



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

August 18, 2026

DIVISION MEMORANDUM

No. 256, s. 2026

**DIVISION TRAINING ON COACHING AND OFFICIATING FOR COACHES
AND ASSISTANT COACHES IN PREPARATION FOR THE 2026 CALBAYOG
CITY ATHLETIC ASSOCIATION MEET (CCAAM)**

TO : Assistant Schools Division Superintendent
Chief Education Supervisors (CID and SGOD)
Education Program Supervisors
Public Schools District Supervisors
Public and Private Elementary and Secondary School Heads
All Concerned

1. To ensure athletic excellence, technical competence, and full compliance with updated sports rules and officiating standards across all events, this Office, through the School Governance and Operations Division (SGOD) in coordination with the Curriculum Implementation Division (CID), shall conduct the **Division Training on Coaching and Officiating for Coaches and Assistant Coaches** on **September 3–7, 2026**, at **Oquendo National High School** and **Oquendo Central Elem. School**, Calbayog City.
2. This five-day intensive capacity-building program aims to:
 - a. Upskill designated sports coaches and assistant coaches on modern sports science, athletic conditioning, and game tactics;
 - b. Standardize officiating protocols, rule updates, and code of ethics aligned with national and international sports governing bodies;
 - c. Finalize sports management plans and technical preparations for the upcoming **2026 Calbayog City Athletic Association (CCAA) Meet**; and
 - d. Foster sportsmanship, athlete safety, and fair play among sports personnel in the division.
3. Expected participants are the following:
 - a. All Designated Sports Coaches and Assistant Coaches (Elementary and Secondary levels from both public and private schools) per district who qualified to participate in the 2026 CCAAM; and
 - b. Division Sports Officers, Resource Speakers (all the Tournament Directors), and Technical Working Group (TWG) members.

Note: School Heads shall ensure that all participating teacher-coaches & asst. coaches meet the required qualification standards.

4. Relative to "item No. 3.a", each District Sports Officer shall submit the official list of their respective designated coaches and assistant coaches per event **not later than September 1, 2026** to the Office through the Division Sports Officer.
5. All teaching personnel participants who render full service during the weekends (Saturday and Sunday) shall be granted **Service Credits**, while non-teaching personnel/TWG shall earn **Compensatory Time-Off (CTO)**, subject to existing DepEd and CSC guidelines (Civil Service Commission and DBM Joint Circular No. 2, s. 2004).
6. Food is **self-provision** for all the participants indicated in *item no. 3*.
7. Food and travel expenses shall be charged against Division MOOE (for Division Personnel) and School MOOE and/or other eligible local funds (for school-based personnel), subject to standard accounting and auditing rules and regulations.
8. Participants are required to bring appropriate sports attire, whistle, personal sports equipment (if applicable), laptop/tablet for technical output generation, valid Medical Clearance, and certification from the District Sports Officer and District Supervisor as coach or assistant coach for the upcoming 2026 CCAAM.
9. Enclosures:
 - a. *Enclosure 1: Activity Matrix and Schedule of Sessions*
 - b. *Enclosure 2: List of Program Management Team (PMT), Event Resource Speakers/Facilitators, and Technical Working Group (TWG)*
10. Immediate and wide dissemination of this Memorandum is desired.



JOEL A. ZARTIGA PhD, CESO VI
OIC-Schools Division Superintendent

Enclosure: As stated

References: As stated

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

SGOD
COACHES

SPORTS PROGRAM
OFFICIATING

CAPACITY BUILDING
TRAINING

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

ACTIVITY MATRIX AND SCHEDULE OF SESSIONS

September 3-7, 2026

Venue: Oquendo National High School

Day/Date	Time	Activity / Topic	Resource Speaker / Facilitator
Day 1: Sept. 3, 2026	07:30 AM – 09:00 AM	Opening Program	Program Management Team
	09:00 AM – 10:00 AM	Overview of 2026 CCAA Meet Guidelines	Division Sports Officer
	10:00 AM – 12:00 PM	Basic First Aid	Health & Nutrition Unit (Ms. Adrienne Marie Nuevo)
	01:00 PM – 05:00 PM	Breakout Session by Role (as Coaches/Asst. Coaches and Officiating Officials: <i>For Coaches/Asst. Coaches –</i> 1. Preparation of Required Documents for Higher Meets 2. Basic Coaching Principles & Tactics <i>For Officiating Officials –</i> Practical Officiating Protocols & Mechanics	Event Resource Speakers: Mr. Joshua Sherwin T. Lim, EPS-Math/Chair, DSAC Mr. Pau Licinius Facun, Coach-Basketball (Elem) Ms. Lilibeth Nuñez, TD (Pencak Silat)
Day 2: Sept. 4, 2026	08:00 AM – 05:00 PM	Breakout Session by Sport Event:	Event Resource Speakers
Day 3: Sept. 5, 2026 (Saturday)	08:00 AM – 05:00 PM	Event-Specific Rule Updates and other event-related matters <i>(Note: TDs per Event shall submit the specific Training Matric for this part)</i>	
Day 4: Sept. 6, 2026 (Sunday)	08:00 AM – 12:00 NN		
	01:00 PM – 05:00 PM	<i>For Coaches & Asst. Coaches:</i> Field/Court Simulation & Trial Games <i>For Officiating Officials:</i> Officiating Practicum & Assessment	Evaluators Team (TDs per Event)
Day 5: Sept. 7, 2026	08:00 AM – 12:00 NN	Continuation of the Breakout Session by Sport Event	Event Resource Speakers
	01:00 PM – 04:00 PM	Closing Program & Awarding of Certificates	SDO Officials & ONHS Host

