



Republic of the Philippines
Department of Education
Negros Island Region
DIVISION OF SAGAY CITY

DIVISION MEMORANDUM

MAY 23 2025

No. 315, s. 2025

**2025 SPORTS SUPPLIES AND EQUIPMENT ENHANCEMENT AND
DISTRIBUTION (SSEED) PROGRAM FOR SCHOOL RECIPIENTS BATCH 4**

To: Asst. Schools Division Superintendent
Chief Education Supervisors – CID and SGOD
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to Memorandum OM-OUOPS-2025-09-01832, and Regional Memorandum No. 027 s. 2025 titled Implementing Guidelines on the Utilization of Program Support Fund (PSF) for the Physical Fitness and School Sports Program (PFSS) this Office, through the School Governance and Operations Division, announces the **2025 Sports Supplies and Equipment Enhancement and Distribution (SSEED) Program for School Recipients Batch 4**.

2. The SSEED is a support program for the Comprehensive School Sports Program (CSSP), particularly for the institutionalization of school sports clubs in public schools.

3. 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.

4. Public schools that are not recipients of the 2022-2024 SSEED Program (provided that they have successfully registered in the SSEED Program online registration form) are given priority as recipients of this year's SSEED Program and were selected by the Bureau of Learner Support Services School Sports Division (BLSS-SSD) as recipients for SSEED Program Batch 4.

5. Furthermore, schools that were successful **beneficiaries of the first and second batches of the SSEED Program are ineligible to be recipients** of the Program for its succeeding batches.

6. **The identified recipient school shall receive Fifty Thousand pesos (Php 50,000.00).**

7. Enclosed in this memorandum are the following:

Enclosure 1	Implementing Guidelines of the 2025 SSEED Program List of Recipient Schools
Enclosure 2	List of Recipient Schools
Enclosure 3	List of Prescribed Sports Supplies, Materials and Equipment
Enclosure 4	Form SSC. 1 School Sports Club Registration Form
Enclosure 5	Form SSC. 2 School Sports Club Attachment
Enclosure 6	Project Proposal Template (Procurement)

Enclosures can be access through this link: <https://tinyurl.com/SSEEDBatch4>

8. The enclosed list of sports supplies, equipment, and materials with minimum technical specifications per sport even eligible for procurement is recommended. In case some items in the given list are already available in their respective Sports Clubs, other needed sports items could be procured.



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9. Schools are advised to create an SSEED Program Technical Working Group (TWG) and to work hand-in-hand with the School Bids and Awards Committee for the implementation of the program.
10. The SSEED Program TWG will ensure that standard sports supplies, materials, and equipment are bought in accordance with the stipulated requirements. Failure to do so will result in the Division SSEED Program TWG/Monitoring and Evaluation requiring the school to return the items to the supplier and obtain the required sports supplies, materials, and equipment.
11. The recipient schools are expected to submit the relevant **documentary requirements** such but not limited to:
- Work and Financial Plan
 - Project Proposal
 - Updated/Accomplished Form SSC.1 School Sports Club
 - Form SSC. 2 School Sports Club Attachment
 - Liquidation Report after procurement of the recommended sports supplies, equipment, and materials.
 - Photo documentation of the procured sports supplies, equipment, materials, and documentation of the turnover ceremony.
12. **The deadline for the documentary requirements (from a-d) will be on May 30, 2025** while the liquidation and inventory of the procured sports supplies, equipment, materials and photo documentation for the turnover ceremony will be on July 15, 2025. **Submission of printed copy will be submitted to the Division Records Office.**
13. **School heads are advised to complete the implementation** of the procurement of sports supplies, equipment, materials, and other related activities **on or before July 31, 2025.**
14. All expenses shall be subject to the usual budgeting, accounting, auditing, and procurement rules and regulations.
15. It is understood that DepEd Sagay City Division commits to integrate the principles of gender equality, equity and sensitivity, non-discrimination, and human rights, in the provision of governance of basic education. This is in line with the DepEd's mandate to ensure access to quality basic education and equal opportunities for all.
16. For clarification and more information, please contact Dr. Josette P. Balandra, Education Program Supervisor for the School Governance and Operations Division and Division Sports Officer at her messenger.
17. For guidance and compliance.


DANNIE CLARK M. UGUIL
OIC-Schools Division Superintendent



Enclosure : as stated
Reference : Regional Memorandum No. 027 s. 2025
Allotment : N/A
No. of Pages :
To be indicate in the **Perpetual Index** under the following subjects:
SGOD Sports

FW: JPB-Sports



Republic of the Philippines
Department of Education
Region VI- Western Visayas
DIVISION OF SAGAY CITY

Enclosure 1


2025 SPORTS SUPPLIES AND EQUIPMENT ENHANCEMENT AND
DISTRIBUTION(SSEED) PROGRAM FOR SCHOOL RECIPIENTS BATCH 4

School ID	School	Amount
117731	Hamticon Elementary School	50,000.00
117704	Raymundo Tupas Elementary School	50,000.00
117705	Suyac Elementary School	50,000.00
117725	Baviera Elementary School	50,000.00
117732	Laon Elementary School	50,000.00
302770	Sewahon National High School	50,000.00
501794	Sherman Hill Integrated School	50,000.00


Prepared by:


JOSETTE P. BALANDRA
Program Owner

Recommending Approval:


