



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

August 22, 2025

DIVISION MEMORANDUM

No. 272, s. 2025

2025 DIVISION LIVE-OUT SPORTS CLINIC (Accreditation Level I) FOR COACHES AND ASSISTANT COACHES

To: Assistant School Division Superintendent
Division Chiefs (CID and SGOD)
Education Program Supervisors
District Heads & District Sports Coordinators
Public and Private School Heads
Tournament Managers, Officiating Officials
School Sports Club (SSC) Facilitators
Coaches, Asst. Coaches
All Others Concerned

1. Relative to the conduct of different sports activities/competitions at the schools, district, unit, provincial and regional levels, this office shall conduct the 2025 Division Sports Clinic on August 29-31, 2025 at Palapag, Northern Samar.
2. This activity aims to:
 - a) Define and refresh the roles and responsibilities in coaching.
 - b) Enhance the skills of coaches/assistant coaches and sports event monitors in the different sports discipline; and,
 - c) Select the best coaches who will serve during the upcoming series of sports competitions.
3. The participants to this activity are the Division Sports Officer (DSO), Division Sports Technical Assistant, Northern Samar Athletic Association (NSPAA) Officers, identified facilitators, Tournament Directors & Officiating Officials, Division Screening and Accreditation Committee (DSAC ,1 per District), 2 DSAC Focal Persons, 10 identified school nurses, identified NSPAA Technical Working Group, public and private schools' coaches, and assistant coaches for the 2025 Northern Samar Provincial Athletic Meet, and
4. Participants to this must meet the following requirements:
 - S/He must **not have attended prior training** in sports he/she is coaching.
 - Must be a **School Sports Club Facilitator/Assistant** where the **school is officially registered**.
5. Attendees are expected to be at the venue before 7:30 in the morning of August 29, 2025 (Friday), bringing with them their first aid/medical kit, tumbler, personal sport equipment, and extra t-shirt/shorts/jogging pants for the practicum. Participants are advised to come in sports attire, with approved Travel Authority from the School/Head.



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6. Food, travel, and other incidental expenses relative to the conduct of this live-out activity shall be charged to Local Fund/SEF/School MOOE/Sports Club Funds. Participants are advised to provide their own snacks and meals during the training. (No registration fee shall be collected).
7. Service Credits (SC) and Compensatory Time-Off (CTO) shall be granted to the identified participants during the said activities which fall on Saturday and Sunday, or depending on the internal policy as set forth by private schools. The SC and CTO requirements shall be submitted to the personnel in-charge (Office of the Administrative Officer) after the conduct of the activity.
8. Attached is the training matrix of the activity and Technical Working Groups/Facilitators.
9. This Memorandum serves as Travel Order/Authority of the participants.
10. Immediate dissemination of and compliance with this Memorandum are desired.

GAUDENCIO C. ALJIBE JR., PhD., CESO VI
School Division Superintendent

DepEd Northern Samar
RELEASED

By:
Date: AUG 22 2025



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