



Republic of the Philippines  
**Department of Education**  
Region VI- Western Visayas  
**DIVISION OF SAGAY CITY**

January 7, 2025

**DIVISION MEMORANDUM**

No. 009, s. 2025

**SCHEDULE FOR ATHLETES AND COACHES OCULAR INSPECTION  
AND IN-HOUSE TRAINING**

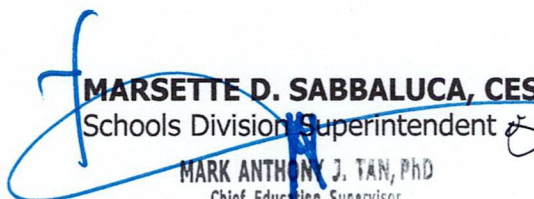
To: Asst. Schools Division Superintendent  
Chief Education Supervisors – CID and SGOD  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

1. In preparation for the conduct of Palarong Panlalawigan 2025 which will be held on January 29-February 1, 2025 this office announces the Schedule for the Athletes, Coaches, Asst. Coaches and Chaperons Ocular Inspection and In-house Training.
2. The ocular inspection for athletes, coaches, assistant coaches, and chaperones will be held on **January 21, 2025**, starting at **1:00 PM** onwards at the **Sagay National High School Covered Court**. All concerned individuals are required to bring the prescribed documentary requirements and must be present, as this is one of the main purposes of the ocular inspection.
3. The in-house and after-school training will take place from **January 10 to 24, 2025**, depending on the team's need to conduct the sessions. Coaches are advised to seek approval from the school head of their respective schools if they wish to stay for the in-house training.
4. For the learning continuity of the athletes, coaches are advised to secure the self-learning modules from the respective advisers to ensure that continued learning happens.
5. To avoid disrupting the classes of the teachers involved in this activity, coaches, assistant coaches, and chaperons will seek replacement/para teachers to replace them for the duration of their absence from school for this purpose, and/or will schedule training time that does not interfere with their time for teaching.
6. Every teacher shall refrain from making deductions in students' scholastic rating for acts that are clearly not manifestations of poor scholarship. On the same basis, special assistance should be given to learner-athletes who are representing their schools during sports competitions by giving them advanced lessons, special tests, self-learning modules, and the like to help them catch-up with their lessons. (Batas Pambansa Blg. 232, sec. 16 and DepEd Regional Memo No. 265 s. 2024 and DepEd R6 Manual p. 74).
7. Learner-athletes shall be completed in their grades as provided for in DepEd Order No. 8, s. 2015 as a basis, all subject teachers are encouraged to give the learner-athletes due consideration in all quizzes, activities, performance tasks on the dates that they are out on training and competitions. It has become a practice that the grades of the concerned athlete must be retained or increased. (DepEd Regional Memo No. 265 s. 2024 and DepEd R6 Manual p. 74).
8. **School heads are advised to prepare alternative modes of learning delivery** for athletes during their In-house Training and schedules of coaches, asst. coaches, and chaperones for their duty. Provide Financial assistance to defray the expenses of the student's athlete during the in-house training from the school MOOE or local fund if funds are available. Furthermore, check and monitor the in-house training of athletes, coaches, asst. coaches, and chaperones including trainers.
9. Travel, meals, and other incidental expenses incurred during the ocular inspection and in-house training may be charged against the School MOOE, subject to the availability of funds and with subsidy from the SEF Sports Funds, and are subject to the usual budgeting, accounting, auditing, and procurement rules.



Republic of the Philippines  
**Department of Education**  
Region VI- Western Visayas  
**DIVISION OF SAGAY CITY**

10. Participation and services rendered by nationally paid teaching, teaching related personnel to all sports activities which are held outside of the regular school days are entitled to service credits. On the other hand, the non-teaching is entitled of the Compensatory Overtime Credits (COC) as provided in DepEd Order No. 53 s. 2003.
11. It is understood that DepEd Sagay City Division commits to integrate the principles of gender equality, equity and sensitivity, non-discrimination, and human rights, in the provision of governance of basic education. This is in line with the DepEd's mandate to ensure access to quality basic education and equal opportunities for all.
12. For clarification and more information, please contact Dr. Josette P. Balandra, Education Program Supervisor for the School Governance and Operations Division and Division Sports Officer at her messenger.
13. For guidance and compliance.

  
**MARSETTE D. SABBALUCA, CESO VI**  
Schools Division Superintendent  
**MARK ANTHONY J. TAN, PhD**  
Chief Education Supervisor  
OIC - Assistant Schools Division Superintendent  
**In-charge of the Division**



Enclosure : None  
Reference : None  
Allotment : N/A  
No. of Pages :  
To be indicate in the **Perpetual Index** under the following subjects:  
**SGOD      SPORTS**

FN: JPB/SPORTS



Address: Sitio Chloe, Barangay Rizal, Sagay City, Negros Occ.  
Telephone Number: (034) 488 – 0215/0216  
Email Address: [sagay.city001@deped.gov.ph](mailto:sagay.city001@deped.gov.ph)