



2603-625

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

09 MAR 2026

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 188, s.2026

MONITORING THE CONDUCT OF THE 2026 R1AA INTENSIVE TRAINING

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Elementary and Secondary School Heads
Monitoring Team
All Others Concerned

1. In reference to Division Memo No. 143, s. 2026, titled "*Division Intensive Training in Preparation for the 2026 Region 1 Athletic Association (R1AA) Meet,*" and to ensure the successful implementation of the training program, a Monitoring Team is hereby established.
2. The monitoring aims to:
 - a. ensure the effective conduct of the intensive training;
 - b. monitor the attendance and participation of athletes and coaches;
 - c. check the adequacy of training facilities and equipment;
 - d. ensure the safety and well-being of all participants; and
 - e. monitor and ensure the proper implementation of the Alternative Delivery Mode (ADM) for the student-athletes.
3. The Monitoring Team are responsible for the following:
 - a. accomplish the Daily Monitoring Tool and submit it to the Chair of the Monitoring Team every afternoon;
 - b. take time-stamped photos and other proof of actual accomplishments;
 - c. check the completeness of the attendance sheet;
 - d. check the training plan versus actual accomplishments; and
 - e. monitor and check the accomplishment and completion of modules of the student-athletes.
4. This Memorandum shall serve as the Locator Slip for all identified monitors. Non-teaching personnel who will conduct monitoring activities on weekends and beyond office hours shall be entitled to Compensatory Time-Off (CTO) or overtime credits. The grant of CTO for non-teaching personnel shall be in accordance with the provisions of CSC and DepEd Joint Circular No. 2, s. 2015, titled "Policies and Guidelines on Overtime Services and Overtime Pay for Government Employees."
5. For reference see attached enclosures to this memorandum:
Enclosure 1: Monitoring Team



Address: Mena Crisologo St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur
Telephone No: (077) 722-20-23 / (077) 632-05-33
Email Address: vigan.city@deped.gov.ph
Website: www.depedviganacity.com

Your Feedback is important to us. Visit this link bit.ly/SDOViganCityCSM



Enclosure 2: Monitoring Tool for a. Training Venues
b. Sports Trainers
c. Billeting Schools
d. ADM Implementation

6. Immediate dissemination of this Memorandum is desired.

Am
VILMA D. EDA, CESO V
Schools Division Superintendent

Reference: None

Enclosure: As stated

To be included in the Perpetual Index
Under the following subject

Monitoring R1AA Intensive

SGOD/smr/Monitor



MONITORING TEAM

Over-all Monitoring Chairman: Susiemar M. Rapisura, EPS

Co-Chairman: Racquel A. Follante, SP2

No.	EVENT	VENUE	MONITORING-IN-CHARGE	BILLETING SCHOOL	BILLETING MANAGER
1	Archery S B/G	Immaculate Conception Minor Seminary (ICMS)	Solito Cortel Clarito Siababa Sherwin Fabre	ISNHS	Editha C. Bagcal
2	Arnis E/S B/G	Burgos Memorial School West	Peter John Frial Dennis Quillopo Royston Quidolit	BMSW	Karen Frando
3	Athletics- Elem. B/G	University of Northern Philippines Athletic Oval	Rommel Rabo Raymond Florendo Karen Frando	TES	Leticia Pugrad
	Athletics- Sec. B/G	University of Northern Philippines Athletic Oval	Rommel Rabo Raymond Florendo Karen Frando	ISNHS	Editha C. Bagcal
4	Badminton E/S B/G	Quirino Stadium University of Northern Philippines	Pelagio Cardenas Aldrich Quioco Efren Armandico	VCS	Ana Castor
5	Baseball E/S B	University of Northern Philippines Athletic Oval	Solito Cortel Richard Agtutubo Nora Paroligan	ISNHS	Editha C. Bagcal
6	Basketball- E/S B/G	Camangaan Elementary School and Camangaan Covered Court	Peter John Frial Dennis Quillopo Royston Quidolit	Elem- Nagsangalan E/S Sec- Ausan-Paoa E/S	Richard Agtutubo Raymond Florendo
7	Billiards S B/G	Ilocos Sur National High School	Editha Bagcal Lany Corpuz Leticia Pugrad	ISNHS	Editha C. Bagcal
8	Boxing	Wild Stallion Gym, Brgy. IV, Vigan City	Allan Barrientos Rosario Organo Marinel Valdez	ISNHS	Editha C. Bagcal
9	Chess E/S B/G	3rd Floor SDO Vigan City Conference Hall	Anita Presto Dina Rivad Maggie Pescador	VCS	Ana Castor
10	Dancesports- E/S B/G	Vigan Central School	Solito Cortel Gloria Cabotaje Editha Bagcal	VCS	Ana Castor
11	Football- Elem Boys	University of Northern Philippines Athletic Oval	Edgar Pescador Dina Rivad	VCS	Ana Castor



