



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



April 11, 2024

REGIONAL MEMORANDUM

No: 341, s. 2024

To: Schools Division Superintendents
Division Sports Officers and Coordinators
All Others Concerned

**REFRESHER COURSE FOR COACHES AND OFFICIATING OFFICIALS
(BASKETBALL AND SWIMMING)**

1. As part of the preparations for the forthcoming NCR Palaro 2024 on April 22-26, 2024, this Office will conduct the *Refresher Course for Coaches and Officiating Officials (Basketball and Swimming)* on **April 13, 2024, Saturday, 8:00 AM to 5:00 PM** at the **Araullo High School, Manila** and **April 18, 2024, Thursday, 8:00 AM to 5:00 PM** at the **Muntinlupa Aquatic Center, Muntinlupa City**, respectively.
2. Teacher-participants and non-teaching personnel attending the said Refresher Course on a weekend shall be entitled to service credits or Compensatory Time Off (CTO) whichever is applicable subject to existing policies and guidelines. Likewise, participation of teachers to the said activities shall be subject to the no disruption of classes policy.
3. Immediate dissemination of this Memorandum is desired.

JOCELYN DR ANDAYA
Director IV

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Address: 6 Misamis St. Bago Bantay, Quezon City
Email Address: ncr@deped.gov.ph
Website: <https://www.depedncr.com.ph>

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