



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

September 23, 2026

DIVISION MEMORANDUM

No. 463 s. 2026

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

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

1. This Office announces the Monitoring of the School Sports Clubs under the Sports Supplies and Equipment Enhancement and Distribution (SSEED) Program on **October 6-9, 2026**, in all elementary/secondary schools of **Abucay District**.
2. The objectives of the monitoring activity are to assess the utilization and condition of the distributed sports supplies and equipment in elementary/secondary school and evaluate the implementation and activities of school sports club in alignment with the goals of the Sports Supplies and Equipment Enhancement and Distribution (SSEED) Program.
3. Attached to this Memorandum are the following:
 - a. List of Schools to be Monitored
 - b. Part I.: School Information
 - c. Part II.: Learners Enrollment in Sports Club
 - d. Part III.: Implementation
 - e. Part IV.: Sports Supplies, Materials & Equipment Monitoring
 - f. Part V.: Sports Supplies, Materials & Equipment Management
 - g. Part VI.: Sports Facilities
 - h. Part VII.: Sports Activity Participated
 - i. Part IX.: Photo Documentation
 - j. Part X.: Findings, Issues and Recommendations
 - k. Monitoring Checklist



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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 

TA1/FVG



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List of Schools to be Monitored

DATE	SCHOOLS	NAME OF MONITOR
OCTOBER 6, 2026	B. Camacho NHS B. Camacho NHS-SHS Abucay High School	FRANCIS V. GALLARDO, MPES Technical Assistant I
OCTOBER 7, 2026	T. Pinpin MES Abucay North ES Capitangan ES Jose Abejar MES	FRANCIS V. GALLARDO, MPES Technical Assistant I
OCTOBER 8, 2026	Kabukiran ES Mabatang NHS Wawa ES Salian ES Wawa ES	FRANCIS V. GALLARDO, MPES Technical Assistant I
OCTOBER 9, 2026	Mabatang ES P. Rubiano ES Hacienda ES Bangkal Resettlement ES Bangkal ES	FRANCIS V. GALLARDO, MPES Technical Assistant I



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MONITORING CHECKLIST

Means of Verification to be Checked

Part II — Learners' Enrolment in SSC			
No.	Document / Means of Verification	Available?	Remarks
1	List of Enrollment	☐ Yes ☐ No	
Part III — Monitoring of SSC Implementation			
No.	Document / Means of Verification	Available?	Remarks
1	Participation Rate	☐ Yes ☐ No	
	SSC Learner Registration	☐ Yes ☐ No	
	Attendance	☐ Yes ☐ No	
2	Approved SSC Activity Schedule (<i>per sports</i>)	☐ Yes ☐ No	
3	Stakeholders' Involvement	☐ Yes ☐ No	
	Notice of Meeting	☐ Yes ☐ No	
	Financial Report	☐ Yes ☐ No	
	MOA/MOU	☐ Yes ☐ No	
	SGC Resolution	☐ Yes ☐ No	
4	Type and Extent of Stakeholder Support (<i>if applicable</i>)	☐ Yes ☐ No	
	Award Certificate	☐ Yes ☐ No	
	List of Materials Donated	☐ Yes ☐ No	
5	Injury and Safety	☐ Yes ☐ No	
	No. of Reported SSC Related Injuries	☐ Yes ☐ No	
	SSC Safety Guidelines (<i>if available</i>)	☐ Yes ☐ No	
6	Venue and Facilities	☐ Yes ☐ No	
	Physical Facility	☐ Yes ☐ No	
	Actual photo of facilities	☐ Yes ☐ No	
	Letter or appraisal / Memo for Exclusive Use /MOA/MOV (<i>if available</i>)	☐ Yes ☐ No	
7	Supplies and Equipment	☐ Yes ☐ No	
	Inventory List (<i>property inventory form</i>)	☐ Yes ☐ No	



