



Republic of the Philippines
Department of Education

Region VIII

SCHOOL DIVISION OF BAYBAY CITY

Office of the Schools Division Superintendent

October 12, 2026

DIVISION MEMORANDUM

No. 825, s. 2026

3-DAY FORUM WITH COACHES, SPORTS COORDINATORS, AND KEY OFFICIALS OF BAYBAY CITY

To: This Division
District In-charge
School Heads
Tournament Director
District Sports Coordinator

1. In coordination with the local government unit of Baybay City, the field is hereby informed of the conduct of a three-day forum with coaches, sports coordinators, and key officials of Baybay City on October 13–15, 2026. The forum aims to strengthen sports development initiatives and establish shared commitments among stakeholders toward the development of local sports and athletes.
2. The schedule for the said event is as follows

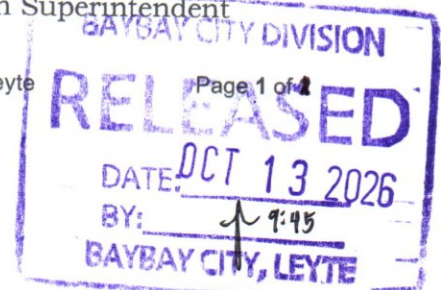
Date	Activity	Venue	Participants
October 13, 2026 (1:00 pm–5:00 pm)	Consultative Meeting	4 th Floor Assembly Room, Baybay City Hall	Tournament Directors District Sports Coordinators and key officials of Baybay City
October 14, 2026 (9:00 am–5:00 pm)	Talent Identification Program and Sports Development Action Planning	4 th Floor Assembly Room, Baybay City Hall	Tournament Directors District Sports Coordinators and key officials of Baybay City
October 15, 2025 (9:00 am–12:00 noon)	Training Site Visits	Respective Venues	Tournament Directors District Sports Coordinators and key officials of Baybay City

3. All concerned participants are requested to actively participate in the discussions and related activities and to share practical recommendations and commitments in support of sports development in Baybay City.
4. Expenses incurred in the conduct of this activity shall be charged against the school's Maintenance and Other Operating Expenses (MOOE) while lunch and snacks are charged to LGU fund, subject to the usual accounting and auditing rules and regulations.
5. This memorandum shall serve as the **Travel Authority** for DepEd personnel.
6. Immediate dissemination and compliance with this memorandum are directed

MANUEL P. ALBAÑO PhD, CESO V
Schools Division Superintendent



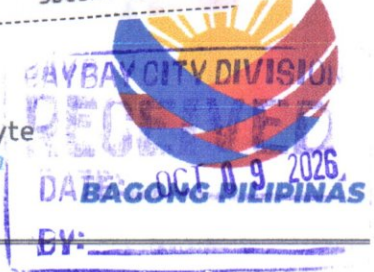
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ISO 9001:2015 Certified





Jose Carlos L. Cari
City Mayor

Republic of the Philippines
Province of Leyte
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OFFICE OF THE CITY MAYOR
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October 9, 2026

DR. MANUEL P ALBAÑO, CESO V

Schools Division Superintendent
Baybay City Division
Baybay City, Leyte

Dear Dr. Albaño:

Greetings!

The City Government of Baybay respectfully informs your good office of the proposed conduct of a 3-Day Forum with Coaches, Sports Coordinators and key officials of Baybay City scheduled on October 13-15, 2026, as follows:

DATE	TIME	ACTIVITY	VENUE
Oct. 13	1:30PM - 5:00PM	Consultative Meeting	4 th Floor Assembly Room, Baybay City Hall
Oct. 14	9:00AM - 5:00PM	Talent Identification Program and Sports Development Action Planning	4 th Floor Assembly Room, Baybay City Hall
Oct. 15	9:00AM - 12:00NN	Training Site Visits	Respective Venues

In this regard, we respectfully request your assistance in informing and mandating the participation of the concerned coaches, sports coordinators, PE teachers and key personnel in the said forum.

For your information and reference attached herewith is the proposed schedule of activities for the forum.

Thank you very much for your continued support and cooperation.

Very truly yours,

For the City Mayor:

ATTY. FLORANTE A. CAYUNDA JR.
City Administrator