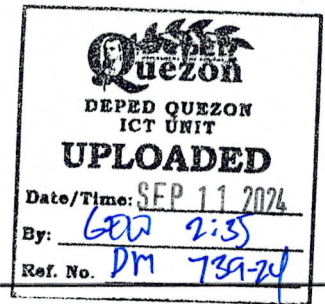




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



10 September 2024

DIVISION MEMORANDUM
DM No. 739, s. 2024

**GUIDELINES FOR THE PROCUREMENT OF SPORTS SUPPLIES MATERIALS
AND EQUIPMENT FOR SCHOOL SPORTS CLUB FOR FISCAL YEAR 2024
AND RECIPIENTS OF THE PROGRAM SUPPORT FUND**

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

1. In reference to DepEd OM-OUOPS-2024-10-02040 under the School Sports Supplies and Equipment Enhancement Distribution Program of the BLSS-SSD for the procurement of sports supplies and equipment for the implementation of School Sports Club, this Office announces the Guidelines in the Procurement of Sports Supplies, Materials, and Equipment for School Sports Club for FY 2024 and Recipients of the Program Support Fund.
2. Anent to this, an **Orientation Meeting on the Utilization and Guidelines in the Procurement of Sports Supplies, Materials, and Equipment for School Sports Club for FY 2024** will be held on **September 13, 2024, 1:30 pm** via zoom platform, **Meeting ID: 850 1247 2624 Passcode: 123456**. The participants in this orientation are the Sports PSF Recipient School Heads and School Sports Club Coordinators. Please see attached memorandum for the list of recipients and the guidelines on utilization.
3. Immediate dissemination and compliance to this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

cid-ims/jarm/09/10/2024

DEPEDQUEZON-TM-SDS-04-009-003



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Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

MEMORANDUM

OM-OUOPS-2024-10 - 02040

TO : **Regional Directors**
Assistant Regional Directors
Schools Division Superintendents

FROM : **ATTY. REVSEE A. ESCOBEDO**
 Undersecretary for Operations

: **ANNALYN M. SEVILLA**
 Undersecretary for Finance

SUBJECT : **Guidelines on Program Support Fund for the Procurement of Sports Supplies Materials and Equipment for School Sports Club under SSEEDP for Fiscal Year 2024**

DATE : **May 17, 2024**

This has reference to the School Sports Supplies Materials and Equipment Enhancement Distribution Program (SSEEDP) of the Bureau of Learners Support Services - School Sports Division (BLSS-SSD) for the procurement of Sports Supplies and Equipment for the implementation of School Sports Club.

Contribute to Philippine Development Plan 2023-2028 MATATAG Agenda that says "TAke good care of learner's well-being, inclusive education, and a positive learning development, and the Adoption of Basic Education Development Plan 2030 (BEDP 2030) also known as DepEd Order No. 24, s. 2022 highlighted Learners' Resiliency and Well-Being. And as provided for in DECS Order no 35, s. 1996 or the Revised BPESS Program, Sports Support Service, the Sports Supplies and Equipment Enhancement Distribution Program (SSEEDP). The Regional Office (RO), Schools Division Office (SDO) and School-Recipients shall receive the Program Support Fund for Sports Supplies Materials and Equipment for Fiscal Year 2024 through the issuance of Sub-Allotment and Release Order (Sub-ARO).

See attached on the following information: Target Recipients, Funding Requirements, Eligible Expenses, Utilization of Program Support Fund, Roles and Responsibilities, and Monitoring and Evaluation.

The DepEd Central Office (CO), through the Bureau of Learner Supports Services – School Sports Division (BLSS-SSD) shall regularly monitor the program implementation and fund utilization by the ROs, SDOs, and recipient-Schools through a consolidated utilization and implementation report.

The Regional Sports Officers shall submit to the BLSS-SSD a consolidate utilization report duly signed by Regional Director to be submitted through blss.ssd@deped.gov.ph.

For more information, all concerned may contact the BLSS-SSD via email address or at telephone number (02) 8362-02-06.

Immediate dissemination of and compliance with this memorandum is desired.

**TARGET RECIPIENTS, FUNDING REQUIREMENTS, ELIGIBLE EXPENSES,
UTILIZATION OF PROGRAM SUPPORT FUND, ROLES AND RESPONSIBILITIES,
AND MONITORING AND EVALUATION**

I. Target Recipients:

The criteria used for the identification of the recipient-schools was based on the registered schools in the BLSS-SSD data based as follows:

- a. registered their existing Sports Club/s and found in the SSD Directory;
- b. accomplished and submitted sports club profile/registration forms (Form SSC.1 and Form SSC.2) signed by their concerned superior/s;
- c. with qualified personnel to handle the Sports Club;
- d. has available playing facilities such as covered court/multi-purpose hall, vacant space, open field for physical activities; and
- e. actively participates in any sports activities.
- f. Schools that were successful beneficiaries of the first and second batch of the SSEED Program are ineligible to be recipients of the Program for its succeeding batches.

