



DEP-ED OCCIDENTAL MINDORO  
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 BY: [Signature]  
 DATE: DEC 02 2022

Republic of the Philippines  
**Department of Education**  
 SCHOOLS DIVISION OF OCCIDENTAL MINDORO

Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**

000454

To: **OIC, Assistant Schools Division Superintendent  
 Chief Education Supervisors, CID and SGOD  
 Division Education Program Supervisors  
 Public School District Supervisors  
 Public Elementary and Secondary School Heads  
 All Others Concerned**

From: **LYNN G. MENDOZA, EdD**  
 Assistant Schools Division Superintendent  
 Officer-in-Charge  
 Office of the Schools Division Superintendent *yc*

Subject: **PARTICIPANTS TO THE NATIONAL REFRESHER COURSE FOR  
 DEPED COACHES ON THE RETURN TO SPORTS (BATCHES 1 and  
 2)**

Date : **December 1, 2022**

In view of the conduct of the National Refresher Courses for DepEd Coaches on the Return to Sports (Batch 1 and 2) on December 18-22, 2022 at Teacher Camp, Baguio City, this Office through the School Governance and Operations Division (SGOD), request the following teacher, coaches, heads and sports officers and managers to attend the said activity.

Participants	Official Station	Position/Designation	Event
Jayson U. Rivera	Sablayan National Comprehensive High School	Teacher III- Coach	Swimming
Eduard V. Cajayon	Lubang Integrated School	Teacher III- Coach	Athletics
Danne Robin M. Ramos	Calintaan Central School	Teacher I- Coach	Football
Ryan R. Igos	Abra de Ilog National High School	Teacher I- Coach	Arnis

sgod/vfc



So. Dapi, Brgy. Payompon, Mamburao, Occidental Mindoro  
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Noriel M. Magdaluyo	Sablayan National Comprehensive High School	Teacher III- Coach	Boxing
Victor F. Cauapin	School Division Office	EPS- SDO Sports Officer	Wrestling
Rose Lyn L. Nequito	Pedro T. Mendiola Sr. MNHS	Teacher I- Coach	Wrestling
Iglyn G. Castillo	Poblacion Elementary School	Teacher II- Coach	Softball
Eduardo S. Villegas I	Occidental Mindoro National High School	Teacher I- Coach	Archery
Ronie S. Fedelis	Pedro T. Mendiola Sr. MNHS	Teacher I- Coach	Taekwondo
Mike Florence Dela Torre	Calintaan National High School	Teacher II- Coach	Badminton

Participants to the said activities are encouraged to bring their personal sports equipment such as rackets, arnis sticks, among others.

In compliance with DepEd Order No. 34, s. 2022 entitled School calendar and activities for the School Year 2022-2023, the School Heads shall ensure that a substitute teacher will take over the classes in the absence of their respective teaching personnel to prevent disruption of classes.

Travel expenses of the participants shall be charged against their respective MOOE/local funds subject funds subject to the usual accounting and auditing rules and regulations while their food and accommodation shall be charged against Physical Fitness and School Sports Fund of DepEd Central Office.

Compensatory Overtime Credit (COC) for one (1) day (December 18, 2022) shall be granted to SDO personnel and four (4) days service credits (December 19-22, 2022 for teachers who shall attend the above-cited activity.

For inquires, please contact Victor F. Causapin Education Program Supervisor of SGOD at mobile number 09065501845

This Memorandum will also serve as their **TRAVEL AUTHORITY**.

For strict compliance.