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Republic of the Philippines  
Department of Education  
NEGROS ISLAND REGION  
SCHOOLS DIVISION OF SAGAY CITY

**DIVISION MEMORANDUM**

OCT 24, 2025

No. 673, s. 2025**CONDUCT OF 2025 DIVISION ATHLETIC MEET**

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

1. In reference to DepEd Memorandum No. 041, s. 2025, titled, Conduct of the 2025 Palarong Pambansa, and Division Memorandum No. 452, s. 2025, titled, Guidelines on the Conduct of Lower Athletic Meets Up to the Palarong Pambansa for School Year 2025–2026, this office announces the **Conduct of the 2025 Division Athletic Meet** on November 3–6, 2025, to be held at Sagay National High School, Sagay City, Negros Occidental.
2. The field is enjoined to actively participate in the scheduled activities for the 2025 Division Athletic Meet. Please refer to the annexes of this memorandum for details.
3. Enclosed to this Memorandum are the list of the Division of Sagay City Sports Council, Tournament and Asst Tournament Directors, Technical Officials, and Technical Working Group for the conduct of this activity.
4. The terms of reference regarding the responsibilities of the identified Technical Working Group (TWG), Tournament Directors and Assistant Tournament Directors are outlined in the Regional Sports Manual, RM 962, s. 2023, and RM 265, s. 2024.
5. Tournament Directors and all Chairperson of the Technical Working Group (TWG) are hereby called to attend a conference on October 24, 2025, to be held at Sagay National High School, Media Arts Room at 1:00 PM. This meeting aims to finalize preparations, clarify roles and responsibilities, and ensure the smooth and efficient conduct of the 2025 Division Athletic Meet. Attendance is compulsory, and chairperson are expected to come prepared with updates and relevant documents related to their assigned tasks.
6. It is understood that in the conduct of this activity, there shall be no discrimination on account of age, school, gender, civil status, disability, religion, or other similar factors, or personal circumstances that run counter to the principles of equal opportunity.
7. Participation and services rendered by the nationally paid teaching personnel to these sports activities/competitions that are held outside of the regular school days are entitled to service credit (DO 53, s. 2003). While teaching-related, non-teaching, and contractual personnel in participation in this activity held beyond office hours is entitled to COC pursuant to CSC & DBM Joint Circular No.2 s. 2004 (Non-monetary Remuneration for Overtime Services Rendered).
8. All expenses incurred by athletes, coaches, chaperones, trainers, and event management personnel, including those related to the overall implementation of this activity, shall be chargeable against Sports-Special Education Funds (SEF) and Division Program Support Funds for Sports. In case of limited SEF funds, schools may opt to charge expenses to MOOE, IGP, Canteen, or other available local funds, subject to the usual accounting and auditing rules and regulations.
9. For guidance and compliance, immediate and widest dissemination of this Memorandum is highly recommended.

  
**DANNIE CLARK M. UGUIL**Assistant School Division Superintendent  
Officer-In-Charge

Office of the Schools Division Superintendent



Enclosure : as stated  
Reference : as stated  
Allotment : N/A  
No. of Pages :

To be indicate in the **Perpetual Index** under the following subjects:  
SGOD SPORTSSitio Chloe, Brgy. Rizal, Sagay City, Negros Occidental  
Telephone Nos. 488-02-15; 722-0597 / [sagaycity001@deped.gov.ph](mailto:sagaycity001@deped.gov.ph)



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Annex 1, Division Memo No. \_\_\_\_ s. 2025

