



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

June 18, 2025

DIVISION MEMORANDUM

No. 10, s. 2025

**REGISTRATION OF EXISTING SCHOOL SPORTS CLUB IN ALL SCHOOLS IN
DEPED NORTHERN SAMAR**

To: Assistant Schools Division Superintendent
Division Chiefs (CID and SGOD)
District / School Heads (Elementary, Secondary & SHS)
Private School Heads
District Sports Coordinators
School Sports Coordinators
School Sports Club Coordinators
All Others Concerned

1. Pursuant to Regional Memorandum 1626, s. 2024 titled **"REGISTRATION OF ALL SCHOOLS IN EASTERN VISAYAS FOR THEIR EXISTING SCHOOL SPORTS CLUB"** through the Education Supports Services Division, this office, enjoins all schools to register their existing sports club through the link provided.
2. The objective of the registration is to identify the recipient schools for the School Sports Supplies Materials and Equipment Enhancement Distribution Program (SSEEDP) for School Sports Club.
3. Schools shall accomplish and submit forms SSC1 and SSC2 signed by the School Head and the Division Sports Officer for uploading at the registration link using the school DepEd Microsoft Account via:
<https://bit.ly//SSCRegistration2025>
4. Enclosed are the templates forms SSC1 and SSC2 to be encoded by the School Sports Officer.
5. Immediate dissemination of and compliance with this Memorandum are desired.


GAUDENCIO C. ALJIBE JR., PhD, CESO VI
Schools Division Superintendent

DepEd Northern Samar

RELEASED




Address: Mabini St., Brgy. Acacia, Catarman, 6400, Northern Samar

Telephone Nos: (055) 500 1020

Email Address: northernsamar@deped.gov.ph

Division Official Website: <https://northernsamar.deped.gov.ph>

By: 
Date: JUN 23 2025



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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		Division	
Name of School		School ID	
Address			
Email address (if any)		Telephone No.	
Website URL (if any)			
B. School Profile			

3F Mabini Building, DepEd Complex, Meralco Avenue, Pasig City
Telephone No.: (02) 632-9935, (02) 638-8525



Address: Mabini St., Brgy. Acacia, Catarman, 6400, North
Telephone Nos: (055) 500 1020
Email Address: northernssamar@deped.gov.ph
Division Official Website: <https://northernssamar.deped.gov.ph>



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C. Sports Club

C.1 Mandatory Sports

At least **three out of six mandatory sports**; however you may establish any preferred sports club.
Add rows if necessary.

1.	
2.	
3.	
4.	
5.	
6.	

C.2 Preferred Sports

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:

Sports Club Coordinator	
Signature	
Date	

Certified by:

Principal/Officer-in-Charge	
Signature	
Date	

Verified by:

Division Sports Officer	
Signature	
Date	

This form is not valid if not signed.

Required Attached Document: Accomplished Form SSC.2 School Sports Club Attachment Form

3F Mabini Building, DepEd Complex, Meralco Avenue, Pasig City
Telephone No.: (02) 632-9935; (02) 638-8525



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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.

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

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

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

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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"/>	

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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:

Sports Club Coordinator	
Signature	
Date	

Certified by:

Principal/Officer-in-Charge	
Signature	
Date	

Verified by:

Division Sports Officer	
Signature	
Date	

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