



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

DIVISION MEMORANDUM

JUL 03 2025

No. 271, s. 2025

MONITORING OF SCHOOL SPORTS CLUBS UNDER THE SPORTS SUPPLIES AND EQUIPMENT ENHANCEMENT AND DISTRIBUTION (SSEED) PROGRAM

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public Secondary School Heads
All Others Concerned

1. This Office announces the Monitoring of the School Sports Club under the Sports Supplies and Equipment Enhancement and Distribution (SSEED) Program on July 10-11, 2025, in all secondary schools of the Mariveles District.
2. The objectives of the monitoring activity are to assess the utilization and condition of distributed sports supplies and equipment in secondary schools; evaluate the implementation and activities of school sports clubs in alignment with the goals of the Sports Supplies and Equipment Enhancement and Distribution (SSEED) Program; and provide technical assistance to schools in registering for the School Sports Club Program to ensure proper documentation and compliance.
3. Attached to this Memorandum are the following:
 - Enclosure 1: List of Schools to be Monitored
 - Enclosure 2: SSEED Monitoring Form
 - Enclosure 3: School Sports Club Pilot Implementation Survey Questionnaire for Implementers
 - Enclosure 4: School Sports Club Registration Form
 - Enclosure 5: School Sports Club Attachment Form
4. This Memorandum shall serve as the Travel Authority of the participants.
5. Immediate dissemination of this Memorandum is highly enjoined.
6. For information, guidance, and compliance.


CAROLINA S. VIOLETA, EdD, CESO V
Schools Division Superintendent

Encl: As stated

To be indicated in the Perpetual Index under the following subjects:

CLUBS

LEARNERS

SECONDARY

SPORT

TA1/MCG
July 2, 2025



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Enclosure No. 1 to Division Memorandum No. ___, s. 2025

ITINERARY OF TRAVEL FOR MONITORING OF SCHOOL SPORTS CLUB

DATE	SCHOOLS	NAME OF MONITOR
July 10	Biaan Aeta IS Ipag National High School MNHS – Malaya MNHS – Poblacion Baseco National High School MNHS - Camaya	Marianne C. Gallardo
July 11	MNHS Pob Annex – Sisiman MNHS – Alasasin MNHS– SHS – Sitio Mabuhay MNHS - Cabcaben Lucanin IS MNHS – Batangas II MNHS – New Alion	Marianne C. Gallardo



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Enclosure No. 2 to Division Memorandum No. ___, s. 2025

c. Monitoring Form

Region: _____ Division: _____
School: _____ School Id: _____
Address: _____ Type of School: _____
Number of Learners: _____ Number of SSC Members: _____

Instruction: This form shall be accomplished by the Sports Division Officer upon monitoring the recipient schools of the SSEED program from the division. For more inquiries, contact the Bureau of Learner Support Services, School Sports Division at (02) 8632-0260 or through email address blss.ssd@deped.gov.ph.

**MONITORING FORM FOR THE PURCHASED EQUIPMENT
Sports Supplies and Equipment Enhancement and Distribution (SSEED) Program**

No.	INDICATORS	YES	NO	REMARKS
1.	AVAILABILITY OF PROCURED EQUIPMENT Is the sports equipment...			
	A. completely available to cater to the different Sports offered in the school?			
	B. purchased in good quality?			
	C. made from standard materials used in sports competitions?			
	D. procured through a bidding process before purchase?			
	E. sufficient for the number of students/ members of the School Sports Club?			
2.	STORAGE STATUS Is the sports equipment...			
	A. stored in the room that is in good condition?			
	B. systematically arranged and kept in all-in-one place?			
	C. stored in a safe and hazard-free area?			
	D. subject regular inventory checks?			
	E. vigilantly inspected and addressed any identified issues promptly?			
3.	USABILITY Is the sports equipment...			