**Scheduled Activities for the 2025 Division Athletic Meet**

Date	Time	Activity	Venue	Participants	Remarks/Notes
November 3, 2025	8:00 am	Solidarity Meeting	Sagay National High School Covered Court	Public Schools District Supervisors, Coaches, Assistant Coaches, Chaperones, Guests, Technical Officials	Attendance required for coordination and final briefing.
November 3, 2025	2:00 pm	Assembly for Foot Parade	Sagay City Public Plaza	All Delegations	Assembly prior to parade.
November 3, 2025	2:30 pm	Foot Parade	From Sagay City Public Plaza to Sagay National High School	All Delegations	Parade proceeds to Sagay NHS Grandstand.
November 3, 2025	3:00 pm	Opening Program of the 2025 Division Athletic Meet	Sagay National High School Grandstand	All Participants	To ensure everyone's comfort and safety, participants are encouraged to bring umbrellas, raincoats, or other rain gear in case of sudden weather changes.
November 4–6, 2025	Whole Day	Game Competitions	Respective Venues (See Annexes)	Athletes, Coaches, Officials	Refer to detailed schedules and venue assignments in annexes.



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Annex 2, Division Memo No. \_\_\_\_ s. 2025

**DIVISION OF SAGAY CITY SPORTS COUNCIL**

Executive Chair: **Hon. Leo Rafael M. Cueva**  
City Mayor

Executive Co-Chair: **Hon. Narciso L. Javelosa Jr.**  
City Vice-Mayor

Members: **Dannie Clark M. Uguil**  
OIC-Schools Division Superintendent

Mark Anthony J. Tan, PhD  
OIC-Asst. Schools Division Superintendent

Angel Verdeflor  
City Sports Coordinator

Ma. Theresa Q. Bingcang, PhD  
Chief, SGOD

Alma M. Mirasol, PhD  
Chief, CID

Josette P. Balandra, PhD  
EPS-SGOD

Cynthia Marifosque  
OIC-EPS MAPEH

James P. Sabio  
SEPS-Social Mobilization and Networking

Jumar C. Baron  
Sagay Private Schools Association (SPSA)

All District Supervisors

All District and SPSA Sports Coordinators

Secretariat: Princess Harney Basa  
PDO-1, Learner Formation Division

Rey Mark Jade  
PDO-1, Learner Formation Division

Jerald M. Maglantay  
EPS-II- Soc Mob  
DSAC, Chair

Judy Arnaiz  
Technical Assistant I-Sports



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Annex 3, Division Memo No. \_\_\_ s. 2025

**LIST OF THE TECHNICAL OFFICIALS TO THE  
 2025 DIVISION ATHLETIC MEET**

<b>ARNIS</b>	<b>SEPAKTAKRAW</b>
Judy Arnaiz-TD	Ruel B. Villanueva - TD
Naicie B. Mag-aso-TS	Reg Brillantes-ATD
Meljune Nufable - ATD	Jesseniel Villanueva-TS
<b>ATHLETICS</b>	Ginboy Bataclit
Jill Maccariola- TD	Eroid Parone
James Diocson-ATD	Adlene Hannah Faith Artajo
Lea Villegas - TS	Rosemarie Bustamante
Jackielyn Bensing	Junamie Bataclit
Juliet Vince	Carren Barbas
Cherry Rico	Jesa Mae Guanzon
Annabelle Mendez	Russel Bustamante
Irene Araña	<b>SWIMMING</b>
Arlene Gelogo	Lindon Minor - TD
Jelyn Aguipo	Reggie Batiller -ATD
Nathaniel Molina	Ludina D. Ninie - TS
Jose Soberano	Alberio, Roy
Fritzie Requiron	Aldojesa, Jenelle
Narlyn Gauran	Bulao, Liezel
Sheila Mae Omame	Alfanza, Nilde
Veronica Contenido	Helen Bayadas
Nimrod Jungco	Bayaras, Ella
Mitchelle Gabilla	Jaypee Santillan
Jonel Magbaton	Bersales, Roy
Leo Guacen	Cristy Love Quicson
Junjie Santillana	Dela Torre, Ma. Lister
Leonardo Lazadas	Nelly Pimentel
Ramelo Lopez	Rey Martorillas
Ruel Roblico	AGUIPO MANSUETO
Olinde Rodriguez	Nunez, Riza
Jenny Tinibroso	MAISA BRAZA
Rafael Tolentino	Ros, Cona
Amabel Gaudaña	Viterbo, Jenerose
Christine Julom	Joseph Baja
Martin Delante	Ann Arellano
Roger Banguiran	Ma. Joji Villarde
Melvin Biñan	<b>BADMINTON</b>
Edwin Espadon	Cynthia Marifosque-TD
Jeovelyn Olaera	Herdelito Lanoso-ATD
<b>TENNIS</b>	Amalia Villegas - TS
Rose Ann Dahil-dahil - TD	Angelica Magan-TS
Gemma Gea - TS	Marymar Gale
Ailyn Jan Donato	Jonalyn Egmlan
Cheryl Minor	Laylyn Espedilla
Ivy Nicor	Daisemae Liboon
	Amie Rose Villar
	Julie Cris Lanoso
	Berth Jan Desphy





