



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

May 4, 2026

DIVISION MEMORANDUM

No. E00 , s. 2026

**APPROVAL OF THE RECOMMENDATION FOR THE GRANT OF
 SERVICE CREDITS TO TEACHER-TRAINERS OF THE LGU
 CALBAYOG SUMMER SPORTS CLINIC**

TO : Assistant Schools Division Superintendent
 Chief Education Supervisor (CID & SGOD)
 Education Program Supervisors
 Public Schools District Supervisors
 Concerned School Heads
 Concerned Teacher-Trainers
 All Others Concerned

1. This Office has received the official recommendation from the City Government of Calbayog through the City Sports Commission dated May 2, 2026, requesting the grant of service credits to the teacher-trainers who rendered service during the Annual Summer Sports Clinic.

2. After careful review and evaluation of the submitted recommendation, this Office hereby APPROVES the grant of service credits to the following teacher-trainers:

List of Approved Teacher-Trainers

No.	Name of Teacher	Event/Designation	School
2.1	Mary Cris S. Pueblos	Men's Artistic Gymnastics (Coach)	San Policarpo NHS
2.2	Reynaldo D. Coquilla	Men's Artistic Gymnastics (Trainer)	San Policarpo NHS
2.3	Desiree Ann G. Irinco	Women's Artistic Gymnastics (Trainer)	San Policarpo NHS
2.4	Jan Cyril T. Magbanua	Women's Artistic Gymnastics (Coach)	San Policarpo CES
2.5	Romeo L. Labine II	Weightlifting (Coach)	Calbayog City NHS
2.6	Banjo C. Cagomoc	Weightlifting (Coach)	Malaga NHS
2.7	Abegail A. Delos Reyes	Weightlifting (Asst. Coach)	Calbayog City NHS

2.8	Therese Lovelle Gaborni	Archery	Carayman NHS
2.9	Paul Licinius Facun	Basketball	Bayo ES
2.10	Jelee Fate D. Poño	Dance Sports	Calbayog City NHS
2.11	Jaime Larosa	Dance Sports	Calbayog City NHS

3. **Service credits** shall be granted based on the **actual number of days** of service rendered.
4. All participants shall submit the following documents and attach to their respective DTR for the month.
 - a. Daily attendance sheets which shall be “Certified True and Correct” by the City Sports Commissioner; and
 - b. Certification from the City Sports Commission.
5. The concerned teachers shall submit the required Means of Verification (MOVs) in *item no. 4* to their respective School Heads for proper documentation and processing.
6. School Heads are directed to facilitate the inclusion of these service credits in the teachers’ records in accordance with existing DepEd policies on service credits.
7. Immediate dissemination and strict compliance with this Memorandum are earnestly desired.


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

Enclosure: Letter Received from the City Sports Commission

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

SGOD SPORTS SUMMER SPORTS CLINIC





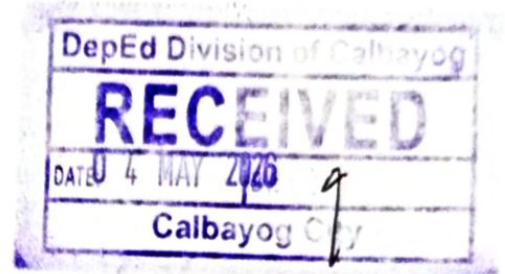
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CITY GOVERNMENT OF CALBAYOG
OFFICE OF THE CITY MAYOR
VGOOD GOVERNANCE IS A SHARED RESPONSIBILITY



OFFICE OF THE CITY SPORTS COMMISSIONER
Calbayog City, Samar

May 2, 2026

DR. MARGARITO A. CADAYONA, JR.
Schools Division Superintendent
Schools Division of Calbayog City
Calbayog City, Samar



SUBJECT: Recommendation for the Grant of Service Credits to Teacher-Trainers of the LGU Calbayog Summer Sports Clinic

Dear Dr. Cadayona,

Greetings!

The City Government of Calbayog, through the City Sports Commission, is currently conducting the **Annual Summer Sports Clinic**. This program, fully supported by **LGU Calbayog**, offers free intensive training across various sporting disciplines to the youth of our city, promoting athletic development and a healthy lifestyle.

In recognition of the specialized skills and significant time rendered by our dedicated teacher-trainers during their summer vacation, I am formally recommending the following personnel for the grant of **Service Credits**. These individuals have served as lead trainers and coordinators, ensuring the safety and technical progress of our participants.

List of Recommended Personnel:

Name of Teacher	Event /Designation	School
1. Mary Cris S. Pueblos	Men's Artistic Gymnastics (Coach)	San Policarpo NHS
2. Reynaldo D. Coquilla	Men's Artistic Gymnastics (Trainer)	San Policarpo NHS
3. Desiree Ann G. Irinco	Women's Artistic Gymnastics (Trainer)	San Policarpo NHS
4. Jan Cyril T. Magbanua	Women's Artistic Gymnastics (Coach)	San Policarpo CES
5. Romeo L. Labine II	Weightlifting (Coach)	Calbayog City NHS
6. Banjo C. Cagomoc	Weightlifting (Coach)	Malaga NHS
7. Abegail A. Delos Reyes	Weightlifting (Asst. Coach)	Calbayog City NHS



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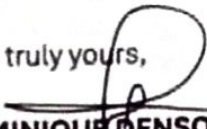
Name of Teacher	Event /Designation	School
8. Therese Lovelle Gaborni	Archery	Carayman NHS
9. Paul Licinius Facun	Basketball	Bayo ES
10. Jeleee Fate D. Poño	Dance Sports	Calbayog City NHS
11. Jaime Larosa	Dance Sports	Calbayog City NHS

The service rendered by these teachers is vital to the success of our grassroots sports program. Their involvement extends beyond regular work hours, as they provide professional coaching to students.

Rest assured that the daily attendance sheets and the close monitoring conducted by our team throughout the duration of the clinic will be considered as the primary means of verification (MOV) for the availment of the corresponding number of days of service credit.

We look forward to your positive consideration of this recommendation as we continue to work together in building a stronger sporting community in Calbayog City.

Very truly yours,


DOMINIQUE DENSON V. DE LOYOLA
Sports-Alyansa President
City Sports Commission of Calbayog


JAYNARD C. MONTERONA
City Sports Commissioner
City Sports Commission of Calbayog