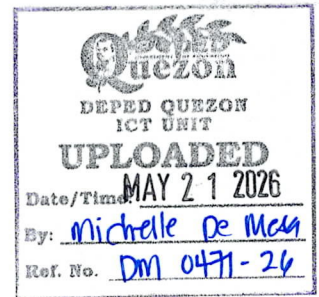




Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE



21 May 2026

DIVISION MEMORANDUM
 No. 0471, s. 2026

SCHOOL CLUB FAIR 2026

To: Assistant Schools Division Superintendents
 Division Chiefs
 Public Schools District Supervisors
 School Heads In-Charge of Learner Formation
 Elementary and Secondary School Heads
 All Others Concerned

1. In reference with **DepEd Order No. 72, s. 2003** titled **Establishment of Youth for Environment in Schools Organization (YES-O); Dangerous Drugs Board Regulation No. 5, s. 2007** titled **Institutionalizing the Barkada Kontra Droga (BKD) Program; DepEd Order No. 38, s. 2005** titled **Recognition of the Red Cross Youth as Official Co-Curricular Organization in the Schools; DepEd Order No. 56, s. 2005** titled **Revised Implementing Guidelines on the Operation of the Youth Entrepreneurship and Cooperativism in Schools Program**, and **DepEd Order No. 22, s. 2025** titled **Policy Guidelines on the Institutionalization of the School Sports Club in Public Schools**, this Office, through the School Governance and Operations Division – Learner Formation Section (SGOD-LFS), announces the conduct of **School Club Fair 2026** on **June 8-13, 2026**.
2. The activity shall strictly follow the schedules prescribed below to ensure compliance with **DepEd Order No. 9, s. 2026** titled **Guidelines on the Implementation of the Three-Term School Calendar in Basic Education**:

Date/s	Events	In-Charge
June 8-10, 2026	Membership Campaign per School Club	School Coordinator
June 11-12, 2026	School Level Club Elections (YES-O/ BKB/ RCYC/ YECS/ Sports Clubs*)	School LG COMEA
June 13, 2026	District Level Club Elections (YES-O/BKB/RCYC/YECS)	District School Head In-Charge of Learner Formation and

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		Designated Committee Members
TBA in a separate memorandum	Division Level Club Elections (YES-O/BKB/RCYC/YECS)	SGOD-LFS and Host Schools
<i>*Sports Clubs shall be up to school level only.</i>		

3. Kindly read all enclosures for the membership form templates and other relevant guidelines. For sports clubs, please follow the templates as per DepEd Order No. 22, s. 2025.
4. The district's Learner Government Commission on Election and Appointment (LG COMEA) shall submit its election results through the hard copy of approved registry of elected officers during the division level club elections duly signed as per election guidelines.
5. Conduct of this activity shall also follow the provisions in **DepEd Order No. 09, s. 2005 - Instituting Measures to Increase Engaged Time-on-task and Ensuring Compliance Therewith; DepEd Order No. 03, s. 2023 - An Order Allowing the Conduct of In-person Activities in Schools;** and community guidelines on safety and health protocols.
6. All expenses incurred in the conduct of district level elections shall be charged against school MOOE/local funds subject to the usual accounting and auditing rules and procedures.
7. For the information and compliance of all concerned.

FOR:

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

BY:


ROSELYN O. GOLFO, CESO VI
Assistant Schools Division Superintendent

sgod/mamt/05/21/2026

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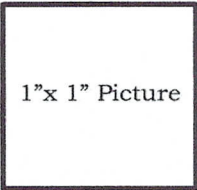


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Enclosure 1 to DM No. 0471, s. 2026



CLUB MEMBERSHIP FORM FOR SCHOOL YEAR 2026-2027

Instruction: Kindly provide the necessary information and answer the questions for your official membership to the chosen school club.

