



Republic of the Philippines
Department of Education
Region V– Bicol

SCHOOLS DIVISION OFFICE OF LIGAO CITY

Office of the Schools Division Superintendent

73026376

July 29, 2026

DIVISION MEMORANDUM
No. **0368** s. 2026

CONFERENCE ON THE CONDUCT OF DIVISION CONCENTRATION TRAINING (Phase I)

To: Asst. Schools Division Superintendent
Chief Education Supervisors (CID & SGOD)
Elementary and Secondary School Heads
All Others Concerned

1. To ensure orderly and smooth conduct of the Division Concentration Training (Phase I) this Office will be conducting a Planning Conference on August 1, 2026 at 8:00 am at the SDO Lobby.
2. The activity aims to:
 - a. to review, align, and finalize the operational guidelines, curriculum standards, and safety / logistical protocols for the Phase I concentration training across all participating disciplines or sporting events.
 - b. to clarify and assign specific administrative, technical, and supervisory duties among event organizers, lead trainers, facilitators, and support staff to ensure seamless execution during Phase I.
 - c. to collaboratively produce a comprehensive activity matrix, resource allocation plan, and contingency strategy to address potential operational challenges prior to rollout.
3. Participants in this activity are the Training Coordinators and Trainers of the different focus sports, to wit:

* Mr. Luis Hermilo Cleofe	* Mrs. Fe R. Lopez
* Ms. Clarissa A. Espenida	* Mr. Joel Barasona
* Mrs. Marian Vivian Alejandre	* Mr. Ronnie Carillo
* Mr. Julius B. Gonzales	* Mr. Eric Navia
* Mr. Almond Liza	* Mr. Joseph Marcaida
* Mrs. Melyn Orbase	* Mrs. Chona Rebibis
* Norberto Raymund Estrellado	* Ms. Lovelina Navia
* Romnick Mel Martinez	* Mr. Jhon Concepcion
* Mrs. Vivian Sta Maria	* Mr. Rey Caño
* Mr. Jay-Ar Oribiana	* Mrs. Roselyn Rempis
* Mrs. Celeste R. Garcia	* Mr. Rene Preña
* Mr. Raul Romero IV	* Mrs. Ma. Theresa Serrano
4. Participants are entitled to Vacation Service Credits (VSCs) in accordance with DepEd Order No. 13, s. 2024, "Revised Guidelines on the Grant of VSCs for Teachers" or Compensatory Overtime Credits (COCs) pursuant to CSC-DBM Joint Circular No. 2 s. 2004, "Non-Monetary Remuneration for Overtime Services Rendered", whichever is applicable.
5. Immediate and wide dissemination of this Memorandum is desired.

NYPHA D. GUENO
Schools Division Superintendent