



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

July 6, 2026

DIVISION MEMORANDUM

No. 288, s. 2026

**DIVISION COMPREHENSIVE IMPLEMENTATION MECHANISM AND
SUSTAINABILITY FRAMEWORK FOR THE SCHOOL SPORTS PROGRAM
FOR SCHOOL YEAR 2026-2027**

TO : Assistant Schools Division Superintendent
Chief Education Supervisor (CID & SGOD)
Education Program Supervisors
Public Schools District Supervisors
Public and Private Elementary and Secondary School Heads
District, and School Sports Officers/Coordinators
Technical Officials, Coaches, Asst. Coaches, and Chaperones
All Others Concerned

1. In accordance with the mandates stipulated under DepEd Order No. 22, s. 2025, titled "*Policy Guidelines on the Institutionalization of the School Sports Club in Public Schools*," this Office reaffirms its commitment to holistic student development:

(a) *International Mandate*: Article 31 of the *United Nations Convention on the Rights of the Child* recognizes the fundamental right of the child to rest, leisure, and to engage in play and recreational activities appropriate to their age;

(b) *National Mandate*: Article XIV, Section 19 of the *1987 Philippine Constitution* declares that the State shall promote physical education and encourage sports programs, league competitions, and amateur sports—including training for international competitions—to foster self-discipline, teamwork, and excellence for the development of a healthy and alert citizenry. In line with these mandates, all educational institutions within the jurisdiction of Calbayog City Division shall undertake regular, structured sports activities in close cooperation with local athletic clubs, community stakeholders, and local government units.

2. Consequent to these directives, the Schools Division Office of Calbayog City—through the collaborative efforts of the School Governance and Operations Division (SGOD) and the Curriculum Implementation Division (CID)—hereby rolls out the *Division Comprehensive Implementation Mechanism and Sustainability Framework for the School Sports Program* for

School Year 2026–2027, following the attached ideal/operational schedule of activities as stipulated in *Enclosure No. 1*.

3. This comprehensive framework aims to:
 - 3.1 Establish active School Sports Clubs (SSCs) across all public elementary and secondary schools;
 - 3.2 Standardize the selection, training, and accreditation processes for student-athletes, coaches, and technical officials;
 - 3.3 Ensure strict adherence to child protection, safety protocols, and medical clearance standards during all sports iterations.
4. In strict compliance with DepEd Order No. 009, s. 2026 ("*Guidelines on the Strict Enforcement of the No Disruption of Classes Policy*"), all academic hours shall be fiercely protected. The implementation of the School Sports Program must not compromise the basic instructional time of student-athletes or the contact hours of teacher-coaches.
5. Consequently, the following directives are strictly mandated:
 - 5.1 School-level practices, intensive training sessions, and localized selection meets shall be conducted strictly after regular class hours, during weekends, or during institutionalized academic breaks; and
 - 5.2 The instructional block is strictly inviolable and is reserved exclusively for structured teaching and learning. Consequently, no pullout of learners and teachers shall be allowed during official class hours for sports practices, screenings, or preparation. In inevitable circumstances where student-athletes and teacher-coaches must travel or participate in higher-level meets (District, Division, Regional, or National) during school days, School Heads are required to submit their customized **Prototype Catch-Up Class Program and Schedule** to their respective Public Schools District Supervisors (PSDS) for review and approval **at least five (5) working days** before the commencement of the sports meet and other sports-related activities.
6. To ensure the seamless implementation of sports meets leading up to regional and national competitions, this year's **Calbayog City Athletic Association Meet (CCAAM)** shall be **co-hosted by Calbayog 1, 2, and 3 Districts**. District Supervisors and Unit Officials of the host districts must coordinate immediately with SGOD Chief Dr. Avelina P. Tupa, Division Sports Officer (DSO) Oscar D. Billate Jr., partner Local Government Units (LGUs) at the city and barangay levels, and critical community stakeholders. Immediate coordination is required for the inspection of sports venues, billeting quarters compliance, security protocols, and logistical mapping for the preliminaries and final implementation of the meet.
7. The safety and well-being of student-athletes remain the Division's paramount priority. With this, all sports activities, intensive training sessions, and competitions must strictly adhere to the DepEd Child Protection Policy;

No student-athlete shall be allowed to participate without a valid medical certificate issued by a licensed government physician, a signed parent's/guardian's consent form, and proper insurance coverage where applicable; and medical teams must be present at all training venues and tournament sites.