School Club: (Put a check /)

- | | | | | | | | | |
|------------------|--------------------------|-------|--------------------------|-------|--------------------------|-------|--------------------------|------|
| For Elementary - | <input type="checkbox"/> | YES-O | <input type="checkbox"/> | BKBJA | <input type="checkbox"/> | JRCYC | <input type="checkbox"/> | YECS |
| For Secondary - | <input type="checkbox"/> | YES-O | <input type="checkbox"/> | BKB | <input type="checkbox"/> | SRCYC | <input type="checkbox"/> | YECS |

Name: _____ **Grade Level as of SY 2026-2027:** _____

Contact No.: _____ **Email Address:** _____

Home Address: _____

- Have you been a member of this club from the previous school years? If yes, how long and in what specific activities were you involved?

- Why did you decide to join this club and what is/are the significant action/s do you plan to contribute for this advocacy?

Parent's/Guardian's Consent

I hereby permit my son/daughter to join the school club for SY 2026-2027. I also commit to support his/her organizational undertakings related to the various projects and activities of the school club selected above.

Signature over Printed Name of Parent/Guardian

To be filled up by the School Coordinator ONLY:

Recommending Approval:

School Coordinator

Approved:

School Head

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Enclosure 2 to DM No. 0471, s. 2026

District Level Club Election Guidelines

A. Composition, Duties and Responsibilities of District Learner Government Commission on Elections and Appointment (LG COMEA)

1. The District LG COMEA shall be composed of the **School Head In-Charge of Learner Formation** and **other designated personnel** in the district as needed.
2. The School Head In-Charge of Learner Formation shall serve as the Chief Commissioner while the other designated personnel shall be appointed as Commissioner on Screening and Validation, Commissioner on Electoral Board, Commissioner on Grievance, and additional committee members.
3. The **Chief Commissioner** shall act as the chief executive officer of the commission and shall have the following duties:
 - a. call and preside all meetings and/or may designate concerned commissioner to preside for meetings related to the conduct of district level club elections;
 - b. supervise the district level club elections; and
 - c. approve and sign official results and other election reports of the activity.
4. The **Commissioner on Screening and Validation** shall have the following duties:
 - a. screen the documentary requirements of all candidates for district level club elections;
 - b. secure and submit the final list of official candidates;
 - c. validate the official results of the district level club elections;
 - d. prepare notice and minutes of meetings related to the district level club elections;
 - e. disseminate information and facilitate meetings related to election schedules;
 - f. provide the final results to the Chief Commissioner;
 - g. prepare the official results of the elections for submission during the Division Level Club Elections; and
 - h. perform other tasks assigned by the Chief Commissioner.
5. The **Commissioner on Electoral Board** shall have the following duties:

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- a. conduct and facilitate the voting process;
 - b. prepare the oath of office for signature of the winning candidates; and
 - c. perform other tasks assigned by the Chief Commissioner.
6. The **Commissioner on Grievance** shall have the following duties:
- a. review and validate election-related complaints;
 - b. convene with other commissioners and/or concerned personnel in resolving issues and complaints to ensure fair and just decision;
 - c. issue penalties in accordance to the guidelines agreed upon by the District LG COMEA; and
 - d. perform other tasks assigned by the Chief Commissioner.

B. District Election Guidelines

1. Participants to the district level club elections shall be the elected elementary and secondary school club presidents to be accompanied by their school heads or designated personnel. Please be reminded that teachers are not allowed to attend during this activity.
2. For districts with three to six elementary or secondary schools counted separately, school club vice presidents shall also participate.
3. For districts with only one or two secondary schools, the set of officers shall be filled up through appointment. The district club presidents shall be appointed from one of the school club presidents respectively.
4. Photocopy of the signed oath of office of the candidates and parental consent shall be presented as requirement to the district level club elections.
5. The elective positions shall be President, Vice President, Secretary, Treasurer, Auditor, Public Information Officer and Protocol Officer.
6. At the start of the election proper, all participants will deliver a one minute speech to their fellow learners.
7. The election shall begin with the presidential position. All school club presidents are automatically nominated. All participating learners will cast a vote of their choice. Self-votation is not allowed. If all votes are already counted, the Chief

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Commissioner shall announce the winner. The winning candidate shall be then removed from the list of remaining nominees for the succeeding positions.

