



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

April 8, 2026

REGIONAL MEMORANDUM

No. **424** s. 2026

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

To: School Division Superintendents
SGOD Chiefs
Division Sports Officers
School Heads
School Sports Club Coordinators
All Other Concerned

1. This Office, through the Education Support Services Division (ESSD), hereby requires all public schools with existing School Sports Clubs that are not yet registered to complete their registration.
2. The objective of this registration is to identify the recipient schools for the **School Sports Supplies, Materials, and Equipment Enhancement Distribution Program (SSEEDP)**.
3. Schools shall accomplish and submit **Form SSC.1** and **Form SSC.2**, duly signed by their respective supervisors. These forms must be uploaded to the registration link using the school's DepEd Microsoft account: **<https://tinyurl.com/sportsclubsv2>**.
4. Attached are the templates for Form SSC.1 and SSC.2.
5. Immediate dissemination of and compliance with this Memorandum is desired.


SALUSTIANO T. JIMENEZ JD, EdD, CESO III
Regional Director

Enclosures: None,
References: None,

To be indicated in the Perpetual Index under the following subjects:
REGISTRATION SCHOOL SPORTS CLUB

ESSD-MJDR



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





Republika ng Pilipinas
Department of Education

Sports Offered

Preferred/Offered Sports:

Schedule of Activities

Time	Activities	Mon	Tues	Wed	Thurs	Fri
<i>Example</i>						
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
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8.			
9.			
10.			

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	