8. Expenses incurred during the conduct of any activity contained in Enclosure No. 1 shall be charged against **Local Funds, School MOOE, Special Education Fund (SEF)**, or other available valid sources. All expenditures shall be strictly subject to the usual government accounting and auditing rules and regulations.

9. The SGOD, through the School Management Monitoring and Evaluation (SMM&E) Section and the Division Sports Officer with the CoS for Sports, shall conduct regular field monitoring of school-based sports clubs and district-level meets to ensure compliance with this framework. A comprehensive accomplishment report, showcasing both athletic metrics and academic compliance tracking, must be submitted to the Office of the Schools Division Superintendent, through the SGOD, within fifteen (15) days after the conclusion of the School/District/Division Meet.

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



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

Enclosure: As stated

References: As stated

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

SGOD	ACADEMIC CONTINUITY	ATHLETES
COACHES	COMPETITION	FRAMEWORK
POLICY	PROGRAM	PROTECTION
SCHOOL SPORTS		

Enclosure No 1 of Division Memo No. _____, s. 2026

OPERATIONAL SCHEDULE OF ACTIVITIES

Calbayog City Athletic Association (CCAA)

School Year 2026-2027

ACTIVITY	TIMELINE	PERSONS INVOLVED	KEY GUIDELINES, MANDATES & REMARKS
1. Online Registration of School Sports Clubs	Year-Round <i>Applicable to all public schools</i>	SDS, ASDS, CID/SGOD Chiefs, Division Sports Officer (DSO), Coordinator of Sports (CoS), School Heads, Sports Facilitators, Coaches, Partners & Stakeholders	• Policy Alignment: Guided by DepEd Order No. 022, s. 2025 (Policy Guidelines on the Institutionalization of the School Sports Club in Public Schools) and Division Memo No. 429, s. 2025. • Mandate: All public schools must establish or adopt a School Sports Club (SSC) to guarantee active, accessible sports participation for all learners and promote lifelong physical literacy. • Staffing: Schools are required to designate an SSC Coordinator and Facilitators. These roles are officially classified as teaching-related assignments. • Transition & Integration: Existing sports clubs must align with DO No. 022, s. 2025. Private schools are highly encouraged to adopt these guidelines.
2. Strategic Organization of Athletic Associations	Within Term 1, SY 2026-2027 <i>July 17, 2026 (for the Division Level)</i>	SDS, ASDS, CID/SGOD Chiefs, DSO, CoS, Unit/District/School Heads, Division Officials, Teaching & Non-Teaching Personnel, Stakeholders	• Structural Alignment: Athletic associations at the Division and District levels will be restructured to meet modern administrative demands: ◦ Division Level: "Calbayog City Athletic Association (CCAA)" ◦ District Level: "<District Name> Athletic Association" (e.g., Calbayog 1 District Athletic Association) • District Governance: The District Athletic Association serves as the official governing body integrating all elementary and secondary schools within its jurisdiction. • Private School Cluster: All private schools must organize one exclusive athletic association, which will be integrated and recognized as equivalent to one district athletic association.
3. Facilitating School Athletics & Intramural Competitions	Within Term 1, SY 2026-2027 <i>July to</i>	CCAA Officials, Student-Athletes, SSC Members, Facilitators,	• Class Safeguards: Must be conducted strictly during weekends or after regular class hours to protect and prioritize instructional time. • Operational Flexibility: To maximize