8. In districts with vice presidents as participants, they shall only be nominated if all presidents are already elected. For districts with only three secondary schools, the school club secretary of the winning district club president shall be appointed as district club protocol officer.
9. The elected district elementary and secondary club presidents shall be the official representatives in the Division Level Club Elections.
10. In case of tie, the District LG COMEA shall use toss coin (for two-way tie) and draw lots (for three-way tie or more) to break the tie.
11. Upon completion of the set of seven major positions, oath-taking shall immediately take place to be led by the Chief Commissioner or authorized representative.

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Enclosure 3 to DM No. 0471, s. 2026

Parent Consent Form

This form confirms that as parent/guardian, I agree to allow the participation of my son/daughter in the District Level Club Elections. This is to confirm that I give full permission for any activity that may be done during the conduct of this election and the use of some or all of their images/contributions/performances in any publication (including electronic publications such as film or website) created by or for the DepEd – Quezon Learner Formation and to release this material on DepEd official platforms.

I hereby confirm that I agree and understand the commitment of my son/daughter to these learner formation programs. I also understand and will support my son's/daughter's endeavor to comply with the guidelines of the election, meet the expectations as participant, and fulfill the responsibilities as an elected district club officer.

Name and Signature of the Learner

Name and Signature of the Parent/Guardian

Date

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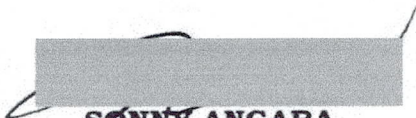
DepEd ORDER
No. **022**, s. 2025

**POLICY GUIDELINES ON THE INSTITUTIONALIZATION OF THE SCHOOL
SPORTS CLUB IN PUBLIC SCHOOLS**

To: Undersecretaries
Assistant Secretaries
Minister, Basic, Higher and Technical Education, BARMM
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public Elementary and Secondary School Heads
All Others Concerned

1. Recognizing the necessity of promoting learners' holistic development by improving their physical fitness and well-being, the Department of Education (DepEd) issues the enclosed **Policy Guidelines on the Institutionalization of the School Sports Club (SSC) in Public Schools**, which aims to allow for more active and accessible sports participation among all types of learners.
2. This Order guides school sports clubs' establishment, operations, management, merits and rewards, fund sources, and monitoring. It also provides program support for school sports clubs through the Sports Supplies and Equipment Enhancement and Distribution (SSEED) Program.
3. The schools with existing school sports clubs shall adopt the guidelines provided herein, and the schools without SSCs shall establish their school sports clubs accordingly.
4. All Orders and other related issuances, rules and regulations that are inconsistent with this Order are repealed, rescinded, or modified accordingly.
5. This Order shall take effect upon its approval, issuance, and 15 days after its publication in the Official Gazette or a newspaper of general circulation. Certified copies of this Order shall be registered with the Office of the National Administrative Register (ONAR) at the University of the Philippines Law Center (UP LC), UP Diliman, Quezon City.
6. Any clarification or feedback regarding this Order shall be coordinated with the **Bureau of Learner Support Services-School Sports Division**, 3rd Floor, Mabini Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City, through email at blss.ssd@deped.gov.ph or telephone number (02) 8632-0260.

