

Republika ng Pilipinas  
Kagawaran ng Edukasyon  
REHIYON V (Bikol)

**TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES**

April 30, 2025

**DIVISION MEMORANDUM**

No. 402 s. 2025


**PARTICIPATION TO THE DIVISION-BASED CONCENTRATION TRAINING  
FOR PALARONG PAMBANSA 2025**

To: OIC-Assistant Schools Division Superintendent  
Chief Education Supervisors  
Public Schools District Supervisors  
Private and Public Elementary and Secondary School Heads  
All Others Concerned

1. Pursuant to Regional Memorandum No. 00434, s. 2025 announcing the conduct of the Division-Based Concentration Training on May 1-12, 2025 in the respective divisions, this Office hereby issues specific details on the participation of SDO Catanduanes to the said activity.
2. The enclosures to this memorandum provide details as follows:

Enclosure 1	Schedule of Activities
Enclosure 2	List of Selected Athletes, Coaches and Chaperon
Enclosure 3	Instructions on the Charging of Expenses
Enclosure 4	Instructions on the Grant of Service Credits/ Compensatory Time Off

3. Strict compliance with this memorandum is desired.

  
**CECILE C. FERRO CESO VI**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent



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Enclosure 1 to Division Memorandum No. 402, s. 2025

**SCHEDULE OF ACTIVITIES**

<b>Date</b>	<b>Activities</b>	<b>Venue</b>	<b>Person/s Responsible</b>
April 2-30	Division-Based Concentration Training of Athletes	Identified Training Venue	Division Sports Officer, Coaches, Trainers
May 1-10	Division-Based Concentration Training of Athletes with National Trainer for Boxing and Athletics	SDO Masbate Province (Boxing) SDO Ligao City (Athletics)	Division Sports Officer, Coaches, Trainers
May 13-20	Regional-Based Concentration Training with Regional Trainers	SDO Legaspi City	Division Sports Officer, Coaches



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Enclosure 2 to Division Memorandum No. 402, s. 2025

**LIST OF ATHLETES AND COACHES**

No.	Name	Event	Designation	School
1.	Jehjireh O. Alcantara Jr.	Athletics	Athlete	PSAT
2.	Jojie Rima	Boxing	Athlete	PSAT
3.	Dithrone Subion	Boxing	Athlete	Palta NHS
4.	Yurico Cain Subion	Boxing	Athlete	Palta NHS
5.	Patricia Arlet Sy	Dancesport	Athlete	Cavinitan ES
6.	Mark Renjie Tabor	Dancesport	Athlete	Cavinitan ES
7.	Jian Franco Rubio	Football	Athlete	CNHS
8.	Irianne Ysabelle Camacho	Tennis	Athlete	VPES
9.	Nick Alinguyon Jr.	Boxing	Asst. Coach	Palta NHS
10.	Maricon Romero	Dancesport	Coach	Cavinitan ES
11.	Tessarie Torzar	Dancesport	Chaperon	Cabugao IS
12.	Fidel Vegim	Monitor	DSO	Calatagan HS



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Enclosure 3 to Division Memorandum No. 402, s. 2025

**INSTRUCTIONS ON THE CHARGING OF EXPENSES**

1. The expenses for foods and transportation of 8 athletes, 3 coaches and 1 event monitor to the Division-Based Concentration Training shall be charged to the downloaded funds from the region while the expenses for the Regional-Based Concentration Training shall be charged to the Regional Funds.
2. The participation of Coaches and Chaperon to the Concentration Training is on **Official Time only**.
3. The accommodation of athletes and coaches shall be provided by the host division.
4. All athletes and coaches are advised to bring with them their own beddings and other things for personal needs.



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Enclosure 4 to Division Memorandum No. 402, s. 2025

**INSTRUCTIONS ON THE GRANT OF SERVICE CREDITS/  
COMPENSATORY OVERTIME CREDIT (COC)**

1. Teachers and school personnel who will participate to the Division-Based and Regional-Based Concentration Training shall be granted service credits pursuant to DepEd Order No. 13, s. 2024 entitled *Revised Guidelines on the Grant of Vacation Service Credits for Teachers* and Compensatory Overtime Credit (COC) pursuant to the provisions of DepEd Order No. 53, s. 2003 entitled *Updated Guidelines on Grant of Vacation Service Credits to Teachers and Compensatory Overtime Credits to Non-Teaching Personnel* for the services rendered during Saturday and Sunday.
2. They are advised to submit the following:
  - ✓ Two (2) copies of Daily Time Record (CSC Form 48)
  - ✓ Certificate of Appearance or any Proof of Attendance
  - ✓ Accomplishment Report with Pictorials
  - ✓ Copy of Division Memorandum
  - ✓ Sign the Division Special Order