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BADMINTON	Aero- GYMNASISTICS	VOLLEYBALL
<i>Cynthia Marifosque-TD</i>	<i>Rema Aguirre- TD</i>	
<i>Herdelito Lanoso-ATD</i>	Rose Mermida	<b>Sharon Labioso - TD (ESG)</b>
<i>Amalia Villegas - TS</i>	Marichelle Bandolon	<b>Dennis Solivio- ATD</b>
Angelica Magan	Joel Sabaiton	<b>Ruel Magno- TS</b>
Marymar Gale	Lorena Palang	Alexander Porter
Jonalyn Egmlan	Aiza Prudente	Ruelyn Aragon
Laylyn Espedilla	<b>Billiard</b>	Rhodora Magsucang
Daisemae Liboon	<b>Dheemar Larroza-TD</b>	Kimberly Porter
Amie Rose Villar	Vincent Cloyd seposo-ATD	Mary Lyn A. Ferraris
Julie Cris Lanoso	Jerson Cernal-TS	<b>Jessa Rose Remata - TD (ESB)</b>
Berth Jan Desphy	Jessie Soberano	<b>Jacinto Garganera - ATD</b>
<b>BASKETBALL</b>	<b>Paragames</b>	<b>Mary Glo Masuela-TS</b>
<b>Renato Amuan - TD (SB)</b>	Emmanuel Escano-TD	Ruby Gabat
<b>Lito Opeña - TD (SG)</b>	Marvie Rosarial-ATD	Neil Sayson
<b>Alexander Lamason-TD (EB)</b>	JERLET BELANDRES	Sheena Tiguelo
<b>Rolecon Q. Junto-TD3x3</b>	Chrisdith Carnazo	CG Deocades
<b>Joy S. Lobaton - TS (SG)</b>	Vina Pahuriray	Viema Joy S Denoy
<b>Laila G. Estrada- TS (EB)</b>	<b>BASEBALL &amp; SOFTBALL</b>	<b>Jeffrey Despi-TD(High School)</b>
<b>Al Tayoba-TS (SB) &amp; 3x3</b>	<b>Jerry Zaragoza- TD</b>	<b>Kleefer Joy Gallenero -ATD</b>
Jason B. Eledia	<b>Renante Sanchez- ATD</b>	Boner Beatingo
Brian Villaceran	<b>Alita Subo - TS</b>	Jason Stephen Despalo
Clarkvin Olivar	Ryan Diamante	Ly Ann T. Jaranilla
Zyndy Grace Grandeza	Leovie Fuyong	Via Ferraro
Nevan Decosta	Jorge Rodito Cabarobias	Henry Lagrita
Joerey Dee Rubio	Jona Peñas	<b>Kristel Teodoso - TS</b>
Jeonel Aladin	Imelda Abong	John Mark A. Astorga
Herbert Lobiogo	<b>CHESS</b>	Rollin Amparo
Ritchie Balandra	<b>Arnold Ayco - TD</b>	<b>BOXING</b>
Jonel Magbato	<b>Joan Cañeda - ATD</b>	<b>Jezer Manguilimutan- TD</b>
Geco Salazar	<b>Renan Bendecio - TS</b>	Raul Camento
Mylah Grace Villarin	Frank Buenafe	Arnold Jetajobe
Felanda Gaballo	Alberto Dumayac	<b>DANCESPORT</b>
Gretchen Mendoza	Bernie Florendo	<b>ALEXANDER S. TIPOLO JR - TD</b>
Maria Aiza Benedicto	James Lacuesta	SHEENA N. SOOGON
Mernell Escariila	Fernando Peñafel	JOVY ANN S. ESTERA
<b>TABLE TENNIS</b>	Ma Luz M. Macasero	RICKY D. LOBATON JR.
<b>Arnie Bañez - TD</b>	Julius Juanico	PATRICK G. MAHINAY
<b>Jun Janice Duncara- ATD</b>	Benjie Bautista	RAFFY B. EDAÑO
<b>Florenil Bornales-TS</b>	Sharon Rose Gometon	
Nehemiah Decena	<b>FOOTBALL</b>	
DANNY SABAN	<b>Luigi S. Tubiera -TD- Elem</b>	
Dominic Delos Santos	<b>Joe Arvy Natan- TD- Sec</b>	
Ramil Duerme	Roberto Basas- ATD Elem	
Isaiah Jollens Gallo	Nestor Arosa- ATD- Sec	
Rocky Jelbuena	<b>Regilee Flores - TS- Elem</b>	
Marielsan Navales	Erlinda Pabuaya- TS- Sec	
Lynedy Gallo	Jestoni Balocos	
Shyne Bayoneta	Jefrey Argabio	
Maricris Villacampa	John Vincent Albarico	
<b>TAEKWONDO</b>	Jelyn Traje Ramos	
<b>Mariven Vantor - TD</b>	Invited	
<b>Adora Velasco- TS</b>	Kenneth Adonis Montojo	
PRESLENE P. OROT	<b>Futsal</b>	
Rubylin Jemilla	<b>Anthony Belera - TD</b>	
MICHELLE APOLINARIO	<b>Sandy Descalsota-TS</b>	
Leonico Rios	Shiela Cardinal	
Angelica Zaragoza	Kent Michael Dela Cruz	
	Crizel Valderama	





