



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

**Office of the School
Division Superintendent**

November 05, 2022

DIVISION MEMORANDUM
No. 400, s. 2022

**GUIDELINES ON SPORTS SUPPLIES AND EQUIPMENT ENHANCEMENT AND
DISTRIBUTION (SSEED) PROGRAM IMPLEMENTATION**

To: Assistant Schools Division Superintendent
Education Program Supervisor
Public Elementary and Secondary School Heads
Public Elementary and Secondary School MAPEH Coordinator
All Others Concerned

1. Attached is **DepEd Memorandum OUGPO No 2022-03**, dated October 18, 2022, from **Usec. Revsee A. Escobedo, Office of the Undersecretary for Governance and Field Operations (OUGFO)**, entitled: **"Sports Supplies and Equipment Enhancement and Distribution (SSEED) Program"**, contents of which are self-explanatory for the information and guidance of all concerned.
2. The program aims to provide public school teachers access to standards sports supplies, materials, and equipment as they participate in sports club activities and/or Physical Education (PE) classes. Likewise, it aims to promote, encourage, and intensify learners' participation knowing that sports essentials are ready and accessible.
3. The Division Selection Committee for the selection and prioritization of deserving public elementary and secondary schools of the program support is composed of Mr. Alberto A. Lacang-EPS 1-MAPEH/Division Sports Officer, Committee Head; Dr. Ma. Antonette P. Dugang-EPS, SGOD, Member and Mr. Simon T. Rios-Project Development Officer II, Member.
4. Immediate dissemination of, and compliance with this Memorandum is desired.


JOSEPH IRWIN A. LAGURA PhD.
Schools Division Superintendent 




Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY
GOVERNANCE AND FIELD OPERATIONS

OUGFO No. 2022-03-___

MEMORANDUM

TO : **REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
REGIONAL AND DIVISION SPORTS OFFICERS
ALL OTHERS CONCERNED**

FROM : 
ATTY. REVSEE A. ESCOBEDO
Undersecretary
Governance and Field Operations

SUBJECT : **Sports Supplies and Equipment Enhancement and Distribution Program**

DATE : 18 October 2022

In support to the Department of Education's (DepEd) thrust of promoting the holistic development of its learners by engaging them in various physical and sports activities through the sports clubs, this Office, through the Bureau of Learner Support Services-School Sports Division (BLSS-SSD), shall implement the **Sports Supplies and Equipment Enhancement and Distribution (SSEED) Program** this year.

As a general policy of the Department to provide learning resources/materials (devices, tools, equipment), the SSEEDP is a continuing program of the Comprehensive School Sports Program (CSSP), particularly the establishment and organization of sports club in the public school system.

The Program aims to provide public school learners access to standard sports supplies, materials, and equipment as they participate in sports club activities and/or Physical Education (PE) classes. Likewise, it aims to promote, encourage, and intensify learners' participation knowing that sports essentials are ready and accessible.

Enclosed herewith for easy reference are the implementing guidelines of the SSEED Program; summary of financial assistance to the division and regional offices; and the list of recommended sports supplies, materials, and equipment.

For more information, you may contact the **Bureau of Learner Support Services-School Sports Division** through **Jason R. Razal**, Administrative Assistant II or **Ma. Graciela R. Acero**, Technical Assistant II at telephone number (02) 8632-0260 or through email address blss_ssd@deped.gov.ph. You may also download the registration form via the following link: <https://schoolsport/divisiononline>.

Immediate and wide dissemination of this Memorandum is desired.

IMPLEMENTING GUIDELINES

PROJECT TITLE:

**SPORTS SUPPLIES AND EQUIPMENT ENHANCEMENT DISTRIBUTION
(SSEED) PROGRAM AT THE SCHOOLS DIVISION OFFICES (SDOS)
FOR FISCAL YEAR 2022**

PROJECT DESCRIPTION / BACKGROUND:

The Adoption of Basic Education Development Plan 2030 (BEDP 2030) also known as DepEd Order No. 24, s. 2022 highlighted Learners' Resiliency and Well-Being. It is one of the important pillars needed to prioritize seriously in course of implementing BEDP 2030. One of the strategies to achieving its intermediate outcome is to promote learner' physical and socio-emotional skills development. The developmental aspect of physical, socio-emotional, and mental health should be strengthened and enhanced for all individuals. Designing physical activities, competitions, and talent enhancement strategically and rationally in clubs/organizations as co-curricular and extra-curricular activities shall be done in the Department (p.158).

