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

Office of the Schools Division Superintendent

29 APR 2026

DIVISION MEMORANDUM

No. 315 s. 2026

**ADDENDUM TO DIVISION MEMO NO. 279, s. 2026
(TERMS OF REFERENCE OF COACHES)**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
School Head, ISNHS, VNHSE and UNP
All Others Concerned

1. In reference to **Division Memorandum No. 279, s. 2026** titled "2026 Pre-Palarong Pambansa Training," this Addendum is hereby issued to clearly define the **Terms of Reference (TOR)** of Coaches and Assistant Coaches involved in the said training.

2. Coaches and Assistant Coaches are required to perform the following duties and responsibilities:

- A. Prepare, in coordination with the trainer, and submit a Training Plan for their respective sports event, for approval.
- B. Monitor the daily attendance (AM and PM) of athletes and submit attendance records.
- C. Ensure the safety and proper supervision of athletes in compliance with existing DepEd policies, including the Child Protection Policy.
- D. Prepare and submit the following, within five (5) days after the training:
 - a. Accomplishment Report
 - b. Daily time-stamped photographs;
 - c. RER and/or Official Receipts for the liquidation of transportation and food allowances; and
 - d. Requirements (Request-Letter, DTR, Work Plan, Accomplishment) for grant of service credits.
- E. Coordinate with and comply with all directives issued by the Schools Division Office related to the conduct of the training.

3. All other provisions stipulated in Division Memo No. 279 s. 2026 shall remain in full force and effect.

4. For information and immediate dissemination



Vilma D. Eda
VILMA D. EDA, CESO V
Schools Division Superintendent

Enclosure: As stated
Reference: Division Memo No. 279, s. 2026

SGOD/smr/AddendumPrePalaro
April 28, 2026



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

Office of the Schools Division Superintendent

15 APR 2020

DIVISION MEMORANDUM

No. 279, s.2026

2026 PRE-PALARONG PAMBANSA TRAINING

To: Assistant Schools Division Superintendent
Chief Education Supervisor (SGOD & CID)
School Head- ISNHS, VNHSE and SUC
All others Concerned

1. In preparation to the upcoming 2026 Palarong Pambansa to be held at Prosperidad, Agusan del Sur tentatively scheduled on May 24-31, 2026, this Office hereby announces the conduct of the 2026 Pre-Palarong Pambansa Training from April 13 to May 16, 2026.
2. The training aims to:
 1. To improve the physical conditioning, strength, endurance, and overall fitness of the athletes;
 2. To assess and monitor the performance and readiness of athletes for higher-level competitions; and
 3. To prepare athletes mentally and emotionally to handle the pressures of the Palarong Pambansa.
3. Parent's permit of athletes must be secured and submitted to the coaches before the conduct of training.
4. Participants must bring tumblers, toiletries/hygiene kit, insect repellants, towels, sunscreen, training stuffs (shorts, jersey, pants, shoes, etc.) during the training.
5. In strict compliance with DepEd Order No. 40, s. 2012 also known as the Child Protection Policy, coaches and assistant coaches of the individual and dual events shall accompany their athletes in going to the training venue for the safety and security of the athletes.
6. Enclosed are the participants to the Pre-Palarong Pambansa Training.
7. This memorandum serves as locator Slip to all identified participants.
8. Teaching and Non-Teaching personnel who will render service on weekends and beyond office hours shall be entitled to the grant of service credits and compensatory time-off for non-teaching personnel in accordance with CSC and DepEd Joint



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Circular No. 2, s. 2024 and CSC-DBM Circular No. 2 s. 2015 or the Policies and Guidelines on Overtime Services & Overtime Pay for Government Employees, respectively.

