



Republic of the Philippines
DEPARTMENT OF EDUCATION
Cordillera Administrative Region
DIVISION OF BAGUIO CITY
Upper Session Road, Military Cut-Off, Baguio City
Tel. No.: (074) 442-7819



DIVISION MEMORANDUM

No. 113, s. 2014

To : All Division Promotional Staff
Public Schools District Supervisors
Public Secondary School Heads
Public Elementary School Heads
Administrative Officers
Teachers-In-Charge
Public Elementary and Secondary School Teachers
Non – Teaching Personnel
All Others Concerned

From : **FRANCIS CESAR B. BRINGAS, CESO VI**
Asst. Schools Division Superintendent
Officer – In – Charge

Subject : **DISSEMINATION OF THE DIVISION PHYSICAL FITNESS PROGRAM**

Date : 28 August 2014

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01. This is to inform the field of the herein attached PHYSICAL FITNESS PROGRAM OF DEPED – DIVISION OF BAGUIO for guidance.
 02. The Physical Fitness Program is encouraged if not required in the bureaucracy hence, it is but proper the program should be institutionalized in the division, district, and in the schools.
 03. Anent this, full cooperation of everyone is enjoined.



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**PHYSICAL FITNESS PROGRAM
OF THE
DEPARTMENT OF EDUCATION, DIVISION OF BAGUIO CITY**

RATIONALE'

It is the Department of Education's goal to provide quality basic education to all Filipino learners. In this regard, numerous programs and projects are formulated and implemented in order to achieve this goal. The Department also envisions that all workers are equipped with the right tools and knowledge in order to deliver what is expected of them and in doing so, various trainings and workshops are conducted by the Division, Regional, and Central Office to upgrade the competencies of teachers and employees. However, it is also part of the responsibility of the Department to promote and maintain the employees' well-being. Accordingly, the "I-AM-FIT" program was initiated by no other than the Secretary of Education.

The Civil Service Commission also encourages if not requires all government agencies to adopt the "The Great Filipino Workout" as an integral part of the National Physical Fitness and Sports Development Program through continuing physical fitness and sports activities. Thus, this continuing Physical Fitness Program is to be institutionalized.

PROGRAM DESCRIPTION

The Physical Fitness Program, or Program for brevity, is a year-round activity that involves varied activities aimed at maintaining or enhancing the physical and mental well-being of the employees and teachers. Among others, all employees are encouraged to:

- a. comply with the annual physical examinations being scheduled by the division health and nutrition team;
- b. submit themselves for the annual dental check-ups and cleaning;

Yda

- c. actively participate in friendly competitions like basketball, volleyball, bowling, table tennis, darts, chess, badminton, or any other individual and team sports events offered for this purpose;
- d. actively participate in physical exercises or other leisure activities like *taibo*, zumba, dancing, jogging, and the like;
- e. enroll at the division fitness facility to be located at the basement of PFVR Center when it is ready;
- f. engage in other activities, be it organized by the Division or the City Government, that promotes physical and mental health.

This program not only aims to develop a healthy and alert workforce but to bring the employees together (team building) to foster sportsmanship, camaraderie, and friendship through sports which is vital in developing healthy relationships between and among them. It is a fact that better working relationships leads to a more productive office.

PARTICIPATING GROUPS AND COMPETING TEAMS

It is expected that the division education program supervisors, district supervisors, public elementary and secondary school heads, head teachers, department heads, teachers and non – teaching personnel in the Division are to be represented and are encouraged to participate in any of the identified activities.

The lead team in the implementation of this Program shall be Division Health and Nutrition Team. An overall coordinator shall also be assigned as a point person in terms of the schedules.

Except when stated otherwise or when the nature of the activity does not require, the supervisors, district supervisors, school heads, head teachers/department heads, teachers and non-teaching personnel shall be grouped into TEAMS by office, school or district. Each team shall create their "team name" and be responsible for the design and the color of their respective uniforms to be used in every game or physical fitness activity that they are to participate. However, participants may use T- shirts (old or new) provided it is of the same color with the color decided by the team.

There shall be a team/group leader who shall be responsible for coordinating to the members of updates on the program, schedule of games and other related activities.

For purposes of jumpstarting the different activities, particularly in sports events, participants are grouped as follows:

A. Volleyball, badminton, table tennis, and darts –

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1. Division Office
2. Public Elementary District Supervisors and School Heads
3. Public Elementary School Teachers – District I
4. Public Elementary School Teachers – District II
5. Public Elementary School Teachers – District III
6. Public Secondary Schools Heads and Department Heads
7. Public Secondary School Teachers I (BCNHS, PCNHS, INHS)
8. Public Secondary School Teachers II (LEGISLATED SCHOOLS)
9. Public Elementary Schools Non – Teaching Personnel
10. Public Secondary Schools Non – Teaching Personnel

B. Bowling –

1. Division Office
2. District I school heads and district supervisor
3. District II school heads and district supervisor
4. District III school heads and district supervisor
5. District I teachers
6. District II teachers
7. District III teachers
8. District I non – teaching
9. District II non – teaching
10. District III non – teaching
11. Pines City National High School
12. Baguio City National High School
13. Irisan National High School
14. Legislated school heads
15. Legislated school teachers

C. Basketball –

Basketball games will be managed separately. Interested teams shall register to cover the cost of hiring a referee, officials, and other incidental expenses. However, players are required to observe the rules herein set.

