



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

January 22, 2026

**DIVISION MEMORANDUM**

No. 035, s. 2026

**25-5 SPORTS DEVELOPMENT PROGRAM (SDP) OF CALBAYOG CITY  
ATHLETIC ASSOCIATION (CCAA) DELEGATION FOR THE 2026 EASTERN  
VISAYAS REGIONAL ATHLETIC ASSOCIATION (EVRAA) MEET**

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

1. To boost performance standards across various sports events and elevate the division's overall showing at the 2026 Eastern Visayas Regional Athletic Association (EVRAA) Meet in Baybay City from March 1-7, 2026, this Office, via the School Governance and Operations Division (SGOD), is notifying the field about the implementation of the 25-5 Sports Development Program (SDP).

2. To guarantee the effective and high-quality implementation of the SDP for our athletes, along with their respective coaches, assistant coaches, and chaperones, the **25-5 scheme** will be carried out in collaboration with our internal and external stakeholders, education partners, the LGU Calbayog City, the City Sports Commission, and the Office of the Representative of the 1<sup>st</sup> District of Samar:

**2.1 25-Day School-Based Sports Development Program (January 24-February 17, 2026):**

This training program operates on a **live-out basis**, taking place from Monday through Sunday. Athletes must train with their coaches at their respective schools, adhering strictly to the schedule outlined below:

Days of the Week	Time	Responsible Person/s
Monday/ Wednesday/Friday	1pm-6pm	Tournament Directors/DepED Trainers, Coaches, Asst. Coaches, Chaperones, and School Heads of the Concerned Athletes



Tuesday/Thursday	6am-12pm	Tournament Directors/DepED Trainers, Coaches, Asst. Coaches, Chaperones, and School Heads of the Concerned Athletes
Saturday-Sunday	7am-6pm	Tournament Directors/DepED Trainers with the LGU Trainers, Coaches, Asst. Coaches, Chaperones, and School Heads of the Concerned Athletes

## 2.2 5-Day Division-Wide Sports Development Program (February 19-24, 2026)

This is an **in-house training** that will take place five days before departing for Baybay City to attend the 2026 EVRAA Meet. It will be conducted at Oquendo NHS (for secondary athletes) and Oquendo CES (for elementary athletes), with the following schedule to be strictly observed:

Days of the Week	Time	Responsible Person/s
Monday-Sunday	4am-6pm	Tournament Directors/DepED Trainers with the LGU Trainers, Coaches, Asst. Coaches, Chaperones, and School Heads of the Concerned Athletes together with the Delegation Officials

3. Transportation during the 25-Day SDP, if the training venue is located outside the school premises, coaches must coordinate with their respective Barangay Officials to utilize the "SAKAY NA Vehicle/s". However, transportation for the 5-Day SDP will be shouldered by the LGU Calbayog City. With this, all TMs and/or Coaches shall prepare and submit their respective **Sports Development Program Matrix** (see *Enclosure No. 1*) through **Mr. Oscar D. Billate Jr., EPS-SGOD/Division Sports Officer** for proper plotting of the schedule of trips, especially those events that will have their practices outside the school/in other training venues. Further, athletes together with their coaches, asst. coaches, and chaperones, if any, will be shuttled to their respective training venues and back to their schools/quarters.

4. **Expenses incurred for food and other relevant expenses during the 25-Day SDP shall be charged against School MOOE and/or Other Local Funds** of the concerned school where the athletes are officially enrolled and shall be subjected to the usual government accounting and auditing rules and regulations.

5. However, all expenses acquired during the 5-Day SDP shall be charged against SEF Fund through the Local School Board, in strong partnership with LGU Calbayog City, and the Office of the Representative of the 1<sup>st</sup> District of Samar. Moreover, coaches/assistant coaches/chaperones/DepED trainers shall be entitled to claim **incidental expenses** chargeable against their respective School MOOE and Other Local funds subject to usual accounting and auditing rules and regulations.



6. In the whole duration of the 25-5 scheme, all coaches, assistant coaches, chaperones, and tournament directors/DepED trainers shall have full responsibility for the welfare of their respective athletes, especially those individual sports events where athletes come from different schools. The diligence required of a good father of a family must be always instilled. **Parents' Permit** must be secured for 25-5 SDP respectively. Any incidents during the program shall be reported immediately to the proper authorities.