	August 2026 Saturdays & Sundays (School Weekend League)	Coordinators, Coaches, School Screening & Accreditation Committee (SSAC) Personnel, Accredited Technical Officials, LRPs, Medical Personnel, School Governance Council, School Heads, PSDSs, CoS, DSO, Chiefs, ASDS, SDS	resource efficiency, organizers may implement staggered or clustered scheduling based on the availability of venues, equipment, technical officials, and qualified coaches. • Expanded Events: The regular sports roster now officially includes Weightlifting (Secondary), Elementary Futsal (Girls), and Secondary Football (Girls). • Standards & Eligibility: Measurable sports (athletics, archery, swimming) must adopt the latest Palarong Pambansa Qualifying Standards. ◦ Elementary (K-6): Born on or after Jan 1, 2014 ◦ Secondary (7-12): Born on or after Jan 1, 2009 • Personnel & Oversight: Only coaches holding valid training certificates of the event are permitted to train and coach. Document screening is executed after class hours by the SSAC (non-teaching staff). • Reporting & Compensation: Schools must submit an Activity Completion Report (ACR) to the District Office immediately following the event. Non-monetary remuneration (Vacation Service Credits for teachers, Compulsory Time Off / COCs for non-teaching staff) applies per CSC-DBM Joint Circular No. 2, s. 2004.
4. Management of & Attendance in District Sports Competitions	Within Term 1, SY 2026-2027 August 2026 Saturdays & Sundays (District Weekend League)	District Athletic Associations, Student-Athletes, Coaches, School Heads, District/Technical Officials, DSO, CoS, Functional Division Chiefs, ASDS, SDS, LGU Observers	• Administrative Prerequisite: No District Meet shall be conducted without an approved Activity Proposal with a Program Matrix, routed through the DSO for the final approval of the SDS. • Screening Safeguards: Complete eligibility documents must be screened and verified prior to the start of competitions. No teaching personnel, coach, assistant coach, or chaperone is permitted to serve as a member of the District Screening and Accreditation Committee (DiSAC). • Technical Assistance: Formal requests for technical assistance from the CCAA Core Group, Tournament Directors, or Technical Officials must be submitted to the SDS and routed through the DSO. • Safety & Compliance: Demands the active presence and mobilization of Division

			Health & Nutrition personnel, school/district DRRM, or certified emergency responders. • Documentation: All District Athletic Associations must submit an ACR to the Office of the SDS, through the SGOD, for record-keeping and performance tracking.
5. Conduct of & Participation in the Calbayog City Athletic Association Meet (CCAAM)	September 9-13, 2026 <i>End of Term 1 Block</i>	All 13 Athletic Units, School Heads, District/ Unit Officials, CCAA Officials/Personnel, DSO, Chiefs of SDO Functional Divisions, ASDS, SDS, CCAA Stakeholders, Division/ District/ School Health & Nutrition/DRR Personnel, LGU Officials & Representatives	• Detailed Protocols: Specific operational guidelines, schedules, and administrative provisions for the CCAAM will be officially promulgated in a separate Division Memorandum. • Multisectoral Collaboration: Close coordination with Local Government Unit (LGU) officials, health responders, and community stakeholders is prioritized to ensure safety, fairness, and standardized tournament quality.
6. Participation in the Eastern Visayas Regional Athletic Association (EVRAA) Meet	March 2027 <i>End of Term 3 Block</i>	All 13 Athletic Units, School Heads, District/ Unit Officials, CCAA Officials/Personnel, DSO, SDO Functional Division Chiefs, ASDS, SDS, Health & Nutrition/DRRM Teams, LGU Key Officials & Representatives	• Administrative Issuances: Complete details, logistics, and delegation arrangements will be officially announced through upcoming Regional and Division Memoranda. • LGU Delegation Support: Key officials, personnel, and representatives from the Local Government Unit of Calbayog City will actively join and support the CCAA delegation.
7. Participation in the 2027 Palarong Pambansa	May 2027	SDS, ASDS, CID & SGOD Chiefs, DSO, CoS, CCAA Officials/Personnel, School Heads, Tournament Directors (TDs),	• Venue: The 2027 Palarong Pambansa will be hosted in Quezon City, Metro Manila. • Guidelines: Operational policies, guidelines, and specific requirements will be issued through upcoming Palarong Pambansa Board, DepEd Central Office, Regional, and Division Memoranda.

