



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

18 MAY 2026

DIVISION MEMORANDUM

No. 200, s. 2026

**REGISTRATION OF ALL SCHOOLS IN DEPED REGION VI – WESTERN VISAYAS
OF THEIR EXISTING SCHOOL SPORTS CLUB**

To: Assistant Schools Division Superintendent
OIC - Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned

1. Attached is Regional Memorandum No. 478, s. 2026 titled **Registration of all Schools in DepEd Region VI – Western Visayas of their existing school sports club**, which is self-explanatory.
2. All school heads or school sports coordinators shall ensure timely submission of the needed Forms SSC 1 and SSC 2.
3. For the smooth and efficient facilitation of the required forms, please find the link: <https://tinyurl.com/sportsclubsv2>. All schools are requested to accomplish the form **on or before June 30, 2026**.
4. For more information about this, kindly contact Mr. Ralph B. Quejada, Technical Assistant 1 – Division School Sports Focal Person at Mobile No. 09083948482.
5. Immediate dissemination of and compliance with this Memorandum are desired.

ROEL F. BERMEJO
Schools Division Superintendent

Encl.: As stated
Reference: DepEd Memorandum No. 22, s. 2025
Regional Memorandum No. 478, s. 2026
To be indicated in the Perpetual Index
under the following subjects:

SPORTS FORMS PROGRAMS



Address: Banica, Roxas City
Contact Number: (036) 620 2371
Email Address: capiz@depd.gov.ph



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS


MAY 12 2026

REGIONAL MEMORANDUM
No. 478, s. 2026

**REGISTRATION OF ALL SCHOOLS IN DEPED REGION VI – WESTERN VISAYAS
OF THEIR EXISTING SCHOOL SPORTS CLUBS**

To: Schools Division Superintendents
All Others Concerned

1. Relative to DepEd Memorandum No. 22, s. 2025 and Regional Memorandum No. 776, s. 2026 titled **Policy Guidelines on the Institutionalization of the School Sports Club in Public Schools**, all schools in Region VI are directed to register their existing school sports club under the Sports Supplies and Equipment Enhancement and Distribution (SSEED) Program to ensure a systematic allocation, improvement, and provision of sports equipment.
2. The purpose of the mandatory registration of school sport clubs is to identify the possible recipient schools to receive the Program Support Fund (PSF) from the Bureau of Learners Support Services – School Sports Division (BLSS-SSD) for the procurement of various sports materials and equipment to reinforce the implementation of school sports club (SSC).
3. All schools shall accomplish Form SSC.1 and Form SSC.2 signed by their respective school heads to be uploaded through the link: <https://tinyurl.com/sportsclubsv2> and copy furnish the Division School Sports Program Focal Person for consolidation purposes.
4. The templates of Forms SSC. 1 and SSC. 2 are attached as Enclosures 1 and 2, respectively, to this Memorandum.
5. Schools must ensure that all required information are accurately and completely provided in the forms including the existing school sports club offered, the number and names of the learners as members, and the quantity of sports equipment needed as these will directly affect SSC documentation, reports, and allocation.
6. Immediate dissemination of and compliance with this Memorandum are desired.


CRISTITO A. ECO, CESO III
Regional Director



Address: Duran Street, Iloilo City, 5000
Telephone Nos: (033) 337-0149; 336-2816
Email Address: region6@depd.gov.ph
Website: region6.deped.gov.ph



Certificate No. PHP QMS



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS

Encl.: As stated

Reference: DepEd Memorandum No. 22, s. 2025

Regional Memorandum No. 776, s. 2025

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

FORMS
PROGRAMS
SPORTS

JGC/ESSD-RM-REGISTRATION OF SCHOOL SPORTS CLUB
_____/May 4, 2026



Address: Duran Street, Iloilo City, 5000
Telephone Nos: (033) 337-0149; 336-2816
Email Address: region6@deped.gov.ph
Website: region6.deped.gov.ph



Certificate No. PHP QMS



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
1.			
2.			
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4.			
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6.			
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8.			
9.			
10.			

Sports Club's Name:			
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	Members' Name	Sex	Grade Level
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	Members' Name	Sex	Grade Level
1.			
2.			
3.			
4.			
5.			
6.			
7.			
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	