The above grouping, however, is subject to change depending on attendance, feedbacks, and other justifiable circumstances.

There are no groupings for other events/activities, like dance, badminton, and other leisure activities, interested participants are free to join.

SCHEDULE AND VENUE

The sports activities/physical fitness activities shall be conducted on Thursdays and Fridays starting at 3:00 PM to 5:00 PM. Unless there is an official communication as to time schedule, the time allocated for this Program shall be strictly imposed so as not to

disrupt the regular conduct of classes and office work. Any team or individual violating this shall be barred from participating in any of the activities.

The venue/s shall be announced through a Division Memorandum.

DURATION

Considering that this Physical Fitness Program has to be institutionalized, the activities have to be regular and continuous. But for purposes of the current year, the program will start on the second week of September 2014 and shall be carried over to the next year depending on the schedules to be discussed and agreed upon by the members Division Management Committee. Thus, schedules for the succeeding years will be announced through a Division Memorandum as well.

GAME MECHANICS

In order to give all employees the chance to play or participate, sports events shall be done in a round – robin system. A division memorandum will also be disseminated providing the specific rules and regulations on the different sports events or activities. Further, one-event rule shall apply to maximize participation.

FUNDING REQUIREMENT

The annual budget for the program would be as follows:

Tarpaulin	800.00
Trophies	18,000.00
Cash prizes	61,000.00
Venue (bowling)	43,200.00
Sports equipment	15,000.00
Dance instructor	12,000.00
TOTAL	P 150,000.00 =====

Specifics:

- a. The tarpaulin size shall be 6 x 5 feet.
- b. Trophies for the winners will be as follows

Volleyball	- 3 (Champion, 1st runner – up, and 2nd runner – up)
Table tennis	- 3 (Champion, 1st runner – up, and 2nd runner – up)
Darts	- 6 (Champion, 1st runner – up, and 2nd runner – up,

- individual and team)
- Bowling** - 8 (Champion, 1st runner – up, 2nd runner – up, men and women highest single, men and women highest pinning, highest team score)
- Badminton** - 3 (Champion, 1st runner-up, 2nd runner-up)

c. Cash prizes

- Volleyball** - 12,000 (P6,000; 4,000; 2,000, for the champion 1st runner-up, and 2nd runner up, respectively)
- Table tennis** - 6,000 (P3,000, 2,000, 1,000)
- Darts** - 9,500 (3,000, 2,000, 1,000 for team; 2,000, 1,000, 500 for singles)
- Bowling** - 20,000 (Champion - 6,000
1st runner – up - 4,000
2nd runner – up - 2,000
Highest single men - 1,000
Highest single women - 1,000
Highest pinning men - 1,000
Highest pinning women - 1,000
Highest team score - 2,000)
- Badminton** - 6,000 (3,000, 2,000, 1,000; team)

Special Awards

- Sportsmanship Award Team - 2,500
- Sportsmanship Award Individual - 1,000
- Most participative Team - 2,000
- Best dancer - 1,000
- Most participative individual (Dance, zumba, taibo) - 1,000

d. Cost of bowling venue - It is expected that a total of 240 games will be played (elimination and championship games) at P30 per game.

e. Sports Equipment to be procured:

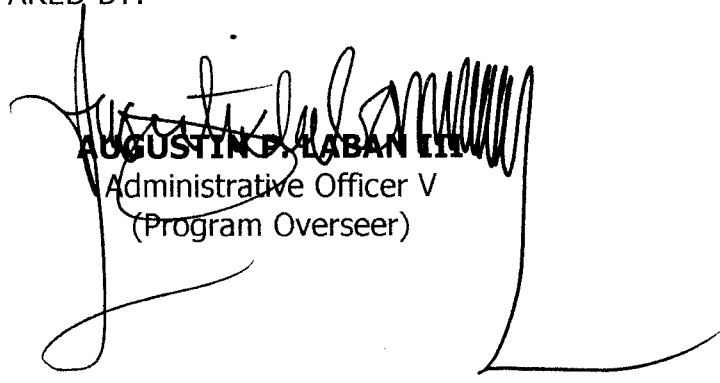
- 2 Volleyballs
- 2 Dart boards
- 1 set for table tennis (balls and net)
- Badminton rockets and shuttlecock
- Whistles

- f. Referee for volleyball – it is expected that a total of 90 games will be played at P200 per game.
- g. Dance instructor – the cost of the dance instructor shall be for at least 6 months; P400 per session.

FUNDING SOURCE


All expenses for this program shall be charged from the funds coming from the operation of the PFVR Center earmarked for purpose.

PREPARED BY:



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Administrative Officer V
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APPROVED:



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