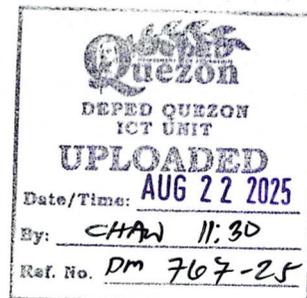




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



12 August 2025

**DIVISION MEMORANDUM**

**DM No. 767s. 2025**

**MONITORING OF RECIPIENT SCHOOLS BATCH 3 FOR THE SPORTS SUPPLIES AND EQUIPMENT ENHANCEMENT AND DISTRIBUTION PROGRAM (SSEEDP)**

**To:** Assistant Schools Division Superintendents,  
Division Chiefs,  
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/online monitoring of the school recipients of SSEED Program (Batch 3) on August to September 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
  - Public Schools District Supervisors of school recipients

DEPEDQUEZON-TM-SDS-04-009-003



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5. Immediate dissemination and compliance with this Memorandum is desired.

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

MARIA DOLORES D. ATIENZA  
Administrative Officer V

cid-ims/tev/08/12/2025

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Enclosure No.1 to DM No. 767, s. 2025

**LIST OF RECIPIENT SCHOOLS OF THE SPORTS SUPPLIES AND EQUIPMENT  
ENHANCEMENT DISTRIBUTION (SSEED) PROGRAM BATCH 3**

No.	School ID	Name of School	District	Dates to be Monitored
1.	165010	Tejero ES	Mauban North	August 13-15, 2025
2.	108891	Mauban North I ES	Mauban North	
3.	108893	Mabato ES	Mauban North	
4.	108891	Concepcion ES	Mauban North	
5.	108518	Maligaya ES	Atimonan II	
6.	301290	Bantad NHS	Gumaca East	
7.	108772	Plaza Rizal ES	Gumaca West	
8.	301325	Gumaca NHS	Gumaca West	
9.	109267	Bukal ES	Tiaong II	
10.	108796	Tudturan ES	Infanta	August 19-22, 2025 (online)
11.	109065	Kiloloron ES	Real	
12.	502666	Balesin IS	Polillo	
13.	109048	Sibulan ES	Polillo	
14.	109045	Polillo Central ES	Polillo	
15.	108985	Jomalig Central ES	Jomalig	
16.	109028	Calasumanga ES	Panukulan	

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17.	109038	Milawid ES	Panukulan	August 26-29, 2025	
18.	109003	Dulong Bayan ES	Pitogo		
19.	502142	San Nicolas IS	General Luna		
20.	108936	Pakiing ES	Mulanay II		
21.	301373	Doña Francisca Alvarez Rejano IS	Mulanay II		
22.	108540	De La Paz ES	Buenavista I		
23.	108539	Cabong ES	Buenavista I		
24.	301296	Buenavista NHS	Buenavista I		
25.	308006	Hagonghong Integrated HS	Buenavista II		
26.	108550	San Pedro ES	Buenavista II		
27.	301390	Marcial B. Villanueva NHS	San Francisco I		
28.	109122	Don Juan Vercelos ES	San Francisco II		
29.	301369	Pagsangahan NHS	San Francisco II		
30.	301368	Renato Edaño Vicencio NHS	San Francisco II		
31.	301313	Evaristo R. Macalintal Memorial NHS	Quezon		September 1-3, 2025

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**Department of Education**

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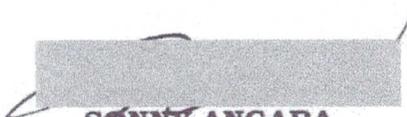
DepEd ORDER  
No. **022**, s. 2025

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

To: Undersecretaries  
Assistant Secretaries  
Minister, Basic, Higher and Technical Education, BARM  
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