



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**

July 21, 2025

**DIVISION MEMORANDUM**

NO. **326** s. 2025

**ORIENTATION ON THE INSTITUTIONALIZATION OF SCHOOL SPORTS CLUB**

To: OIC, Assistant Schools Division Superintendent  
Office of the Chief Education Supervisor - CID  
OIC, Office of the Chief Education Supervisor - SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
Heads of Public Elementary, Secondary and Integrated Schools

1. In relation to OM-OUOPS-2025-09-01832 dated March 3, 2025 titled **Implementing Guidelines on the Utilization of Program Support Fund (PSF) for the Physical Fitness and School Sports Program (PFSS)**, this Office through the School Governance and Operations Division (SGOD) in collaboration with the Curriculum Implementation Division (CID) shall conduct an **Orientation on the Institutionalization of School Sports Club** in all schools both in elementary and secondary levels on July 26, 2025, 8:00 AM onwards at the Capiz Division Multi-purpose Hall.
2. This activity aims to:
  - a. institutionalize the School Sports Clubs (SSC) in all schools;
  - b. equip school heads, sports coordinators, and physical education teachers with the essential knowledge and competencies;
  - c. establish and sustain SSCs within their respective institutions;
  - d. seek to build the capacity to selected trainers through specialized training on sport-specific, skills; and
  - e. enhance the quality of instruction and learner engagement in various sports discipline.
  - f. Orientation on Anti-Bullying Policies for Safe and Respectful Conduct of School Sports.
3. The participants to this activity are stated below. They are expected to bring laptop, portable Wi-Fi modem and extension cord. Participants are requested to register through this link <https://bit.ly//SSCRegistration2025> on or before August 31, 2025
  - a. 18 – District Sports Coordinators
  - b. 54 – Secondary Sports Coordinators
  - c. 26 – Integrated Schools Sports Coordinators
4. Attached are the Schedule of Activities and Working Committees.



Address: Banica, Roxas City  
Contact Number: (036) 6518 456/0968-869-5867  
Email Address: [capiz@deped.gov.ph](mailto:capiz@deped.gov.ph)  
Website: <http://depedcapiz.ph>



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009, s. 2025, as well as compensatory time-off pursuant to CSC-DBM Joint Circular No. 02, 2024, whichever is applicable.

6. For questions or clarifications, contact **Mr. Ronie C. Reteracion**, Education Program Supervisor – MAPEH and **Mr. Ralph B. Quejada**, Division School Sports Technical Assistant I, through 09083948482.

7. Expenses for food of the participants shall be charged against PSF fund while the travel and other incidental expenses of the participants are chargeable against school MOOE funds all are subject to the usual accounting and auditing rules and regulations.

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

**ROEL F. BERMEJO**

Schools Division Superintendent

Encl.: None

Reference: OM-OUOPS-2025-09-01832

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

ADVISERS  
ORIENTATION  
PROGRAM  
SCHOOLS  
SPORTS CLUB  
WORKSHOP