



Republic of the Philippines  
Department of Education  
REGION VIII  
SCHOOLS DIVISION OF CALBAYOG CITY

February 5, 2024

**DIVISION MEMORANDUM**

No. 062, s. 2024

**30-20-10 SPORTS DEVELOPMENT PROGRAM (SDP) OF CALBAYOG CITY  
ATHLETIC ASSOCIATION (CCAA) DELEGATION FOR THE 2024 EASTERN  
VISAYAS REGIONAL ATHLETIC ASSOCIATION (EVRAA) MEET**

TO : Assistant Schools Division Superintendent  
Chief Education Supervisor (CID & SGOD)  
Education Program Supervisors  
Public Schools District Supervisors  
Public & Private Elementary and Secondary School Heads  
District Sports Coordinators & Co-ordinators  
All Others Concerned

1. To enhance the quality of performances in the different sports events and to improve the division's performance in the 2024 Eastern Visayas Regional Athletic Association (EVRAA) Meet at Ormoc City on April 14-19, 2024, this Office through the School Governance and Operations Division (SGOD) informs the field on the conduct of the 30-20-10 Sports Development Program (SDP).

2. To ensure the success and quality of delivering the SDP among our athletes and their respective coaches and assistant coaches, the **30-20-10 scheme** shall be undertaken in partnership with our internal and external stakeholders and education partners, the LGU Calbayog City and City Sports Commission:

2.1 **30-Day School-Based Sports Development Program (Feb. 12-  
March 16, 2024):**

This is a **live-out training** that shall be done from Wednesdays to Saturdays where athletes have to practice with their coaches in their respective schools strictly following the schedule below:

Day of the Week	Time	Responsible Person/s
Wednesday	3pm-6pm	Tournament Managers, Coaches, Asst. Coaches, and School Heads of the Concerned Athletes



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Thursday	3pm-6pm	Tournament Managers, Coaches, Asst. Coaches, and School Heads of the Concerned Athletes
Friday (Catch-Up Friday in Sports)	7am-6pm	Tournament Managers, Coaches, Asst. Coaches, and School Heads of the Concerned Athletes
Saturday	7am-6pm	Tournament Managers, Coaches, Asst. Coaches, and School Heads of the Concerned Athletes

**2.2 20-Day District-Wide Sports Development Program (March 19-April 13, 2024)**

This is an **in-house training** that shall be done from Mondays to Saturdays where athletes have to practice with their coaches in their respective districts strictly following the schedule below:

Day of the Week	Time	Responsible Person/s
Monday	5am-6pm	Tournament Managers, Coaches, Asst. Coaches, Chaperons, and School Heads of the Concerned Athletes together with their PSDS
Tuesday	5am-6pm	Tournament Managers, Coaches, Asst. Coaches, Chaperons, and School Heads of the Concerned Athletes together with their PSDS
Wednesday	5am-6pm	Tournament Managers, Coaches, Asst. Coaches, Chaperons, and School Heads of the Concerned Athletes together with their PSDS
Thursday	5am-6pm	Tournament Managers, Coaches, Asst. Coaches, Chaperons, and School Heads of the Concerned Athletes together with their PSDS
Friday (Catch-Up Friday in Sports)	5am-6pm	Tournament Managers, Coaches, Asst. Coaches, Chaperons, and School Heads of the Concerned Athletes together with their PSDS
Saturday	5am-6pm	Tournament Managers, Coaches, Asst. Coaches, Chaperons, and School Heads of the Concerned Athletes together with their PSDS

**2.3 10-Day Division-Wide Sports Development Program (April 19-28, 2024)**

This is an **in-house training** that shall be done 10-Days prior to the departure going to Ormoc City for the 2024 EVRAA Meet. **This will be held at Oquendo NHS (for Secondary Athletes) and Oquendo CES (for Elementary Athletes).** The schedule below shall be strictly followed:

Day of the Week	Time	Responsible Person/s
Monday	9am-6pm	Tournament Managers, Coaches, Asst. Coaches, Chaperons, and School Heads



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		of the Concerned Athletes together with the Delegation Officials
Tuesday	5am-6pm	Tournament Managers, Coaches, Asst. Coaches, Chaperons, and School Heads of the Concerned Athletes together with the Delegation Officials
Wednesday	5am-6pm	Tournament Managers, Coaches, Asst. Coaches, Chaperons, and School Heads of the Concerned Athletes together with the Delegation Officials
Thursday	5am-6pm	Tournament Managers, Coaches, Asst. Coaches, Chaperons, and School Heads of the Concerned Athletes together with the Delegation Officials
Friday (Catch-Up Friday in Sports)	5am-6pm	Tournament Managers, Coaches, Asst. Coaches, Chaperons, and School Heads of the Concerned Athletes together with the Delegation Officials
Saturday	5am-6pm	Tournament Managers, Coaches, Asst. Coaches, Chaperons, and School Heads of the Concerned Athletes together with the Delegation Officials
Sunday	5am-6pm	Tournament Managers, Coaches, Asst. Coaches, Chaperons, and School Heads of the Concerned Athletes together with the Delegation Officials

3. Transportation during the 30-20-10 SDP will be shouldered by the LGU Calbayog City. With this, all TMs and/or Coaches shall prepare and submit their respective **Sports Development Program Matrix** (see Enclosure No. 1) through **Mr. Oscar D. Billate Jr., SEPS-SMM&E/Division Sports Coordinator** for proper plotting of the schedule of trips, especially those events that will have their practices outside the school/in other training venues. Further, athletes together with their coaches, asst. coaches, and chaperons, if any, will be shuttled to their respective training venues and back to their schools/quarters.