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	A. used by all students and members of the School Sports Club?			
	B. utilized in various sports activities (Intramurals, sports fest, etc.)?			
	C. used in the regular training of competitive athletes?			
	D. accompanied by a logbook for tracking use or sorrowing?			
	E. inspected before and after using?			
4.	ACCESSIBILITY Is the sports equipment...			
	A. accessible to all members of the School Sports Club?			
	B. accessible to inclusive learners of the school?			
	C. allowed to be used by teachers and other members of the administration?			
	D. available for learners during after-school activities?			
	E. providing students with opportunities to engage in regular physical activity?			

Survey Questions:

1. Did you encounter any issues when purchasing sports equipment? If so, what were the problems, and how were they resolved?

2. What is the school's process for purchasing sports equipment?

3. How does sports equipment benefit the learners' participation in physical activities?



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4. Did the school purchase personal items of the athletes such as uniforms, shoes, and other sports gear? If yes, please specify.

5. What action does the school take if the sports equipment is lost or damaged?



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Enclosure No. 3 to Division Memorandum No. ___, s. 2025

School Sports Division

**SCHOOL SPORTS CLUB PILOT IMPLEMENTATION SURVEY QUESTIONNAIRE
FOR IMPLEMENTERS**

Instruction: Thank you for taking time to provide feedback on the implementation of the School Sports Club. Your input is valuable in assessing the effectiveness of the Club's operation and identifying areas for improvement. Please answer the following questions honestly and thoroughly.

Name (Optional) _____

Name of School _____

I. What is your role in the implementation and oversight of the School Sports Club?

- ☐ School head ☐ Sport Coordinator ☐ Sports Facilitator
☐ Coach

II. Club Establishment:

a. How satisfied are you with the process of establishing the School Sports Club?

- ☐ Very Satisfied ☐ Satisfied ☐ Neutral ☐ Dissatisfied ☐ Very Dissatisfied

b. Were there any challenges or obstacles encountered during the establishment phase?

If yes, Please specify:



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III. Planning and Organization:

- a. How would you rate the effectiveness of the planning and organization of club activities and events?

☐ Excellent ☐ Good ☐ Average ☐ Poor

- b. Do you feel that the club's goals and objective align with the overall mission of the school ☐ Yes ☐ No

IV. Resource and Support :

- a. Are the necessary resources (e.g. facilities, equipment, funding) provided to support the School Sports Club's activities?

☐ Yes, consistently ☐ Yes, but not consistent ☐ No, inadequate support

- b. How satisfied are you with the level of support and collaboration from school administration and staff members?

☐ Very Satisfied ☐ Satisfied ☐ Neutral ☐ Dissatisfied ☐ Very Dissatisfied

V. Challenges and Opportunities:

- a. What are the main challenges faced in the implementation and operation of the School Sports Club?

- b. Are there any opportunities for improvement or expansion that you would like to explore?



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VI. Collaboration and Communication:

- a. How would you rate the level of collaboration and communication among club coordinators, facilitators, administrators and stakeholders?

☐ Excellent ☐ Good ☐ Average ☐ Poor

VII. Suggestions and Feedback:

- a. Do you have any suggestions for enhancing the effectiveness of School Sports Club?

- b. Is there anything else you would like to share regarding the implementation of the School Sports Club?

VIII. Overall Assesment:

- a. How satisfied are you with the level of support and collaboration from school administration and staff members?

☐ Very Satisfied ☐ Satisfied ☐ Nuetral ☐ Dissatisfied
☐ Very Dissatisfied

Thank you for your participation and valuable feedback!. Your input will help us improve the School Sports Club for the benefit of our learners.



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School Sports Division

**SCHOOL SPORTS CLUB PILOT IMPLEMENTATION SURVEY
QUESTIONNAIRE FOR LEARNERS**

Panuto: Sagutin sa pamamagitan ng pag lagay ng Tsek (/) sa kung ano ang iyong palagay na naaayun sa iyong Pananaw o kagustohan. Ang mga iyong mga kasagutan ay isinasa-alalang na kumpidensyal. Ito ay gagamitin lang upang maging basihan ng mga programang ilalatag ng School Sports Division lalo na ang School Sports Club (SSC).

