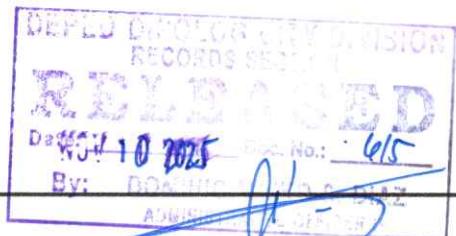




Republic of the Philippines
Department of Education
Region IX – Zamboanga Peninsula
SCHOOLS DIVISION OF DIPOLOG CITY



November 07, 2025

DIVISION MEMORANDUM
No. 615, s. 2025

LAUNCHING OF THE DIVISION EMPLOYEE WELFARE AND WELL-BEING PROGRAM

To: ASST. SCHOOLS DIVISION SUPERINTENDENT
CHIEF, CURRICULUM IMPLEMENTATION DIVISION (CID)
CHIEF, SCHOOLS GOVERNANCE AND OPERATIONS DIVISION (SGOD)
PUBLIC SCHOOLS DISTRICT SUPERVISOR
ALL ELEMENTARY AND SECONDARY SCHOOL HEADS
All Others Concerned
This Division

1. In line with the implementation of **Regional Memorandum No. 368, s. 2025**, titled "Localized Guidelines on Employee Welfare and Well-being of DepEd Regional Office IX," the Schools Division Office of Dipolog City shall officially launch its **Division Employee Welfare and Well-being Program** on **November 10, 2025**, during the **Flag Ceremony** at the **Schools Division Office Lobby**.
2. The **first phase** of the Division WE Program shall be the conduct of the **Division Sportsfest**, which aims to promote physical wellness, camaraderie, and team spirit among personnel.
3. In this regard, all designated **Sports Tournament Directors** are invited to be present during the launching ceremony. A **meeting shall immediately follow** the flag ceremony at the **TA Lounge, 3F SDO Building**, to be attended by the Tournament Directors and the **Subcommittee on Sports and Physical Wellness**. The meeting will cover the **Sportsfest Opening Ceremony** and the **finalization of tournament mechanics**.
4. See Enclosure for the List of Tournament Directors and their respective Terms of Reference (TOR).
5. All concerned are enjoined to extend full support and cooperation to ensure the success of this initiative.
6. Immediate dissemination of this Memorandum is highly desired.

MA. LIZA R. TABILON, EdD., CESO V
Schools Division Superintendent
Office of the Schools Division Superintendent

Encl.: none

Reference: As stated

To be indicated in the Perpetual Index
under the following subjects:

Committees
Gender & Development

Employee Welfare
Mental Health

Wellbeing Programs
Wellness Initiatives

Human Resource Development
Inclusive Programs

ADC/20251107-DM-WE-Launching
November 07, 2025

ENCLOSURE 1: Terms of Reference (TOR) for Tournament Directors

1. Designated Tournament Directors:
 - a. Badminton – Ronaldo Salatan
 - b. Basketball – Rndl A. Geraga
 - c. Chess – Anna May C. Aleria
 - d. Dart – Bernie P. Laranjo
 - e. Mobile Legends (ML) – Alan D. Chiu
 - f. Pickleball – Lyn A. Carpio
 - g. Swimming – Jesse P. Samaniego
 - h. Table Tennis – Christopher Ace B. Bael
 - i. Volleyball – Luisiano S. Murro, Jr.
 - j. Mountain Bike (MTB) – Josi Mari M. Apilan
2. Each Tournament Director shall:
 - a. Plan and coordinate the tournament mechanics, schedule, and venue requirements for their assigned sport.
 - b. Facilitate team registration, grouping, and seeding based on preliminary results.
 - c. Ensure adherence to safety protocols, fair play guidelines, and game rules.
 - d. Coordinate with the Subcommittee on Sports and Physical Wellness for logistics, equipment, and support.
 - e. Supervise the conduct of matches and resolve disputes in coordination with the Division WE Committee.
 - f. Document match results, participation data, and submit post-event reports.
 - g. Promote inclusivity and encourage participation from all offices and personnel.
 - h. Ensure proper use and safekeeping of sports equipment and materials.
 - i. Serve as the point person for communication and coordination related to their sport.