



Republic of the Philippines  
Department of Education  
National Capital Region  
**DIVISION OF CITY SCHOOLS**  
City of Mandaluyong

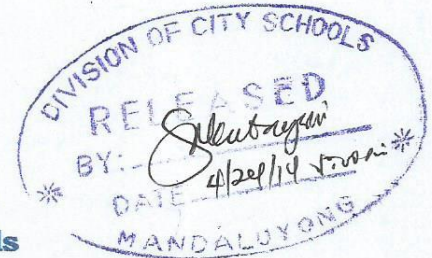
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April 23, 2014

**DIVISION MEMORANDUM**

**TO: Asst. Schools Division Superintendent  
Education / District Supervisors  
Principals, Public Elementary/Secondary Schools**



Attached is Regional Letter No. 355, s. 2014 on the conduct of a seminar-training on **Coaching and Officiating Courses** which will be held on the following dates and venues:


- |                  |  |
|------------------|--|
| 22-26 April 2014 | - Volleyball Coaching-Technological University of the Philippines      |
| 12-16 May 2014   | - Volleyball Officiating – Technological University of the Philippines |
| 22-23 May 2014   | - Handball Coaching and Officiating – Sta. Elena HS- Marikina          |

School heads are encouraged to send participants to develop teachers' skills on coaching and officiating as well as tournament management.

Registration fee and other incidental expenses may be charged to MOOE/school funds subject to the usual accounting rules and procedures.

Please refer to the attached enclosures for the other details of the activity.

Immediate dissemination of this **Memorandum** is desired.

  
**EVANGELINE P. LADINES**  
Schools Division Superintendent

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Republika ng Pilipinas  
(Republic of the Philippines)  
**KAGAWARAN NG EDUKASYON**  
(DEPARTMENT OF EDUCATION)  
**PAMBANSANG PUNONG REHIYON**  
(NATIONAL CAPITAL REGION)  
Daang Misamis, Bago Bantay, Lungsod Quezon  
(Misamis St., Bago Bantay, Quezon City)

Department of Education  
National Capital Region  
RECORDS AND PUBLICATION UNIT

6

APR 11 2014  
Date: APR 11 2014 Time: 12 -

April 10, 2014

To: Schools Division Superintendents

Dear Sir/Madam:

The McRobertz Sports Academy of the Philippines, Inc. in coordination with the DepEd-National Capital Region will conduct a Sports Clinic on **Handball Coaching and Officiating on May 22-23, 2014** at the Sta. Elena Elementary School, Marikina City. The clinic is open to Coaches, P.E. Teachers and Sports Officials of the public and private schools. The Registration Fee is only One Hundred pesos (P100.00) to cover the cost of Rules and Video on CD.

Another courses offered are the **Volleyball Coaching on April 22-26, 2014** and **Volleyball Officiating on May 12-16, 2014**, both of which will be held at the Technological University of the Philippines, Manila. A Registration Fee of Three Thousand pesos (P3,000.00) each course will be charged to cover expenses for the rental of facilities (covered court and lecture room), honorarium of speakers, rule book, Refereeing Instruction, referees and coaching manuals, food for the laboratory teams, certificates, lunch during the Opening and snacks on the Closing ceremonies.

Interested participants from the public schools in the three activities are requested to coordinate with the Division Physical Education and School Sports (PESS) Supervisors. Participants from the private schools may directly contact the above-mentioned Academy.

Expenses relative to the attendance in the three sports activities of the public school participants may be charged against the School's MOOE and/or Local Funds subject to the usual accounting and auditing rules and regulations. Participants from private sector may request for support from their respective school and/or local funds.

Attached are the letter from Prof. Robert Milton A. Calo, President & CEO, McRobertz Sports Academy of the Philippines and the Schedules of Activities, for ready reference and information.

Thank you.