7. For the 5-Day Division-Wide SDP, the final and official athletes, coaches, assistant coaches, chaperons, trainers, district sports coordinators, tournament directors/DepED Trainers, and delegation officials in the elementary shall stay at Oquendo CES, and for the secondary it will be at Oquendo NHS. The delegation is expected to arrive at the said venues on **February 19, 2026 at 8a.m.**

8. In the implementation of the 25-5 scheme, this Office requests that all concerned personnel and learners listed in Enclosure No. 2 shall be EXCUSED from their respective classes in the schedules presented in *Item No. 2, particularly 2.1 and 2.2*. It is understood that arrangements shall be made for the classes of those athletes by providing equivalent activities to meet the desired competencies, further giving them consideration in the submission of subject requirements, performance tasks, or their equivalents, and giving them special examinations if they fail to do so because of the conflict of schedule with the SDP and participation in the 2026 EVRAA Meet.

9. In the same manner, arrangements will also be made for the classes of those teacher-coaches to be handled by other teachers in their respective schools. Please utilize the **Emergency Class Program** to ensure the commitment of teachers as per Enclosure No. 2.

10. All sports officials listed in Enclosure No. 2 must adhere to the provisions of DepED Order No. 40, s. 2012 (DepED Child Protection Policy). As such, all officials shall be held responsible for the protection of student-athletes from abuse, violence, exploitation, discrimination, bullying, and other forms of abuse. All officials are reminded also to take precautionary measures in order to avoid accident before, during, and after the training. **"CARE AND SAFETY OF ATHLETES ARE OUR TOP PRIORITIES."**

11. All athletes must bring their eating utensils, sets of bedding, personal belongings, and enough clothing for the whole duration of the in-house SDP. Coaches, assistant coaches, chaperons, and trainers are also required to provide their sets of bedding.

12. Further, **"No Approved SDP Matrix and Emergency Class Program", No Training"** shall be conducted. Moreover, all teams shall strictly adhere to **NO COACH/ASSISTANT COACH, NO TRAINING Policy**.

13. All Delegation Officials, District Sports Coordinators and Co-ordinators, Coaches, and Tournament Officers are hereby informed and

required to attend the **meeting scheduled on February 18, 2026 at 2 p.m. at Oquendo NHS.**

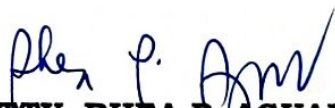
14. **Service Credits/COC** shall be granted to the participants who will render services on days that fall on weekends and holidays as stipulated in DepED Order No. 67, s. 1988 and CSC Memo Circular No. 09, s. 1988.

15. This Memorandum shall serve as the **Travel Authority** of all the concerned personnel.

16. Immediate dissemination of and strict compliance with this Memorandum are earnestly desired.

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

*For the Schools Division Superintendent:*

  
**ATTY. RHEA P. AGUADO**  
Attorney III/Legal Officer  
Office-In-Charge  
SO No.: 005 S. 2026



Enclosure: *Enclosure No. 1-Sports Development Program Matrix; and*  
*Enclosure No. 2-Emergency Class Program*

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







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

**EMERGENCY CLASS PROGRAM**

Type of SDP: ☐ 25-Day SDP ☐ 5-Day SDP

Name of Concerned Teacher: \_\_\_\_\_

Event: \_\_\_\_\_

Coach: ☐ TM ☐ Coach ☐ Asst. Coach ☐ Chaperone

Level: ☐ Elementary ☐ Secondary Category: ☐ Boys ☐ Girls

Training Period/Duration: \_\_\_\_\_

**Direction:**

To be complied before the start of the 25-5 Sport Development Program and shall be submitted thru the Division Sports Coordinator. Kindly ask for assistance from your respective School Head in filling out the needed information.

Time	Grade Level & Section	Subject/s	Temporary Teacher to handle the Subject	Hand Over of Existing Instructional Material	Signature	Remarks
Morning Session						
Afternoon Session						

Prepared by:

Recommending Approval:

\_\_\_\_\_  
Signature Over Printed Name

\_\_\_\_\_  
School Head

Approved:

\_\_\_\_\_  
Public Schools District Supervisor