			Maggie Pescador		
	Football- Sec. Boys	University of Northern Philippines Athletic Oval	Edgar Pescador Dina Rivad Maggie Pescador	ISNHS	Editha C. Bagcal
12	Futsal	University of Northern Philippines Athletic Oval	Allan Barrientos Rosario Organo Marinel Valdez	ISNHS	Editha C. Bagcal
13	Gymnastics E/S B/G	Ilocos Norte Centennial Arena	Cherry Joy Discaya Clarito Siababa Aileen Joy Manzano	BMSW	Karen Frando
14	Lawn Tennis E/S B/G	Vigan City, Tennis Court	Allan Barrientos Rosario Organo Marinel Valdez	VCS	Ana Castor
15	Paragames S B/G	University of Northern Philippines Athletic Oval/ Quirino Stadium	Nelson Robinol Maggie Pescador Ben John Lazo	ISNHS	Editha Bagcal
16	Pencak Silat S B/G	Tamag Elementary School	Salvador Avisa Aphrodite Hope Martinez Efen Armandico	TES	Leticia Pugrad
17	Sepak Takraw E/S B	Vigan National High School East	Anita Presto Richard Agtutubo Nora Paroligan	Nagsangalan Elem.	Richard Agtutubo
18	Swimming E/S B/G	Quirino Stadium, Bantay Ilocos Sur	Solito Cortel Clarito Siababa Sherwin Fabre Ben John Lazo	ISNHS	Editha C. Bagcal
19	Table Tennis E/S B/G	Vigan Conservation Complex/Quirino Stadium	Pelagio Cardenas Aldrich Quioco Efen Armandico	SJES	Marinel Valdez
20	Taekwondo E/S B/G	San Julian Elementary School	Rommel Rabo Raymond Florendo Karen Frando	SJES	Marinel Valdez
21	Volleyball E/S B/G	Immaculate Conception School of Theology	Nelson Robinol Karen Frando Leticia Pugrad	ISNHS	Editha C. Bagcal
22	Wrestling B/G	Ilocos Sur National High School	Salvador Avisa Aphrodite Hope Martinez Aileen Joy Manzano	ISNHS	Editha C. Bagcal



23	Weightlifting S B/G	Ilocos Sur National High School	Salvador Avisa Aphrodite Hope Martinez Aileen Joy Manzano	ISNHS	Editha C. Bagcal
24	Wushu S B/G	Quirino Stadium	Salvador Avisa Aphrodite Hope Martinez Aileen Joy Manzano	San Julian Elem. School	Marinel Valdez





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

MONITORING TOOL FOR TRAINING VENUES

Training Venue:	
Training Event:	
Date of Monitoring:	
Location:	
Number of Athletes and Personnel:	

AREA OF CONCERN	CHECKLIST ITEM	RATING SCALE				REMARKS
		Excellent	Satisfactory	Needs Improvement	Poor	
1. Accessibility and Location	Is the venue easily accessible for athletes, coaches and spectators?					
2. Playing Surface and Field Condition	Is the playing surface (court/field/ track) in good condition?					
	Are the playing areas standard?					
	Is the surface free from hazards such as cracks, potholes, or slippery areas?					
3. Facilities and Equipment	Are sports-specific facilities (e.g., goalposts, nets, hoops) in good condition?					
	Is there adequate sports equipment available for training and competition?					
	Are seating and rest areas available for athletes, coaches and officials?					
4. Lighting and ventilation	Is the venue well-lit?					
	Is there proper ventilation or cooling systems in place?					
5. Cleanliness and Waste Management	Is the venue clean and free from litter before and after use?					
	Are there sufficient waste disposal bins around the venue?					

SUMMARY:

Overall Rating: Excellent Satisfactory Needs Improvement Poor

General Remarks and Recommendations:

Monitored by: _____



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

MONITORING TOOL FOR SPORTS TRAINERS

Trainer's Name:	
Training Event:	
Date of Monitoring:	
Location:	
Number of Athletes being Trained:	