Very truly yours,

*LM*  
LUZ S. ALMEDA  
Director IV

REGIONAL LETTER NO. 355, s. 2014

#3047  
DIVISION OF CITY SCHOOLS  
**RECEIVED**  
By: *Malon*  
Date: 15 APR 2014  
MANDALUYONG

*Premier region: home of world-class lifelong education*



**McRobertz Sports Academy**  
OF THE PHILIPPINES, INC.

421 Topaz Corner Emerald Streets, Posadas Village, Sucat, Muntinlupa City  
Tel # (02) 9982766 / 09178065554 / 09087893548  
Email: calo\_robertmilton@yahoo.com

07 April 2014

**DR. LUZ S. ALMEDA, CESO IV**  
Regional Director, Department of Education  
National Capital Region

**ATTENTION: DR. JOCELYN MARCIAL**  
Regional PESS Supervisor & SEO-NCR

Dear Madam:

Greetings!

McRobertz Sports Academy of the Philippines, Inc., is a SEC registered sports organization. Its major thrust is in Sports Coaching, Officiating and Sports Management. It is our company's desire to share its expertise to DepEd coaches/trainers, officiating officials and tournament managers as well as participants in the MILO Little Olympics, to develop their own systems approach to a successful coaching as well as tournament management.

In view thereof, we would like to offer and submit our proposals for the **Handball Coaching and Officiating Clinic** which will be held on May 22-23, 2014 at Sta. Elena Elementary School, Marikina City, with a Registration Fee of P100.00 only to cover the cost of Rules and Video on CD. Attached herewith is the Calendar of Activities on - Annex "A".

Further, may we respectfully request endorsement from your office for DepEd Teachers to participate in the Officiating and Coaching Courses which will be held on the following dates and venue: Please see Annex "B"

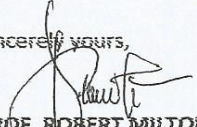
22-26 April 2014	-Volleyball Coaching	-Technological University of the Philippines-Manila
12-16 May 2014	-Volleyball Officiating	-Technological University of the Philippines-Manila

The conduct of the Coaching and Officiating courses is of paramount importance to the undersigned since NCR will be hosting the Regional and National MILO Little Olympics on Aug. 15-17 & 23-24, 2014 and on October 24-26, 2014 respectively. We need quality coaches and updated officiating officials on the latest rules to keep our crown as MILO Little Olympics Champion as well as the honor and prestige having effectively, efficiently and smoothly conducted the technical operations/management of the MILO Little Olympics. We are proud to say that NCR was adjudged "2014 Best Organizer of the MILO Little Olympics".

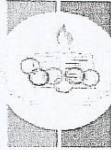
A Registration Fee of P3,000.00 each course will be charged each participant for Coaching and Officiating to cover expenses for the rental of facilities (covered court and lecture room), honorarium of speakers, rule book, Refereeing Instruction, referees and coaches manuals, food for the laboratory teams, certificates, lunch during Opening and snacks on the Closing Ceremonies.

Your kind consideration and approval on the above request will be highly appreciated.

Sincerely yours,

  
**PROF. ROBERT MILTON A. CALO**  
President & CEO, McRobertz Sports Academy of the Philippines

Satellite Office: 17 Chico Street, Amang Rodriguez Village, Concepcion, Marikina City  
Email: ama\_mjocson@yahoo.com / Tel No. 09175224288/ 09999068013/



## McRobertz Sports Academy

421 Topaz Corner Emerald Streets, Posadas Village, Sucat, Muntinlupa City  
Tel # (02) 9982766 / 09178065554 / 09087893548  
Email: calo\_robertmilton@yahoo.com

- I. PROJECT PROPOSAL NO. 01- 2014
- II. PROJECT TITLE: HANDBALL CLINIC
- III. DESCRIPTION: HANDBALL COACHING AND OFFICIATING CLINIC
- IV. OBJECTIVES: At the end of the clinic, the participants will be able to:
  1. Learn the fundamental skills and mechanics of playing handball.
  2. Be updated with the handball rules and its latest interpretation.
  3. Acquire the necessary skills in actual coaching/training & officiating and the needed teaching skills in handball coaching/officiating among PE/MAPEH Teachers during their classes.
- V. DURATION: 2 DAYS ( 8:00 – 12:00 NN & 1:00 – 5:00 PM)
- VI. VENUE: Sta. Elena Elementary School, Brgy. Sta. Elena, Marikina City
- VII. SPONSOR: McRobertz Sports Academy of the Philippines and Milo Little Olympics  
In cooperation with the Department of Education, National Capital Region
- VIII. CO-SPONSOR:  
Department of Education, National Capital Region
- IX. TARGET GROUPS/CLIENTELE:
  - NCR MAPEH / PHYSICAL EDUCATION TEACHERS
  - Other interested individuals
- X. JUSTIFICATION:

Handball is an Olympic Sport. It has been played not only in the World's Olympic Games but also in Asian and down to the Southeast Asian Games. Southeast Asian countries except Philippines have organized Handball Teams. It is about time that handball as a game must be promoted as it is in consonance with Article XIV Section 19 of the Philippine Constitution which states:

“(1) The State shall promote physical education and encourage sports programs, league competitions, and amateur sports, including training for international competition, to foster self-discipline, teamwork and excellence for the development of a healthy and alert citizenry.

(2) All education institutions shall undertake regular sports activities throughout the county in cooperation with athletic club and other sectors".

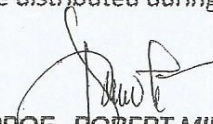
Handball is played in schools in all levels, regardless of age, sex, religion and political affiliation.

Physical Education teachers, sports coordinator and barangay sports leaders will largely benefit from this project.

XI. BUDGETARY REQUIREMENT:

The conduct of the Handball Clinic is free of charge to all registered participants, public and private schools. However, an amount of P100.00 will be charged each participant to cover the cost of DVD which has a copy of handball rules and Handball video game presentation. It will be distributed during the Closing Ceremonies.

Submitted by:

  
**PROF. ROBERT MILTON A. CALO**  
President, Handball Federation of the Philippines

RECOMMENDING APPROVAL:

**DR. JOCELYN MARCIAL**  
Regional PESS Supervisor. & SEO,  
Department of Education, National Capital Region

APPROVED:

**DR. LUZ S. ALMEDA, CESO IV**  
Regional Director, Department of Education  
National Capital Region

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# McRobertz Sports Academy

OF THE PHILIPPINES, INC.

421 Topaz Corner Emerald Streets, Posadas Village, Sucat, Muntinlupa City  
Tel # (02) 9982766 / 0917805554 / 09087993548 / Email: calo\_robertmilton@yahoo.com  
Website: www.mcrobertz.weebly.com

## SEMINAR-WORKSHOP ON HANDBALL COACHING & OFFICIATING

Venue: Sta. Elena Elementary School Covered Court

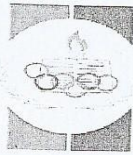
DATE	TIME	DAY 1	DAY 2	SPEAKERS / REMARKS
May 22-23, 2014	07:00 - 10:00 AM 10:00 - 10:30 AM 10:30 - 12:00 Nn	22 May 2014 (Thursday) Registration Opening Ceremonies Session #1: Brief History of Handball Session #2: The Organization of IHF Session #3: Handball Team Composition Session #4: Fundamentals of Handball	23 May 2014 (Friday) Continuation on Practicum: Session #8: Rules of the game Practicum #5: Coaching Practicum #6: Officiating	
	12:00 - 01:00 PM	BREAKTIME:	BREAK TIME	
	01:00 - 2:00 PM 02:00 - 3:00 PM 04:00 - 5:00 PM	Session #5: Film Showing: Handball Match Session #6: The Court & Goal Dimension Session #7: Practicum: Handball Fundamentals <ul style="list-style-type: none"><li>Practicum #1: Handball Basic Motor Skills</li><li>Practicum #2: Throwing &amp; Catching</li><li>Practicum #3: Dribbling &amp; Passing</li><li>Practicum #4: Shooting &amp; Goalkeeping</li></ul>	Practicum #7: Handball Mock match & Officiating <ul style="list-style-type: none"><li>Closing Ceremonies</li></ul> Distribution of Certificates & CDs	

NOTED:

**DR. JOCELYN MARCIAL**  
Supervisor, PESS & SEO -NCR  
Honorary Adviser

**PROF. ROBERT MILTON A. CALO**  
President & CEO, McRobertz Sports Academy of the Phil., Inc.  
President, Handball Federation of the Philippines





McRobertz Sports Academy  
OF THE PHILIPPINES, INC.

