



Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS



MEMORANDUM

DM-OUOPS-2024-16-1081

TO : Regional Directors
 Regional Sports Officers
 Schools Division Superintendents
 School Heads
 All Others Concerned

FROM : *[Signature]*
ATTY. REVSEE A. ESCOBEDO
Under Secretary for Operations

DR. DEXTER A. GALBAN
Assistant Secretary for Operations

SUBJECT : INVITATION AND REQUEST FOR REPRESENTATIVES FROM THE FIELD OFFICES FOR PHASE I (PLANNING CONFERENCE) OF THE DEVELOPMENT PROCESS OF THE POLICY GUIDELINES ON THE CONDUCT OF INTRAMURAL MEET

DATE : NOVEMBER 25, 2024

The Department of Education (DepEd), through the Bureau of Learner Support Services – School Sports Division (BLSS-SSD), shall conduct **Phase I of the Development of Policy Guidelines on the Conduct of Intramural Meet**. The Planning Conference is scheduled to take place from *January 13 to January 18, 2025*, at *DepEd Eco Tech Center, Cebu City*.

This initiative aims to establish a comprehensive framework for intramural meets across all public schools, focusing on enhancing learner participation, promoting physical fitness, and fostering teamwork and sportsmanship. The conference shall involve key stakeholders in education and sports to collaboratively develop policy to ensure effective implementation and sustainability of intramural programs in schools nationwide.

The Conference shall serve as a venue to attain the following objectives:

1. Revisit and review DepEd Issuances relative to the inter-school sports club intramurals.
2. Craft and design session guides and questions for the next phase of the activity (Data Gathering and Consultation with Implementers on the Development of the Policy Guidelines on the Conduct of Intramural Meets); and

3. Collate the output and finalize the indicative program of activities and Technical Working Group for the next phase of the activity: Data Gathering and Consultation

In this regard, the BLSS—SSD requests the attendance of the identified participants listed in **Annex A** during the five-day (5) planning conference to promote productive and comprehensive workshop sessions and output.

Kindly advise the participants to confirm their attendance by registering through this link: <https://bit.ly/IntramsPC>, on or before **December 19, 2024**.

The Program of Activities is outlined in **Annex B** for reference. The first meal to be served is pm snacks on January 13, 2025, and the last meal is am snacks on January 18, 2025.

Expenses relative to the attendance of the management staff (BLSS-SSD), participants, and resource persons such as board and lodging, and traveling expenses, shall be charged against the FY 2024 Physical Fitness and School Sports (PFSS) continuing funds, subject to the usual government accounting and auditing rules and regulations.

For more information, all concerned may contact the Bureau of Learner Support Services- School Sports Division at telephone number 02(6320260) or through email address blss.ssd@deped.gov.ph.

Immediate dissemination of and appropriate action for this Memorandum is desired.

BLSS/ School Sports Division/ Policy Unit

Annex A**Phase I: Planning Conference
List of Participants**

	NAME	DESIGNATION	REGION	SCHOOL/ DIVISION OFFICE
1.	Esmeraldo G. Lalo	Regional Sports Officer	IV-B	
2.	Harvey Villamor	Regional Sports Officer	VIII	
3.	Ryan Bantiding	Regional Sports Officer	I	
4.	Domingo L. Laud	Assistant Schools Division Superintendent	I	SDO- San Carlos City, Pangasinan
5.	Leo Dayot	MAPEH Supervisor	VI	SDO- Bago City
6.	Dexter Sison	Division Sports Officer	V	SDO- Legaspi City
7.	Al Treke Dayan	Division Sports Officer	BARMM	SDO- Basilan
8.	Nicasio Valenzuela	Division Sports Officer	VI	SDO-Iloilo Province
9.	Elmer Ariate Jr.	School Head	NCR	SDO -Quezon City / Vito L. Belarmino SHS
10.	Chelo T. Tolcidas	School Head	VIII	SDO-Samar / Allen National High School
11.	Godfrey Balacio	School Head	III	SDO -Tarlac Province / San Bartolome Elem School
12.	Rhea Lizada	SPED Coordinator	VI	Bacolod City
13.	Alan Lindogan	Sports Coordinator	NCR	SDO -Caloocan / Tala High School Caloocan City
14.	Gilda B. Rapliza	Sports Coordinator	X	SDO-Iligan / Iligan City NHS
15.	Dino Aribal	Sports Coordinator	VII	SDO- Mandaue / Subangdaku Elem School

