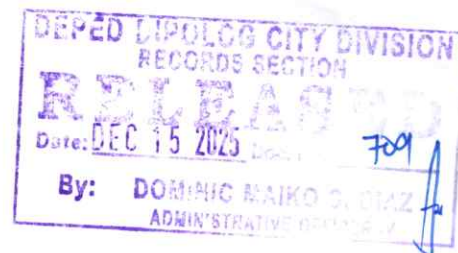




Republic of the Philippines
Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY



December 15, 2025

DIVISION MEMORANDUM

No. 709, s. 2025

**CONDUCT OF EMPLOYEE WELFARE AND WELLBEING:
SPORTSFEST EDITION – SEASON 1**

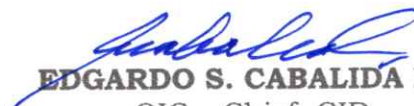
To: ASST. SCHOOLS DIVISION SUPERINTENDENT
CHIEF, CURRICULUM IMPLEMENTATION DIVISION (CID)
CHIEF, SCHOOLS GOVERNANCE AND OPERATIONS DIVISION (SGOD)
PUBLIC SCHOOLS DISTRICT SUPERVISOR
ALL ELEMENTARY AND SECONDARY SCHOOL HEADS
ALL TEACHING AND NON-TEACHING PERSONNEL
ALL ALS TEACHER
All Others Concerned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

1. In line with the Division Employee Welfare and Well-being Program and pursuant to CSC Memorandum Circular No. 08, s. 2011, which encourages government agencies to allocate time for physical fitness and wellness activities (20 minutes daily and one hour weekly), the Schools Division Office of Dipolog City announces the conduct of the Sportsfest titled: **Employee Welfare and Well-being: Sportsfest Edition – Season 1**.
2. This activity aims to promote physical wellness, camaraderie, and team spirit among personnel as part of a holistic approach to employee welfare and well-being. Consolidating the allowable time under CSC guidelines into a structured session **every Friday starting at 3:20 PM** ensures compliance while minimizing disruption to core operations.
3. To **guarantee continuity of public services**, the following measures based on our Public Service Continuity Plan (PSCP) shall be observed:
 - a. **Skeleton Workforce**: Essential personnel shall remain available to handle urgent transactions.
 - b. **Alternative Communication Channels**: Mobile and email support will be maintained for critical concerns.
 - c. **Pre-scheduled Tasks**: Offices shall complete priority tasks before the scheduled activity.
4. Below are the details of the Sportsfest:
 - a. Team Composition:
 - i. Participation will be by district – North, East, West, and South District.
 - ii. Division Office personnel will be considered as the 5th district.
 - iii. ALS Teacher shall be combined with the Division Office personnel.
 - iv. School-Based Non-Teaching Personnel shall join their district where they are stationed.
 - v. Tournament Managers may join as players in their respective events; however, they must not intervene, officiate, or make decisions during any match in which they are actively participating as a player.
 - vi. Other events may have different team composition.
 - b. Eligibility:
 - i. Open to all personnel
 - ii. Teaching or non-teaching personnel
 - iii. Job Order, COS, or Plantilla



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- c. Registration
 - i. Deadline: Not later than **December 26, 2025**.
 - ii. Entries shall be submitted to the respective Tournament Managers
 - d. Duration: From January 2026 up to March 2026.
 - e. Playing Schedule:
 - i. Tournament Managers shall secure the attendance of the players as basis for issuing Certificate of Appearance.
 - ii. Each event may start with Tune-Up Games even prior to the ceremonial launching.
 - iii. Weekends may also be used depending on the Tournament Manager, but no COC or VSC will be granted.
 - f. Ceremonial Launching: **January 23, 2026** at the Division Office, followed immediately by the solidarity meeting per event.
 - g. Participation: Voluntary and intended for the welfare and well-being of personnel.
 - h. See enclosures for specific game mechanics for each event. Additional mechanics and details will be discussed during the solidarity meeting.
5. Events and Designated Tournament Managers
- a. Badminton: RONALDO SALATAN
 - b. Basketball: RANDYL 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
 - k. Zumba/Dance/Saludo: GINA T. CAERMARE
6. All concerned are enjoined to extend full support and cooperation to ensure the success of this initiative.
7. For inquiries, please coordinate with JONALD L. NOLI (EPS/Division Sports Officer) or VIGELUZ D. PALADAR (COS for Sports).
8. Immediate dissemination of this Memorandum is highly desired.


EDGARDO S. CABALIDA EdD.
OIC – Chief, CID
Officer-In-Charge

For:
MA. LIZA R. TABILON, EdD., CESO V
Schools Division Superintendent

Encl.: as stated
Reference: none
To be indicated in the Perpetual Index
under the following subjects:

Employee Welfare
Gender & Development

Wellbeing Programs
Mental Health

Human Resource Development
Wellness Initiatives

ADC/20251202-DM-Sportsfest-Season1
December 15, 2025