II. Funding Requirement:

The funding for the procurement of Sports Supplies Materials and Equipment for School Sports Club shall be sourced from the FY 2024 Physical Fitness and School Sports (PFSS) Funds.

A total amount of **Php 142,240,000** shall be downloaded to the Regional Offices and Schools Division Offices through Sub-Allotment Release Order (Sub-ARO) from Central Office (CO) to the Regional Offices (ROs) and School Division Offices (SDOs).

Each ROs shall receive Sixty Thousand pesos (**Php 60,000.00**) while the SDOs shall receive One Thousand Five Hundred pesos (**1,500.00**) for each qualified recipient-school, to cover transportation and other expenses as part of their function in ensuring the smooth implementation of the program.

The Selected recipient-school in the Province/City Division Shall receive Fifty Thousand pesos (**Php 50,000.00**)

III. Eligible Expenses

The list of sports supplies, equipment and materials with minimum technical specifications per sports event eligible for procurement are recommended. In case some items in the given list are already available in their respective Sports Clubs, other needed sports item could be procured.

The procurement of semi-expendable tangible assets shall below the capitalization threshold of fifty thousand pesos (50,000.00), as prescribed in the Government Accounting Manual.

IV. Utilization of Program Support Funds

The utilization of this fund shall be subject to the standard budgeting, accounting and auditing rules regulations, and the Government Procurement Reform Act (R.A. 9184)

The FY 2024 current funds provided herein shall be valid for the obligation and disbursement until December 31, 2025.

The judicious utilization of the fund is expected Misuse and/or mismanagement of these funds for the purposes other than those authorized in this set of guidelines is strictly prohibited. Any violation committed by any individual or group will be dealt with in accordance with existing government accounting and auditing rules and regulations.

V. ROLES AND RESPONSIBILITIES:

1. The Central Office shall:
 - a. **formulate** guidelines on the implementation of the FY 2024 SSEED Program;
 - b. **facilitate** the downloading of financial assistance for the procurement of sports supplies and equipment; and
 - c. **conduct** the monitoring of procurement of sports supplies and materials/fund utilization of Schools Division Offices in coordination with the Regional Sports Officers and Division Sports Officers, as part of its mandated functions and responsibilities.

2. The Regional Office shall:
 - a. **ensure** that the Regional Sports Development Program is aligned with their Comprehensive Schools Sports Program – School Sports Club;
 - b. **provide** technical assistance for School Division Offices in the implementation of sports programs;
 - c. **monitor** the implementation of FY 2024 SSEED Program; and
 - d. **submit** the analyzed results of the conducted monitoring and evaluation activity to the Central Office through email at blss.ssd@deped.gov.ph duly signed by the Regional Director.

3. The Schools Division Office shall:
 - a. **submit** the list of select-recipient schools to the Central Office through Regional Sports Officers;
 - b. **ensure** that the Schools Division Office sports program is aligned with their Regional Sports Development Program - School Sports Club;
 - c. **provide** technical assistance to schools in the implementation of FY 2024 SSEED Program and other sports program;

VI. Monitoring and Evaluation

For the effective monitoring of the implementation and utilization of the downloaded PSF, the SDO shall submit the consolidated utilization and implementation reports to the Central Office through email at blss.ssd@deped.gov.ph duly signed by the Schools Division Superintendents and must copy furnish the Regional Office (Regional Sports Officers), a month after the implementation with a subject BATCH 3 SSEEDP Report(space)<Region>(space)<SDO Name>. For example, BATCH 3 SSEEDP Report NCR SDO PASAY.

