



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

November 24, 2025

REGIONAL MEMORANDUM

No. **1604** s. 2025

**PARTICIPANT TO THE INVITATION AND REQUEST FOR REPRESENTATIVE
FROM THE FIELD OFFICES FOR THE VALIDATION OF THE
SCHOOL SPORTS CLUB (SSC) OPERATIONS MANUAL**

To: School Division Superintendent } Leyte
All Other Concerned

1. In reference to Memorandum OM-OUGOPS-2025-07-08880 titled Invitation and Request for Representative from the Field Offices for the Validation of School Sports Club (SSC) Operations Manual, this Office, through the Education Support Services Division (ESSD), hereby informs the participation of the individual listed below in the aforementioned activity, which will be held from **December 02 – 05, 2025**, in **NEAP MIMAROPA Mindoro**.

2. The Participant in the activity:

| NAME | DESIGNATION | DIVISION | School |
|-------------------|-------------|----------|----------------------------|
| 1. Jennifer Avila | School Head | Leyte | San Jose Elementary School |

3. Attached is Memorandum OM-OUGOPS-2025-07-08880.

4. Immediate dissemination of and compliance with this Memorandum are desired.

DR. RONELO AL K. FIRMO CESO IV
Assistant Regional Director
Officer In-Charge
Office of the Regional Director

Enclosures: As stated,

References: As stated,

To be indicated in the Perpetual Index under the following subjects:

SCHOOL SPORTS CLUB MANUAL

ESSD-MJDR





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Department of Education

OFFICE OF THE UNDERSECRETARY FOR GOVERNANCE AND OPERATIONS

DEPARTMENT OF EDUCATION
RECEIVED
RECORDS SECTION REGIONAL OFFICE NO. VIII
DATE: 11-24-25
TRACKING #: 11850 TIME: 9:43
SIGNATURE: _____

MEMORANDUM

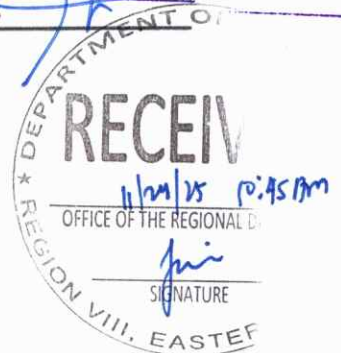
OM-OUGOPS-2025-06860

TO : **Regional Directors**
Regional Sports Officers
Schools Division Superintendents
School Head
All Others Concerned

FROM : **MALCOLM S. GARMA**
Undersecretary for Governance and Operations

SUBJECT : **INVITATION AND REQUEST FOR REPRESENTATIVES
FROM THE FIELD OFFICES FOR THE VALIDATION OF THE
SCHOOL SPORTS CLUB (SSC) OPERATIONS MANUAL**

DATE : **October 28, 2025**



Through the issuance of DepEd Order No. 22, s. 2025 titled "Policy Guidelines on the Institutionalization of the School Sports Club (SSC) in Public Schools", the Department of Education (DepEd) recognizes the necessity of promoting learners' holistic development by providing a structured avenue for more active and accessible sports participation among all types of learners.

To complement the objectives of the SSC Program, the Bureau of Learner Support Services – School Sports Division (BLSS-SSD) shall conduct the **Validation of the SSC Operations Manual**, which aims to develop the operations manual for the School Sports Club. The Manual of Operations for the SSC shall guide the SSC implementers and members in its implementation by providing comprehensive guidelines on the SSC's establishment, operations, management, recognition, financing, and monitoring and evaluation.

The issuance of the SSC Operations Manual shall ensure the standard implementation of the frameworks, guiding principles, and operational procedures of the School Sports Club program. It shall serve as a reference for SSC activities and further issuances. Moreover, the comprehensive guidelines will guide beyond SSC institutionalization towards strengthened and sustainable school sports development programs, allowing for more inclusive and active participation, capacitated implementers, consistent funding, responsive facilities and equipment, and reliable safety measures.