Enclosure No 2 of Division Memo No. _____, s. 2026

Official List of Program Management Team (PMT), Event Resource Speakers/Facilitators, and Technical Working Group (TWG)

A. Program Management Team (PMT)

Role	Name	Position/Designation
Overall Chairperson	Dr. Joel A. Zartiga, CESO VI	OIC-SDS
Co-Chairperson	Dr. Jun-nilou D. Dulfo	OIC-ASDS
Vice-Chairpersons	Dr. Avelina P. Tupa	OIC-Chief ES, SGOD
	Dr. Renato S. Cagomoc	Chief ES, CID
Project Manager	Oscar D. Billate, Jr.	EPS-SGOD/DSO
Asst. Project Managers	Benedito M. Merales	PSDS, O2
	Michael V. Pernia	Principal IV, TCES
Project Coordinators	Cresenciano B. Lleo	District Sports Officer, C1
	Danilo Mirales	District Sports Officer, C2
	Joey A. Catampo	District Sports Officer, C3
	Fely Lou Colinares	District Sports Officer, C4
	Romeo D. Castante	District Sports Officer, C5
	Rafael Mente	District Sports Officer, C6
	Berly N. Manzanero	District Sports Officer, O1
	Dondon S. Ale	District Sports Officer, O2
	Nicolas Tarrayo Jr.	District Sports Officer, O3
	Michael V. Pernia	District Sports Officer, T1
	Arsenio A. Sintos Jr.	District Sports Officer, T2
	Normel C. Galias	District Sports Officer, T3
Project Secretariat	Carren Meryl A. Cabadsan (Head)	SEPS-SMN
	Peter John B. Tomale (Asst. Head)	CoS/TA1 in School Sports Club
	Aliza C. Borela-Roa	PDO I, SPCES
	Katherine A. Capalis	PDO I, Tinambacan CES

B. Event Resource Speakers/Facilitators

No.	EVENT & CATEGORY	Role	NAME	SCHOOL
1	Archery	Lead TD	Therese Lovelle Gabori	Carayman NHS
		Sec TD	Warren Yabao	CCNHS
2	Arnis	Lead TD	Alejandro Diyao	SJNHS
		Elem TD	Emilia Jaguio	TriCES
		Sec TD	Marianette Layong	Sinidman Or. ES
3	Athletics	Lead TD	Marcelo Alivario	Tarabucan CES
		Elem TD (Field)	Teresita Banate	Sinidman Occ. ES
		Elem TD (Throws)	Roselle Cajegas	Oquendo CES
		Elem TD (Throws)	Rosalie Pajarito	Longsob ES
		Sec TD (Field)	Chrisanto Potoy	ONHS
		Sec TD (Throws)	Jorene Basbas	RLMSF
		Sec TD (Throws)	Sufredo Getigan	TriNHS