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	Physical Supplies and Equipment	☐ Yes ☐ No	
1	SSC Organization Management	☐ Yes ☐ No	
	Notice of Meeting	☐ Yes ☐ No	
	Minutes of Meeting	☐ Yes ☐ No	
	Internal Guidelines	☐ Yes ☐ No	
	Organizational Chart	☐ Yes ☐ No	
9	Learners' SSC Organization	☐ Yes ☐ No	
	List of Officers	☐ Yes ☐ No	
	Organizational Chart	☐ Yes ☐ No	
	Notice of Meeting	☐ Yes ☐ No	
	Minutes of Meeting	☐ Yes ☐ No	
	Pictures of Activities <i>(if available)</i>	☐ Yes ☐ No	
	Cert of Accreditation <i>(if applicable)</i>	☐ Yes ☐ No	
Part IV — Sports Equipment Monitoring			
No.	Document / Means of Verification	Available?	Remarks
1	Inventory List	☐ Yes ☐ No	
2	Physical Sports Equipment	☐ Yes ☐ No	
Part V — Material Management			
No.	Document / Means of Verification	Available?	Remarks
1	Inventory List	☐ Yes ☐ No	
2	Guidelines or Process <i>(if available)</i>	☐ Yes ☐ No	
3	Physical Inventory Check	☐ Yes ☐ No	
Part VI — Physical Inventory			
No.	Document / Means of Verification	Available?	Remarks
1	Physical Inventory — Follow the Provided Guidelines	☐ Yes ☐ No	
Part VII — Activity Documentation			
No.	Document / Means of Verification	Available?	Remarks
1	Schedule	☐ Yes ☐ No	
2	After-Activity Report	☐ Yes ☐ No	
3	Pictures	☐ Yes ☐ No	
Part VIII — Facilitator and Program Documentation			



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No.	Document / Means of Verification	Available?	Remarks
1	Memorandum or Letter Order Designating Sports Club Facilitator	☐ Yes ☐ No	
2	Calendar of Activities	☐ Yes ☐ No	
3	Safety Protocol Guidelines	☐ Yes ☐ No	
4	SSC Activity Schedule	☐ Yes ☐ No	

Prepared by _____ Noted by: _____



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**SCHOOL SPORT CLUB MONITORING TOOL
(TECHNICAL ASSISTANT)**

*This School Sports Club (SSC) Monitoring Tool is used by the Schools Division Office (SDO) focal person of School Sports Division in conducting on-site monitoring and validation visits to public schools. Pursuant to **DepEd Order No. 22, s. 2025** — Policy Guidelines on the Institutionalization of the School Sports Club in Public Schools — this tool assesses school-level compliance on learner participation, sports equipment utilization, facilities, coaching and supervision, and conduct of sports activities. Findings shall serve as basis for providing technical assistance and program interventions to ensure the effective and sustained implementation of the School Sports Club Program in all public schools within the division.*

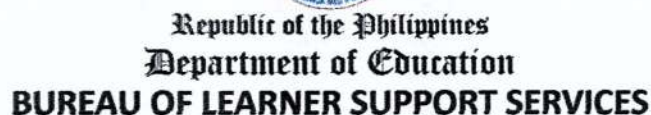
General Directions:

1. This form shall be accomplished by the **SDO Focal Person** during actual on-site monitoring visits to schools implementing the SSC Program pursuant to **DepEd Order No. 22, s. 2025**.
2. Complete all items in the **School Information** section before proceeding with the monitoring proper.
3. Write **N/A** for indicators that are not applicable to the school being monitored.
4. Place a check mark (✓) in the appropriate column based on actual observation and on-site verification only.
5. For **Part III**, rate each indicator using the four-point scale (1–4)
6. Use the **Remarks** column to record additional observations or clarifications per indicator.
7. Attach photo documentation as supporting evidence of the school's SSC implementation.
8. Discuss all findings and recommendations with the **School Head and/or SSC Coordinator** before leaving the school.
9. Accomplish and submit the monitoring data through the **designated online form** and furnish a copy to the **Regional Focal Person** within **three (3) working days** after the monitoring visit.
10. This document is for **official use only** of the **School Sports Division** for the School Sports Club Program.

PART I. SCHOOL INFORMATION (☐ Place a check mark (✓) on the applicable box for Program Offering and Typology of School)

This section captures the basic profile of the school being monitored. The monitoring officer shall fill in all required information accurately based on actual school data at the time of the visit.