1. Pangalan _____
2. Edad _____
3. Year and Section _____
4. Pangalan ng Paaralan _____
5. Sports _____

		Oo	Hindi	Siguro
1	Mga Magandang naidudulot ng Sports sa buhay ko bilang mag-aaral			
	a. Lumalakas ang aking katawan sa tuwing ako'y nag lalaro ng aking gustong sport at iba pang gawaing pangpalakasan			
	b. Masaya akong nakikipag laro sa aking mga kamag-aral			
	c. Lagi akong pumapasok ng paaralan dahil ako'y masayang nakakapaglaro kasama ang aking mga kamag-aral at kaibigan			
	d. Madali kong naiintindihan ang mga aralin ko dahil masigla ang aking katawan			
	e. Naging parte na ng pang araw-araw kong gawain ang makapaglaro ng paborito kong isport			



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2	Bago ka sumali sa SSC Ano-ano ang mga karaniwang gawain pagkatapos ng iyong klase			
	a. Umuwi na ako derecho sa aming bahay			
	b. Naglalaro pa kami sa loob ng paaralan			
	c. Naglalaro pa kami sa labas ng paaralan			
	d. Nakikipagkwentuhan pa sa mga kaklase			
	e. Naglalaro ng computer/ video games sa aking cellphone or computer			
3	May mga gawaing pisikal na pangmalakasan sa loob ng paaralan			
	a. Mayroon kaming mga pagpipiliang mga gawain sa loob ng paaralan pagkatapos ng aming klase			
	b. Nakakapaglaro pa kami sa loob ng paaralan pagkatapos ng aming klase			
	c. Mayroong nakalaang lugar sa amin para makapaglaro pagkatapos ng aming klase			
	d. May iba't-ibang isports na mapagpipilian sa loob ng paaralan			
	e. Binibigyan kami ng pagkakataong matutong maglaro ng ibat-ibang klase ng isports sa loob ng aming paaralan			
	f. Nakapag laro kami ng Patintero, Piko, Tumbang preso, agawan base at iba pang larong pilipino.			
4	Pagsali ng mag-aaral sa mga gawaing pampisikal sa loob ng Paaralan			
	a. Sumasali ako sa iba't-ibang gawaing pang sports sa loob ng aming paaralan			
	b. Ibinigagay loob na ng paaralan ang gusto kong sport			
	c. Mayroon pa akong gusting isports subalit wala ito sa loob ng aming paaralan			
	d. Lagi akong sumasali sa aming mga palarong intramurals			
	e. Nakapaglaro na ako sa isang sports competition dala ang pangalan ng aking eskwelahan			



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5	Nakakatulong sa mga mag-aaral ang pagsali sa sports club			
	a. Nakakatulong ang isports upang palakasin ang aking katawan			
	b. Mas masaya akong pumapasok ng paaralan at nagagawa ko ang aking mga Gawain dahil masigla ang aking katawan			
	c. Masaya kaming naglalaro ng aking nagiging kaibigan dahil sa aking paglalaro			
	d. Mas dumadami ang aking nagiging kaibigan dahil sa aking paglalaro			
	e. Hinihikayat ko ang iba ko pang kaibigan, kapatid at kamag-anak na sumali sa isports klab (SSC).			



