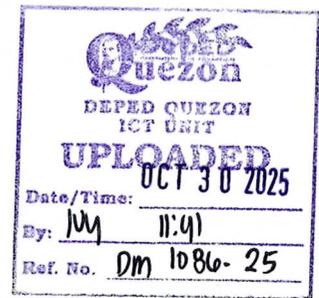




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



27 October 2025

**DIVISION MEMORANDUM**

DM No. 1086, s. 2025

**MONITORING OF RECIPIENT SCHOOLS BATCH 5 FOR THE SPORTS SUPPLIES AND EQUIPMENT ENHANCEMENT AND DISTRIBUTION PROGRAM (SSEEDP)**

**To:** Assistant Schools Division Superintendents  
Division Chiefs  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

1. With reference to the attached DepEd Order No. 022 S. 2025 titled “Policy Guidelines on the Institutionalization of the School Sports Club in Public Schools”, this Office will conduct an on-site monitoring of the school recipients of SSEED Program (Batch 5) on November to December 2025.
2. The monitoring is part of the program’s effort to ensure proper utilization, maintenance, and safeguarding of the distributed equipment. All school heads must ensure that the equipment is being used appropriately, properly stored, and maintained as per the guidelines provided by the BLSS-SSD.
3. See attached enclosure for the list of school recipients of SSEED program to be monitored. Travel and incidental expenses of the division monitoring team shall be charged to the Sports SARO PSF, subject to the existing accounting and auditing rules and regulations.
4. The designated Division Monitoring Team shall be composed of the following:
  - Jay S. Alfaro – Division Sports Officer
  - Joan Alejaida R. Mauhay – Education Program Supervisor, SNED
  - Tisha Elaina G. Ventocilla – SSC Focal Person

DEPEDQUEZON-TM-SDS-04-009-003



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- Public Schools District Supervisors of school recipients
5. Immediate dissemination and compliance with this Memorandum is desired.

  
**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent 

cid-imstev/10/06/2025

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Enclosure No. 1 to DM No. 1086 s. 2025

**LIST OF RECIPIENT SCHOOLS OF THE SPORTS SUPPLIES AND EQUIPMENT  
ENHANCEMENT DISTRIBUTION (SSEED) PROGRAM BATCH 5**

No.	School ID	Name of School	District	Dates to be Monitored
1	109299	Muliguin ES	Unisan	November 6, 2025
2	109163	Jose Rizal ES	Sariaya East	November 7, 2025
3	109102	Briones ES	San Antonio	
4	108559	Bongliw ES	Panukulan	December 2, 2025

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Republic of the Philippines  
**Department of Education**

AUG 07 2025

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](mailto: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

**H. Health Services** – The SSC members shall have access to the Health Services offered by the school. The delivery of preventive and promotive health services, including basic treatment of minor ailments, emergency cases, and physical examination and medical treatment/referrals are to be handled by the health personnel in the school clinic or the Division Office clinic where the school is located. The health personnel shall issue a medical certificate or clearance prior to participation in the SSC.

1. **Provision of Insurance** – Subject to RA No. 12009 and pertinent auditing rules and procedures, a separate guideline shall be had, providing for an insurance policy to cover any sports-related accidents incurred by learners, free from any negligence on the part of the school, its officials, and personnel.

**I. Stakeholder Engagement** - The School Head, with the assistance of the SSC Coordinator, shall engage with internal and external stakeholders to support the establishment and sustainability of their SSC operations.

**VI. ROLES AND RESPONSIBILITIES** – The roles and responsibilities are as follows:

**A. Central Office**— The Operations Strand, through the BLSS–SSD, shall:

1. Formulate policies for the management, implementation, operation, and monitoring of the SSC;
2. Oversee, monitor, and evaluate the implementation of the SSC;
3. Conduct capacity-building initiatives for the SSC implementers;
4. Ensure relevant and thematic alignment of the SSC with the curriculum of P.E. and Health, Special Program in Sports (SPS), and Sports Track; and
5. In coordination with the Policy and Planning Service – Educational Management Information System Division (PPS – EMISD), include identified SSC indicators in the Learner Information System and other DepEd monitoring systems to ensure data availability for SSC monitoring.

**B. Regional Office** – The Regional Office, through the Education Support Services Division (ESSD), shall:

1. Oversee the implementation of the policy consistent with the priorities and context of the region;
2. Provide technical assistance to the Schools Division Offices on the implementation of the program;
3. Download program support funds for the operation of the SSC, separate from the School Maintenance and Other Operating Expenses (MOOE), to the Division and School SSC implementers;
4. Ensure the safe conduct of the SSC activities by providing capacity building initiatives to Division and School SSC implementers; and
5. Through the Regional SSD Focal Person, consolidate and prepare a summary report of all submitted SSEED Program Utilization and Implementation Reports, SSC Action Plans, Monitoring and Evaluation Reports, and other SSC-related reports from the Divisions for submission to the Central Office.

**C. Schools Division Office** -- The Schools Division Office, through the School Governance and Operation Division (SGOD), shall:

1. Oversee, monitor, and evaluate the implementation process of the SSC;
2. Through the Division Sports Officer, verify the submitted SSC Registration Forms of the schools;
3. Through the Division SD Focal Person, consolidate and prepare a summary report of all submitted SSEED Program Inventory Reports, SSC Action Plans, Monitoring and Evaluation Reports, and other SSC-related reportorial requirements submitted by the schools;
4. Provide technical assistance to the schools and CLCs in implementing the SSC program; and
5. The SGOD shall facilitate the allocation and downloading of Program Support Funds (PSF) to the SSC based on the integrated SSC Action Plan in the School's Annual Implementation Plan and School Improvement Plan.

**D. School** -- The School shall:

1. Ensure the effective implementation of the SSC aligned with the school's context;
2. Establish an inclusive environment for all learners;
3. Engage the participation of the school's teaching and non-teaching personnel;
4. Ensure a safe and environment-friendly SSC facility;
5. Engage with internal and external stakeholders, guided by the provisions of this policy and other existing DepEd Orders on partnerships; and
6. Ensure that the rights of the students are protected at all times.