



Republic of the Philippines  
Department of Education  
REGION VI – WESTERN VISAYAS  
SCHOOLS DIVISION OF AKLAN

July 25, 2025

**DIVISION MEMORANDUM**

No. **367**, s. 2025

**CALL FOR REGISTRATION TO THE SCHOOL SPORTS CLUB (SSC) UNDER THE  
SPORTS SUPPLIES AND EQUIPMENT ENHANCEMENT DISTRIBUTION  
(SSEED) PROGRAM**

To: OIC, Office of the Asst. Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Senior/Education Program Specialists  
Public Schools District Supervisors/  
Principals and Head Teacher-In-Charge of the District  
Heads of Public Elementary/Integrated/Secondary Schools  
All Others Concerned

1. In support of the Basic Education Development Plan (BEDP) 2030 and aligned with DepEd Order No. 24, s. 2022, which underscores the importance of learners' resiliency and well-being, the Department of Education, through the Bureau of Learner Support Services School Sports Division (BLSS-SSD), is calling for the **registration of schools** to the School Sports Clubs (SSC). This initiative is part of the Sports Supplies and Equipment Enhancement Distribution (SSEED) Program, which provides standard sports materials and equipment to qualified schools for use in sports clubs and Physical Education classes.

2. Schools that have not yet registered with the school sports club must register at the link below on or before August 31, 2025.

**[bit.ly/afterschoolsportsclubregistration2024](https://bit.ly/afterschoolsportsclubregistration2024)**


3. Attached are Form SSC. 1: School Sports Club Registration Form and Form SSC.2: School Sports Club Attachment Form for accomplishment and to be uploaded to the said link.

4. District Sports Coordinators are directed to assist the schools in registering, compile the Forms SSC. 1 and SSC2, and submit the compiled forms to the Division Office, Attn. **Mr. Charlie I. Ureta**, Education Program Supervisor/Division Sports Officer.

5. Immediate dissemination of this Memorandum is desired.

FOR THE SCHOOLS DIVISION SUPERINTENDENT:

  
**RAMON D. PARAS JR.**

OIC, Office of the Asst. Schools Division Superintendent  
In-Charge of the Division 

Encl.: as stated

Reference: As stated.

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

**CONFERENCE**

**EVALUATION**

**SPORTS**

**CIU**



Población, Numancia, Aklan  
Tel/Fax No. (265 3740 | 265 3741 | 265 3743)  
Website: <http://www.depedaklan.org>  
Email Address: [aklan.1958@deped.gov.ph](mailto:aklan.1958@deped.gov.ph)



Republic of the Philippines  
Department of Education  
**BUREAU OF LEARNER SUPPORT SERVICES**

**FORM SSC.1: SCHOOL SPORTS CLUB REGISTRATION FORM**

INSTRUCTIONS: Input the necessary details. Indicate N/A if not applicable. **DO NOT ABBREVIATE.**

A. Basic Information			
Region	VI- Western Visayas	Division	Aklan
Name of School	School ID		
Address			
Email address (if any)	Telephone No.		
Website URL (if any)			
B. School Profile			

<b>C.Sports Club</b>	
<b>C.1 Mandatory Sports</b>	
At least <b>three out of six mandatory sports</b> ; however you may establish any preferred sports club.	
Add rows if necessary.	
1.	
2.	
3.	
4.	
5.	
6.	
<b>C.2 Preferred Sports</b>	
Add rows if necessary.	
1.	7.
2.	8.
3.	9.
4.	10.
5.	11.
6.	12.

**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:

<b>Sports Club Coordinator</b>	
<b>Signature</b>	
<b>Date</b>	

Certified by:

<b>Principal/Officer-in-Charge</b>	
<b>Signature</b>	
<b>Date</b>	

Verified by:

<b>Division Sports Officer</b>	CHARLIE I URETA
<b>Signature</b>	
<b>Date</b>	

This form is not valid if not signed.  
**Required Attached Document:** Accomplished Form SSC.2 School Sports Club Attachment Form





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.*

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

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

<b>Sport's Club Name:</b>	
<b>Established Date:</b>	
<b>Sports Club Facilitator/s:</b>	
<b>Sports Club Member/s:</b>	
<b>Members' Name</b>	<b>Grade Level</b>
1.	
2.	
3.	
4.	
5.	

6.	
7.	
8.	
9.	
10.	

II. PROGRAMMING

Put the preferred time schedule. Add rows and columns if necessary.

Time	Sports Club	Mon	Tues	Wed	Thurs	Fri	Sat
Example							
3:00PM-4:00PM	Arnis Sports Club		/				
4:00PM-5:00PM	Chess Sports Club			/			
5:00PM-6:00PM	Sepaktakraw Sports Club					/	

Put the preferred time schedule. Add rows and columns if necessary.

Time	Varsity Club	Mon	Tues	Wed	Thurs	Fri	Sat

III. LIST OF AVAILABLE SPORTS EQUIPMENT AND SPORTS FACILITIES

Tick the box if standard sports equipment and facilities are available and ready to use. Put remarks and add rows if necessary.

Learning Facilities		Remarks
<input type="checkbox"/>	Track and field oval	
<input type="checkbox"/>	Gymnasium / covered court	
<input type="checkbox"/>	Basketball court	
<input type="checkbox"/>	Volleyball court	
<input type="checkbox"/>	Swimming pool	
<input type="checkbox"/>	Football/ softball/ baseball field	
<input type="checkbox"/>	Spacious playing area	
<input type="checkbox"/>	Others: _____	
	_____	
	_____	
Sports Equipment		Remarks
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
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<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

**IV. SPORTS ACTIVITIES, PROGRAMS AND/OR PROJECTS**

Give at least (3) three recent activities, programs, projects or any other initiatives implemented related to sports.  
Add rows if necessary.

Activities/Programs/Projects	Date of Implementation
1.	
2.	
3.	

**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.

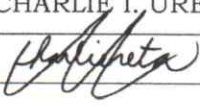
Prepared by:

<b>Sports Club Coordinator</b>	
<b>Signature</b>	
<b>Date</b>	

Certified by:

<b>Principal/Officer-in-Charge</b>	
<b>Signature</b>	
<b>Date</b>	

Verified by:

<b>Division Sports Officer</b>	CHARLIE I. URETA
<b>Signature</b>	
<b>Date</b>	