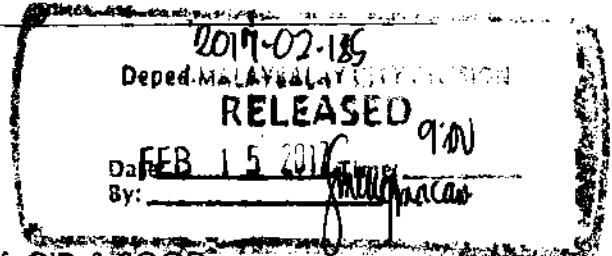




DEPARTMENT OF EDUCATION  
Region X- Northern Mindanao  
**DIVISION OF MALAYBALAY CITY**  
Purok 6, Casisang, City of Malaybalay  
E-mail add: [dpdmlyblycity@yahoo.com](mailto:dpdmlyblycity@yahoo.com)  
Website: <http://www.depedmalaybalay.net>



**DIVISION MEMORANDUM**  
NO. 025 s. 2017



To: Chief Education Supervisors & Staff, CID & SGOD  
Public and Private School Heads  
This Division

From:   
**EDILBERTO L. OPLENARIA, CESO VI**  
Schools Division Superintendent

Date: February 14, 2017

Subject: **DISSEMINATION OF REGION MEMORANDUM No. 61, s. 2017  
(ENHANCEMENT TRAINING FOR STUDENT-ATHLETES TO THE 2017  
PALARONG PAMBANSA)**

1. Pursuant to Region Memorandum No. 61, s. 2017 entitled: **Enhancement Training for Student-Athletes to the 2017 Palarong Pambansa** the qualified athletes shall undergo intensive training during the Division Based, Clustered Training and Unified Training.
2. Relative to this, School Heads shall inform the respective advisers and subject teachers that the athletes shall be given a class requirements in advance prior to the Clustered Training.
3. Immediate dissemination and compliance of this Memorandum is highly desired.

Copy furnished:  
Records Unit



February 7, 2017  
 DepED-RO  
 Cagayan de Oro City

**REGION MEMORANDUM**

No. 01, s. 2017

13  
 1069  
**RELEASED**

**ENHANCEMENT TRAINING FOR STUDENT-ATHLETES  
 TO THE 2017 PALARONG PAMBANSA**

To : The Schools Division Superintendents  
 This Region

1. In preparation for the 2017 Palarong Pambansa in Antique Province, the Northern Mindanao Regional Athletic Association (NMRAA) shall hold a REGIONAL ENHANCEMENT TRAINING FOR STUDENT-ATHLETES in three (3) phases, to wit;

- Phase 1 - Division Based - February 13-28, 2017 - 15 days
- Phase 2 - Clustered Training - March 1-31, 2017 - 31 days
- Phase 3 - Unified Training - April 1- 7, 2017 - 7 days

2. The training aims to:

- enhance the competence level of student-athletes in their respective sports discipline;
- familiarize the house rules imposed by the delegation;
- raise the overall performance in the 2017 Palarong Pambansa; and
- establish framework and camaraderie among members of the team and entire delegation in general.

3. The training of athletes shall be clustered according to sports events, accessibility of the training venues and availability of facilities.

Clustering	Sports Events	Venue
Cluster A	Archery, Arnis, Wushu, Badminton-Elementary, Billiard, Dance Sports, Swimming	Camiguin

4. The training venues of Cluster D are the areas where these teams emerged as CHAMPION. It is advised that the school and schools division shall provide food assistance and other needs of the team that arise therein. Adopt an Athlete is encouraged for Guest Athlete coming from other divisions.

5. Coaches of the athletes together with the Division Sports Coordinators shall make prior arrangements to comply class requirements in advance with their respective class advisers and subject teachers. As stated in Republic Act No. 10676 which was approved August 26, 2015, "AN ACT PROTECTING THE AMATEUR NATURE OF STUDENT-ATHLETES IN THE PHILIPPINES BY REGULATING THE RESIDENCY REQUIREMENT AND PROHIBITING THE COMMERCIALIZATION OF STUDENT ATHLETES" saying that no school or its representative shall authorize to perform the act on a student athlete on the sole reason of his/her transfer for another school, Sec 4.d.4. States that no school gives incomplete grades in subjects in which the student-athlete is exempted by virtue of being a student-athlete. Further, Section 7 Authority of the Department of Education (DepED) and Commission of Higher Education (CHED) stating that the DepED in furtherance to its mandate to supervise all basic education institutions, are hereby further authorized to regulate and oversee school athletic associations, and are tasked to ensure that the rights of student-athletes are respected and protected.

6. Daily schedule of activities must be strictly followed for implementation. Training Supervisors/Managers shall monitor and evaluate the progress of the training following the tool to be used which will be submitted immediately after every monitoring and evaluating. This tool shall be submitted thru fax Attn: MS. MANOLITA B. BOLOS, PDO II of ESSD Division, with fax number 088-856-3932. Schedule of Monitoring and Evaluation shall be every Thursday and Friday starting March 2, 2017.