Encl. "A"

**VOLLEYBALL REFEREE CANDIDATE COURSE**

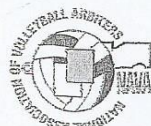
Sanctioned by Philippine Volleyball Federation (PVF)

12-16 May, 2014

DAY	TIME	ACTIVITIES	LECTURER
Day 1	08:00 - 09:00 AM	<b>REGISTRATION</b>	Secretariat
	09:00 - 09:30 AM	<b>Opening Ceremonies</b>	-do-
	09:30 - 10:30 AM	Brief History of Volleyball, FIVB & NF	Prof. RM CALO
	10:30 - 11:00 AM	Rules 1-5	MS. A. Jocson
	11:00 - 12:00 NN	Referees Rule in Volleyball: Competence, Objectivity, Fairness, Humanity, etc.	Prof. RM CALO
	<b>12:00 - 01:00 NN</b>	<b>BREAK</b>	
	01:00 - 01:30 PM	National & International Classification of Referees	Prof. RM CALO
	01:30 - 02:30 PM	Rules 6-7 & accomplishing the Line-Up and score sheets.	MS. A. Jocson/ Mr. G. Rosario
	02:30 - 03:30 PM	Hand Signal of Referees, 2 <sup>nd</sup> Referee, Line Judges, Scorer & miscellaneous signals	Mr. Yul Benozza/ MS. A. Jocson
	03:30 - 05:00 PM	Cooperation/Mechanics between Referees, Scorers & Line Judges during the match	Prof. RM CALO
Day 2	<b>08:00 - 10:00 AM</b>	<b>RULES 8-11</b>	MS. A. Jocson
	10:00 - 10:30 AM	Discussion on faults in completing the score sheet	-do-
	10:30 - 12:00 AM	Rules 12-14 & 19	Mr. Yul Benozza
	<b>12:00 - 01:00 PM</b>	<b>BREAK</b>	
	01:00 - 03:00 PM	Introduction to Practical Officiating	Prof. RM CALO
	03:00 - 05:00 PM	Volleyball Referee Course (General Regulations (14)	-do-
	Day 3	<b>08:00 - 11:00 AM</b>	<b>Rule 15-18 &amp; Rule 20-21</b>
11:00 - 12:00 Nn		The difference between proper, improper request & Delay; Distinction of misconduct, The 2 <sup>nd</sup> Referee, Changing court sides to be on the side of the receiving team before each serve)	
<b>12:00 - 01:00 PM</b>		Protocol Before & After the match	MS. A. Jocson
<b>01:00 - 04:00 PM</b>		<b>BREAK</b>	
<b>04:00 - 05:00 PM</b>		Practical refereeing: 6-8 sets, with special attention to service, attack and block	Prof. RM CALO
Day 4	<b>08:00 - 10:00 AM</b>	Volleyball Referee Course (General Regulations (14)	Prof. RM CALO
	08:00 - 10:00 AM	Rules 22-28:	MS. A. Jocson
	10:00 - 12:00 Nn	Theoretical & Oral Examination	Prof. RM CALO
	12:00 - 01:00 PM	Open Forum	Prof. RM CALO
Day 5	<b>12:00 - 01:00 PM</b>	<b>BREAK</b>	
	01:00 - 05:00 PM	Practical refereeing : Final Evaluation	Accreditors
	08:00 - 12:00 NN	Practical Scoring, refereeing: 6-8 sets, with special attention to application of Rules 25-30	Accreditors
	<b>12:00 - 01:00 PM</b>	<b>BREAK</b>	
	01:00 - 04:00 PM	Practical Refereeing: Final Evaluation	Accreditors
	04:00 - 05:00 PM	<b>Closing Ceremonies</b>	Secretariat

Lecturers:

- Prof. Robert Milton A. Calo, International Coach, International Referee, IVBF (Ret)
- Ms. Alma M. Jocson, - Ex Member RP Team, 3x SEA Games Champion, Coach & International Referee
- Mr. Yul Benozza, Chairman, Rules of the Games, PVF
- Mr. Nestor Bello, International Referee, Accreditor
- Mr. Gildo Rosario, National Referee, Accreditor