As follows are the details of the Validation of the Manual of Operations for the School Sports Club:



16th Floor, TechZone Building, Sen. Gil Puyat Avenue, Makati City
Telephone Nos.: (02) 8633-5313; (02) 8631-8492
Email Address: ouops@deped.gov.ph | Website: www.deped.gov.ph

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| Doc. Ref. Code | OM-OUGOPS | Rev | 01 |
| Effectivity | 03.23.23 | Page | 1 of 2 |



Certificate No. PVP 0453
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| Activity | Date | Venue |
|--|-------------------------|------------------------|
| Validation of the School Sports Club (SSC) Operations Manual | December 02 to 05, 2025 | NEAP MIMAROPA, Mindoro |

In this regard, the BLSS—SSD requests the attendance of the identified participants listed in **Annex B** during the three-day (3) activity to promote productive and comprehensive workshop sessions and output. The Program of Activities is outlined in **Annex A** for reference.

Expenses relative to the attendance for the **Validation** of the BLSS-SSD management staff, resource persons, and participants, such as board and lodging and travel expenses shall be charged against the FY 2024 Physical Fitness and School Sports (PFSS) Continuing Funds, subject to the usual government accounting and auditing rules and regulations.

For more information, all concerned may contact the Bureau of Learner Support Services- School Sports Division at telephone number 02 (8632-0260) or through email address blss.ssd@deped.gov.ph

BLSS-School Sports Division/ Policy Unit



16th Floor, TechZone Building, Sen. Gil Puyat Avenue, Makati City
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Annex A

Validation of the SSC Operations Manual List of Participants

| | NAME | DESIGNATION | REGION | SCHOOL/ DIVISION OFFICE |
|-----|-----------------------|--|--------|---|
| 1. | Ariel Villar | Education Program Supervisor | NCR | SDO - Caloocan |
| 2. | Silvino Doctolero Jr | Public Schools District Supervisor | V | SDO - Tagum City |
| 3. | Rosana Wooton | Public Schools District Supervisor | IX | SDO - Zamboanga Sibugay |
| 4. | Joel Baggay | Public Schools Division Superintendent | NCR | SDO - Caloocan |
| 5. | Eden Ariola | Education Program Supervisor | NIR | SDO - Bacolod City |
| 6. | Rufino Arellano | Division Sports Officer | V | SDO - Masbate Province |
| 7. | Joey Jader | Division Sports Officer | IV-A | SDO - Lucena City |
| 8. | Joseph Tito Ocampo | School Head | IV-A | Pansin Elementary School / SDO - Cavite |
| 9. | Carmelita Fajardo | School Head | I | Old Sudipen Elementary School / SDO - La Union |
| 10. | Lawrence Jay Sedilla | School Head | NCR | NIYES Senior High School / SDO - Makati City |
| 11. | Jennifer Avila | School Head | VIII | San Jose Elementary School / SDO - Leyte |
| 12. | Erlinda Amparo | School Head | NCR | North Fairview SHS / SDO - Quezon City |
| 13. | Suzette Blandres | School Head | NIR | Victorias NHS / SDO - Victorias City |
| 14. | Rowela Caperiña | SNED Supervisor | IV-A | SDO - Lucena City |
| 15. | Joylet D. Martinez | District Sports Coordinator | IV-A | Kanlurang Mayao ES / SDO - Lucena City |
| 16. | Gilda Rapliza | School Sports Club Coordinator | X | Iligan City National High School / SDO - Iligan |
| 17. | Elmer Vidas | School Sports Club Facilitator | III | Benigno S. Aquino NHS / SDO - Tarlac |
| 18. | Franz Marion P. Mogol | SSD Focal Person | IV-B | SDO - Oriental Mindoro |