7. Enclosed are the templates for your guidance and reference:

- Schedule of Activities
- Functions and Roles of Coaches/Chaperons and Training/Team Managers
- Tool for Monitoring and Evaluation
- Template on Training Plan/Matrix
- Attendance Sheet
- Individual/Team Assessment Form
- Gant Chart

8. Athletes, Coaches, Chaperons, Trainers and Support Staff shall bring their own eating gadgets/paraphernalia and beddings at the start of the training up to Palarong Pambansa proper.

9. To promote Clean and Green Environment, coaches have to inculcate the value of cleanliness and shall highly observe the Zero Waste Management in and out the camp.

10. Teacher Coaches/Chaperons/Trainers who will serve during the duration of the pre and actual Palaro are recommended with grant of service credit per DepED Memo No. 53, s. 2003 re Revised DepED Order for Granting Service Credits for Teachers.

11. Travel expenses in going to training venues on March 1, 2017 shall be charged against local funds subject to the usual budgeting & accounting rules and regulations.

12. Prior to departure to the Province of Antique, athletes, coaches, chaperons and trainers coming from these clusters shall converge on April 1, 2017 at Misamis Oriental General Comprehensive High School (MOGCHS), for general orientation, saludo & parade rehearsal, and thanksgiving mass. Travel expenses of athletes, coaches, chaperons & trainers where training is done outside Cagayan de Oro City, reimbursement shall be charged from NMRAA Training funds.

13. Immediate dissemination of this Memorandum is desired.

  
**ALLAN B. FARNAZO**  
Director IV

Enclosures : As stated  
Reference : Republic Act No. 10588  
To be indicated in the Perpetual Index  
Under the following subjects:

STUDENTS

TEACHERS

SPORTS PROGRAM

Cluster B	Taekwondo, Gymnastics, Table Tennis, Lawn Tennis, Badminton-Secondary, Boxing, Chess & Wrestling	TBA
Cluster C	Athletics	TBA
Cluster D	Team Events:	
	Baseball Elementary	Jimenez Central School, Misamis Occidental
	Baseball Secondary	Iponan National High School, Cagayan de Oro
	Basketball Elementary	Xavier University Grade School, Cagayan de Oro
	Basketball Secondary Boys	Corpus Christi School, Cagayan de Oro City
	Basketball Secondary Girls	Indahag National High School, Cagayan de Oro
	Football Elementary	Plantation Elem School, Manolo Fortich, Bukidnon
	Football Secondary	Bukidnon Faith Christian School,
	Futsal	Xavier University High School, Cagayan de Oro
	Sepak Takraw Elementary	Aloran Central School, Misamis Occidental
	Sepak Takraw Secondary Boys	Aloran Trade High School, Misamis Occidental
	Sepak Takraw Secondary Girls	Talatron National High School, Oroquieta
	Softball Elementary	San Martin Elem School, Villanueva, Misamis Oriental
	Softball Secondary	MOGCHS, Cagayan de Oro City
	Volleyball Elementary Boys	Kadingilan Elementary School
	Volleyball Elementary Girls	Valencia Central School
Volleyball Secondary Boys	Quezon National High School	
Volleyball Secondary Girls	Libertad National High School, Misamis Oriental	
Cluster E	PARA Games	At respective schools

**SCHEDULE OF ACTIVITIES**  
**Day 1 -March 1 to Day 31-March 31, 2017**

TIME		PERSONS INVOLVED					
		DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6-DAY 31
4:45 AM	Wake up call						
4:45 - 5:00 AM	Hot Beverage						
5:00 - 5:15 AM	Checking of Attendance						
5:15 - 5:30 AM	Prayer/Devotional						
5:30 - 5:40 AM	Reminders/Message						
5:40 - 6:00 AM	Hataw/ Unity						
6:00 - 7:00 AM	Body Conditioning						
7:00 - 7:30 AM	Breakfast						
8:00 - 12:00 AM	Training Proper by Event						
12:00 - 1:00 PM	Lunch						
1:00 - 5:00 PM	Training Proper by Event						
5:00 - 6:30 PM	Saludo/Unity Dance						
6:30 - 7:00 PM	Dinner						
7:00 - 8:00 PM	Meeting/Other Concern						

**Note: This schedule must be strictly followed.**

### FUNCTIONS OF TRAINING MANAGERS

- Monitor the intensive training of the athletes
- Assess the level of performance by checking the accuracy of the assessment form used by the coaches
- Provide technical assistance to the team assigned
- Check the attendance of the entire team
- Motivate athletes and coaches in the actual competition
- Conduct assessment meetings during night time
- Serve as parents of the athletes
- Impose discipline to the team
- Work diligently in the attainment of targets
- Coordinate with the different working committees
- Make weekly report
- Sign in the monitoring sheet with coaches' signature affixing the date of visit
- Do multi tasking

