Republic of the Philippines
Department of Education
GLAN SCHOOL OF ARTS AND TRADES
Glan, Sarangani Province

School Memorandum
No.09-14 s. 2026

To: **WILFREDO R. VELASCO JR.**

Subject: **DESIGNATION AS SPORTS COORDINATOR**

Date: **September 18,2026**

Aside from your regular loads, knowing your competence and efficiency in the service, the undersigned hereby designates you as **SPORTS COORDINATOR.** Your skills and experiences in social services would be of great help in our institution. In this role, you have to perform to the highest degree of your capacity the following duties and responsibilities entrusted as to wit:

a) Plans, organizes, and manages school sports programs, including varsity teams and clubs, ensuring effective implementation of DepEd policies.
b) Coordinating events and managing resources/budgets,supervising coaches.staff, promoting holistic development,and reporting on program effectiveness,all while fostering teamwork,discipline,and student welfare.
c) Maintain accurate and organized records of all relevant documents and program activities. This ensures compliance with school policies and facilitates efficient program evaluation.

This memorandum effects immediately until revoked.

Please be guided accordingly.

Recommending Approval:

JOSIE TEOFILA N. QUIJANO PhD
Vocational School Administrator II

Approved By:

Address: E. Barcelona St., Poblacion, Glan, Sarangani Province
Telephone No.: 083-553-8143
Email Address: gsat_1971@gmail.com

ATTY. NELYN B. FRINAL, CESO VI
Schools Division Superintendent

Address: E. Barcelona St., Poblacion, Glan, Sarangani Province
Telephone No.: 083-553-8143
Email Address: gsat_1971@gmail.com

Republic of the Philippines
Department of Education
GLAN SCHOOL OF ARTS AND TRADES
Glan, Sarangani Province

School Memorandum
No.,08-01 s. 2025

To: ARAL PROGRAM SCHOOL TEAM
ALICE LEYBLE-MT-1
ROGELIO LASCONIA MT-2
KYE XYLENE ZABALA T-1
JOCELYN ENGKONG MT-1
MARIA VENA NIERVO HT-6
JUDITH AMPUYAS MT-1

From: JOSIE TEOFILA N. QUIJANO PhD
Vocational School Administrator II

Subject: MEETING

Date: AUGUST 05,2025

Please be informed that there will be a meeting with the undersigned today, August 5 2025 at 1:30 in the afternoon to discuss some important matters regarding Aral Program and LAC Plan for ESciMA to be held at the Admin Lobby.

Please bring the following:

RMA Result / Analysis
Reading Result and Data
SLAC PLAN

For the information of all concerned.

JOSIE TEOFILA N. QUIJANO PhD
Vocational School Administrator II

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Vocational School Administrator II

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