



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

December 23, 2024

**REGIONAL MEMORANDUM**  
No. **1626** s. 2024

**REGISTRATION OF ALL SCHOOLS IN EASTERN VISAYAS  
FOR THEIR EXISTING SCHOOL SPORTS CLUB**

To: Schools Division Superintendents  
Division Sports Officers  
School Heads  
All Others Concerned

1. This office, through the Education Support Services Division, hereby announces the Registration of all Schools in **DepEd Region VIII - EASTERN VISAYAS** with existing School Sports Club.
2. The objective of the registration is used to identify the recipient school for the School Sports Supplies Materials and Equipment Enhancement Distribution Program (SSEEDP) for School Sports Club.
3. School shall accomplish and submit Form SSC.1 and Form SSC.2 signed by their concerned superior/s. and upload to the registration link using the school DepEd Microsoft account: <https://bit.ly/afterschoolsportsclubregistration2024>.
4. Enclosed is the template for Form SSC. 1, SSC. 2.
5. Immediate dissemination of and compliance with this Memorandum are desired.



*[Signature]*  
**EVELYN R. FETALVERO, CESO III**  
Regional Director

Enclosures: As stated,

References: None

To be indicated in the Perpetual Index under the following subjects

FORMS

PROGRAMS

SPORTS

ESSD-MJDR



Address: Government Center, Candahug, Palo, Leyte  
Telephone No.: (053) 832-5738  
Email Address: region8@deped.gov.ph  
Website: region8.deped.gov.ph

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Republic of the Philippines  
Department of Education  
**BUREAU OF LEARNER SUPPORT SERVICES**

**FORM SSC.1: SCHOOL SPORTS CLUB REGISTRATION FORM**

INSTRUCTIONS: Input the necessary details. Indicate N/A if not applicable. **DO NOT ABBREVIATE.**

<b>A. Basic Information</b>			
<b>Region</b>		<b>Division</b>	
<b>Name of School</b>		<b>School ID</b>	
<b>Address</b>			
<b>Email address (if any)</b>		<b>Telephone No.</b>	
<b>Website URL (if any)</b>			
<b>B. School Profile</b>			

## C. Sports Club

### C.1 Mandatory Sports

At least **three out of six mandatory sports**; however you may establish any preferred sports club.  
Add rows if necessary.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

### C.2 Preferred Sports

Add rows if necessary.

- |    |     |
|----|-----|
| 1. | 7.  |
| 2. | 8.  |
| 3. | 9.  |
| 4. | 10. |
| 5. | 11. |
| 6. | 12. |

### Declaration:

I hereby declare the information provided in this application is true and correct and there have been no misleading statements, omission of any relevant facts nor any misinterpretation made.

Prepared by:

<b>Sports Club Coordinator</b>	
<b>Signature</b>	
<b>Date</b>	

Certified by:

<b>Principal/Officer-in-Charge</b>	
<b>Signature</b>	
<b>Date</b>	

Verified by:

<b>Division Sports Officer</b>	
<b>Signature</b>	
<b>Date</b>	

This form is not valid if not signed.

**Required Attached Document:** Accomplished Form SSC.2 School Sports Club Attachment Form



Republic of the Philippines  
Department of Education  
**BUREAU OF LEARNER SUPPORT SERVICES**

**FORM SSC.2: School Sports Club Attachment Form**

INSTRUCTIONS: Input the necessary details. Indicate N/A if not applicable.  
**DO NOT ABBREVIATE.**

**I. SPORTS CLUB INFORMATION**

*Create a copy of this page if four or more sports clubs are being offered. Add rows and columns if necessary.*

<b>Sport's Club Name:</b>	
<b>Established Date:</b>	
<b>Sports Club Facilitator/s:</b>	
<b>Sports Club Member/s:</b>	
Members' Name	Grade Level
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

<b>Sport's Club Name:</b>	
<b>Established Date:</b>	
<b>Sports Club Facilitator/s:</b>	
<b>Sports Club Member/s:</b>	
Members' Name	Grade Level
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

<b>Sport's Club Name:</b>	
<b>Established Date:</b>	
<b>Sports Club Facilitator/s:</b>	
<b>Sports Club Member/s:</b>	
Members' Name	Grade Level
1.	
2.	
3.	
4.	
5.	

6.	
7.	
8.	
9.	
10.	

**II. PROGRAMMING**

Put the preferred time schedule. Add rows and columns if necessary.

Time	Sports Club	Mon	Tues	Wed	Thurs	Fri	Sat
Example							
3:00PM-4:00PM	Arnis Sports Club		/				
4:00PM-5:00PM	Chess Sports Club			/			
5:00PM-6:00PM	Sepaktakraw Sports Club					/	

Put the preferred time schedule. Add rows and columns if necessary.

Time	Varsity Club	Mon	Tues	Wed	Thurs	Fri	Sat

**III. LIST OF AVAILABLE SPORTS EQUIPMENT AND SPORTS FACILITIES**

Tick the box if standard sports equipment and facilities are available and ready to use. Put remarks and add rows if necessary.

Learning Facilities		Remarks
<input type="checkbox"/>	Track and field oval	
<input type="checkbox"/>	Gymnasium / covered court	
<input type="checkbox"/>	Basketball court	
<input type="checkbox"/>	Volleyball court	
<input type="checkbox"/>	Swimming pool	
<input type="checkbox"/>	Football/ softball/ baseball field	
<input type="checkbox"/>	Spacious playing area	
<input type="checkbox"/>	Others: _____ _____	
Sports Equipment		Remarks
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

**IV. SPORTS ACTIVITIES, PROGRAMS AND/OR PROJECTS**

Give at least (3) three recent activities, programs, projects or any other initiatives implemented related to sports.  
Add rows if necessary.

Activities/Programs/Projects	Date of Implementation
1.	
2.	
3.	

**Declaration:**

I hereby declare the information provided in this application is true and correct and there have been no misleading statements, omission of any relevant facts nor any misinterpretation made.

Prepared by:

<b>Sports Club Coordinator</b>	
<b>Signature</b>	
<b>Date</b>	

Certified by:

<b>Principal/Officer-in-Charge</b>	
<b>Signature</b>	
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<b>Division Sports Officer</b>	
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