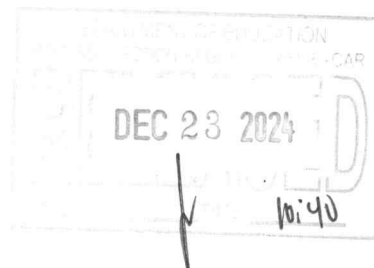




Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION



20 December 2024

**REGIONAL MEMORANDUM**

No. 923.2024

**REGISTRATION OF ALL SCHOOLS IN CORDILLERA ADMINISTRATIVE REGION  
OF THEIR EXISTING SCHOOL SPORTS CLUB**

To: Assistant Regional Director  
Schools Division Superintendents  
Sports Division Officers  
School Sports Focal Persons  
All Others Concerned

1. In relation to **OM-OUOPS-2024-10-02040**, this office, through the Education Support Services Division, reiterate the Registration of all Schools in Cordillera Administrative Region (CAR) with existing School Sports Club.
2. The objective of the registration is to identify the recipient schools for the **School Sports Supplies and Equipment Enhancement and Distribution Program** (SSEEDP) for the School Sports Club (SSC).
3. In line with this, schools shall accomplish Form SSC.1 and Form SSC.2, to be signed by the concerned signatories indicated in the forms. They are required to scan the signed copy and upload in the registration link: <https://bit.ly/afterschoolsportsclubregistration2024> using your School DepEd Microsoft account.
4. Enclosed are the templates for Form SSC.1 and Form SCC.2, and the list of registered schools with the existing School Sports Club.
5. Immediate dissemination of and compliance with this Memorandum is desired.

**ESTELA P. LEON-CARIÑO EdD, CESO III**  
Director IV / Regional Director

*ESSD/GCD/CPS/Registration of School Sports Club (SSC)*



Address: DepEd-CAR Complex, Wangal, La Trinidad, Benguet, 2601  
Telephone No: (074) 422 – 1318  
Email Address: car@deped.gov.ph



Certificate No. PHP QMS  
24 93 0192



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.**

<b>A. Basic Information</b>			
<b>Region</b>		<b>Division</b>	
<b>Name of School</b>		<b>School ID</b>	
<b>Address</b>			
<b>Email address (if any)</b>		<b>Telephone No.</b>	
<b>Website URL (if any)</b>			
<b>B. School Profile</b>			

**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:

<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>	
<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"/>		

#### 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>	
<b>Signature</b>	
<b>Date</b>	