No.	Division Office	No.	School ID	Recipient-Schools	Program Support Fund		Total Amount of PSF	Total Amount of PSF per Region/ SDO
					Amount of PSF per School	Traveling and Other Expenses		
12	Division of Lucena City					10,500	10,500	360,500
		1	109741	Domoit ES	50,000	-	50,000	
		2	109718	Elvira Razon Aranilla ES	50,000	-	50,000	
		3	109733	Mayao Castillo ES	50,000	-	50,000	
		4	167503	Dalahican ES Annex	50,000	-	50,000	
		5	109725	San Lorenzo ES	50,000	-	50,000	
		6	167501	Hermana Fausta ES	50,000	-	50,000	
		7	109714	Lucena East VII ES-Annex	50,000	-	50,000	
13	Division of Quezon					70,500	70,500	2,420,500
		1	108936	Pakllng ES	50,000	-	50,000	
		2	301407	Talipan NHS	50,000	-	50,000	
		3	109003	Dulong Bayan ES	50,000	-	50,000	
		4	108967	Malicboy East ES	50,000	-	50,000	
		5	301313	Evaristo R. Macalintal Memorial NHS	50,000	-	50,000	
		6	108518	Maliğaya ES	50,000	-	50,000	
		7	301371	Leonarda D. Vera Cruz NHS	50,000	-	50,000	
		8	109305	Santayana ES	50,000	-	50,000	
		9	301287	Bagong Silang NHS	50,000	-	50,000	
		10	301296	Buenavista NHS	50,000	-	50,000	
		11	301302	Caigdal NHS	50,000	-	50,000	
		12	301337	Lina Gayeta Lasquety NHS	50,000	-	50,000	
		13	308006	Hagonghong Integrated HS	50,000	-	50,000	
		14	301290	Bantad NHS	50,000	-	50,000	
		15	109198	Bukal ES	50,000	-	50,000	
		16	109214	Mapulot ES	50,000	-	50,000	
		17	502666	Balesin IS	50,000	-	50,000	
		18	108772	Plaza Rizal ES	50,000	-	50,000	
		19	109048	Sibulan ES	50,000	-	50,000	
		20	109045	Polillo Central ES	50,000	-	50,000	
		21	108539	Cabong ES	50,000	-	50,000	
		22	301406	Tagkawayan NHS	50,000	-	50,000	
		23	301390	Marcial B. Villanueva NHS	50,000	-	50,000	
		24	108796	Tudturan ES	50,000	-	50,000	
		25	108540	De La Paz ES	50,000	-	50,000	
		26	108550	San Pedro ES	50,000	-	50,000	
		27	165010	Tejero ES	50,000	-	50,000	
		28	301348	Lusacan NHS	50,000	-	50,000	
		29	109271	Cabay ES	50,000	-	50,000	
		30	109267	Bukal ES	50,000	-	50,000	
		31	109065	Kiloloron ES	50,000	-	50,000	
		32	108894	Mauban North ES- I	50,000	-	50,000	
		33	109229	Tagkawayan Central ES	50,000	-	50,000	
		34	108893	Mabato ES	50,000	-	50,000	
		35	301395	San Isidro IS	50,000	-	50,000	

No.	Division Office	No.	School ID	Recipient-Schools	Program Support Fund		Total Amount of PSF	Total Amount of PSF per Region/ SDO
					Amount of PSF per School	Traveling and Other Expenses		
		36	108891	Concepcion ES	50,000	-	50,000	
		37	108985	Jomalig Central ES	50,000	-	50,000	
		38	109204	Katimo ES	50,000	-	50,000	
		39	502142	San Nicolas IS	50,000	-	50,000	
		40	301373	Doña Francisca Alvarez Rejano IS	50,000	-	50,000	
		41	109122	Don Juan Verceles ES	50,000	-	50,000	
		42	301369	Pagsangahan NHS	50,000	-	50,000	
		43	109028	Calasumanga ES	50,000	-	50,000	
		44	109038	Milawid ES	50,000	-	50,000	
		45	301368	Renato Edaño Vicencio NHS	50,000	-	50,000	
		46	301308	Canda NHS	50,000	-	50,000	
		47	301325	Gumaca NHS	50,000	-	50,000	
14	Division of Rizal					6,000	6,000	206,000
		1	308113	Regional Lead School For The Arts In Angono	50,000	-	50,000	
		2	109307	Angono ES	50,000	-	50,000	
		3	301433	Carlos Botong V. Francisco Memorial NHS	50,000	-	50,000	
		4	109310	Don Justa Guido Memorial School	50,000	-	50,000	
15	Division of San Pablo City					16,500	16,500	566,500
		1	109805	Dolores ES	50,000	-	50,000	
		2	109764	San Jose ES	50,000	-	50,000	
		3	109803	Antonia Manuel Magcase ES	50,000	-	50,000	
		4	109779	Banaad ES	50,000	-	50,000	
		5	109804	Concepcion ES	50,000	-	50,000	
		6	109801	San Vicente ES	50,000	-	50,000	
		7	109777	Bagong Bayan ES	50,000	-	50,000	
		8	109784	Santiago 1 ES	50,000	-	50,000	
		9	109749	Ambray ES	50,000	-	50,000	
		10	301509	Santisimo Rosario Integrated HS	50,000	-	50,000	
		11	109761	Placido Escudero Memorial School	50,000	-	50,000	
16	Division of San Pedro City					9,000	9,000	309,000
		1	108430	San Antonio ES	50,000	-	50,000	
		2	108428	Rosario Complex ES	50,000	-	50,000	
		3	108419	Chrysanthemum Village ES	50,000	-	50,000	
		4	108426	Pacita Complex 1 ES	50,000	-	50,000	
		5	164528	Southville 3A ES	50,000	-	50,000	
		6	307914	Dona Pilar M. Alberto Integrated NHS	50,000	-	50,000	
17	Division of Tanauan City					18,000	18,000	618,000
		1	107757	Dr. Alcantara ES	50,000	-	50,000	
		2	321603	Janopol Oriental NHS	50,000	-	50,000	
		3	107770	Pagaspas ES	50,000	-	50,000	
		4	107747	Bagbag ES	50,000	-	50,000	