		Technical Officials (TOs), CCAA Stakeholders	
8. Conduct of Sports Camps & Concentration Trainings	Within SY 2026–2027 <i>After Class Hours, Saturdays & Sundays</i>	SDS, CCAA Officials, DSO, CoS, School/ District Heads, District Athletic Associations, LGUs, TDs, TOs, Trainers, Volunteers, Stakeholders	• Levels of Implementation: ◦ School-Initiated: Driven by the LGU, School Governance Council (SGC), school stakeholders, trainers, coaches, and student-athletes. ◦ District/Unit-Based: Led and funded by District/Unit and LGU partners. ◦ Division-Based: Spearheaded by the Division and City LGU. • Prerequisites: Prior approval of a comprehensive Training Matrix is strictly required before execution. • Funding: Eligible expenses may be charged against School MOOE, Special Education Fund (SEF), or other allowable local funds, subject to standard accounting rules. • Safety & Monitoring: Demands the continuous presence of school health and nutrition personnel (or certified emergency responders) and active monitoring by CCAA Technical Directors, Trainers, and officials.
9. Participation in Other DepEd / Non-DepEd Sports Competitions	Within SY 2026–2027	CCAA Officials, DSO, CoS, Tournament Directors, Technical Officials, LGUs, CCAA Partners, Student-Athletes, Coaches	• Authorized Events: Student-athletes and coaches may participate in outside tournaments organized by DepEd or non-DepEd athletic organizations (e.g., Batang Pinoy, Mayor's Cup / LGU Cups, and private tournaments). • Compliance Requirements: Proper documentations (e.g., formal Parent's Consent), strict safety protocols, and official written authorizations from both DepEd and the host organization must be fully secured prior to participation. • Financial Support: Approved expenses may be charged against local, school, division, or LGU/SEF funds, subject to regular COA rules. External sponsorship must comply with rules established by the sponsoring entity.

10. Other Sports-Related Activities	Within SY 2026–2027 <i>As specified in separate issuances</i>	SDS, ASDS, CID & SGOD Chiefs, DSO, CoS, TDs, TOs, Student-Athletes, Coaches, CCAA Core Group, Trainers, Partners	• Key Projects: ◦ Conduct of Division Trainings on Coaching and Officiating. ◦ Staging of Inter-Unit Tournaments or the Division Weekend League for Team Events preceding the Division/City Meet. ◦ CCAA Core Group, Trainers, and Technical Officials' benchmarking in EVRAA and the 2027 Palarong Pambansa. ◦ Regional Orientation-Workshops for School Heads and Division Focal Persons on School Sports Club establishment. • SSEED Program: Procurement of essential supplies and equipment for School Sports Clubs under the Sports Supplies Equipment Enhancement and Distribution Program (SSEEDP) Batches 7 and 8 (for target schools designated by the DepEd Central Office). • Financial Compliance: Expenses charged against school/division/LGU funds or SEF must strictly adhere to Commission on Audit (COA) guidelines and standard government auditing policies.
11. Planning Conferences & Consultative Meetings	Within SY 2026–2027 <i>Face-to-Face or Hybrid formats</i>	SDS, ASDS, CID & SGOD Chiefs, DSO, CoS, Unit/District/School Heads, Division Sports Personnel, Coaches, SSC Facilitators, TDs, TOs, Trainers, Support Staff	• Official Travel: School or Division Authorities must issue an official Travel Order to participating personnel, referencing this Memorandum or other formal communication channels. • Instructional Safeguards: Strict compliance with DepEd policies on protecting classroom hours must be maintained. Meetings must be scheduled after regular class hours or via hybrid arrangements that do not compromise instructional delivery. • Funding: Allowable travel and meeting expenses are chargeable against local/school, division, or LGU/SEF funds, subject to standard COA rules.

IMPORTANT POLICY NOTES & LEARNER-ATHLETE SUPPORT GUIDELINES:

1. **Special Recognition & Awards (DepEd Order No. 36, s. 2026):** Student-athletes representing their school in recognized athletic competitions are eligible for Special Recognition to honor their dedication and achievements.
2. **Public Affirmation:** Schools must formally hand over certificates, medals, trophies, or plaques to deserving student-athletes during regular flag raising/lowering ceremonies, portfolio days,

or year-end recognition rites.

3. **Academic Support & Safeguards:** Schools are mandated to provide academic considerations for student-athletes undergoing training or competing. This includes providing make-up activities, remedial sessions, and self-learning modules to prevent academic backlogs.
4. **Holistic Co-Curricular Value:** Participation in recognized sports activities is classified as a valid co-curricular activity that contributes significantly to the student's holistic and overall personal development.
5. **Grade-Level Specific Awards (DepEd Order No. 15, s. 2026):** Sets the foundational policy on awards and recognition for the K to 12 Basic Education Program. Under the *Grade-Level Awards Category*, the "Award for Outstanding Performance in Specific Disciplines" officially recognizes excellence in specialized fields, including Athletics, Arts, and Journalism.