Annex B

Phase I. Planning Conference

Indicative Program of Activities

The planning conference on the Development of the Policy Guidelines on the Conduct of Intramural Meet will be a five (5) day engagement that consists of the following activities:

Planning Conference on the Development of the Policy Guidelines on the conduct of Intramural Meets		
Date	Time	Activity
<p>January 13, 2025</p> <p>Day 0</p>	8:00 a.m. – 11:00 am	Travel to the Venue First Meal is PM Snacks
	1:00 p.m. - 2:00 p.m.	Check-In and Registration
	3:00 pm -5:00 pm	Opening Program
	3:00 pm-3:15 pm	<i>Preliminaries</i> <i>Prayer</i> <i>National Anthem</i>
	3:30 pm -3:45pm	<i>Inspirational Message:</i> Dr. Dexter A. Galban Assistant Secretary for Operations
	3:45 pm – 4:00 pm	<i>Message:</i> Dr. Miguel Angelo S. Mantaring Director IV Bureau of Learner Support Services
	4:00 pm – 4:05 pm	<i>Acknowledgment of Participants:</i> ELSS-SSD TWG
	4:05 pm -4:20 pm	<i>Program Overview:</i> Cesar S. Abalon Chief, SSD
	4:20 pm – 4:25 pm	<i>Presentation of the Objectives of the Activity:</i> ELSS-SSD TWG
	4:25 pm – 4:30 pm	<i>House Rules:</i> ELSS-SSD TWG
4:35 pm -5:00 pm	<i>Photo Opportunity</i>	

<p>January 14, 2025</p> <p>Day 1</p>	<p>8:30 am to 9:00 am</p> <p>9:30 am – 10:30 am</p> <p>10:45 am – 11:50 am</p> <p>12:00 nn – 1:00 pm</p> <p>1:00: pm - 2:00 pm</p> <p>2:00 pm -5:00 pm</p>	<p><i>Preliminaries</i> <i>Roll Call</i> <i>Energizer</i> <i>Recap</i></p> <p><i>Plenary Session:</i></p> <p>Planning and Research Development Topic: Policy Agenda Setting</p> <p>Presentation of Intramural Meet in a Private Setting Resource Person: TBA</p> <p><i>Lunch Break</i></p> <p>Presentation of Intramural in the public setting Resource Person: TBA</p> <p>Review of the DepEd Issuances relative to the conduct of the Intramural Meets</p> <p>Facilitator: BLSS-SSD TWG</p>
<p>January 15, 2025</p> <p>Day 2</p>	<p>8:00 AM- 8:30 AM</p> <p>9:00 AM- 5:00 PM</p>	<p><i>Preliminaries</i> <i>Roll Call</i> <i>Energizer</i> <i>Recap</i></p> <p><i>Workshop: 1</i></p> <p>Policy Toolkit on the Development of Policy Guidelines on the Conduct of Intramural Meet</p> <p>Identifying gaps thru Problem Tree</p> <p>Facilitators: Dan Paul H. Santos SSD TWG</p>
<p>January 16, 2025</p> <p>Day 3</p>	<p>8:30 AM - 5:00 PM</p>	<p><i>Preliminaries</i> <i>Roll Call</i> <i>Energizer</i> <i>Recap</i></p> <p><i>Focused Group Discussion:</i> Craft Session Guides and Questions</p>

		<p>Resource Person: Dan Paul H. Santos</p> <p>Facilitators: SSD TWG</p>
<p>January 17, 2024</p> <p>Day 4</p>	<p>8:30- 5:00 PM</p>	<p><i>Preliminaries</i> <i>Roll Call</i> <i>Energizer</i> <i>Recap</i></p> <p>Collation and Presentation of Outputs per Group</p> <p>Finalization and presentation of the Indicative Program for the Data Gathering and Consultation, including the Workshops and Group Activity Concepts/Activities</p> <p>Finalization of the Technical Working Group on the Development of Policy Guidelines on the Conduct of Intramural Meet</p>
<p>January 18, 2025</p> <p>Day 5</p>	<p>8:30- 5:00 PM</p>	<p><i>Recommendations and Ways Forward</i> <i>Closing Program</i></p> <p>Facilitator: BLSS-SSD TWG</p> <p><i>Homebound</i> Last meal is AM snacks</p>