




Republic of the Philippines
Department of Education
 REGION VI-WESTERN VISAYAS
 SCHOOLS DIVISION OF KABANKALAN CITY

Special Order No. 011, s. 2024

The following personnel of the Schools Division Office of Kabankalan City who served during the Conduct of Refresher Course for Coaches last March 8-10, 2024 are hereby given Compensatory Time Off (CTO) as per CSC & DBM Joint Resolution No. 2, S. 2004 dated October 4, 2004, to wit:

NAME	NO. OF HOURS RENDERED	EQUIVALENT CTO IN DAYS	COC
Jewelyn Cadigal	16	1.5	24 hrs. (3 days)
Raul Mambalos	16	1.5	24 hrs. (3 days)
Sheina Saquian	16	1.5	24 hrs. (3 days)
Julieta Gempison	16	1.5	24 hrs. (3 days)
Eulyne Lucerna	16	1.5	24 hrs. (3 days)
Dexyll Garl De Jesus	16	1.5	24 hrs. (3 days)
Eva Amandoron	16	1.5	24 hrs. (3 days)
Mae Dacudag	16	1.5	24 hrs. (3 days)
Anthony Jones Garzon	16	1.5	24 hrs. (3 days)
Jonalyn de la Cerna	16	1.5	24 hrs. (3 days)
Archy Mar Aguilar	16	1.5	24 hrs. (3 days)
Dr. Mylene Terry-Sabay	16	1.5	24 hrs. (3 days)
Tristan Lucerna	16	1.5	24 hrs. (3 days)
Noemi Barañao	8	1.5	12 hrs. (1.5 days)
Rebonie Emboltorio	8	1.5	12 hrs. (1.5 days)
Arnie Besas	8	1.5	12 hrs. (1.5 days)
Chelo Taladua	8	1.5	12 hrs. (1.5 days)

This COC is issued this 12th day of March 2024 and is valid until March 11, 2025.


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



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SCHOOLS DIVISION OF KABANKALAN CITY

DIVISION MEMORANDUM

NO. 260, s. 2024

1017 0 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