



Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division  
Superintendent

NOV 19 2024

**MEMORANDUM**

**CAPACITY TRAINING FOR COACHES**

To: OIC – Assistant Schools Division Superintendent  
Chief Education Supervisor, Curriculum Implementation Division  
Chief Education Supervisor, School Governance and Operations Division  
Public Elementary and Secondary School Heads/OICs  
Administrative Officer V  
All Others Concerned

1. The Schools Division Office of Muntinlupa shall conduct the capacity training for coaches on November 23, 30, 2024, and December 7, 2024. The first day of training will be held in the SDO conference room and the succeeding two schedules will be held in Muntinlupa Science High School and Muntinlupa Track and Field.
2. The activity aims to capacitate coaches on the current trends in scientific coaching and training techniques in their respective sports disciplines.
3. Transportation, food, and other incidental expenses of the participants related to the training shall be charged to the local fund (Canteen, Faculty, and Student Development Fund) subject to the usual accounting and auditing rules and regulations.
4. Please see the attached list of participants and matrix of the said training.
5. All participants are entitled to service credits/Compensatory Time Off for the days participated in the events during weekends as stipulated in DepEd Order No. 53, s. 2003 Updated Guidelines on Grant of Vacation Service Credits to Teachers and Compensatory Time-Off (CTO) to SDO Personnel.
5. Immediate and wide dissemination of this Memorandum is desired.

  
**VIOLETA M. GONZALES**

Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

Encl: As stated

Reference:

To be indicated in the Perpetual Index  
under the following subjects

449/TRAINING	SCHOOL	TEACHERS	ACTIVITY
E C E/ CAPACITY TRAINING FOR COACHES			

November 18, 2024

UN-2024-449



 Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan,  
Muntinlupa City  
 (02) 805-9935, (02) 805 - 9940  
 [sdomuntinlupa@gmail.com](mailto:sdomuntinlupa@gmail.com)





Republic of the Philippines  
Department of Education  
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

**LIST OF PARTICIPANTS OF THE TRAINING**

<b>CAPACITY TRAINING FOR COACHES</b>			
<b>ATHLETICS</b>			
	<b>NAME</b>	<b>SCHOOL</b>	<b>CONTACT NO.</b>
1	RACHELLE P. PISTAN	MUNTINLUPA BUSINESS HIGH SCHOOL - SUCAT ANNEX	9685088988
2	RUBY ANN S. DIAZ	CUPANG ELEMENTARY SCHOOL MAIN	9302792296
3	LYN MAR DANUGO	SUCAT SENIOR HIGH SCHOOL	9771917816
4	MARCOS S. VILLANUEVA	F. DE MESA ELEMENTARY SCHOOL	
5	JOVY JOY T. PEREZ	PUTATAN ELEMENTARY SCHOOL	9770977877
6	ALEEN F. MACATUBAL	TUNASAN ELEMENTARY SCHOOL	9292436619
7	MARRYCHAR C. MALAGUEÑO	SUCAT ELEM. SCHOOL SITIO PAGKAKAISA ANNEX ZONE 4	
8	MARISSA INOCENTES	MUNTINLUPA NATIONAL HIGH SCHOOL	9092236828
9	JONNALYN KIBASEN	POBLACION ELEMENTARY SCHOOL	
10	GENIE ANNE CALAOD	MUNTINLUPA ELEMENTARY SCHOOL	9762346197
11	CRISTITUTO CAMBA	YASDO	
12	RAQUEL M. MONTANA	SOLDIERS' HILLS ELEMENTARY SCHOOL	
13	ANNABELLE P. VECINA	CUPANG ELEMENTARY SCHOOL ANNEX	9120040647
14	JONAS C. MARCELLANA	ALABANG ELEMENTARY SCHOOL	9955582859
15	LITO T. EVANGELISTA	FAES	
16	JANICE C. SUERTE	POBLACION NATIONAL HIGH SCHOOL	9613197715
17	LENNIE L. BRIONES	BAGONG SILANG ELEMENTARY SCHOOL	9564210846
18	MA. DIANA MORAL	CUPANG SENIOR HIGH SCHOOL	9074124648
19	DIOSDADO D. MELICADO JR.	ITAAS ELEMENTARY SCHOOL	9070786185
20	ARLIZ L. SERRANO	TUNASAN NATIONAL HIGH SCHOOL	9353231700
<b>CAPACITY TRAINING FOR COACHES</b>			
<b>BADMINTON</b>			
	<b>NAME</b>	<b>SCHOOL</b>	<b>CONTACT NO.</b>
1	JOHN B. LUCNEY	MUNTINLUPA BUSINESS HIGH SCHOOL - SUCAT ANNEX	9279514802



Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan,  
Muntinlupa City

(02) 805-9935, (02) 805 - 9940



2	JUSPER DAVE D. BOTALON	LAKEVIEW INTEGRATED SCHOOL	9063102058
3	MARJHON T. SERMONA	CUPANG ELEMENTARY SCHOOL MAIN	9672517926
4	MONICA MAY DE VERA	BULI ELEMENTARY SCHOOL	9676436470
5	PATRIA B. CATALINO	PUTATAN ELEMENTARY SCHOOL	9613330151
6	LHOTS KHIE ELIBADO	CUPANG SENIOR HIGH SCHOOL	9292422920
7	JOHN DARYL R. ELECHICON	SUCAT SENIOR HIGH SCHOOL	9275323022
8	MELLANIE S. IBAY	TUNASAN ELEMENTARY SCHOOL	
9	JOCELYN G. PENDIODAY	SUCAT ELEM.SITIO PAGKAKAISA ANNEX ZONE 4	9691586182
10	BERNADETH D. MABINI	MUNTINLUPA NATIONAL HIGH SCHOOL	9208855471
11	MARIEL F. EVANGELISTA	POBLACION ELEMENTARY SCHOOL	
12	MARY-ANN B. DALO	SOLDIERS' HILLS ELEMENTARY SCHOOL	
13	ELMIER N. SANTUYO	BAYANAN ELEMENTARY SCH MAIN	9466130332
14	JERRY M. VILLACRUEL	VICTORIA HOMES E/S	9358888661
15	ZEZZA MAEBELL F. ANTONIO	MUNTINLUPA ELEMENTARY SCHOOL	9560355927
16	ADELFA P. BRAGAIS	CUPANG ELEMENTARY SCHOOL ANNEX	9564566710
17	JEFFERSON B. ITULID	MUNTINLUPA BUSINESS HIGH SCHOOL-MAIN	9053251830
18	ARDOLFO BALAJADIA	ALABANG ELEMENTARY SCHOOL	
19	SHERYLL M. NAPELI	BAGONG SILANG ELEMENTARY SCHOOL	9171484058
20	MARK ANTHONY R. GRANDE	ITAAS ELEMENTARY SCHOOL	
21	CHRISTINE R. JAMIG	TUNASAN ELEMENTARY SCHOOL	
22	CHRISTINA B. BONIFACIO	BAYANAN ELEMNTARY SCHOOL MAIN	9913731102
23	CHARLENE R. ALCANTARA	POBLACION NATIONAL HIGH SCHOOL	9060845046
24	JERRY VILLACRUEL	VICTORIA HOMES ELEM. SCHOOL	

**CAPACITY TRAINING FOR COACHES**

**VOLLEYBALL**

	<b>NAME</b>	<b>SCHOOL</b>	<b>CONTACT NO.</b>
1	RENE D. BERNABE	MUNTINLUPA BUSINESS HIGH SCHOOL - SUCAT ANNEX	9613485326
2	MA. CRISANTA O. GAVIOLA	LAKEVIEW INTEGARTED SCHOOL	9293131993
3	LEILA MARIE C. LORAYA	CUPANG ELEMENTARY SCHOOL MAIN	9209091499
4	PAUL MICHAEL A. LORICA	SUCAT SENIOR HIGH SCHOOL	9268349721
5	REYNOLD D. LOPEZ	F. DE MESA ELEMENTARY SCHOOL	9944932473
6	MARY ROSE D. REYES	PUTATAN ELEMENTARY SCHOOL	9911245908
7	BLESSIE TABLATE	CUPANG SENIOR HIGH SCHOOL	
8	DOMINADOR S. GARCIA JR.	MUNTINLUPA NATIONAL HIGH SCHOOL	9977817066
9	MYREAN DM ANTONIO	TUNASAN ELEMENTARY SCHOOL	9212070358
10	ARNEL B. SAMILING	SUCAT ELEM. SCHOOL SITIO PAGKAKAISA ANNEX ZONE 4	

