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

November 4, 2026

DIVISION MEMORANDUM
No. 670 , s. 2026

SUBMISSION OF QUARTERLY REPORT ON THE IMPLEMENTATION OF SCHOOL SPORTS CLUB

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. 1140, s. 2026 regarding the **Submission of Quarterly Report on the Implementation of School Sports Club,** which is self-explanatory.

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

FOR THE SCHOOLS DIVISION SUPERINTENDENT:

MICHAEL T. RAPIZ
Chief Education Supervisor
School Governance and Operations Division
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

NOV 03 2026

REGIONAL MEMORANDUM
No. 1140 ,s. 2026

SUBMISSION OF QUARTERLY REPORT ON THE IMPLEMENTATION OF SCHOOL SPORTS CLUB

To: Schools Division Superintendents
All Others Concerned

1. Attached is a Memorandum from **Hon. Malcolm S. Garma, Undersecretary for Governance and Operations,** dated September 23, 2026, regarding the **Submission of Quarterly Report on the Implementation of School Sports Club,** which is self-explanatory.

2. The Schools Division Offices (SDOs), through their respective School Governance and Operations Division (SGOD), are reminded to strictly observe the prescribed deadlines for the submission of quarterly reports on the implementation of the School Sports Club (SSC) in public schools using the attached templates in the Memorandum.

3. The following are the reporting schedule and submission deadlines:

Reporting Period	**Coverage**	**Submission of Schools to SDO** *(using Form SSC8-A)*	**Submission of SDO to Regional Office** *(using Form SSC8-B)*	**Submission of RO to Central Office** *(using Form SSC8-C)*
1st Quarter	June to September	Every 8th of October	Every 12th of October	Every 15th of October
2nd Quarter	October to December	Every 8th of January	Every 12th of January	Every 15th of January
3rd Quarter	January to March	Every 8th of April	Every 12th of April	Every 15th of April

4. The Regional Office shall consolidate and review the reports submitted by the SDOs and transmit the consolidated regional report to the Bureau of Learner Support Services – School Sports Division (BLSS-SSD), Central Office, within the prescribed schedule.

5. For queries, contact **James Fresnnyl G. Casipe, Regional Focal Person - School Sports Program, Education Support Services Division** at mobile number 09514076504 or through email at region6.essd@deped.gov.ph.

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

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

CRISTITO A. ECO, CESO III
Regional Director

Encl.: As stated
Reference: Memorandum
To be indicated in the Perpetual Index
under the following subjects:

FORMS
PROGRAMS
SPORTS

JGC/ESSD-RM-SUBMISSION OF SSC QUARTERLY REPORT
____/October 22, 2026

Republika ng Pilipinas
Department of Education
OFFICE OF THE UNDERSECRETARY FOR GOVERNANCE AND OPERATIONS

DEPARTMENT OF EDUCATION
RECEIVED
RECORDS SECTION, REGIONAL OFFICE
OCT 21 2026
By: TIME:

MEMORANDUM
DM-OUGOPS-2026 -____- _____

TO : **REGIONAL DIRECTORS**
SCHOOLS DIVISION SUPERINTENDENTS
SCHOOL HEADS
ALL PUBLIC SCHOOLS

FROM : **MALCOLM S. GARMA**
Undersecretary for Governance and Operation

SUBJECT : **SUBMISSION OF QUARTERLY REPORT ON THE IMPLEMENTATION OF SCHOOL SPORTS CLUB**

DATE : September 23, 2026

In reference to **DepEd Order No. 22, s. 2025**, titled *"Policy Guidelines on the Institutionalization of the School Sports Club in Public Schools,"* the Department of Education (DepEd) institutionalizes the School Sports Club (SSC) as an integral component of its school sports program, providing learners with inclusive and meaningful opportunities to participate in sports and physical activities. The institutionalization of the SSC aims to broaden access to sports participation among learners, support their physical, social, emotional, and personal development, and promote a culture of active and healthy lifestyles within the school community. Through the SSC, schools are encouraged to provide structured and sustainable sports activities responsive to the interests, needs, and developmental levels of learners.

Section VII.C of the said Order provides that the **Schools Division Office (SDO), through the School Governance and Operations Division (SGOD), shall monitor the schools' compliance with the provisions of these guidelines through quarterly reports from schools, gather feedback from all concerned stakeholders, and report to the Regional Office.** The Regional Office shall likewise consolidate the reports submitted by the Schools Division Offices and submit the consolidated report to the **Bureau of Learner Support Services–School Sports Division (BLSS-SSD).** In support of this monitoring and evaluation mechanism, the BLSS-SSD shall consolidate, validate, and analyze field-level implementation data to determine the status of implementation, extent of learner participation,

range of sports offerings, implementation challenges, emerging concerns, and areas requiring appropriate technical assistance and program support.

