



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

JAN 14 2026

DIVISION MEMORANDUM

No. 020, s. 2026

**MEETING AND PREPARATION OF THE MANUAL OF OPERATIONS (MOO)
FOR THE SPORTS PROGRAM**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Division Sports Core Group
Tournament Supervisors
All Others Concerned

1. Pursuant to **Republic Act No. 10588**, otherwise known as the *Palarong Pambansa Act*, and in accordance with pertinent Department of Education issuances governing the conduct and management of school sports programs and competitions, this Office hereby calls for a **meeting relative to the preparation of the Manual of Operations (MOO) for the Sports Program**.

2. The proposed Manual of Operations shall serve as the official and standardized reference for the planning, implementation, administration, monitoring, and evaluation of sports programs and activities, particularly those related to participation in the Palarong Pambansa, the Central Luzon Regional Athletic Association (CLRAA), and other DepEd-sanctioned athletic events. It shall establish uniform policies and standards governing athlete selection and eligibility, training and competition protocols, administrative and financial management, and the protection, safety, welfare, discipline, and holistic development of learner-athletes.

3. The meeting shall be conducted as follows:

Date: January 29, 2026
Time: 8:30 AM – 5:00PM
Venue: Lou-is Restaurant

4. All concerned officials and personnel are hereby directed to attend the said meeting. Participants are expected to bring a laptop, extension cord, and to review existing DepEd sports policies, CLRAA guidelines, and Palarong Pambansa rules prior to the meeting and to actively participate in the discussions by providing relevant technical inputs necessary for the drafting and finalization of the Manual.



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5. The outputs of this meeting shall form the basis for the completion and subsequent approval of the Manual of Operations (MOO) for the Sports Program, ensuring a consistent, transparent, and policy-compliant implementation of sports programs and competitions at the school, division, regional, and national levels.
6. Enclosed to this Memorandum is the List of Participants for the said event.
7. Travel and other incidental expenses shall be charged against MOOE and other Local Funds subject to usual accounting and auditing rules and regulations.
8. This Memorandum shall serve as Travel Authority of the participants.
9. Immediate and wide dissemination of this Memorandum is desired.


CAROLINA S. VIOLETA, EdD, CESO V
Schools Division Superintendent

Encs: As Stated
To be indicated in Perpetual Index
Under the following subjects:
SPORTS
MANUAL
POLICY
RULES AND REGULATIONS

SO16 / RMDG
January 7, 2026



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Enclosure No. 1 to Division Memorandum _____, 2026.

List of Participants

NO.	NAME	DESIGNATION
1	Carolina S. Violeta, EdD, CESO V	Schools Division Superintendent
2	Jerry Dimla Cruz, DEM, CESO VI	Assistant Schools Division Superintendent
3	Ramon C. Perez	SGOD Chief
4	Jonathan De Guzman	PSDS - Bagac
5	Rodger De Padua	PSDS - Mariveles
6	Ruel D. Lingad	PSDS - Dinalupihan East
7	Ronie Mendoza	PSDS - Dinalupihan West
8	Arlene Carlos	PSDS - Hermosa
9	Jeolfa Reyes	PSDS - Orani
10	Teresita Ordiales	PSDS - Orion
11	Minerva Rillo	PSDS - Pilar
12	Francisco Bautista	PSDS - Limay
13	Elvira Mina	PSDS - Abucay
14	Mariel Labandillo	PSDS - Morong
15	Elma Dizon	PSDS - Samal
16	Cirilo Caborales Jr.	PESS Coordinator - Mariveles
17	Yvan Gail Yarra	PESS Coordinator-Limay
18	Aurelia Garcia	PESS Coordinator - Samal
19	Apolinario Aldama	Racket Games
20	Cesar Valenzuela	Measurable
21	Romer Valencia	Chess
22	Oliver Nuguid (Jumps)	Athletics
23	Maria Ana E. Peña (Track)	Athletics
24	Jonathan Escaro (Elem)	Arnis
25	Ariel Borja	Archery
26	Samson Angat II (Elem) – Badminton	Badminton
27	Rommel Quimlat (Elem/Sec)	Baseball
28	Derrick V. Garcia (Elem)	Basketball
29	Stimson Torres	Boxing
30	Carlito O. Mariano	Billiards
31	Rogeller Manzano (Elem/Sec)	Softball
32	Robert Rana (Elem)	Chess
33	Nicolai Ray Camilo (Elem/Sec)	Football
34	Stimson Torres	Boxing
35	Carlito O. Mariano	Billiards
36	Rogeller Manzano (Elem/Sec)	Softball



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37	Robert Rana (Elem)	Chess
38	Nicolai Ray Camilo (Elem/Sec)	Football
39	Rodcionelle Brian Dulay	Sepak Takraw
40	Rafael Ramel	RG-Gymnastics
41	Mark Francis Navarro	MAG-Gymnastics
42	Edeliza Villegas	WAG-Gymnastics
43	Ver-Ann Santos (Sec)	Swimming
44	Andy Tanael (Elem)	Table Tennis
45	Gerald Umang (Elem/Sec)	Taekwondo
46	Angelito Licup (Sec)	Tennis
47	Jose Guanzon (Elem)	Tennis
48	Ariel Santos	Volleyball
49	Lowell Exequiel F. Paras (Sec)	Wrestling
50	SJ Paul Gallardo (Sec)	Wushu
51	Irma Flores	Para Games
52	Frederick Simbol	SP IV
53	Omar Maglacas	SP IV
54	Carlito Pontillas	SP II
55	Analene Ramos	MT I
56	Randy Dela Cruz	TIII
57	Rojomel M. Idquival	HT III
58	Nico M. Mangaliman	Planning Officer III
59	Renato Mylon N. De Guia	PDO I
60	Mariel Nuguid	TWG
61	Mark Anthony M. Sobreviañis	TWG