceda (Aero) Mary Rose Arro (Aero)

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Working Committees

Romeo G. Poyogao – Over all Chairperson
 Julieta V. Gempison – Co-Chairperson

<i>Letters, Program and Invitation</i>	<i>Opening Program</i>
Shiena Saquian – Chairperson	Julieta Gempison – Chairperson
Jewelyn Cadigal – Co Chair	Kean Von Yupracio – Co Chair
	Archiebal Poyogao – Member
	Richard Roa - Member
<i>Attendance and Registration</i>	
Eulyne Lucerna – Chairperson	
Dexyl Garl de Jesus – Co Chair	<i>Certificates</i>
Chelo Taladua – Member	Rebonie Emboltorio – Chairperson
Eva Amandoron - Member	Arnie Besas - Member
	Mae Dacudag
<i>Health and Safety</i>	
Dr. Mylene Terre-Sabay – Chairperson	<i>Venue</i>
Rictee I. Resano – Co-Chair	Romeo Poyogao – Chairperson
All Nurses - Member	Jonathan Gerangue – Co-Chair
	Arnold Magdaet - Member
	Margie Rose Tondo
<i>Monitoring and Evaluation</i>	
Jonalyn de la Cerna – Chairperson	
Aldrin Ballentos – Co-Chair	<i>Food</i>
All PSDS - Member	Shiena Saquian – Chairperson
	Jewelyn Quirit – Co-Chair
	Dexyl Garl de Jesus – Member
<i>Documentation</i>	Kean Von Yupracio - Member
Jacqueline Dagunan – Chairperson	
Archy Mar Aguilar – Co-Chair	
Rommel Villaran - Member	

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Enclosure No 3 to the Division Memorandum No. 060, s. 2024

Training Matrix

Date	Time	Activities	In-Charge
March 8, 2024	8:00 – 8:30 AM	Registration	SGOD
	8:31 – 9:30 AM	Opening Program	SGOD
	9:31 – 12:00 NN	Child Protection Policy/ Bawal Bastos Law	Atty. Nonielon Pescadera Attorney III
	12:01 PM – 1:00 PM	LUNCH BREAK	
	1:01 – 5:00 PM	Sports Psychology, Nutrition and Injury Prevention and Treatment	Dr. Mylene Terre – Sabay Medical Officer III Rictée I. Resano, RN PDO II - DRRM
March 9, 2024	8:00 – 5:00 PM	Breakout Session by Sports Events	Tournament Managers
March 10, 2024	8:00 – 4:30 PM	Continuation of Sports Clinic by Sports Events (Simulation/ Application)	Tournament Managers
	4:30 – 5:00 PM	Closing Program (Non- combative Sports	Tournament Managers
March 16, 2024	8:00 AM – 5:00 PM	Continuation of Sports Clinic for Combative Sports	Tournament Managers
March 17, 2024	8:00 AM – 4:00 PM	(Simulation / Application)	Tournament Managers
	4:01 – 5:00 PM	Closing Program (Combative Sports)	Tournament Managers