In this connection, all **Schools Division Offices**, through the School Governance Operations Division, are hereby requested to submit a **Quarterly Report on the Implementation of the School Sports Club**, covering all public schools implementing the provisions of DepEd Order No. 22, s. 2025. The report shall be submitted by the Regional Office to the Central Office based on the following schedule:

Reporting Period	Coverage	Submission to Central Office
1st Quarter	June to September	Every 15th of October
2nd Quarter	October to December	Every 15th of January
3rd Quarter	January to March	Every 15th of April

The data gathered shall be used by the Department to monitor implementation and compliance with the policy; determine the level of learner participation and sports offerings; identify implementation gaps, challenges, and technical assistance requirements; monitor the safety and protection of learners participating in School Sports Club activities; document good practices, innovations, and effective approaches; and inform succeeding program planning, policy development, resource allocation, monitoring and evaluation, and other appropriate interventions. **Attached to this Memorandum is the quarterly monitoring template**, which shall serve as the prescribed reference for the submission and consolidation of the required data.

For inquiries and further information, the concerned office may contact BLSS-SSD Monitoring and Evaluation Unit via email at blss.ssd@deped.gov.ph; look for **Dr. Paulo O. Motita II**, Senior Education Program Specialist.

Republika ng Pilipinas

Department of Education

FORM-SSC8-A

QUARTERLY MONITORING TOOL FOR SCHOOL SPORTS CLUB

(School to fill out)

Please provide accurate and complete information for each table. Enter the data based on your school's latest records. If the needed information does not apply, write "N/A." Please double-check all entries before submitting this form to your respective Schools Division Office to ensure the information is correct and complete.

Quarter: (put check)
- 1st Quarter
- 2nd Quarter
- 3rd Quarter

Region	
Schools Division	
School	
School ID	
School Head	
SSC Coordinator	

	No.
1. No. of reported injuries *(if any)*	
2. No. of reported child protection cases (if any)	
3. No. of External Partners *(if any)*	

No. of Sports Club Offered: _____ ***No. of Learners Enrolled:*** _____

NAME OF SPORTS	BOYS	GIRLS
1.		
2.		
3.		
4.		
5.		

"Add row for Additional Sport"

Republika ng Pilipinas

Department of Education

FORM-SSCS-B

QUARTERLY MONITORING TOOL FOR SCHOOL SPORTS CLUB

(Division to fill out)

Please provide accurate and complete information for each table. Enter the data based on the school's latest submitted records. If the needed information does not apply, write "N/A." Please double-check all entries before submitting this form to your respective Regional Office to ensure the information is correct and complete.

Quarter: (put check)

- 1st Quarter
- 2nd Quarter
- 3rd Quarter

			Total No.
1. No. of Public Schools			
2. No. of Schools with School Sports Club	Elementary	Secondary	
3. No. of Schools without School Sports Club			
4. No. of Schools with reported injuries *(if any)*			
5. No. of reported injuries			

For this section, kindly fill up the table based on the said sport offered by schools for Elementary and Secondary level.

No. of Sports Offered:				NO. OF SCHOOLS WITH THE SAID SPORT		
NAME OF SPORTS	BOYS	GIRLS	TOTAL	ELEMENTARY	SECONDARY	TOTAL
1.						
2.						
3.						
4.						
5.						

Add row for Additional Sport

Republika ng Pilipinas

Department of Education

FORM-SSC8-C

QUARTERLY MONITORING TOOL FOR SCHOOL SPORTS CLUB

(Region to fill out)

Please provide accurate and complete information for each table. Enter the data based on the division's latest submitted records. If the needed information does not apply, write "N/A." Please double-check all entries before submitting this form to the Department of Education Central Office to ensure the information is correct and complete.

Quarter: (put check)
- 1st Quarter
- 2nd Quarter
- 3rd Quarter

			Total No.
1. No. of Public Schools per Division			
2. No. of Schools with School Sports Club per Division	**Elementary**	**Secondary**	
3. No. of Schools without School Sports Club per Division			
4. No. of Schools with reported injuries *(if any)*			
5. No. of reported injuries			

For this section, kindly fill up the table based on the said sport offered by schools for Elementary and Secondary level.

No. of Sports Offered:				NO. OF SCHOOLS WITH THE SAID SPORT		
NAME OF SPORTS	BOYS	GIRLS	TOTAL	**ELEMENTARY**	**SECONDARY**	TOTAL
1.						
2.						
3.						
4.						
5.						

Add row for Additional Sport