11	LEONA S. SENA	POBLACION ELEMENTARY SCHOOL	
12	NEILWEN V. LIPON	SOLDIERS' HILLS ELEMENTARY SCHOOL	
13	LORD FRANZ BAEDEN C. FELIX	MUNTINLUPA ELEMENTARY SCHOOL	9294446596
14	ELIZABETH Z. TISTON	CUPANG ELEMENTARY SCHOOL ANNEX	9433965190
15	MARLENE S. RONGAVILLA	BULI ELEMENTARY SCHOOL	9155056093
16	WOWIE B. JUAN	MUNTINLUPA BUSINESS HIGH SCHOOL - MAIN	9756955421
17	IAN E. SAYSON	BAYANAN ELEMENTARY SCHOOL MAIN	9167741381
18	MA. TERESA C. ACBANG	POBLACION NATIONAL HIGH SCHOOL	9488833264
19	JEAN ANN MALGARIO	ALABANG ELEMENTARY SCHOOL	
20	ADELAIDO G. GAN	ITAAS ELEMENTARY SCHOOL	
21	ALVIN JOSEPH G. SERRANO	TUNASAN NATIONAL HIGH SCHOOL	
22	JOSEPH OBINGUAR	VICTORIA HOMES ELEM. SCHOOL	

**CAPACITY TRAINING FOR COACHES**

**SEPAK TAKRAW**

	<b>NAME</b>	<b>SCHOOL</b>	<b>CONTACT NO.</b>
1	ABIGAIL M. DE LIOS	MUNTINLUPA BUSINESS HIGH SCHOOL - SUCAT ANNEX	9338609376
2	ROBERT C. ABRANTES	CUPANG ELEMENTARY SCHOOL MAIN	9606118503
3	FARIDA D. SORIAGA	MUNTINLUPA NATIONAL HIGH SCHOOL	9274931508
4	JAD ALBI M. ANDRADA	TUNASAN ELEMENTARY SCHOOL	9186047243
5	REBECCA V. KONDO	POBLACION ELEMENTARY SCHOOL	
6	SHARA TAPAR	SOLDIERS' HILLS ELEMENTARY SCHOOL	
7	JAMES BALAGUER	MUNTINLUPA ELEMENTARY SCHOOL	9482126692
8	STEPHANI C. IBABAO	POBLACION NATIONAL HIGH SCHOOL	9938405441
9	ROWEN D. SAN PEDRO	BAGONG SILANG ELEMENTARY SCHOOL	9499685842
10	JOEY PABOR	VICTORIA HOMES ELEM. SCHOOL	

**CAPACITY TRAINING FOR COACHES**

**RESOURCE SPEAKERS/FACILITATORS/TWG**

1	DR. MARVIN MALAHITO	CITY SPORTS OFFICER
2	MR. ZOREN D. ALFONSO	SPORTS AND RECREATION MANAGEMENT DIVISION PERSONNEL
3	MR. JOSHUA ROBERT COSARE	SPORTS AND RECREATION MANAGEMENT DIVISION HEAD
4	MR. ROGELIO CABANTING	PEDRO E. DIAZ HIGH SCHOOL
5	MR. ELMIER SANTUYO	BAYANAN ELEMENTARY SCHOOL MAIN
6	MR. KENN ALCER RONGAVILLA	MUNTINLUPA BUSINESS HIGH SCHOOL
7	MR. WARREN MACATUBAL	TUNASAN ELEMENTARY SCHOOL

8	MR. JOHN CRUZ	CUPANG ELEMENTARY SCHOOL
9	MR. ENRICO MADARCOS	ITAAS ELEMENTARY SCHOOL
10	MR. MARIA VENDETTA J. GACULA	MUNTINLUPA NATIONAL HIGH SCHOOL
11	MR. ALMARIO QUESADA	MUNTINLUPA NATIONAL HIGH SCHOOL
12	ALVIN JOSEPH G. SERRANO	TUNASAN NATIONAL HIGH SCHOOL
13	MS. MARLENE S. RONGAVILLA	BULI ELEMENTARY SCHOOL
14	MS. REBECCA KONDO	POBLACION ELEMENTARY SCHOOL
15	MS. MARK BUÑALES	POBLACION NATIONAL HIGH SCHOOL
16	ALFATIMA DIMAPELEZ	TUNASAN NATIONAL HIGH SCHOOL



**Republic of the Philippines**  
**Department of Education**  
 NATIONAL CAPITAL REGION  
 SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

**TRAINING MATRIX**

**Day 1 – November 23, 2024**

<b>Time</b>	<b>GROUP I BADMINTON</b>	<b>GROUP 2 ATHLETICS</b>	<b>GROUP 3 VOLLEYBALL</b>	<b>GROUP 4 SEPAK TAKRAW</b>
7:00-8:00	Registration			
8:00-9:00	Opening Program (Plenary)			
9:00-10:20	Session 1. Sports Management and Administration			
10:20-10:35	BREAK			
10:35-12:00	Session 2. Developing Coaching Philosophy, Objectives, Styles and Perspective			
12:00-1:00	Lunch Break			
1:00-2:20	Session 3. Characteristics and Role of a Good Coach			
<b>2:20-2:35</b>	<b>BREAK</b>			
2:35-5:00	- Session 4. Different Types of Training Methods For Athletes -Developing a Training Program(Workshop) (Micro and Macro Cycle Training Program)			