**NATIONAL ASSOCIATION OF VOLLEYBALL ARBITERS (NAVA)**  
 17 Chico Street, Amang Rodriguez Village, Concepcion, Marikina City  
 Tel # (02) 9416805/3592478/ 998-2766/CP# 09175224288/ 0927-5196726/90178065554/  
 0908-7894835 / E-mail: [calo\\_robertmilton@yahoo.com](mailto:calo_robertmilton@yahoo.com)

Encl. "B"

**VOLLEYBALL COACHING COURSE**  
 Sanctioned by Philippine Volleyball Federation (PVF)  
 April 22-26, 2014

DAY	TIME	ACTIVITIES	LECTURER
<b>Day 1</b>	08:00 - 09:00 AM	<b>REGISTRATION</b>	Secretariat
	09:00 - 09:30 AM	<b>OPENING CEREMONIES</b>	-do-
	09:30 - 10:30 AM	Brief History of Volleyball, FIVB & NF	Prof. RM CALO
	10:30 - 11:00 AM	What is Coaching/Training	MS. A. Jocson
	11:00 - 12:00 NN	The Anatomy of a Coach The Role of a Coach during Training & Games	Prof. RM CALO
	12:00 - 01:00 NN	<b>BREAK</b>	
<b>Day 2</b>	01:00 - 02:30 PM	Type of Coaches & Coaching Styles	Prof. RM CALO
	02:30 - 05:00 PM	Hand Signal of Referees, 2 <sup>nd</sup> Referee, Line Judges, Scorer & miscellaneous signals	Mr. Yul Benzoza/ MS. A. Jocson
	08:00 - 10:00 AM	<b>PHYSIOLOGY OF EXERCISE (Volleyball related)</b>	Prof. RM CALO
	10:00 - 10:30 AM	Fitness & appropriate Exercises	MS. A. Jocson
<b>Day 3</b>	10:30 - 12:00 AM	Team Formation (Service-Receive Oriented to Spike w/ coverage; Block w/ coverage & Mock Match)	Prof. RM CALO/ MS. A. Jocson
	12:00 - 01:00 PM	<b>BREAK</b>	
	01:00 - 05:00 PM	Advance Training Method (finger Toss; frontal set; back Set; Side Set (L/R) Short/Long Toss; A,B,C Quick Toss)	Prof. RM CALO -do-
	08:00 - 12:00 AM	<b>FOREARM PASS-RECEIVE</b>	MS. A. Jocson and RM Calo
<b>Day 4</b>		Side Pass-Receive (L/R); Spike-Receive; Service Receive; Serve-Receive-Pass; Jump Set; Receive-turn & Pass; Receive from a high Toss & catch	
	12:00 - 01:00 PM	<b>BREAK</b>	
	01:00 - 05:00 PM	Blocking & Drills (Single block; 2-man blocking; 3-man blocking; Blocking with Spike; Blocking with coverage) Emphasis: Hand Thrust; take-off & landing)	Prof. RM CALO
	08:00 - 12:00 AM	Spiking (continuous spiking) Backline spiking on 6,5 & 1 positions) A, B, C Quick Spiking	MS. A. Jocson
<b>Day 5</b>	12:00 - 01:00 PM	<b>BREAK</b>	
	01:00 - 05:00 PM	Service( Tennis Serve; underhand Serve; Jump Serve; Side arm Serve; Floater Serve; Running Serve & Game Practical Coaching : Final Evaluation	Prof. RM CALO Accreditors
	08:00 - 12:00 NN	Theoretical & Practical Exam Practical Coaching	Accreditors
	12:00 - 01:00 PM	<b>BREAK</b>	
<b>Day 5</b>	01:00 - 04:00 PM	Practical Coaching & Final Evaluation	Accreditors
	04:00 - 05:00 PM	<b>CLOSING CEREMONIES</b>	Secretariat

**Lecturers:**

- Prof. Robert Milton A. Calo, International Coach, International Referee, IVBF (Ret)
- Ms. Alma M. Jocson, - Ex Member RP Team, 3x SEA Games Champion, Coach & International Referee
- Mr. Yul Benzoza, Chairman, Rules of the Games, PVF
- Mr. Gildo Rosario, National Referee, Accreditor
- Mr. Erick Andrade, Accreditor
- Mr. Paterna Calo, Jr., Accreditor