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Annex 4, Division Memo No. \_\_\_\_ s. 2025

**List of Technical Working Group and Committees  
2025 Division Athletic Meet**

**Executive Committee:**

Chairperson: SDS Dannie Clark M. Uguil  
Co-Chair: ASDS Mark Anthony J. Tan, PhD  
Members: Ma. Theresa Q. Bingcang, PhD  
Alma M. Mirasol  
Noe B. Abdon

**Planning Committee/Sports Event Management\***

Chairperson: Josette P. Balandra, PhD  
Co-Chairperson: Cynthia Marifosque  
Members: Jun Marl Alconga  
James Sabio  
Jerald Maglantay  
Princess Harney Basa  
Judy Arnaiz

**Opening & Closing Program/Solidarity Meeting/  
Refresher Course/All Meetings/Decoration**

Chairperson: Jun Marl Alconga  
Co-Chairperson: Ginboy Bataclit  
Members: Tin-Ad Creatives  
Decelyn Doletin  
Jill Macariola  
Kristel Joy S. Teodoso  
Ian Kristoffer Serias  
Lea Villegas  
Zandy Descalsota  
SNHS-BSP &GSP  
SNHS SSLG Students

**Division Screening and Accreditation Committee**

Chairperson: Jerald J. Maglantay  
Co-Chairperson: Ryan Alvarez  
Members: Dominique Cheung, MD  
Rizzha Faye Barcenilla  
Joseph P. Baja  
Ruel Magno  
Alquiver Tapia  
Regielee Flores  
Ryan Alvarez  
Stephanie Dane Salvador  
Emalyn Demetita  
Vannessa Belle Alea  
Willyn Montaña  
Vannessa Belle Alea

Secretariat: Gretchen Magbanua

**Parade & DRRM:**

Chairperson: James P. Sabio  
Co-Chairperson: Jubail Panoy  
Members: Jason Rubrico  
Zandy Descalsota  
Brix John Daluyaya

**Documentation Committee/Media and Information  
and Publication**

Chairperson: Jun Marl Alconga  
Co-Chair: Junine Vistar  
Members: Tin-Ad Creatives