7. Immediate dissemination of and strict compliance with this Order is directed.


SONNY ANGARA
Secretary

Encl.:
As stated

Reference:
DepEd Order No. 25, s. 2015

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

BASIC EDUCATION
CLUBS
FUNDS
LEARNERS
PHYSICAL EDUCATION AND HEALTH



POLICY
PROGRAMS
SCHOOLS
SPORTS

- b. **Policy and Guidelines** – prescribe courses of action and recommended rules or instructions that govern the management of the SSC program
 - c. **Curriculum and Program Standards** – consist of the contents and values a club member should know and be able to do; the delivery and assessment in terms of a specific level of performance and achievement
 - d. **Program Resources** – tap sources of support (human, physical, and fiscal) for the program to operate effectively
 - e. **Partnership and Linkages** – establish collaboration and networking with relevant individuals and/or groups for sports advocacy, promotion of volunteerism, mobilization of resources, and sustainability of club operations
3. **School Sports Club Structure** – The sample structure of the SSC, as shown in *Figure 7*, identifies the different program implementers in the establishment and organization of the sports club. This structure may vary depending on the size and capacity of the school, as well as the number of sports being offered in the SSC.
- a. The **School Head** shall assess the readiness and capacity of the school by referring to the Enhanced School Improvement Plan, Annual Implementation Plan, and the Office and Individual Performance Commitment Review Forms to validate entry points in the management of the school’s sports club program. The School Head shall establish partnerships and linkages internally (e.g., school canteen, Parents-Teachers Association) and externally, through the Adopt-A-School Program in RA No. 8525, for the improvement of sports facilities and the development of teachers.
 - b. SSC implementers, which include the Coordinator and Facilitator, shall be DepEd teaching or non-teaching personnel. Designation as a sports club implementer (i.e., coordinator, facilitator) will be treated as a teaching-related assignment as a Sports Development Program Trainer/Adviser. The School Head shall designate one **School Sports Club Coordinator** who shall assist in managing the SSC program. Each sport offered has a **School Sports Club Facilitator/s** (i.e., Arnis Club Facilitator) who shall conduct sports club activities for learners in achieving physical literacy (i.e., key stage, skill level). In the case of small schools, teaching or non-teaching personnel may have more than one designation as sports club coordinator and facilitator. Designated program implementers shall be given capacity-building activities related to club management and sports skills training. The designation of teachers must follow the parameters and procedures provided in DepEd Order No. 005, s. 2024 and DepEd Memorandum No. 053, s. 2024.
 - c. The **School Sports Club members** shall include all types of learners who are interested in joining the SSC. Separate guidelines shall be issued for schools to ensure inclusive sports participation of LWDs and ALS learners. The **School Sports Club Officers** shall serve as liaisons between the club members and the SSC facilitator.

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6. School Sports Club Logo

Figure 5: School Sports Club Logo



The **Lit Brazier** represents the desire to learn basic life skills and values.



The **five abstracts** on the brazier represent the initials for the School Sports Club (SSC).



The **colorful twelve (12) figures with varying colors and sizes** around the brazier represent Kindergarten to 12th grade learners.



A **ring** is placed around the logo symbolizing the Afterschool Sports Program principles; **Inclusive, Enjoyable, and Active**. Inclusive means open for all, Enjoyable means voluntary basis considering the interests of the learners, and Active means being physically active to achieve physical fitness through play and fun.



The **human figure with two tones (blue & red)** represents a dynamic movement symbolizing the learner is at play and having fun.

B. Club Establishment – As follows are the considerations for the establishment of an SSC:

1. **SSC Registration Process** – Sports Clubs are recognized upon registration with the Schools Division Office. The registration process to establish an SSC is as follows:
 - a. The SSC Coordinator, together with the Learner Government Coordinating Council, shall conduct a survey with the learners on what sports they prefer to be offered
 - b. The School Head shall conduct consultative meeting/s with the School Governance Council, SSC Coordinator, SSC Facilitator, and other stakeholders to discuss the survey results evaluation, schedule of SSC activities, selection of sports offering/s, and other SSC-related matters

