



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON

09 September 2024

**Regional Memorandum**


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

To **Schools Division Superintendents**

1. Relative to OM-OUOPS-2024-10-02040<sup>1</sup>, this Office, through the Education Support Services Division, hereby announces the Registration of all Schools in CALABARZON with existing School Sports Club.
2. The objective of the registration is used to identify the recipient schools for the School Sports Supplies materials and Equipment Enhancement Distribution Program (SSEEDP) for the School Sports Club.
3. Schools 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 schools DepEd Microsoft account: <https://bit.ly/afterschoolsportsclubregistration2024>.
4. Enclosed is the template for Form SSC. 1, SSC. 2, and the list of registered schools with existing sports clubs.
5. For inquiries, please contact Dr. Eduarda M. Zapanta, Chief Education Supervisor, or Mr. Joseph Tito N. Ocampo, designated Regional Sports Officer of the Education Support Services Division at email address [essd.calabarzon@deped.gov.ph](mailto:essd.calabarzon@deped.gov.ph).
6. Immediate dissemination of this Memorandum is desired.

  
**LOIDA N. NIDEA**

Director III

Officer-in-Charge 

Office of the Regional Director

<sup>1</sup> Sports Supplies Materials and Equipment for School Sports Club  
03/ROE13



Address: Gate 2, Karangalan Village, Cainta, Rizal  
Telephone No.: 02-8682-2114  
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Website: [depedcalabarzon.ph](http://depedcalabarzon.ph)



Certificate No. PHP QMS  
22 93 0085



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.**

| A. Basic Information                       |                     |               |  |
|--|---------------------|---------------|--|
| Region                                     | IV- A (CALABARZON)  | Division      |  |
| Name of School                             |                     | School ID     |  |
| Address                                    |                     |               |  |
| Email address (if any)                     |                     | Telephone No. |  |
| Website URL (if any)                       |                     |               |  |
| B. School Profile                          |                     |               |  |
| School Population:                         |                     |               |  |
| No. of Teaching Personnel:                 |                     |               |  |
| No. of Athletes competed in Division Meet: | (Specify the Event) |               |  |
| Regional Meet:                             |                     |               |  |
| Palarong Pambansa:                         |                     |               |  |
| International Competition:                 |                     |               |  |
|  |                     |               |  |

This form is not valid if not signed.

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





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**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>                        |  |

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Verified by:

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

**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>      |                    |
| <b>Members' Name</b>              | <b>Grade Level</b> |
| 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>      |                    |
| <b>Members' Name</b>              | <b>Grade Level</b> |
| 1.                                |                    |
| 2.                                |                    |
| 3.                                |                    |
| 4.                                |                    |
| 5.                                |                    |
| 6.                                |                    |
| 7.                                |                    |
| 8.                                |                    |

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|     |  |
|-----|--|
| 9.  |  |
| 10. |  |

|                                       |                    |
|---------------------------------------|--------------------|
| <b>Sport's Club Name: N/A</b>         |                    |
| <b>Established Date: N/A</b>          |                    |
| <b>Sports Club Facilitator/s: N/A</b> |                    |
| <b>Sports Club Member/s: N/A</b>      |                    |
| <b>Members' Name</b>                  | <b>Grade Level</b> |
| 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 |
|------|-------------|-----|------|-----|-------|-----|-----|
|      |             |     |      |     |       |     |     |
|      |             |     |      |     |       |     |     |
|      |             |     |      |     |       |     |     |
|      |             |     |      |     |       |     |     |
|      |             |     |      |     |       |     |     |

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

| Time | Varsity Club | Mon | Tues | Wed | Thurs | Fri | Sat |
|------|--------------|-----|------|-----|-------|-----|-----|
|      |              |     |      |     |       |     |     |
|      |              |     |      |     |       |     |     |
|      |              |     |      |     |       |     |     |

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**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.*

| <b>Learning Facilities</b> |  | <b>Remarks</b> |
|----------------------------|--|----------------|
| <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: <u>Sepak Takraw Court</u><br>_____ |                |
| <b>Sports Equipment</b>    |  | <b>Remarks</b> |
| <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"/>   |  |                |

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**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 or 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>                    |  |

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