



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF CALBAYOG CITY

August 27, 2025

DIVISION MEMORANDUM

No. 416, s. 2025

ADDENDUM TO DIVISION MEMORANDUM NO. 347, S. 2025
RE: SIMULTANEOUS CONDUCT OF 2025 LOWER MEETS: SCHOOL MEET,
DISTRICT MEET, AND CITY-WIDE MEET

TO : Assistant Schools Division Superintendent
Chief Education Supervisor (CID & SGOD)
District Advisors
Public Schools District Supervisors
Public & Private Elementary and Secondary School Heads
District Sports Coordinator
All Others Concerned

1. To ensure that academic instruction remains uninterrupted during the simultaneous conduct of the 2025 Lower Meets, all school heads are directed to implement the following measures:

- a. **Class Scheduling Adjustments:** Schools shall prepare modified class schedules to accommodate student-athletes' participation in the Sports Meet. Academic classes for non-participating students must continue as usual.
- b. **Teacher Assignments:** Assign substitute teachers or develop contingency teaching plans to cover classes of faculty members involved in the Sports Meet. Ensure that all subjects have adequate instructional coverage.
- c. **Advance Lesson Plans:** Teachers are required to submit advance lesson plans or self-learning modules to ensure continuity of learning for students who will be attending or participating in the Sports Meet.
- d. **Coordination with Coaches and Advisers:** School heads must coordinate with sports coaches and advisers to ensure that student-athletes are provided with catch-up sessions or supplemental learning materials to cover missed lessons.
- e. **Communication with Parents:** Inform parents and guardians about the Sports Meet schedule and the measures in place to prevent academic disruptions. Encourage their support in ensuring students complete assigned tasks.
- f. **Scheduling of Make-Up Classes:** Schools shall schedule make-up classes outside regular class hours, such as after school, during weekends, or through blended learning modalities (e.g., modular learning), as

appropriate. Schedules must be approved by the school head and communicated to students and parents.

2. With these, all schools are required to submit their respective **catch-up/contingency plans** to the Division Office, through the School Governance and Operations Division (SGOD), **Attn: Mr. Oscar D. Billate Jr., EPS-SGOD/Division Sports Officer, on or before August 29, 2025.**
3. All other provision of the aforesaid Division Memorandum are still enforced.
4. Strict compliance with this Memorandum is enjoined.




MARGARITO A. CADAYONA JR. PhD, CESO VI
Schools Division Superintendent

Enclosure: None

To be indicated in the **Perpetual Index Under** the following subjects:
SGOD SPORTS