Below is the Resource Person for the Activity and their Terms of Reference:

| | NAME | DESIGNATION | REGION | SCHOOL/DIVISION OFFICE |
|----|--------------------------|---|--------|-----------------------------------|
| 19 | Domingo L. Laud, CESO VI | Assistant Schools Division Superintendent | I | SDO - San Carlos City, Pangasinan |



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Annex B

Indicative Program of Activities

The Validation of the School Sports Club (SSC) Operations Manual will be a three (3) day engagement that consists of the following activities:

| Day 1: December 02, 2025 | | |
|--------------------------|---|--|
| Time | Activity | Lead/Responsible |
| 8:00 am – 12:00 nn | Travel to the Venue | |
| 12:00 nn – 1:00 pm | <i>First Meal is Lunch</i> | |
| 1:00 pm – 2:00 pm | Check-In and Registration | BLSS-SSD TWG |
| 2:00 pm – 3:00 pm | <i>Preliminaries:</i> <ul style="list-style-type: none">• Prayer• National Anthem• Welcome Messages• Acknowledgement of Participants• Program Overview• House Rules• Photo Op | BLSS-SSD TWG |
| 3:00 pm – 4:00 pm | Plenary Session 1: Expectation Setting <ul style="list-style-type: none">• Briefer/Presentation of DepEd Order No. 22 s.2025• Presentation of Gap Analysis• Presentation of Validation Guidelines | BLSS-SSD TWG Resource Person |
| 4:00 pm – 6:00 pm | Workshop 1: Comparative Matrix <ul style="list-style-type: none">• Groups validate alignment of provisions and identify updates/revisions per assigned Section | Participants BLSS-SSD TWG as Facilitators |
| 6:00 pm – 7:00 pm | Dinner | |
| Day 2: December 03, 2025 | | |
| Time | Activity | Lead/Responsible |
| 8:30 am – 9:00 am | <i>Preliminaries</i> | BLSS-SSD TWG |
| 9:00 am – 10:00 am | Continuation of Workshop 1: Comparative Matrix Groups validate alignment of provisions and identify updates/revisions per assigned Section | |

| | | |
|---------------------------------|--|--|
| 10:00 am – 12:00 nn | Cross-Section Evaluations (Round 1) Groups rotate to evaluate other groups' assigned sections and provide additional recommendations | Participants |
| 12:00 nn – 1:00 pm | Lunch | |
| 1:00 pm – 4:00 pm | Workshop 2: Updating of Provisions • Groups transfer their recommended provisions to the draft SSC Operations Manual | Participants BLSS-SSD TWG as Facilitators |
| 4:00 pm – 6:00 pm | Cross-Section Evaluations (Round 2) • Groups rotate to evaluate other groups' recommended provisions and discuss integration between sections | Participants BLSS-SSD TWG as Facilitators |
| 6:00 pm – 7:00 pm | Dinner | |
| 7:00 pm onwards | Fellowship/Socials | |
| Day 3: December 04, 2025 | | |
| Time | Activity | Lead/Responsible |
| 8:30 am – 9:00 am | <i>Preliminaries</i> | BLSS-SSD TWG |
| 9:00 am – 12 nn | Continuation of Workshop 2: Updating of Provisions • Groups incorporate the recommendations of other groups and finalize the updated provisions of their assigned sections | Participants BLSS-SSD TWG as Facilitators |
| 12:00 nn – 1:00 pm | Lunch | |
| 1:00 pm – 6:00 pm | Plenary Session 2: Validation of the Updated Provisions • Presentation of the Updated SSC Operations Manual • Deliberation, Voting, and Adoption of the Provisions | Participants BLSS-SSD TWG as Facilitators |
| 6:00 pm – 7: 00pm | Dinner | |
| Day 4: December 05, 2025 | | |
| Time | Activity | Lead/Responsible |
| 8:30 am – 10:00 am | <i>Closing Program</i> • Impressions • Awarding of Certificates • Closing Remarks • Ways Forward | BLSS-SSD TWG |
| 10:00 am onwards | Homebound/ <i>Last meal is am snacks</i> | |