The Department of Education through Bureau of Learner Support Services – School Sports Division has developed already a Comprehensive School Sports Program (CSSP). It is a dynamic school sports program with strong objectives of strengthening sports at school levels. CSSP provides equal opportunity to all learners and teachers in promoting active lifestyle for fitness and long life. It also serves as an alternative avenue for the learners, teachers, coaches, and other stakeholders to be involved in sports and other recreational sports activities.

In this connection, Sports Supplies and Equipment Enhancement Distribution (SSEED) is a support program to CSSP and Sport Club Implementation in strengthening sports at school levels. It shall provide standard sports supplies, sports materials and sports equipment to every qualified recipient-school that will be used in their Sports Clubs and Physical Education (PE) classes. It will promote and intensify students' participation knowing sports essentials are ready and accessible.

SCOPE:

The SSEED Program shall provide student-athletes access to standard sports supplies and equipment in relation to the implementation and sustainability of Sports Club program.

PROPOSED SCHEDULE/TIMELINE OF ACTIVITIES:

The implementation of the SSEED Program is on the last quarter of fiscal year (FY) 2022.

Activity	Schedule
Downloading of Financial Assistance	October, 2022
Creation of Division Selection Committee and Identification of Recipient-Schools	October, 2022
Identification and Procurement of Sports Supplies, Materials, and Equipment	October to November 2022
Delivery/Distribution of the Procured Sports Supplies, Materials, and Equipment to the Recipient-Schools	December 2022

TARGET RECIPIENTS:

The recipient schools shall be determined by Schools Division Office. The criteria for the qualified recipients are the following:

- a. has an existing Sports Club
(submitted accomplished *sports club profile/ registration form*)
- b. with qualified personnel to handle the Sports Club;
- c. has available playing facilities such as covered court/multi-purpose hall, vacant space, open field for physical activities; and
- d. actively participating in any sports activities.

SELECTION AND PRIORITIZATION OF RECIPIENT-SCHOOLS:

1. The Schools Division Office shall constitute a committee on the selection and prioritization of deserving public elementary schools and public secondary schools of the program support.
2. The Committee shall be composed of a Committee Head (Division Sports Officer or duly designated coordinator/officer by the SDS) and two (2) members to be identified by the Committee Head.
3. The Committee shall identify a minimum of 3 elementary and 2 secondary recipient-schools for City Division while a minimum of 4 elementary and 3 secondary recipient-schools for Province Division which are qualified to the given criteria.
4. In addition to the criteria set for qualified recipients, the Committee shall give priority to schools offering at least 3 out of six Mandatory Sports

(Arnis, Athletics, Chess, Dancesport, Sepaktakraw, and Swimming) and at the same time, offering other sports preferred by their schools.

5. The Committee may determine additional criteria for the selection of recipient schools if necessary.

ALLOCATION OF FUNDS:

1. Each Schools Division Office (SDO) in the cities shall receive Five Hundred Fifty Thousand pesos (**P 550,000.00**) while each Schools Division Office shall receive Seven Hundred Ten Thousand pesos (**P 710,000.00**) in the provinces (*see Enclosure 1*).
2. Each Regional Office shall also receive Sixty Thousand pesos (**P 60,000.00**) and while each Division Office shall receive Twenty Thousand pesos (**P 20,000.00**) respectively, to defray transportation and other expenses as part of their function in ensuring the smooth implementation of the program.
3. The Sub-Allotment Release Order (Sub-ARO) shall be communicated directly through the Schools Division Offices.
4. After they received receipt of Sub-ARO, SDOs shall request from DBM-Regional Offices the corresponding cash requirements on Notice of Cash Allocation (NCA).
5. The list of sports supplies, materials, and equipment with minimum technical specifications per sport event eligible for procurement are recommended (*see Enclosure 2*).
6. In case some items in the given list are already available in their respective Sports Clubs, other needed sports items could be procured.

ROLES AND RESPONSIBILITIES:

1. The Central Office shall:
 - a. **formulate** guidelines on the implementation of the SSEED Program;
 - b. **facilitate** the downloading of financial assistance for the procurement of sports supplies and equipment; and
 - c. **conduct** the monitoring of procurement of sports supplies and materials/fund utilization of Schools Division Offices in coordination with the Regional Sports Officers and Division Sports Officers, as part of its mandated functions and responsibilities.

2. The Regional Office shall:

- a. **ensure** that the Regional Sports Development Program is aligned with their Comprehensive Schools Sports Program;
- b. **provide** technical assistance for School Division Offices in the implementation of sports programs;
- c. **monitor** the conduct of SSEED Program; and
- d. **submit** the analyzed results of the conducted monitoring and evaluation activity to the Central Office through email at blss.ssd@deped.gov.ph duly signed by the Regional Director.

