SDOBAY-26-014312

Republic of the Philippines
# Department of Education
REGION VIII
**SCHOOLS DIVISION OF BAYBAY CITY**

November 19, 2026

DIVISION MEMORANDUM
No. 992, s. 2026

TO : This Division
District In-charge
Elementary School Heads
Secondary School Heads
All Others Concerned

**DIVISION REFRESHER COURSE FOR COACHES AND OFFICIATING OFFICIALS ON DIFFERENT SPORTS DISCIPLINE**

1. To ensure the optimal performance of our athletes and coaches in the forthcoming **Eastern Visayas Regional Athletic Association (EVRAA) Meet and City Meet** on **December 7-10, 2026**, this Office, through the School Governance Operation Division (SGOD), announces the conduct of a Refresher Course Training for Coaches scheduled on **November 28-29, 2026 and December 5, 2026,at Baybay National High School.**

2. The activity aims to:
   a. review and reinforce coaching techniques and strategies;
   b. enhance coaches' knowledge on the rules and regulations of various sports events;
   c. provide updates on sports science and sports medicine relevant to athlete performance and safety; and
   d. foster teamwork and collaboration among coaches.

3. Participants and Matrix of the said activity are as follows.

| | |
|---|---|
| TECHNICAL DIRECTORS | ALL EVENTS-speaker/facilitator |
| OFFICIATING OFFICIALS | ALL OFFICIATING OFFICALS PER EVENT |
| COACHES/CHAPERONS | ALL COACHES PER DISTRICT |
| TRAINORS | |
| Staff | |
| **DATES** | **ACTIVITY** |
| NOVEMBER 28, 2026 | 8 AM – OPENING PROGRAM BAYBAY NHS |
| | 8:30 AM – 5:00PM REFRESHER SEMINAR PER EVENT |
| November 29, 2026 | In house |
| December 5, 2026 | Solidarity conference- BAYBAY NHS |



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4. Food, Transportation Expenses relative to the conduct of this activity shall be charged against PTA funds/School MOOE/Local Funds, subject to the usual accounting and auditing rules and regulations.

5. Three days of this activity fall on a weekend; thus, all participants are entitled to Service Credit or Compensatory Time-Off (CTO) equivalent to eight (8) hours of service per day consistent with the rulings under DepEd Order No. 67, s. 1988 and CSC Memorandum Circular No. 09, s. 1988.

6. Immediate and wide dissemination of and compliance with this Memorandum are desired.

**MANUEL P. ALBAÑO, Ph D. CESO V**
Schools Division Superintendent

BAYBAY CITY DIVISION
RELEASED
DATE: NOV 19 2026
BY: 3:50
BAYBAY CITY, LEYTE

Enclosure: *None*
Reference: None
To be indicated in the Perpetual Index under the following subjects:

ATHLETIC MEET COACHES SEMINAR