



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

May 18, 2026


**DIVISION MEMORANDUM**  
No. **278**, s. 2026

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

To: Chief Education Supervisors  
Education Program Supervisors  
Senior/Education Program Specialists  
Public School District Supervisors  
Principals/Head Teacher-in-Charge of the District  
Heads of Public & Private Elementary, Secondary, & Integrated Schools  
All Others Concerned

1. Attached is Regional Memorandum No. 478, s. 2026 regarding the **Registration of all Schools in DepEd Region VI – Visayas of their Existing School Sports Clubs**, which is self-explanatory.
2. Immediate dissemination of this Memorandum is desired.

FOR THE SCHOOLS DIVISION SUPERINTENDENT:

  
**MICHAEL T. RAPIZ**  
Chief Education Supervisor-SGOD  
In-charge of the Division

Enclosure: As stated  
To be indicated in the Perpetual Index  
Under the following subjects:

**FORMS**

**PROGRAMS**

**SPORTS**

CIU/jpsb



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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  
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Certificate No. PHP QMS



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

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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



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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.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

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	Members' Name	Sex	Grade Level
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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	