### RESPONSIBILITIES OF THE COACHES & CHAPERONS

- Require the athletes with Parental Consent and Medical Certificate
- Develop a comprehensive Training Plan and Gantt Chart
- Train the athletes to his/her maximum potential
- Assess the athletes of their level of performance by accomplishing the rating form of every athletes and rating of the team as a whole
- Serve as role model of athletes by emulating good values essential for sports
- Expose team in and out sports activities
- Adhere to the daily schedule of activities
- Check the completeness of the required documents of the athletes for Screening and Accreditation
- Seek technical assistance from the experts
- Inform the athletes to bring beddings and kitchen paraphernalia
- Bring their own personal sports equipment
- Educate and monitor the nutritional status of the athletes. Policy on **NO SOFT DRINK, NO JUNK FOOD, NO CHOCOLATE, NO ICE CREAM, NO SMOKING, NO ALCOHOL, & NO COFFEE** shall be strictly followed and observed of the entire duration.
- Make Athletes: Feel better, Move better, Play better
- Use the muscle properly/fire with the correct muscle
- Assess the strength of the athletes
- Develop strong lower body of the athletes
- Efficiency of movement creates power

### TRAINING MATRIX

EVENT: \_\_\_\_\_ GENDER: \_\_\_\_\_ LEVEL: \_\_\_\_\_

WEEK: \_\_\_\_\_ DATE: \_\_\_\_\_ FROM: \_\_\_\_\_ TO: \_\_\_\_\_

TIME	VENUE	OBJECTIVES/SKILLS TO BE DEVELOPED	ACTIVITIES	EXPECTED OUTPUT	REMARKS
	+				

Prepared by: \_\_\_\_\_

Checked by: \_\_\_\_\_

Evaluated by: \_\_\_\_\_

Recommending Approval: \_\_\_\_\_

Approved: \_\_\_\_\_

Coach

Training Manager

Supervisor

Asst. Camp Director

Camp Director



**ATTENDANCE SHEET**

EVENT: \_\_\_\_\_ GENDER: \_\_\_\_\_ LEVEL: \_\_\_\_\_

NAME of ATHLETE																		

Prepared by:

\_\_\_\_\_  
Coach

Checked by:

\_\_\_\_\_  
Training Manager

Evaluated by:

\_\_\_\_\_  
Supervisor

Recommending Approval:

\_\_\_\_\_  
Asst. Camp Director

Approved:

\_\_\_\_\_  
Camp Director

**ASSESSMENT FORM**

Athlete's Name: \_\_\_\_\_ Event: \_\_\_\_\_ Gender: \_\_\_\_\_ Level: \_\_\_\_\_

SKILLS	RATINGS (1 TO 10) (1 Lowest, 10 HIGHEST)								REMARKS	
	WK 1	WK 2	WK 3	WK 4	WK 5	WK 6	WK 7	WK 8		TOTAL

Prepared by: \_\_\_\_\_ Checked by: \_\_\_\_\_ Evaluated by: \_\_\_\_\_ Recommending Approval: \_\_\_\_\_ Approved: \_\_\_\_\_  
 Coach \_\_\_\_\_ Training Manager \_\_\_\_\_ Supervisor \_\_\_\_\_ Asst. Camp Director \_\_\_\_\_ Camp Director \_\_\_\_\_

**GANTT CHART**

EVENT: \_\_\_\_\_ GENDER: \_\_\_\_\_ LEVEL: \_\_\_\_\_

SKILLS	MONTH OF :												

Prepared by: \_\_\_\_\_ Checked by: \_\_\_\_\_ Evaluated by: \_\_\_\_\_ Approved: \_\_\_\_\_  
 Coach Training Manager Supervisor Asst. Camp Director Camp Director

**MONITORING SHEET**

Event Monitored \_\_\_\_\_

School \_\_\_\_\_

Coach \_\_\_\_\_

Trainer \_\_\_\_\_

Date Monitored \_\_\_\_\_

No. of Athletes \_\_\_\_\_

No. of Guest Athletes \_\_\_\_\_

Attendance of Guest Athletes to classes \_\_\_\_\_

Pertinent Papers of Athletes and Coaches \_\_\_\_\_

Condition of Guest Athletes \_\_\_\_\_

Budget of Meals/day \_\_\_\_\_

Equipment Used \_\_\_\_\_

Billeting Quarter \_\_\_\_\_

Condition of Playing Venue \_\_\_\_\_

No. of Attained Competencies (Please see the training design) \_\_\_\_\_

\_\_\_\_\_

Observations \_\_\_\_\_

\_\_\_\_\_

Suggestions/Recommendations \_\_\_\_\_

\_\_\_\_\_

Concurred \_\_\_\_\_  
Coach

Prepared by: \_\_\_\_\_  
Monitoring Officer

Noted \_\_\_\_\_  
Division PESS Supervisor