- c. Schools shall have only one School Sports Club, with Arnis as a mandatory sport, and may offer additional sports based on the following: (a) athletics and/or swimming as basic sports⁶, (b) sports played in Palarong Pambansa, (c) Philippine Games, (d) learners' preferred sports as per survey results, and (e) sports under existing sports associations. The number of sports to be offered shall consider the availability of qualified SSC Facilitators, adequacy of sports equipment, suitability of facilities, and other resource assessments to ensure the quality and safety of SSC activities
 - d. The School Head, in coordination with the SSC Coordinator, shall complete the SSC registration form and submit it to the Schools Division Office to be included in the SSC data mapping of the SSEED Program. Subject to fund availability, schools registered in the SSEED Program shall receive a Program Support Fund (PSF) for the acquisition of sports supplies, materials, and equipment for SSC activities
 - e. Should there be only one sport offered (Arnis), the SSC Coordinator shall also act as the SSC Facilitator
 - f. Further additions to the identified sports offered listed in the submitted Registration Form shall be included in the next academic year through the submission of a letter to the SDO signifying their interest in offering said additional sport/s
2. **School Sports Club Membership** - SSC Membership shall be voluntary and open to all types of enrolled learners of elementary and secondary levels, regardless of sports-related knowledge/skills/experience, age, gender, cultural and socio-economic backgrounds, and special needs.
- a. Each learner shall be admitted to only one (1) sport in the SSC per academic year to promote continuous sports skills development
 - b. There shall be no limit to the number of SSC members
 - c. Interested learners, guided by their parents or legal guardians, shall accomplish a duly signed SSC Membership Form and Learner's Assent Form for SSC
 - d. SSC Members with pre-existing medical conditions shall undergo and submit the results of their medical check-ups with their respective school clinics or municipal/city health centers. The School Clinic or Municipal/City health centers shall then assess their medical records and issue a medical clearance/certificate to these learners, recommending whether they are fit to participate in the SSC.
 - e. Membership admission shall occur every first quarter of the academic year. Learners shall be allowed to end their membership at any time, provided they submit a letter signed by their parent/legal guardian signifying their intent to end their membership.
 - f. Any fundraising activity and collection of fees for club membership, participation, sports equipment, and uniforms are highly discouraged in accordance with DepEd Order No. 19 s. 2008.

⁶ DepEd Order No. 025 s.2015

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C. Club Operations – The following shall be observed for the operations and management of the SSC:

1. Schedule of Operations and Activities

- a. SSC activities shall be conducted only with the presence and supervision of the SSC Facilitator or his/her alternate. No SSC activities shall be conducted without the SSC facilitator's supervision or his/her alternate.
- b. The schedule of SSC activities shall be flexible based on the class schedules and shall be conducted during weekdays. Parents' Consent Form for SSC shall be secured if SSC activities will be conducted beyond the class schedule
- c. SSC activities shall be conducted with a minimum of two hours and a maximum of three hours per week⁷ to complement the WHO requirement of 60 minutes per day of physical activities, and shall operate during the academic year
- d. For ALS, the Division ALS Focal Persons are encouraged to assist in adjusting the frequency and timing of SSC activities to align with the unique availability of ALS Learners
- e. Teaching personnel are not mandated to conduct SSC activities during summer break. However, SSC activities during the summer break shall be allowed, provided the School Head submits a letter request to the SDO for approval of the Schools Division Superintendent.
- f. SSC activities during summer break may also be integrated into the existing DepEd summer break programs, such as, but not limited to, National Learning Camp, Brigada Eskwela, etc.

2. Program of Activities

- a. The SSC shall focus on the establishment and strengthening of the club in its first year of implementation. This aims to allow SSC members to simultaneously and actively participate in the different SSC activities while fostering social interaction with fellow members
- b. SSC activities shall be guided by and aligned with the Sports Manual's key stage standards to ensure activities are age-appropriate, inclusive, and help in developing learners holistically
- c. The succeeding years of SSC implementation shall include the conduct of activities such as inter-school sports club tournaments, and SSC festivals, among others, to which specific guidelines shall be provided later

⁷ DepEd Sports Manual, 2021

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