3. The Schools Division Office shall:

- a. **submit** list the qualified recipient schools to the Central Office through Regional Sports Officers;
- b. **ensure** that the Schools Division Office sports program is aligned with their Regional Sports Development Program;
- c. **provide** technical assistance to schools in the implementation of SSEED Program and other sports program;
- d. **submit** the consolidated utilization and implementation reports to the Central Office through email at blss.ssd@deped.gov.ph duly signed by the Schools Division Superintendents and must copy furnish the Regional Office (Regional Sports Officers), a month after the implementation with a subject SSEEDP Report(space)<Region>(space)<SDO Name>. For example, SSEEDP Report NCR SDO PASAY.

Prepared by:

BLSS - SCHOOL SPORTS DIVISION

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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			

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.
- 2.
- 3.
- 4.
- 5.
- 6.

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



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.

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.	

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"/>		
<input type="checkbox"/>		
<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:

Sports Club Coordinator	
Signature	
Date	

Certified by:

Principal/Officer-in-Charge	
Signature	
Date	

Verified by:

Division Sports Officer	
Signature	
Date	

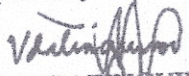
**DOWNLOADING OF FINANCIAL ASSISTANCE FOR THE
PROCUREMENT OF SPORTS SUPPLIES, MATERIALS, AND EQUIPMENT UNDER THE
SPORTS SUPPLIES AND EQUIPMENT AND ENHANCEMENT DISTRIBUTION PROGRAM (SSEEDP)**

Assistance to Division Offices : To cover expenses relative to the procurement of sports supplies, materials, and equipment and for the monitoring and evaluation, and other expenses related to the program.

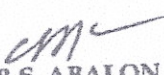
Assistance to Regional Offices : To defray expenses relative to the conduct of monitoring and evaluation, and other expenses related to the procurement of sports supplies and equipment under the SSEED Program.

REGIONS	No. of SDOs	Financial Assistance to SDOs for SSEEDP	Financial Assistance to SDOs for Traveling and Other Expenses	Financial Assistance to ROs for Traveling and Other Expenses	Total Amount
			P 20,000/ SDO	P 60,000/ RO	
I (Ilocos Region)	14	8,500,000.00	280,000.00	60,000.00	8,840,000.00
II (Cagayan Valley)	9	5,750,000.00	180,000.00	60,000.00	5,990,000.00
III (Central Luzon)	20	12,120,000.00	400,000.00	60,000.00	12,580,000.00
IV-A (CALABARZON)	23	13,450,000.00	460,000.00	60,000.00	13,970,000.00
MIMAROPA Region	7	4,650,000.00	140,000.00	60,000.00	4,850,000.00
V (Bicol Region)	13	8,110,000.00	260,000.00	60,000.00	8,430,000.00
VI (Western Visayas)	21	12,510,000.00	420,000.00	60,000.00	12,990,000.00
VII (Central Visayas)	20	11,640,000.00	400,000.00	60,000.00	12,100,000.00
VIII (Eastern Visayas)	13	8,110,000.00	260,000.00	60,000.00	8,430,000.00
IX (Zamboanga Peninsula)	8	4,880,000.00	160,000.00	60,000.00	5,100,000.00
X (Northern Mindanao)	14	8,500,000.00	280,000.00	60,000.00	8,840,000.00
XI (Davao Region)	11	6,850,000.00	220,000.00	60,000.00	7,130,000.00
XII (SOCCSKSARGEN)	8	5,040,000.00	160,000.00	60,000.00	5,260,000.00
CARAGA	12	7,560,000.00	240,000.00	60,000.00	7,860,000.00
Cordillera Administrative Region (CAR)	8	5,360,000.00	160,000.00	60,000.00	5,580,000.00
National Capital Region (NCR)	16	8,800,000.00	320,000.00	60,000.00	9,180,000.00
TOTAL	217	131,830,000.00	4,340,000.00	960,000.00	137,130,000.00

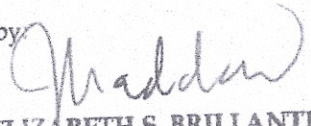
Prepared by:


VIC A. DATINGUINOO
Statistician II, SSD

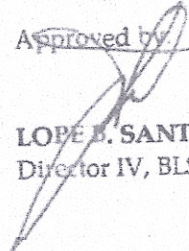
Recommending Approval:


CESAR S. ABALON
Chief Education Program Specialist, SSD

Reviewed by:


JESSICA ELIZABETH S. BRILLANTES
Senior Education Program Specialist, SSD

Approved by:

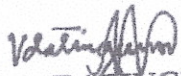

LOPE B. SANTOS III
Director IV, BLSS

REGION I (ILOCOS REGION)