**Health, Safety and Medics:**

Chairperson: Dominique Cheung MD  
Co-Chairperson: Rizzha Faye Barcenilla  
Members: Divine Fuentisfina  
Allysa Dagunan, Grace Lanutan, Irish Spring Ubamos,  
Julie Pearl Barrientos, Marli Piccio. Lissette Cabalang  
SNHS RCY Member

**Accommodation SNHS /Security/Discipline,  
Cleanliness, Beautification, and Waste Management**

Chairperson: Freddie Digno  
Co-Chair: Jonah Garganera  
Members: Jade Vidal  
Glendora Irisari  
Danilo Aloquina

**Accommodation JBPSSES/Security/Discipline,  
Cleanliness, Beautification, and Waste Management**

Chairperson: Elizabeth Andraneda  
Co-Chair: Maolen Donasco  
Member: Cara Lachica  
Lemuel Jaudines  
Angelie Hablo

**Accommodation MLES/Security/Discipline,  
Cleanliness, Beautification, and Waste Management**

Chairperson: Lindon Minor  
Co-Chair: Janet Tuazon  
Member: Mischelle Celajes  
Helen Ricablanca  
Jovi Cañal

**Attendance, Awards and Recognition (Certificates,  
Medals and Trophies):**

Chairperson: Areobelle L. Pasamanero  
Co-Chairperson: Rey Mark Jade  
Members: John Mar Bantilan  
Aira Rose Docil  
Brenda Dinah Labangco  
Tetchie Duran

**Transportation:**

Chairperson: Noe Abdon  
Co-Chairperson: Rhea Mae Nacario  
Members: All DepEd Drivers



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**Field Preparation and Sports Facilities:**

Chairperson: Engr. Edward Martorillas  
Co- Chairperson: Freddie Digno  
Members: Engr. Manuela Grace Cangque  
Robert Alipalo, Jade Vidal, Lindon Minor  
Leo Guacin, Nimrod Junco, Junjie Santillana,  
Michelle Gabilla, Roger Banguiran, Joerey Dee Rubio  
Jonel Magbato, Jimbo Pugoy, Mansueto Aguipto,  
Reggie Batiller, Ramelo Lopez, Jaypee Santillan  
Jose Soberano, Rafael Tolentino, Roger Besanez

**Finance/Inspectorate and Resourcing:**

Chairperson: Josie Rebusquillo  
Co- Chairperson: Rhea B. Alba  
Members: Aimee Ennace  
Jomelyn Beleganio

**Food Committee**

Chairperson: Ma. Theresa Q. Bingcang, PhD  
Co- Chairperson: Janet Tanzo  
Members: Lisette Grace Cabalang  
Shielamae Mediana  
Johnny Replentes  
Erene Baya  
May Libre  
Sharon Guadalupe

**Game Records and Results Management  
& Secretariat:**

Chairperson: Princess Harney Basa  
Co- Chairperson: Mayselle Jardinero  
Members: Stephanie Dane Salvador  
Preselene Orot  
Emalyn Demetita  
Gretchen Magbanua

**Sports Events Coordinators:**

Vianka Kassandra Sonoy-	Arnis
Rene Balolot-	Volleyball
Jolly B. Panganiban-	Sepaktakraw
Rhodora Desamparado-	Swimming
Remil Castañeda-	Badminton
Maricar Encabo-	Athletics
Van Cyril Sebuha-	Basketball
Jolly Panganiban-	Table Tennis
Dorothy Joyce Edano-	Taekwondo
Louiene Grace Mactual-	Gymnastics
Stephany Abiles-	Billiards
Jennifer Bascar-	Baseball/Softball
Jean Marie Beguas-	Football
Glezel Grace Dolomente-	Dancesport
Stephanie Grace Medina-	Chess
Sophia Chu-	ParaGames

**Program, Protocol, and Announcement**

Chairperson: Jerson Donasco  
Co-Chair: Princess Harney Basa  
Members: Willyn Montaña  
Nova Zamora  
Angelica Zaragoza

