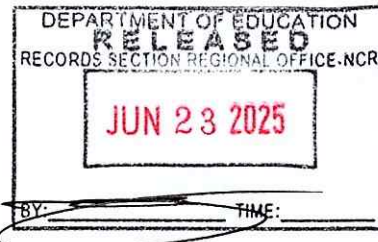




Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION



June 23, 2025

**REGIONAL MEMORANDUM**

No. 539, s. 2025

**To:** Schools Division Superintendents  
CID and SGOD Chiefs  
Division Sports Officers/Division Sports Coordinators  
All Others Concerned

**3-DAY CAPACITY BUILDING FOR SPORTS PROGRAM  
IMPLEMENTERS (COACHES)**

1. In line with the continuous professional development of our teacher-coaches in the DepEd National Capital Region (NCR), the Education Support Services Division (ESSD) will conduct a **3-Day Capacity Building for Sports Program Implementers (Coaches)** on **August 28-31, 2025** at venue (TBA).
2. The activity aims to achieve the following objectives:
  - Provide standardized and comprehensive training for coaches in priority sports.
  - Enhance the technical, tactical, and strategic coaching competencies of NCR coaches.
  - Promote professional growth, peer learning, and networking among coaches.
  - Elevate the quality of sports training and competition within NCR schools.

This initiative aims to enhance the quality of sports training programs, foster athlete success, and strengthen the foundation for long-term sports excellence in NCR.

3. Each Schools Division Office (SDO) is requested to send **one (1) Elementary Teacher-Coach** and **one (1) Secondary Teacher-Coach** per sports event (Baseball, Futsal, Softball, Taekwondo, Wushu). The participants are preferably MAPEH teacher or with experience /engagement in their chosen sport event.



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All participants must fill out the **Pre-Registration Form** at the following link:  
<https://forms.office.com/r/y1XWZEmG3w> on or **before July 4, 2025**

The form requires the following details:

- Full Name (First Name / M.I. / Last Name)
- Gender
- Contact Number
- Division
- Position/Designation
- School/Office
- Sports Event (Baseball, Futsal, Softball, Taekwondo, Wushu)
- Email Address/DepEd Account

4. Participants shall bring and present during registration their approved **Travel Authority** signed by the Schools Division Superintendent (SDS) and Medical Certificate stating that he/she is medically and physically fit for the training. Participants must be at the venue on **August 29, 2025** at **7:00 AM** and depart on **August 31, 2025**. The **first meal** to be served is **breakfast** on August 29, and the **last meal** is **lunch** on August 31, 2025.
5. Teacher-coaches and non-teaching personnel will be entitled to service credits or Compensatory Time Off (CTO) whichever is applicable subject to existing policies and guidelines.
6. Board and lodging will be shouldered by the Regional Office charged to Program Support Fund while transportation and other miscellaneous expenses of the participants will be charged to local funds subject to the usual accounting and auditing rules and regulations. Confirmed participants failed to attend the said activity will pay the expenses for the board and lodging equivalent for three (3) days in the amount of Six Thousand Pesos (P6,000.00).
7. For further inquiries, you may contact the Regional Office through the **Education Support Services Division (ESSD)** at [joan.pedroche@deped.gov.ph](mailto:joan.pedroche@deped.gov.ph).
8. Immediate dissemination and compliance with this Memorandum are desired.

  
**JOCELYN DR ANDAYA**

Regional Director, NCR  
Concurrent Officer-In-Charge, Office of the  
Assistant Secretary for Operations

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