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School Sports Division

SCHOOL SPORTS CLUB PILOT IMPLEMENTATION MONITORING TOOL

1	Participation Rate (Attendance)	(1) 1-25% Learners of the identified learner/ s participated in the SSC Activity	(2) 26-49% Learners of the identified learners participated in the SSC Activity	(3) 50-75% Learners of the identified learners participated in the SSC Activity	(4) 76-100% Learners of the identified learners participated in the SSC Activi	
2	Number of Sessions Conducted	(1) 1-5 sessions were conducted	(2) 6-12 sessions were conducted	(3) 13-16 sessions were conducted	(4) 17-20 sessions were conducted	
	Stakeholders Involvement (Internal and external stakeholder s involved in sec)	(1) (not yet engage with Stakeholder) involvement of internal and external stakeholders for the pilot implemrntatio n of SSC	(2) (Engage with 1-2 Stakeholder/ s) involvement of internal and external stakeholders for the pilot implementation of SSC	(3) (Engage with 3-4 Stakeholders) involvement of internal and external stakeholders for the pilot implementation of SSC	(4) (Engage with 5 or more Stakeholders) involvement of internal and external stakeholders for the pilot implementation of SSC	
4	Type and extent of support of Stakeholder (in terms of financial, service, material/ supply)	(1) (not yet engage with Stakeholder) Number/s of engaged stakeholders with support extended in terms of financial, service, material/ supply with MOA/ MOU	(2) (Engage with 1-2 Stakeholder/s) Number/s of engaged stakeholders with support extended in terms of financial, service, material/ supply with MOA/ MOU	(3) (Engage with 3-4 Stakeholders) Number/s of engaged stakeholders with support extended in terms of financial, service, material/ supply with MOA/MOU	(4) (Engage with 5 or more Stakeholders) Number/s of engaged stakeholders with support extended in terms of financial, service, material/ supply with MOA/MOU	
5	Injury and Safety Records	(1) More than 7 Injuries recorded during the conduct of SSC Activi	(2) 4-6 Injuries recorded during the conduct of SSC Activity	(3) 1-3 Injuries recorded during the conduct of SSC Activity	(4) No Injury recorded during the conduct of SSC Activity	
6	Venue and Facilities	(1) The venue and facilities are	(2) The venue and facilities are	(3) The venue and facilities	(4) The venue is for SSC activity	



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		shared with 4 or more other school Activities	shared with 23 other school Activities	are shared with 1 other school Activities	only with no shared school Activities	
7	Supplies and Equipzment	(1) Insufficient in necessary supplies and equipment.	(2) Some equipment is available, but not enough for all participants Quality of equipment needs improvement. Minor safety concerns with certain items.	(3) Adequate quantity of equipment for all participants. Equipment is of satisfactow quality and wellmaintained. Generally safe and functional gear.	(4) Abundant and high-quality equipment for all participants. State-of-the-art gear that enhances the sports experience. Rigorous maintenance program in place.	
8	Organization and Management	(1) The Organization and management of SSC is not yet organized	(2) The Organization and management of SSC is organized with School Personnel involvement only	(3) The Organization and management of SSC is organized with School Governance Council involvement	(4) The Organization and management of SSC is organized according to the oraanizational structure proposed by the Manual of Operations	
9	SSC Learners Organizational Structure	(1) The Learners ssc Organizational Structure in not yet organized	(2) The SSC is organized with Designated Learners Leaders only	(3) The SSC is organized with Learners Officers	(4) The SSC is organized according to the organizational structure of the proposed Manual of Operations	
10	Manual of Operation	(1) The Proposed Manual of operation has nothing to do with the establishment of the SSC	(2) The Proposed Manual of operation guided the school in establishing the SSC With proposed Major revisions	(3) The Proposed Manual of operation guided the school in establishing the SSC With proposed minor revisions	(4) The Proposed Manual of operation guided the school in establishing the SSC	



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ANNEX 5. Terms of Reference

TERMS OF REFERENCE

Name:	
Position Title:	
Office:	
Duration:	
Duties and Responsibilities:	
Recommended by:	Approved by:



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Enclosure No. 4 to Division Memorandum No. ___, s. 2025

FORM SSC.1: SCHOOL SPORTS CLUB REGISTRATION FORM

INSTRUCTIONS: Input the necessary details. Indicate N/A if not applicable. **DO NOT ABBREVIATE.**