AREA OF CONCERN	CHECKLIST ITEM	RATING SCALE				REMARKS
		Excellent	Satisfactory	Needs Improvement	Poor	
1. Training Preparation and Organization	Did the trainer plan and organize the training session effectively?					
	Were training schedules and drills properly structured and followed?					
2. Knowledge and expertise in the sports	Did the trainer demonstrate mastery of the sport's techniques and rules?					
	Did the trainer provide sport-specific strategies and skills training?					
	Was the trainer updated with the latest trends and techniques in the sport?					
3. Coaching and Instruction Skills	Did the trainer effectively communicate instructions and strategies?					
	Were demonstrations clear and easy to follow?					
	Did the trainer use appropriate coaching techniques for different skill levels?					
4. Athlete Engagement and Motivation	Did the trainer create a positive and motivating environment?					
	Was the trainer approachable and supportive of athletes?					
	Did the trainer provide constructive feedback and encouragement?					
5. Use of Training Equipment and Facilities	Did the trainer ensure proper use of training facilities and equipment?					
	Were safety protocols observed in handling equipment?					
6. Physical Conditioning and Injury Prevention	Did the trainer implement proper warm-up and cool-down exercises?					
	Were injury prevention techniques and safety measures emphasized?					
	Was first aid knowledge demonstrated in case of minor injuries?					
7. Discipline and Sportsmanship	Did the trainer enforce discipline and respect among athletes?					
	Were ethical sportsmanship and teamwork values promoted?					
	Did the trainer handle conflicts and behavioral issues effectively?					
	Was the trainer able to adjust training techniques based on athlete's needs?					



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

8. Adaptability and Problem-Solving	Did the trainer effectively handle unforeseen challenges during training?					
9. Professionalism and Conduct	Did the trainer display professionalism in behavior, attire and language?					
	Was the trainer punctual and committed to the training schedule?					
	Did the trainer demonstrate respect towards athletes, parents, and event's organizers?					
10. Performance and Outcome	Did the trainer contribute to the athletes' improvement in skills and performance?					
	Are training goals and objectives met?					

SUMMARY:

Overall Rating: Excellent Satisfactory Needs Improvement Poor

General Remarks and Recommendations:

Monitored by:



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

MONITORING TOOL FOR BILLETING SCHOOLS

Billeting School Name:	
Date of Monitoring:	
Location:	
Number of Athletes and Billeted Personnel:	

AREA OF CONCERN	CHECKLIST ITEM	RATING SCALE				REMARKS
		Excellent	Satisfactory	Needs Improvement	Poor	
1. Accessibility and Location	Is the billeting school easily accessible to training venues?					
2. Sleeping Quarters and Comfort	Are there sleeping areas spacious and well-ventilated?					
	Are sleeping quarters free from pests and other hygiene concerns?					
3. Restrooms and Shower Facilities	Are the toilets and showers clean and functional?					
	Is there sufficient water supply for hygiene and sanitation?					
	Are there separate restrooms for male and female athletes?					
4. Safety and Security	Is there a designated security personnel or system in place?					
	Are entry and exit points secured to ensure safety?					
	Are there emergency exits, fire extinguishers and evacuation plans?					
5. Food and Dining Facilities	Is there an accessible dining area for athletes?					
	Is the food distribution area clean and sanitary, ensuring safe handling and serving food to athletes?					
	Is drinking water readily available and safe for consumption?					
6. Cleanliness and Waste Management	Are the sleeping and common areas well-maintained and regularly cleaned?					
	Are there adequate waste bins placed around the billeting site?					
	Is there a proper waste segregation in place to manage garbage?					
7. Medical and First Aid Services	Is there an accessible first aid station or medical assistance available?					
	Are there basic medical supplies (e.g. bandages, antiseptics) on site?					
8. Lighting and Ventilation	Is there sufficient lighting in sleeping areas, hallways and restrooms?					
	Is there proper ventilation or cooling in classrooms?					
9. Communication and Coordination	Is there a clear system for coordinating with event organizers and staff?					

SUMMARY:

Overall Rating:
 Excellent
 Satisfactory
 Needs Improvement
 Poor

General Remarks and Recommendations:

Monitored by:



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

MONITORING TOOL ON ALTERNATIVE DELIVERY MODE(ADM) IMPLEMENTATION

Event:	
Name of Coach	

Direction:

Please check whether the following components are present.

No.	Statement	Yes	No	Remarks
1	The ADM modules are complete for the whole week's lessons.	<input type="checkbox"/>	<input type="checkbox"/>	
2	The listed tasks are achievable.	<input type="checkbox"/>	<input type="checkbox"/>	
3	The modules contain clear instructions.	<input type="checkbox"/>	<input type="checkbox"/>	
4	The modules include required activities.	<input type="checkbox"/>	<input type="checkbox"/>	
5	The modules are submitted on time.	<input type="checkbox"/>	<input type="checkbox"/>	

General Remarks and Recommendations: _____

Monitored by: _____

Note: Monitor shall submit weekly to the Chairman of Monitoring Team