Region:		Division:	
School Name:		Name of School Head:	
School ID:		Name of Sports Coordinator:	
Program Offering:	☐ Purely ES ☐ Purely SHS ☐ JHS with SHS ☐ SPED School	☐ Purely JHS ☐ ES & JHS (K-10) ☐ All Offering (K-12) ☐ School w/ LWD	Typology of School: ☐ Very Small ☐ Medium ☐ Very Large ☐ Small ☐ Large ☐ Mega
No. of Enrollees:		Monitoring Date:	
No. of Sports Facilitator		Name of Focal Person:	



Legend: LWD = Learners with Disabilities ALS= Alternative Learning System IP = Indigenous People



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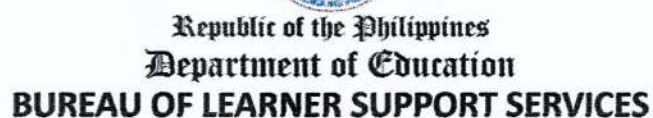
PART III. IMPLEMENTATION - This section serves as a checklist for verifying the implementation of the School Sports Club (SSC) Program in the school. It determines the presence and completeness of the required documents, organizational structures, plans, and activities by checking the corresponding indicators and reviewing the prescribed Means of Verification (MOVs). The checklist ensures a systematic and consistent validation of SSC program compliance and implementation.

Area	Indicators	Evident	Not Evident	MOVs	Remarks
The school has:					
Club Organization	Established and registered SSCs			• Notice of meeting • Action plan and registration forms (Form 1 & Form 2) • Internal Guidelines • Organizational Chart	
	Updated SSC Membership Registry				
	Designated SSC Coordinator and Facilitators				
	Elected SSC Officers				
The school has:					
Planning and Implementation	Approved SSC Action Plan			• Action Plan • Session Plan • Pictures of Activities • Program Accomplishment Report	
	SSC sessions conducted (2-3 hours weekly)				
	Sports clinics conducted				
	Sports skills festivals conducted				
	SSC intramural and extramural activities conducted				
	Advocacy and orientation activities conducted				
	Has at least one sports offering				
The school has:					
Learner Participation	Registered SSC members			• SSC Learner Member Registration • Attendance Log • Parental Consent • Medical Certificate (if applicable)	
	Learners with disabilities, IP, ALS participating				
The school has:					
Assessment	Physical fitness assessments completed			• Physical Fitness Test Result • Sports Skills Assessment Result	
	Sports skills assessments completed				
The school has:					
Supplies and Equipment	Updated Equipment Inventory			• Inventory List (properly inventory form) • Physical Supplies and Equipment	
Venue and Facilities	Safe and serviceable sports facilities			• Physical Facility • Actual photo of facilities • Letter or appraisal/ Memo for Exclusive use/MOA/MOV (if applicable)	



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The school has:					
Stakeholder Support	Partnerships established			- Notice of Meeting - SGC Resolution - Financial Report - MOA/MOU	
	Stakeholder meetings conducted				
	Donations and sponsorships received				
The school has:					
Safety Mechanisms	Safety orientation conducted			- No. of Reported SSC Related Injuries - SSC Safety Guidelines (if available) - Parental Consent Medical Certificate (if applicable)	No. of Reported SSC Related Injuries: _____
	Incident/Injury Reports completed				No. of Reported LRP Concerns Related to SSC Activities: _____
	Secured Parental Consent Forms, Health Declaration Forms/Medical Certificate				
	First aid kit available				
The school has:					
Feedback mechanism	Documentation of Activities			- Post-Activity Report - Pictures of Activities	
	Post Activity Evaluation of Activities				

[illegible]



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PART V. SPORTS SUPPLIES, MATERIALS, & EQUIPMENT MANAGEMENT - This section evaluates the proper management, utilization, and condition of sports equipment and materials in the school. The monitoring officer shall check the applicable box based on actual verification during the visit.

Indicator	Yes	No	Remarks
Is the school a SSEDP (Sports Supplies and Equipment Enhancement Disbursement Program) recipient?	☐	☐	
Has a Utilization Report been submitted for the sports equipment?	☐	☐	
Is the equipment properly labeled and organized?	☐	☐	
Is the equipment being actively used during SSC activities?	☐	☐	
Is there available storage room for supplies, materials, & equipment?	☐	☐	
Is there a sports custodian assigned to the school?	☐	☐	
Is there a regular maintenance schedule for equipment?	☐	☐	
Is an updated equipment inventory on file?	☐	☐	
Overall Equipment Condition:	☐ Excellent ☐ Good ☐ Fair ☐ Poor ☐ Needs Replacement		



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PART VI. SPORTS FACILITIES - This section documents the availability, standard, condition, and amenities of sports facilities in the school. The monitoring officer shall fill in all columns based on actual inspection of each facility during the visit.

