

Republic of the Philippines  
**Department of Education**  
REGION X- NORTHERN MINDANAO  
**SCHOOLS DIVISION OF EL SALVADOR CITY**

**Office of the Schools Division Superintendent**

**November 12, 2024**

**DIVISION MEMORANDUM**

No. 457, s. 2024

**DIVISION SEMINAR-WORKSHOP IN COACHING, OFFICIATING, AND SPORTS  
MANAGEMENT IN TAEKWONDO, TABLE TENNIS, BILLIARDS, SEPAK TAKRAW  
AND DANCE SPORTS**

To: **Assistant Schools Division Superintendent**  
**Chief Education Supervisors**  
**Education Program Supervisors**  
**Public and Private Elementary School Heads**  
**Public and Private Secondary School Heads**  
**All Others Concerned**  
This Division

1. To ensure the success of the conduct of the El Salvador City Division Athletic Association (ESCDA) Meet, this office through the Schools Governance and Operations Division, hereby informs the field of the Division Seminar-Workshop in Coaching, Officiating, and Sports Management at Taytay Elementary School on November 22-24, 2024.
2. This activity aims to:
  - a. train coaches and officiating officials in the different sports disciplines;
  - b. discuss and implement the updated rules and strategies in coaching and officiating; and
  - c. prepare coaches and officials for the conduct of the City Meet.
3. Participants in this training are coaches in Taekwondo, Table Tennis, Billiards, Sepak Takraw and Dance Sports. Furthermore, School Heads shall ensure to send at least 1 participant to every event as a representative.
4. The teacher-participants shall be entitled to service credits in accordance with *DepEd Order No. 52, s. 2023* titled *Updated Guidelines on the Grant of Vacation Service Credits for Teachers*. However, non-teaching personnel shall be given *Compensatory Time-Off (CTO)* per *Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. 2, s. 2004 on Non-Monetary Remuneration for Overtime Service Rendered*, specific attention on Section 5.
5. Further, this Memorandum serves as **Authority to Travel** of the Participants.

SGOD/Sports/Agf



Address: Zone 3, Poblacion, El Salvador City  
Telephone No: (088) 855-0113  
Website: [www.depedelsalvadorcity.net](http://www.depedelsalvadorcity.net)  
Email Address: [elsalvador.city@deped.gov.ph](mailto:elsalvador.city@deped.gov.ph)

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Forging Partners**






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6. This office adheres to the Equal Opportunity Principle (EOP). Hence, all actions shall be based solely on the guidelines set with no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
  
7. Immediate and wide dissemination of this Memorandum is desired.

  
**RANDOLPH B. TORTOLA**  
Schools Division Superintendent

