



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

June 29, 2026

DIVISION MEMORANDUM

No. 239, s. 2026

**REGISTRATION AND UPDATING OF EXISTING SCHOOL SPORTS CLUBS (SSC)
IN ALL PUBLIC ELEMENTARY AND SECONDARY SCHOOLS IN THE DIVISION
OF NORTHERN SAMAR FOR SY 2026-2027**

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

1. Pursuant to Regional Memorandum 1626, s. 2026 titled **“Registration of All Schools in Eastern Visayas for Their Existing School Sports Club”** through the Education Supports Services Divisions, this Office, enjoins all schools to register their existing sports club through the link provided.
2. Specifically, said Memorandum intends to:
 - a. institutionalize School Sports Clubs as a sustainable mechanism for strengthening sports development and learner participation in schools and,
 - b. identify qualified School Sports Clubs that will serve as recipients of sports equipment to support their programs and activities via the School Sports Supplies Materials and Equipment Enhancement Distribution Program (SSEEDP).
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>

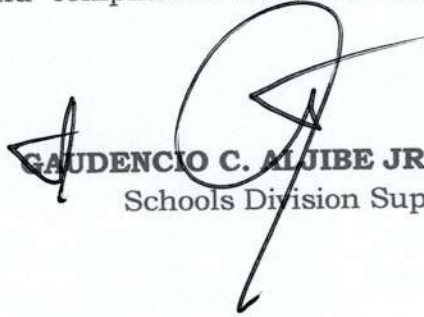



Address: Mabini St., Brgy. Acacia, Catarman, 6400, Northern Samar
Telephone Nos: (055) 500 1020
Email: nsamardivision@deped.gov.ph
Division Official Website: northernsamardivision@deped.gov.ph



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4. Enclosed are the templates forms SSC1 and SSC2 to be accomplished by the School Sports Officer.
5. Immediate dissemination of and compliance with this Memorandum are desired.


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

DepEd Northern Samar
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JUN 21 2026



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FORM SSC.1 - SCHOOL SPORTS CLUB REGISTRATION FORM

A. School Information

Region:		Division:	
Name of School Head:			
Name of School:			
School ID:			
School Address:			
Email Address (if any):		Contact No.	
Program Offering			
School Classification			

B. School Sports Club Information

Basic Information

School Sports Club Name:		
Established Date:		
Name of SSC Coordinator:		
Name of SSC Facilitators:	Sports Specialization	



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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.





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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:

Division Sports Officer	OMAR O. TY
Signature	
Date	



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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.

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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Sports Club's Name:			
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Sports Club Facilitator/s:			
Members' Name		Sex	Grade Level
1.			
2.			
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10.			

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Established Date:			
Sports Club Facilitator/s:			
Members' Name		Sex	Grade Level
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Declaration:

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Prepared by:

Sports Club Coordinator	
Signature	
Date	



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Certified by:

Principal/Officer-in-Charge	
Signature	
Date	

Verified by:

Division Sports Officer	
Signature	
Date	



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