**Support Services/T-shirt**

**Distribution/Procurement and Supplies:**

Chairperson: Romie Osal  
Co- Chairperson: Jim Carl Mansueto  
Members: Philip Howard Malundo  
Alwin Spencer Ofianga  
Aimee Ennace  
Jomelyn Belgano  
Keith Cioco

**Child Protection Policy**

Chairperson: Princess Harney Basa  
Co- Chairperson: Rey Mark Jade  
Members: Jessa Demaisip

**Jury of Appeal, and Legal**

Chairperson: Mark Anthony J. Tan  
Co-Chair: Atty. Barbara Anne Tolentino  
Members: Josette P. Balandra  
Ma. Theresa Q. Bingcang  
Romeo Santillan, PhD  
Marlon Solivio, PhD

**Monitoring and Evaluation**

Chairperson: Nova Zamora  
Co-Chairperson: Aerobelle Pasamanero  
All: Education Program Supervisors



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Annex 5, Division Memo No. \_\_\_\_ s. 2025

<b>SAGAY CITY ATHLETIC ASSOCIATION MEET 2025</b>				
<b>PLAYING VENUES</b>				
	<b>Games to be played</b>	<b>Playing Venue</b>	<b>CATEGORY</b>	<b>Remarks</b>
1	Arnis	<b>SNHS Covered Court</b>	ELEMENTARY & SECONDARY (Boys and Girls)	Arrangement with the Sepak Takraw
2	Aerogymnastics	<b>Old Sagay Elementary School Covered Court</b>	Elementary and Secondary	
3	Athletics	<b>SNHS Athletic Field</b>	ELEMENTARY & SECONDARY (Boys and Girls)	
P4	Badminton	<b>Balay Kalingawan, Central Lopez, Brgy. Paraiso</b>	ELEMENTARY & SECONDARY (Boys and Girls)	Games will start at 1 PM onwards due to venue availability.
5	Baseball	<b>Sarroza Field</b>	Elementary and Secondary	
6	Basketball (Elementary)	<b>Sagay City Gymnasium</b>	ELEMENTARY Boys	
7	Basketball (Elementary and Secondary-Boys and Girl)	<b>Sagay City Gymnasium</b>	Secondary Boys & Girls	
8	Basketball (3x3)	<b>Sagay City Gymnasium</b>	Secondary Boys	
9	Billiards	<b>Trangko Billiard Center</b>	Secondary Boys & Girls	
10	Boxing	<b>SNHS Automotive Shop</b>	Secondary Boys	
11	Chess	<b>SNHS Com Lab</b>	ELEMENTARY & SECONDARY (Boys and Girls)	
12	Dance Sports	<b>SNHS Covered Court</b>	Elementary & Secondary	
13	Football	<b>SNHS Field</b>	ELEMENTARY & SECONDARY (Boy)	
14	Futsal	<b>SNHS Covered Court</b>	Secondary Girls	
15	Lawn Tennis	<b>Sagay City Lawn Tennis Court</b>	Secondary Boys and Girls	
16	Sepak Takraw	<b>SNHS Covered Court</b>	ELEMENTARY & SECONDARY (Boys and Girls)	
17	Softball	<b>Sagay City Stand Alone</b>	SECONDARY Girls	
18	Swimming	<b>Balay Kauswagan</b>	ELEMENTARY & SECONDARY (Boys and Girls)	
19	Table Tennis	<b>Taliambong Activity Center</b>	ELEMENTARY & SECONDARY (Boys and Girls)	
20	Taekwondo	<b>SNHS Covered Court</b>	Elementary	
21	Volleyball (Elementary Boys)	<b>Taliambong Activity Center</b>	Elementary (Boys)	
22	Volleyball (Elementary Girls)	<b>Brgy. Rizal, Covered Court</b>	Elementary (Girls)	
23	Volleyball (Secondary Boys and Girls)	<b>St. Joseph Housing Covered Court</b>	Secondary (Boys & Girls)	