9. Immediate dissemination of this memorandum is desired.

VILMA D. EDA, CESO V
Schools Division Superintendent



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PARTICIPANTS TO THE PRE-PALARONG PAMBANSA TRAINING

NO.	LAST NAME	FIRST NAME	MIDDLE INITIAL	EVENT	SCHOOL	ROLE	TRAINING VENUE
1	AGUILA	NADINE AMIRAH	S.	ATHLETICS - SHOTPUT	ISNHS	ATHLETE	University of Northern Philippines Oval/ Quirino Stadium
2	PADRE	GLADYS	P.	ATHLETICS - SHOTPUT	ISNHS	COACH	
3	SUNANG	ELIEZER		ATHLETICS - SHOTPUT		TRAINER	
4	QUIDOLT	KING LIMUEL	P.	ATHLETICS - SPRINT	VNHSE	ATHLETE	
5	LIMBARING	KEN REGIE		ATHLETICS - SPRINT	ISNHS	TRAINER	Quirino Stadium / Immaculate Conception Minor Seminary
6	RABACA	JEFFERSON	T.	ATHLETICS - SPRINT	VNHSE	COACH	
7	ROMEO	SORIANO	J.	ATHLETICS - SPRINT	VNHSE	ASST. COACH	
8	YABES	NEMUEL JOSH	M.	ARCHERY	ISNHS	ATHLETE	
9	AMISTAD	JHANDIE GAIL	N.	ARCHERY	ISNHS	ATHLETE	Ilocos Sur National High School / Wild Stallion Gym
10	AMISTAD	JULIO		ARCHERY	ISNHS	TRAINER	
11	TAACA	JOSH CLARENCE	S.	BOXING	ISNHS	ATHLETE	
12	TAACA	RIC HILNER	A.	BOXING	ISNHS	ATHLETE	
13	RAGASA	MARVELOUS	C.	BOXING	ISNHS	COACH	Ilocos Sur National High School / Cabaroan-Daya Billiards Hall
14	RUIZAN	TERRY		BOXING		TRAINER	
15	DELA CRUZ	ANDREW		BOXING		ASST. TRAINER	
16	GUERRERO	JAYMAR	F.	BILLIARDS	ISNHS	ATHLETE	
17	PASCUA	TRIXIA KEITH	P.	BILLIARDS	ISNHS	ATHLETE	Ilocos Sur National High School / Cabaroan-Daya Billiards Hall
18	DEL CASTILLO	JOE RAFFY	P.	BILLIARDS	ISNHS	COACH	
19	UGALE	ANGELICA	P.	BILLIARDS	ISNHS	CHAPERONE	
20	DELA CRUZ	ALDRIN		BILLIARDS		TRAINER	
21	PILA	CHARLES WYNN		BILLIARDS		TRAINER	Immaculate Conception School of Theology
22	ALMONDIA	JOMAR	R.	PARAGAMES-BOCCE	ISNHS	ATHLETE	
23	PASCUA	RICHELLE JOY	R.	PARAGAMES-BOCCE	ISNHS	COACH	
24	PAA	EVELYN	P.	PARAGAMES-BOCCE	ISNHS	COACH	
25	TALINGDAN	JAY MARK	S.	PARAGAMES - SWIMMING	ISNHS	ATHLETE	Quirino Stadium
26	JAVIER	MARY MAE	A.	PARAGAMES - SWIMMING	ISNHS	COACH	
27	GUIBANI	ANTONIO		PARAGAMES - SWIMMING	ISNHS	TRAINER	
28	BALDERAMA	ROGELOU	A.	TAEKWONDO - POOMSAE	UNP	ATHLETE	

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29	MABOLO	ANN CLAUDETH	M.	TAEKWONDO - POOMSAE	ISNHS	COACH	Burgos Memorial School West Covered Court
30	CALSADA	REGGIE VIC		TAEKWONDO - POOMSAE		TRAINER	
31	LABOR	RICK JIREH	B.	SWIMMING	ISNHS	ATHLETE	Quirino Stadium
32	PAJAS	ZHYRHED PHOENIX	U.	SWIMMING	ISNHS	ATHLETE	
33	LANGBAYAN	RUTH ANTHONY	A.	SWIMMING	ISNHS	COACH	
34	WITT	KRISTOPHER		SWIMMING		TRAINER	
35	CADAOAS	RICHARD	P.	TABLE TENNIS	ISNHS	ATHLETE	Ilocos Sur National High School
36	DUMLAO	DAVID ROVAN JANZEN	Q.	TABLE TENNIS	ISNHS	ATHLETE	
37	PAREL	MAVERICK NINO	P.	TABLE TENNIS	ISNHS	COACH	
38	IMPUESTO	JEROME		TABLE TENNIS		TRAINER	
39	REYES	RODRIGO JR.	Q		SDO VC	DSO	
40	FABRE	SHERWIN	D.		SDO VC	ADSO	



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