A. Basic Information			
Region		Division	
Name of School		School ID	
Address			
Email address (if any)		Telephone No.	
Website URL (if any)			
B. School Profile			



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ESCC PRIME HRM BRONZE AWARD
ESCC Resolution No. 250/100



PHILIPPINE QUALITY STANDARD
COMMITMENT TO QUALITY MANAGEMENT SYSTEM
2022



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C. Sports Club

C.1 Mandatory Sports

At least **three out of six mandatory sports**; however you may establish any preferred sports club.
Add rows if necessary.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

C.2 Preferred Sports

Add rows if necessary.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

- 7.
- 8.
- 9.
- 10.
- 11.
- 12.

Declaration:

I hereby declare the information provided in this application is true and correct and there have been no misleading statements, omission of any relevant facts nor any misinterpretation made.

Prepared by:

Sports Club Coordinator	
Signature	
Date	

Certified by:

Principal/Officer-in-Charge	
Signature	
Date	

Verified by:

Division Sports Officer	
Signature	
Date	

This form is not valid if not signed.

Required Attached Document: Accomplished Form SSC.2 School Sports Club Attachment Form



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Enclosure No. 5 to Division Memorandum No. ___, s. 2025

FORM SSC.2: School Sports Club Attachment Form

INSTRUCTIONS: Input the necessary details. Indicate N/A if not applicable.
DO NOT ABBREVIATE.

I. SPORTS CLUB INFORMATION

Create a copy of this page if four or more sports clubs are being offered. Add rows and columns if necessary.

Sport's Club Name:	
Established Date:	
Sports Club Facilitator/s:	
Sports Club Member/s:	
Members' Name	Grade Level
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

Sport's Club Name:	
Established Date:	
Sports Club Facilitator/s:	
Sports Club Member/s:	
Members' Name	Grade Level
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	



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PHILIPPINE QUALITY STANDARD
QUALITY MANAGEMENT LEVEL II
2023



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Sport's Club Name:	
Established Date:	
Sports Club Facilitator/s:	
Sports Club Member/s:	
Members' Name	Grade Level
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

II. PROGRAMMING

Put the preferred time schedule. Add rows and columns if necessary.

Time	Sports Club	Mon	Tues	Wed	Thurs	Fri	Sat
Example							
3:00PM-4:00PM	Arnis Sports Club		/				
4:00PM-5:00PM	Chess Sports Club			/			
5:00PM-6:00PM	Sepaktakraw Sports Club					/	

Put the preferred time schedule. Add rows and columns if necessary.

Time	Varsity Club	Mon	Tues	Wed	Thurs	Fri	Sat



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III. LIST OF AVAILABLE SPORTS EQUIPMENT AND SPORTS FACILITIES

Tick the box if standard sports equipment and facilities are available and ready to use. Put remarks and add rows if necessary.

Learning Facilities		Remarks
<input type="checkbox"/>	Track and field oval	
<input type="checkbox"/>	Gymnasium / covered court	
<input type="checkbox"/>	Basketball court	
<input type="checkbox"/>	Volleyball court	
<input type="checkbox"/>	Swimming pool	
<input type="checkbox"/>	Football/ softball/ baseball field	
<input type="checkbox"/>	Spacious playing area	
<input type="checkbox"/>	Others: _____ _____	

Sports Equipment		Remarks
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

IV. SPORTS ACTIVITIES, PROGRAMS AND/OR PROJECTS

Give at least (3) three recent activities, programs, projects or any other initiatives implemented related to sports.
Add rows if necessary.

Activities/Programs/Projects	Date of Implementation
1.	
2.	
3.	



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CSC Memorandum No. 20091002





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Declaration:

I hereby declare the information provided in this application is true and correct and there have been no misleading statements, omission of any relevant facts nor any misinterpretation made.

Prepared by:

Sports Club Coordinator	
Signature	
Date	

Certified by:

Principal/Officer-in-Charge	
Signature	
Date	

Verified by:

Division Sports Officer	
Signature	
Date	