



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. 13, s. 2024* titled *Revised 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*.
5. Further, this Memorandum serves as **Authority to Travel** of the Participants.



SGOD/Sports/Agf



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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

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