**Day 2 November 30, 2024**

<b>Time</b>	<b>GROUP 1 Badminton</b>	<b>GROUP 2 Athletics</b>	<b>Cluster 3 Volleyball</b>	<b>Cluster 4 Sepak Takraw</b>
8:00-8:30	MOL Warm Up Isometric Exercises (Stretching /Dynamics)	MOL Warm Up Isometric Exercises (Stretching /Dynamics)	MOL Warm Up Isometric Exercises (Stretching /Dynamics)	MOL Warm Up Isometric Exercises (Stretching /Dynamics)
8:30-9:00	Session 5	Session 5	Session 5	Session 5

	<ul style="list-style-type: none"> <li>• Background/Hist ory of Badmint on</li> </ul>	<ul style="list-style-type: none"> <li>• Background /History of Athletics</li> </ul>	<ul style="list-style-type: none"> <li>• Background/ History of Volleyball</li> </ul>	*Background/ History of Sepak Takraw
9:00- 10:30	Session 6 * Position/Prope r Gripping: *Racket Handling *Learning different Stroke in Badminton: Forehand Drive with proper footwork	Session 6 * Proper Starting Position * Running Position Sprints: * 100 m dash * 200 m dash * 400 m dash	Session 6 * Basic Volleyball Position/Stance * Volleyball Shuffling *Shuffling in Volleyball Footwork Drills * Passing: - Body Positioning for the Overhead Pass - Ready Stance - React and Move - Track the Ball - Develop a Rhythm and Flow to Passing	Session 6 * Basic Sepak Takraw Stance * Basic Kicks - Inside/Outsid e Kick -Knee Kick Ball Control
10:30- 10:45	Break			
10:45- 12:00	Session 7 Backhand Drive With proper Footwork	Session 7 Middle Distance Running: * 800 M Run * 1,500 M Run * 3,000 M Run * 3,000 M Staple Chase * 5,000 M Run	Session 7 * Underhand Pass/Forearm Passing Volleyball Skills - Mid-line - Angle Right - Angle Left	Session 7 -Thigh Kick -Front Kick -Toe Kick
12:00- 1:00	LUNCH BREAK			
1:00- 3:00	Session 8 * Smashing: Side Smash Underhand Smash Overhand Smash	Session 8 *HURDLES: -Drills -100 M High Hurdles -110 M High Hurdles -400 M Low Hurdles *RELAYS: - 4 x 100 M Relay -4 x 400 M Relay	Session 8 * Serving: - The Underhand Serve - The Overhead Serve - The Floater - The Topspin Serve - The Jump Serve	Session 8 *Basic Spiking - Roll Spikes _Sunback spike -
3:00- 3:15	Break			
3:15- 5:00	Session 9 *Serving:	Session 9 *JUMPS:	Session 9 * Setting:	Session 9 *Basic Serves

	Short Serves Long Serves	-Running Long Jump -Triple Jump -High Jump -Pole Vault	- A4 Set - High Set in the Middle of the Court - Low Set in the Middle of the Court - The Opposite of The Right Side Hitter - A Set - Pipe Set - D Set	-Horse Kick Serve
--	-----------------------------	---	--	-------------------

**Day 3 ( December 7, 2024 )**

<b>Time</b>	<b>GROUP 1 Badminton</b>	<b>GROUP 2 Athletics</b>	<b>GROUP 3 Volleyball</b>	<b>GROUP 4 Sepak Takraw</b>
8:00-8:30	MOL	MOL	MOL	MOL
8:30-10:30	Session 10 Dynamics Footwork / Agility: * Two Steps Front / Back * Side to Side Movement	Session 10 *THROWS: -Shotput -Discus Throw -Javelin Throw	Session 10 * Spiking: - Different Types of Spikes -Hard-Driven Spike - Off-Speed Spike - Standing Spike - Open-Handed Tip *Blocking	Session 10 Basic Skills -Headed -Lure -Inflated
10:30 - 10:45	Break			
10:45-12:00	Session 11 Review of the rules of the Games in Badminton	Session 11 Review of the Rules of the Games in Athletics	Session 11 Review of the Rules of the Games in Volleyball	Session 11 Review of the Rules of the Games in Sepak Takraw
12:00-1:00	LUNCH BREAK			
1:00-3:30	Session 12 Practicum	Session 12 Practicum	Session 12 Practicum	Session 12 Practicum
3:30-4:00	Break			
4:00-4:30	Closing Program ( Plenary)			