



Republic of the Philippines
Department of Education
CARAGA REGION



June 7, 2024

REGIONAL MEMORANDUM
No. 0565, s. 2024

To: SCHOOLS DIVISION SUPERINTENDENTS
This Region

**MONITORING ON THE CONDUCT OF THE IN-HOUSE TRAINING OF ATHLETES
FOR THE 2024 PALARONG PAMBANSA**

1. This has reference to the Regional Memorandum No. 0529, s. 2024, "Conduct of the In-House Training for the 2024 Palarong Pambansa Qualifiers" on June 3-30, 2024.

2. To ensure the effectiveness and efficiency of the training, this office hereby designates the following Schools Division Superintendents as Training Directors in their respective training venues:

Name	Training Venue
SDS Josita B. Carmen	Agusan del Sur
SDS Minerva T. Albis	Butuan City
SDS Ma. Teresa M. Real	Bayugan City
SDS Jeannie L. Mativo	Agusan del Norte
SDS Lorenzo O. Macasocol	Surigao del Sur
SDS Marilou B. Dedumo	Surigao City

3. Moreover, the Division Sports Officers and assigned Technical Officials shall work closely with the Training Directors and submit weekly progress reports to this office through the Regional Sports Coordinator. Please see attached Terms of Reference.

4. All athletes, coaches, assistant coaches and chaperones shall report to Agusan del Sur on June 18, 2024 in preparation for the National Screening and Accreditation Committee (NSAC) interview on June 19-21, 2024.

5. For your information and dissemination.

MARIA INES C. ASUNCION
Director III
Officer-in-Charge
Office of the Regional Director



Encls.: As stated.

Reference: RM No. 0529, s. 2024

To be indicated in the Perpetual Index
under the following subjects:

IN-HOUSE TRAINING

MONITORING

PALARO

ESSD/jcc
06/07/2024

(Enclosure No. 1 to Regional Memorandum No. 0565, s. 2024)

In-House Training Monitors Terms of Reference

Position / Designation	Terms of Reference
Training Director	1. Oversees the implementation of the training program. 2. Manages the training's budget and ensure the cost-effective delivery of the training program. 3. Submits weekly reports on the progress of training and provide recommendations for continuous improvement.
Regional Sports Officer	1. Conducts regular evaluations of the in-house training programs to ensure they meet the standards and objectives. 2. Ensures that training programs are implemented consistently across all training venues. 3. Provides guidance and support to Division Sports Officers. 4. Consolidated the submitted reports on the status of training programs and recommendations for improvement. 5. Provides regular feedback to the Top Management on the progress of the training
Division Sports Officers	1. Monitors the performance and progress of athletes through assessment and feedback from Technical Officials. 2. Provides guidance and support to coaches and training staff to enhance their effectiveness. 3. Prepares detailed reports on the status of training programs and submits reports to the Training Director for approval.
Technical Officials	1. Designs, implements and manages training programs to enhance athletic performance, skills, and overall fitness of athletes through effective training regimens. 2. Identifies training needs through performance analysis, coach consultations and athlete feedback. 3. Evaluates regularly and updates training programs to ensure they remain effective. 4. Leads and manages the training team, including coaches and trainers, providing guidance and support.

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2024-06-09206

Doc. Ref. Code	RO-HRDD	Rev	00
Effectivity	02.01.23	Page	3 of 3



Certificate No.: PHP QMS
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