



Republic of the Philippines  
Department of Education  
REGION I  
SCHOOLS DIVISION OF VIGAN CITY

**DIVISION MEMORANDUM**  
No. 625, s.2025

**CONDUCT OF TRAINING ON SWIMMING TECHNIQUES AND TECHNICAL OFFICIATING FOR TEACHER-COACHES AND TECHNICAL OFFICIALS**

To: Assistant Schools Division Superintendent  
Chief Education Supervisor (SGOD & CID)  
Public and Private Elementary and Secondary School Heads  
All Others Concerned

1. In connection to Division Memorandum no. 558, s. 2025 titled: Conduct of SY 2025-2026 Year-round Sports Training, swimming coaches of Training on Swimming Techniques and Technical Officiating for Teacher-Coaches and Technical Officials from September 9 to October 9, 2025 (Tuesdays and Thursdays for 10 days) right after the training of athletes at the Quirino Stadium Swimming Pool with the swimming trainers.

2. This training aims to develop life-saving skills and enhance the officiating knowledge of both coaches and technical officials for swimming.

3. Below is the training schedule:

WEEK NO.	SCHEDULE
Week 1	September 9 & 11, 2025
Week 2	September 16 & 18, 2025
Week 3	September 23 & 25, 2025
Week 4	September 30 & October 2, 2025
Week 5	October 7 & 9, 2025

Note: Each training sessions shall start at 7:00 AM for a duration of 1 hour.

4. All schools are enjoined to submit list of coaches and officiating official through this link: <https://tinyurl.com/22t5e9nh>

5. Participants are requested to bring swimming gears during the training session and must undergo medical assessment to ensure physical fitness prior to participation.

6. Enclosed is the letter from Vigan City swimming trainers for reference.

7. Immediate dissemination of this memorandum is desired.

*for: V. EDA*  
**VILMA D. EDA, CESO V**  
Schools Division Superintendent

Encls.: As stated  
Reference: Division Memorandum No. 558, s. 2025 EP 2025  
To be indicated in the Perpetual Index  
Under the following subjects:  
SPORTS TRAINING  
SGOD/DSO

SCHOOLS DIVISION OFFICE  
DEPED VIGAN CITY

**RELEASED**

BY: *[Signature]*



2508-1430



**VILMA EDA, CESO V**  
Schools Division Superintendent  
Department of Education – Vigan City

**Subject: Request for Training of Teacher-Coaches, Technical Officials in Swimming**

Ma'am:

Greetings of peace and excellence!

We are writing to respectfully request your kind support in facilitating the training of teacher-coaches, Technical Officials in the sport of swimming within your division. As we continue to promote holistic development among learners and strengthen our commitment to sports excellence, it is imperative that our teacher-coaches, technical officials are equipped with the proper skills, knowledge, safely and effectively guide student-athletes in swimming.

Swimming, being both a competitive sport and a life-saving skill, requires specialized training. Providing our teacher-coaches with access to professional development in this area will not only enhance their capacity to train athletes but will also contribute to the overall safety and quality of swimming programs in our schools. And, equip our teacher-coaches for a successful result of upcoming competitions.

In this regard, we would like to propose a training program for interested and qualified teacher-coaches and technical officials. We hope for the Division Office's endorsement and assistance in facilitating this initiative, including identifying participants, scheduling, and possible logistical support.

We believe this initiative will be a valuable investment in the growth of our teacher-coaches and the athletic development of our learners. We are looking forward to your favorable consideration of this request.

Thank you for your continued support and leadership in advancing sports and education in our division.

Respectfully yours,  
  
**ANTONIO T. GUIBANI**  
Trainer-Coach

  
**RAFAEL CARLO A. ARABEJO**  
Trainer-Coach