4	Badminton	Lead TD	Japhet Timagos	CCNHS
		Elem TD	Roderick Yabao	Hibabngan ES
		Sec TD	Lora Puenteblanca	Tri NHS
5	Baseball	Lead TD	Arnold Monta	Marcatubig ES
		Elem TD	Nelson Castillo	Malaga NHS
		Sec TD	Carezza C. Dealagdon	Hamorawon ES
6	Basketball (3 on 3)	Lead TD	Dody Palima	SJNHS
		Sec TD	Joshua Flor	Cagmanipis Sur ES
7	Basketball (5x5)	Lead TD	Francis June Errojo	Caballero ES
		Elem TD	Narciso Lagang Jr.	Alang-Alang ES
		Sec TD	Dario Baragenio	Pilar ES
8	Billiards	Lead TD	Joel Balbido	RLMSF
		Sec TD	Dikos Dilao	Cabatuan NHS
9	Boxing	Lead TD	Giancarlo Barandino	Limarayon IS
		Sec TD	John Bryan Molleno	Bagacay IS
10	Chess	Lead TD	Noel Sagayap	DO
		Elem TD	Jaime Sagayap	San Policarpo CES
		Elem TD	Sherwin Camilon	Lapaan IS
		Sec TD	Norman Sagayap	Basud IS
		Sec TD	Mark Andol	Tarabucan NHS
11	Dancesport	Lead TD	Jaime Larosa	CCNHS
		Elem TD	Geralyn Sarmiento	Bugtong
		Sec TD	Jelee Faith Pono	CCNHS
12	Football	Lead TD	Dondon Ale	Mag-Ubay ES
		Elem TD	Hipolito Pepito Jr.	Bantian ES
		Elem TD	Anthony Serrato	Camanipis Sur ES
		Sec TD	Romeo Mercader	Tanval ES
		Sec TD	Peter Evan Napuran	SPNHS
13	Futsal	Lead TD	Joemel Pagjunasan	Malajog IS
		Elem TD	Jiezel Gutierrez	RLMSF
		Sec TD	Johnny Cantiga	Malaga NHS
14	Gymnastics (Aero)	Lead TD	Angel Porlares	OCES
		Elem TD	Jelyn Madamba	Rojas II ES
		Sec TD	Mylene Ballon	CCNHS
15	Gymnastics (MAG)	Lead TD	Reynaldo Conquilla	SPNHS
		Elem TD	Jessie Pallones	Tinambacan CES
		Sec TD	Mary Cris Pueblos	SPNHS
16	Gymnastics (Rhythmic)	Lead TD	Loniza Tizon	CCNHS
		Elem TD	Romina Oguis	Calbayog East CES
		Sec TD	Christian Ricky Obong	Lonoy IS
17	Gymnastics (WAG)	Lead TD	Desiree Irinco	SPNHS
		Elem TD	Eunilane Serrato	Lonoy IS
		Sec TD	Abegail Escarpe	SPNHS

18	Paragames	Lead TD	Nimfa Cacait	Calbayog City SPED Center
		Elem TD	Irene Jalayajay	Calbayog City SPED Center
		Sec TD	John Jason Terno	CCNHS
19	Pencak Silat	Lead TD	Lilibeth Munez	Malaga NHS
		Sec TD	Jayson Gotido	Malaga NHS
20	Sepak Takraw	Lead TD	Nicholas Tarrayo	Dawo IS
		Elem TD	Maria Erna Luaton	Calbayog Pilot CES
		Sec TD	Aaron Flor	Malaga NHS
21	Softball	Lead TD	Gente Corsiga	CCNHS
		Elem TD	Wynnifer Nicolas	Catabunan ES
		Sec TD	Mary Grace Chan	Malopalo ES
22	Swimming	Lead TD	Mary Meldred Normor	Bantian ES
		Elem TD	Marlon Oben	Danao I ES
		Elem TD	Arnie Busia	Malajog IS
		Sec TD	Cora Ruth Getigan	TriNHS
		Sec TD	Jovy Cinco	SJNHS
23	Table Tennis	Lead TD	Angelo Sajorda	Tomaligues IS
		Elem TD	Elvira Carpon	Malajog IS
		Sec TD	Kim Joseph Laurea	Tarabucan NHS
24	Taekwondo	Lead TD	Joel Gensis	Malopalo
		Elem TD	Johnrey Ulohan	Mabini II IS
		Sec TD	Mary Jane Ebardone	Mabini II IS
25	Tennis	Lead TD	Maria Jana Belizar	Calbayog City SPED Center
		Elem TD	Jovelyn Enriquez	RLMSF
		Sec TD	Jim Contridas	SPNHS
26	Volleyball	Lead TD	Rannie Albelda	Bagacay IS
		Elem TD	Lorieta Yrigan	Dagum ES
		Elem TD	Christian Billato	Migara NHS
		Sec TD	Ernesto Cajegas	Oquendo NHS
		Sec TD	Januel Rey Amoto	SJNHS
27	Weightlifting	Lead TD	Abegail De Los Reyes	CCNHS
28	Wrestling	Lead TD	Jobert Cula	Malaga NHS
		Sec TD	Estilito Atis	Migara NHS
29	Wushu	Lead TD	Laica Aquino	Oquendo NHS
		Sec TD	Agatha Marie Seragon	TriNHS

C. Technical Working Group (TWG)

Role	Name	Position/Designation
Head	Dr. Maria Luz C. Murillo	Principal II, ONHS
Asst. Head	Modesto Sapinit	President, CCAA
Members	All CCAA Officers	
	ONHS Non-Teaching Personnel	