



Republic of the Philippines  
**Department of Education**  
Region II – Cagayan Valley  
SCHOOLS DIVISION OF NUEVA VIZCAYA

**UNNUMBERED MEMORANDUM**

**TO:** Chief, School Governance and Operations Division  
Chief, Curriculum Implementation Division  
Public Schools Division Supervisors & District In-Charge  
All others concerned

**FROM:** **ORLANDO E. M ANUEL PhD, CESO V**  
Schools Division Superintendent

**DATE :** August 8, 2024

**SUBJECT :** **REGISTRATION OF SCHOOL SPORTS CLUB**



1. In view of the call by School Supplies and Equipment Enhancement Distribution Program (SSEEDP) Division regarding the School Registration by the **schools that has just organized School Sports Club and were not able to register last school year**, this Office through SGOD encourages all schools to register using the link **<https://bit.ly/afterschoolsportsclubregistration2024>**. The registration guide are attached herewith for reference.
2. The registration of school sports club shall be the basis of SSEEDP in downloading support funds in sustaining the operation of the established sports club.
3. For information, guidance and compliance.

///eps.sgod



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# AFTER SCHOOL SPORTS CLUB REGISTRATION FOR 2024

Link: [bit.ly/afterschoolsportsclubregistration2024](https://bit.ly/afterschoolsportsclubregistration2024)

DepEd Email and Microsoft Account Required to access the Form.

## How to Login into MS 365 Portal:

1. Follow the link: [www.microsoft.com/en/microsoft-365](https://www.microsoft.com/en/microsoft-365)
2. At the top right corner of the page, click sign-in:



3. Use your DepEd Email to login:



4. Upon a successful login, you will see this screen:



### **Troubleshooting:**

1. I don't have a DepEd Microsoft Account, Wrong Password, Can't login:
  - Please contact your IT Officer for assistance.
  
2. My Microsoft Account is logged in but the form is still not accessible:
  - Log-out all email addresses logged-in on your computer.
  - Login with your DepEd Microsoft account using the instructions above.
  - Try the form again.
  - If the problem persists, please contact your IT Officer for assistance.