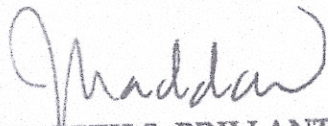
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REGION	NO.	DIVISION	FA for SSEDP	Traveling and Other Expenses	TOTAL
I	1	Schools Division of Ilocos Norte	710,000.00	20,000.00	730,000.00
	2	Schools Division of Ilocos Sur	710,000.00	20,000.00	730,000.00
	3	Schools Division of La Union	710,000.00	20,000.00	730,000.00
	4	Schools Division of Pangasinan I	710,000.00	20,000.00	730,000.00
	5	Schools Division of Pangasinan II	710,000.00	20,000.00	730,000.00
	6	Schools Division of Alaminos City	550,000.00	20,000.00	570,000.00
	7	Schools Division of Batac City	550,000.00	20,000.00	570,000.00
	8	Schools Division of Candon City	550,000.00	20,000.00	570,000.00
	9	Schools Division of Dagupan City	550,000.00	20,000.00	570,000.00
	10	Schools Division of Laoag City	550,000.00	20,000.00	570,000.00
	11	Schools Division of San Carlos City	550,000.00	20,000.00	570,000.00
	12	Schools Division of San Fernando City	550,000.00	20,000.00	570,000.00
	13	Schools Division of Urdaneta City	550,000.00	20,000.00	570,000.00
	14	Schools Division of Vigan City	550,000.00	20,000.00	570,000.00
GRAND TOTAL			8,500,000.00	280,000.00	8,780,000.00

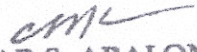
Prepared by:


VIC A. DALINGUINO
Statistician II, SSD

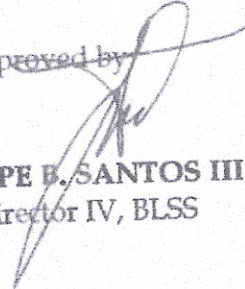
Reviewed by:


JESSICA ELIZABETH S. BRILLANTES
Senior Education Program Specialist, SSD

Recommending Approval:


CESAR S. ABALON
Chief Education Program Specialist, SSD

Approved by:

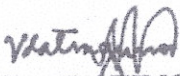

LOPE B. SANTOS III
Director IV, BLSS

REGION VII (CENTRAL VISAYAS)

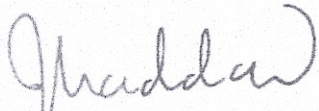
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REGION	NO.	DIVISION	FA for SSEDP	Traveling and Other Expenses	TOTAL
VII	1	Schools Division of Bohol	710,000.00	20,000.00	730,000.00
	2	Schools Division of Cebu	710,000.00	20,000.00	730,000.00
	3	Schools Division of Negros Oriental	710,000.00	20,000.00	730,000.00
	4	Schools Division of Siquijor	710,000.00	20,000.00	730,000.00
	5	Schools Division of Bais City	550,000.00	20,000.00	570,000.00
	6	Schools Division of Bayawan City	550,000.00	20,000.00	570,000.00
	7	Schools Division of Bogo City	550,000.00	20,000.00	570,000.00
	8	Schools Division of Canlaon City	550,000.00	20,000.00	570,000.00
	9	Schools Division of Carcar City	550,000.00	20,000.00	570,000.00
	10	Schools Division of Cebu City	550,000.00	20,000.00	570,000.00
	11	Schools Division of Danao City	550,000.00	20,000.00	570,000.00
	12	Schools Division of Dumaguete City	550,000.00	20,000.00	570,000.00
	13	Schools Division of Guihulngan City	550,000.00	20,000.00	570,000.00
	14	Schools Division of Lapu-lapu City	550,000.00	20,000.00	570,000.00
	15	Schools Division of Mandaue City	550,000.00	20,000.00	570,000.00
	16	Schools Division of Naga City	550,000.00	20,000.00	570,000.00
	17	Schools Division of Tagbilaran City	550,000.00	20,000.00	570,000.00
	18	Schools Division of Talisay City	550,000.00	20,000.00	570,000.00
	19	Schools Division of Tanjay City	550,000.00	20,000.00	570,000.00
	20	Schools Division of Toledo City	550,000.00	20,000.00	570,000.00
GRAND TOTAL			11,640,000.00	400,000.00	12,040,000.00

Prepared by:


VIC A. DATINGUINOO
Statistician II, SSD

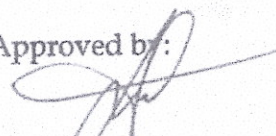
Reviewed by:


JESSICA ELIZABETH S. BRILLANTES
Senior Education Program Specialist, SSD

Recommending Approval:


CESAR S. ABALON

Approved by:


LOPE B. SANTOS III