



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

April 14, 2026

DIVISION MEMORANDUM

No. **144**, s. 2026

ESTABLISHMENT AND REGISTRATION OF AFTER SCHOOL SPORTS CLUBS

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors/ Division Coordinators
Public Schools District Supervisors/ OIC PSDSs
Public and Private Elementary and Secondary School Heads
Coaches, Assistant Coaches, Chaperons and TWG Members
All Others Concerned

1. Corollary to DepEd Order No. 022, s. 2025 re: Policy Guidelines on the Institutionalization of the School Sports Club (SSC) in Public Schools, this Office informs all public elementary and secondary schools on the conduct of online registration of After School Sports Clubs starting April 20, 2026 until May 31, 2026.

2. As stipulated in Section B of the above-mentioned DepEd Order, the After School Sports Clubs are established and recognized upon registration with the Schools Division Office. The registration process to establish an SSC is as follows:

- a. The SSC Coordinator, together with the Learner Government Coordinating Council, shall conduct a survey with the learners on what sports they prefer to be offered;
- b. The school head shall conduct consultative meeting/s with the School Governance Council (SGC), SSC Coordinator, SSC Facilitator and other



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700
Landline: (056) 211-6461
Email: sorsogon@deped.gov.ph
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stakeholders to discuss the survey results evaluation, schedule of SSC activities, selection of sports offering/s, and other SSC-related matters;

c. Schools shall have only one School Sports Club, with Arnis as a mandatory sport, and may offer additional sports based on the following: (a) athletics and/or swimming as basic sports, (b) sports played in Palarong Pambansa, (c) Philippine Games, (d) learners' preferred sports as per survey results, and (e) sports under existing sports associations. The number of sports to be offered shall consider the availability of qualified SSC facilitators, adequacy of sports equipment, suitability of facilities, and other resource assessments to ensure the quality and safety of SSC activities;

d. The School Head, in coordination with the SSC Coordinator, shall complete the SSC registration form and submit it to the Schools Division Office to be included in the SSC data mapping of the SSEED Program. Subject to the availability of funds, schools registered in the SSEED Program shall receive a Program Support Fund (PSF) for the acquisition of sports supplies, materials and equipment for SSC activities;

e. Should there be only one sports offered (Arnis), the SSC Coordinator shall also act as the SSC facilitator;

f. Further additions to the identified sports offered listed in the submitted registration form shall be included in the next academic year through the submission of a letter to the SDO signifying their interest in offering said additional sport/s.

3. Herewith are the detailed steps on how to register online through this QR Code:

**AFTER SCHOOL SPORTS CLUBS
REGISTRATION (2025)**



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- a. Download/Secure a blank copy of the forms FORM_SSC1 and FORM-SSC2 from the “Blank forms Download” section;
- b. Complete both forms;
- c. The forms are “Complete” when they are fully accomplished and signed by the proper signatories;
- d. Convert the completed forms into PDF format;
- e. Submit the form via the online submission form through this link. (Please make sure to enter the correct School ID and only DepEd email address is the accepted email in opening the system)
- f. The online submission form will only accept PDF attachments when the file size does not exceed 10MB;
- g. Inform the Schools Division Office on the status of submission through this separate QR Code:



4. Attached to this Memorandum are the relevant forms for reference.
5. For questions and queries about the SSC registration, please contact Raimond Paolo L. Mendoza and Alexander Manuel P. Buenavista at SGOD Office, SDO Sorsogon, Balogo, Sorsogon City.
6. For information and dissemination.


JOSE L. DONCILLO, CESO V
Schools Division Superintendent




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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.

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:

SGOD Chief/ Authorized Representative	
Signature	
Date	



Republika ng Pilipinas
Department of Education

Sports Offered

Preferred/Offered Sports:

Schedule of Activities

Time	Activities	Mon	Tues	Wed	Thurs	Fri
<i>Example</i>						
3:00PM-4:00PM	Arnis		/		/	/

SSC Activities

List of proposed and implemented activities, programs, projects or any other initiatives related to SSC.
Add rows if necessary.



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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.

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.			

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

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	