FACILITY TYPE	Available (Y/N)	Standard		Roofing / Covered	Flooring	Condition			Amenities					Remarks / Issues
		Standard	Non- Standard			Good	For Repair	For Rehab	Bleachers	Toilets	PWD Ramp	Locker/ Dressing	Storage	
Gymnasium (Full-size)														
Covered Court														
Multi-Purpose Gymnasium														
Outdoor Court (Basketball)														
Outdoor Court (Volleyball)														
Badminton Court														
Football / Soccer Field														
Track Oval / Running Track														
Swimming Pool														
Table Tennis Area														
Chess / Indoor Game Area														
Other Facility (specify):														
Any buildable space:														



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PART VII. SPORTS ACTIVITIES PARTICIPATED - This section records the sports activities and competitions participated in by the school's Sports Club. The monitoring officer shall check the applicable box and provide relevant details for each activity.

Activity	Participated	Did Not Participated	Details/Date/ Participants
Regular Sports Club Activities / Practice Sessions	☐	☐	
School Sports Meet / Intramurals	☐	☐	
Palarong Pambansa District-Level Sports Meet	☐	☐	
Palarong Pambansa Division-Level Sports Meet	☐	☐	
Palarong Pambansa Regional Sports Meet	☐	☐	
Palarong Pambansa National Sports Meet	☐	☐	
PSC – Initiated Competition	☐	☐	
NSA – Initiated Competition	☐	☐	
LGU Initiated Sports Event	☐	☐	
(NGO) Invitation Sports Event	☐	☐	
Sports Demonstration / Exhibit	☐	☐	
Special Olympics (for learners with disabilities)	☐	☐	
Fun Run / Sports Fitness Events	☐	☐	
Sports Training Camp	☐	☐	
Online / Virtual Sports Competition (Online Chess, martial arts skills demo etc.)	☐	☐	
Other Activity (specify):			

PART VIII. SCHOOL SPORTS CLUB FACILITATOR - This section assesses the presence, regularity, and effectiveness of the SSC Facilitator in conducting sports club activities. The monitoring officer shall check the applicable box based on actual observation and verification during the visit.

Indicator	Yes	No	Remarks
Is an SSC Facilitator present during SSC activities?			
Are activities conducted regularly according to schedule?			
Is an SSC activity calendar in place?			
Are safety protocols and first aid measures observed?			
Is proper supervision of learners ensured at all times?			
Does the SSC Facilitator hold relevant certifications?			
Is the SSC Facilitator-to-Learner ratio appropriate?			
Is a SNED facilitator applicable?			



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PART IX. PHOTO DOCUMENTATION - This section serves as visual evidence of the actual conduct of SSC activities during the monitoring visit. The monitoring officer shall attach or insert clear photos with corresponding captions.

PHOTO 1	PHOTO 2
PHOTO 3	PHOTO 3
CAPTION Photo 1 / DESCRIPTION:	CAPTION Photo 2 / DESCRIPTION:
CAPTION Photo 3 / DESCRIPTION:	CAPTION Photo 4/ DESCRIPTION:



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PART X. FINDINGS, ISSUES AND RECOMMENDATIONS - This section documents the key findings, challenges, and recommendations gathered during the monitoring visit. The monitoring officer shall provide specific and actionable entries to guide the provision of technical assistance and program interventions.

1.Challenges / Issues Encountered:

2.Needed Support and Interventions:

3.Recommendations for Improvement

4.Schools Requiring Follow-Up Monitoring

5.Other Observations/ Comments:

Signature over Printed Name / Date
Technical Assistant / SDO Representative

Signature over Printed Name / Date
Sports Club Coordinator

Signature over Printed Name / Date
School Head / Principal

Signature over Printed Name / Date
SGOD Chief / Authorized Representative