4. Expenses incurred for food during the 30-Day SDP shall be charged against School MOOE and/or Other Local Funds of the concerned school where the athletes are officially enrolled and shall be subjected to the usual government accounting and auditing rules and regulations. For the 20-Day SDP, expenses incurred for food and other relevant expenses will be prorated to all the schools, with or without participating athletes, within the concerned district and shall be subjected to the usual government accounting and auditing rules and regulations.

5. However, all expenses acquired during the 10-Day SDP shall be charged against SEF Fund through the Local School Board, in strong partnership with LGU Calbayog City.



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6. In the whole duration of the 30-20-10 scheme, all coaches, assistant coaches, and chaperons shall have full responsibility for the welfare of their respective athletes, especially those individual sports events where athletes come from different schools. The diligence required of a good father of a family must be instilled at all times. **Parents' Permit** must be secured for 30-20-10 ADP respectively. Any incidents during the program shall be reported immediately to the proper authorities.
7. For the 10-Day Division-Wide SDP, the final and official athletes, coaches, assistant coaches, chaperons, trainers, district sports coordinators & co-coordinators, tournament managers, and delegation officials (*see Enclosure No. 2*) in the elementary shall stay at Oquendo CES, and for the secondary it will be at Oquendo NHS. The delegation is expected to arrive at the said venues on **April 19, 2024, at 7 a.m.**
8. In the implementation of the 30-20-10 scheme, this Office requests that all concerned personnel and learners listed in Enclosure No. 2 shall be **EXCUSED** from their respective classes in the schedules presented in *Item No. 2, particularly 2.1, 2.2, and 2.3*. It is understood that arrangements shall be made for the classes of those athletes by providing equivalent activities to meet the desired competencies, further giving them consideration in the submission of subject requirements, performance tasks, or their equivalents, and giving them special examinations if they fail to do so because of the conflict of schedule with the SDP and participation in the 2024 EVRAA Meet.
9. In the same manner, arrangements will also be made for the classes of those teacher-coaches to be handled by other teachers in their respective schools. Please utilize the **Emergency Class Program** to ensure the commitment of teachers as per Enclosure No. 3.
10. All sports officials listed in Enclosure No. 2 must adhere to the provisions of DepED Order No. 40, s. 2012 (DepED Child Protection Policy). As such, all officials shall be held responsible for the protection of student-athletes from abuse, violence, exploitation, discrimination, bullying, and other forms of abuse. All officials are reminded also to take precautionary measures in order to avoid accident before, during, and after the training. **"CARE AND SAFETY OF ATHLETES ARE OUR TOP PRIORITIES."**
11. All athletes must bring their eating utensils, sets of bedding, personal belongings, and enough clothing for the whole duration of the in-house SDP. Coaches, assistant coaches, chaperons, and trainers are also required to provide their sets of bedding.
12. Further, **"No Approved SDP Matrix and Emergency Class Program", No Training"** shall be conducted.



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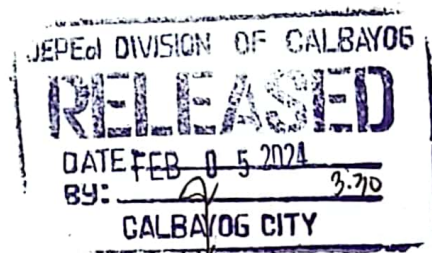
13. All Delegation Officials, District Sports Coordinators and Co-ordinators, Coaches, and Tournament Officers are hereby informed and required to attend the **meeting scheduled on March 25, 2024, at 2 p.m. in Oquendo NHS.**

14. **Service Credits/CTO** shall be granted to the participants who will render services on days that fall on weekends and holidays as stipulated in DepED Order No. 67, s. 1988 and CSC Memo Circular No. 09, s. 1988.

15. This Memorandum shall serve as the **Travel Authority** of all the concerned personnel.

16. Immediate dissemination of and strict compliance with this Memorandum are earnestly desired.

  
**MARGARITO A. CADAYONA JR. PhD, CESO VI**  
OIC-Schools Division Superintendent



Enclosure: *Enclosure No. 1-Sports Development Program Matrix; and  
Enclosure No. 2 Official List of Athletes, Coaches, Assistant  
Coaches, Chaperons, Trainers, District Sports Coordinators & Co-  
ordinators, Tournament Managers, and Delegation Officials  
Enclosure No. 3-Emergency Class Program*

To be indicated in the *Perpetual Index Under* the following subjects:

SGOD

SPORTS



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