



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

UNNUMBERED MEMORANDUM

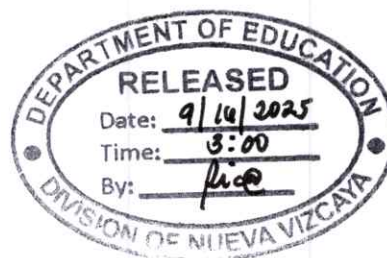
TO: Assistant Schools Division Superintendent
Chief, School Governance and Operations Division
Chief, Curriculum Implementation Division
Public Schools Division Supervisors & District In-Charge
All others concerned

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

09-2025-435

DATE : September 16, 2025

SUBJECT : **REGISTRATION OF SCHOOL SPORTS CLUB**



1. Relative to the call of Bureau of Learner Support Service (BLSS) - School Sports Development Program (SSDP), the **provision of Program Support Fund (PSF) for School Supplies and Equipment Enhancement Distribution Program (SSEED)** is based from the **School Registration of organized School Sports Club**.
2. Anent this, this Office through SGOD encourages all **schools with organized School Sports Club to register** using the link <https://tinyurl.com/sportsclubsv2> until September 30, 2025. The school may organized and register more than one sports club/event.
3. The registration of school sports club shall be the basis of SSEEDP in **downloading of Php50,000.00 support funds** for the provision of public school learners with access to standard sports supplies, materials and equipment for the school sports club activities and PE classes.
4. The herein attached **registration forms shall be utilized by the school to ensure compliance to the registration requirements**.
5. For further information and guidance, please contact Mr. Regie M. Marcos, Technical Assistant-I for School Sports at cp# 09976345983.
6. For immediate dissemination, guidance and compliance.

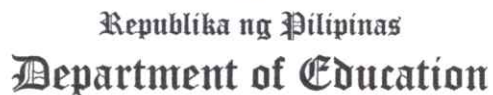


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How to Register:

- Make sure to use **DepED email** when accessing the registration link.
- Download a blank copy of the forms **FORM-SSC1** and **FORM-SSC2** from the "Blank Forms Download" section above. *(May use the attached Forms 1 & 2)*
- Complete both forms.
- The forms are "Complete" when they are: fully accomplished and signed by the proper signatories.
- Convert the completed forms into **PDF format**. (Secure with a password if possible)
- Submit the form via the online submission form below
- The online submission form will only accept **PDF** attachments which file size does not exceed 10MB.

Please make sure that you enter the correct School ID for your school, it is very important.



A. School Information

Region:		Division:	
Name of School Head:			
Name of School:			
School ID:			
School Address:			
Email Address (if any):		Contact No.	
Program Offering			
School Classification			

Basic Information

[illegible]



Republika ng Pilipinas
Department of Education

Sports Offered

Preferred/Offered Sports:

Schedule of Activities

Time	Activities	Mon	Tues	Wed	Thurs	Fri
Example						
3:00PM-4:00PM	Arnis		/		/	/

SSC Activities

List of proposed and implemented activities, programs, projects or any other initiatives related to SSC.

Add rows if necessary.

Available Learning Facilities and Sports Equipment

Learning Facilities

- ☐ Track and Field Oval
- ☐ Gymnasium/Covered Court
- ☐ Basketball Court
- ☐ Volleyball Court
- ☐ Swimming Pool
- ☐ Football/ Softball/ Baseball Field
- ☐ Spacious Playing Area
- ☐ Others, specify:

Sports Equipment: *Add rows if necessary*

Sports Equipment	Qty.	Sports Equipment	Qty.

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:

School Sports Club Coordinator	
Signature	
Date	

Certified by:

School Head	
Signature	
Date	

Verified by:

SGOD Chief/ Authorized Representative	
Signature	
Date	



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.

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

Sports Club's Name:			
Established Date:			
Sports Club Facilitator/s:			
	Members' Name	Sex	Grade Level
1.			
2.			
3.			
4.			
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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:

Sports Club Coordinator	
Signature	
Date	

Certified by:

Principal/Officer-in-Charge	
Signature	
Date	

Verified by:

Division Sports Officer	
Signature	
Date	