MARK ANTHONY J. TAN, PhD
Officer-in-charge
Office of the Asst. Schools Division Superintendent

Reviewed by:


MA. THERESA Q. BINGCANG, PhD
Chief, SGOD

Approved:


DANNIE CLARK M. UGUIL
OIC-Schools Division Superintendent



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS

REGIONAL MEMORANDUM
ESSD-2025-029

APR 16 2025

**ADDENDUM TO REGIONAL MEMORANDUM NO. ESSD-2025-027 IMPLEMENTING
GUIDELINES ON THE UTILIZATION OF PROGRAM SUPPORT FUND (PSF) FOR THE
PHYSICAL FITNESS AND SCHOOL SPORTS PROGRAM (PFSS)**

To: Schools Division Superintendents of Aklan, Antique, Bacolod City,
Cadiz City, Escalante City, Iloilo, Negros Occidental, Passi City, Roxas City
Sagay City, San Carlos City, and Victorias City
All Others Concerned

1. Relative to Regional Memorandum No. ESSD-2025-027 on the **Implementing Guidelines on the Utilization of Program Support Fund (PSF) for the Physical Fitness and School Sports Program (PFSS)**, this Office announces the additional Program Support Fund for the Schools Division Offices to be utilized in the Monitoring and Evaluation activity on the Implementation of the Sports Supplies and Equipment Enhancement Distribution (SSEED) Program, to wit:

NO.	SCHOOLS DIVISION OFFICE	AMOUNT ALLOCATED
1.	AKLAN	P 20,000.00
2.	ANTIQUE	P 20,000.00
3.	BACOLOD CITY	P 20,000.00
4.	CADIZ CITY	P 20,000.00
5.	ESCALANTE CITY	P 20,000.00
6.	ILOILO	P 20,000.00
7.	NEGROS OCCIDENTAL	P 20,000.00
8.	PASSI CITY	P 20,000.00
9.	ROXAS CITY	P 20,000.00
10.	SAGAY CITY	P 20,000.00
11.	SAN CARLOS CITY	P 20,000.00
12.	VICTORIAS CITY	P 20,000.00
TOTAL		P 240,000.00

2. Other provisions of the aforementioned Memorandum still remain in effect.
3. Immediate dissemination of this Memorandum is desired.


RAMIR B. UYTICO EdD, CESO III
Regional Director

Encl.: None

Reference: Regional Memorandum No. ESSD-2025-027

To be indicated in the Perpetual Index
under the following subjects:

FUNDS

PROGRAMS

REPORTS

SPORTS

JGC/ESSD/Addendum to Regional Memorandum No. ESSD-2025-027
___/April 15, 2025



Address: Duran Street, Iloilo City, 5000
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Website: region6.depded.gov.ph



Certificate No. PHP QMS
24 93 0184



Republic of the Philippines
Department of Education
REGION VI - WESTERN VISAYAS

REGIONAL MEMORANDUM
ESSD-2025-027

APR 15 2025

IMPLEMENTING GUIDELINES ON THE UTILIZATION OF PROGRAM SUPPORT FUND (PSF) FOR THE PHYSICAL FITNESS AND SCHOOL SPORTS PROGRAM (PFSS)

To: Schools Division Superintendents of Aklan, Antique, Bacolod City, Cadiz City, Escalante City, Iloilo, Negros Occidental, Passi City, Roxas City, Sagay City, San Carlos City, and Victorias City
All Others Concerned

1. Attached is Memorandum OM-OUOPS-2025-09-01832 from **Malcolm S. Garma, Assistant Secretary for Operations, OIC - Office of the Undersecretary for Operations** dated March 3, 2025 regarding **Implementing Guidelines on the Utilization of Program Support Fund (PSF) for the Physical Fitness and School Sports Program (PFSS)**, which is self-explanatory.

2. This Office provides the following list of recipient schools in Region VI of the Sports Supplies and Equipment Enhancement and Distribution Program (SSEEDP) with the corresponding allocation:

NO.	SCHOOL ID	NAME OF SCHOOLS	SDO	AMOUNT ALLOCATED
1	302291	Batan Academy (A National School)	Aklan	50,000.00
2	114843	Tibiawan Elementary School	Aklan	50,000.00
3	302297	Buruanga Vocational School	Aklan	50,000.00
4	114734	Cabugao Primary School	Aklan	50,000.00
5	114839	Dioscoro T. Tejada Elementary School	Aklan	50,000.00
6	178003	Quirico T. Tabanera E.S	Aklan	50,000.00
7	114844	Tugas-Dunga Elementary School	Aklan	50,000.00
8	114834	Calangcang Elementary School	Aklan	50,000.00
9	302298	Dr. Ramon B. Legaspi, Sr. Nhs	Aklan	50,000.00
10	500546	Bagong Barrio Integrated School	Aklan	50,000.00
11	114835	Calimbajan-Tina Elementary School	Aklan	50,000.00
12	302319	Malinao School For Philippine Craftsmen	Aklan	50,000.00
13	114917	Bulwang Elementary School	Aklan	50,000.00
14	114842	Mantiguib Elementary School	Aklan	50,000.00
15	500639	Baybay-Alibagon Integrated School	Aklan	50,000.00
16	114916	Bubog Elementary School	Aklan	50,000.00
17	302305	Anselmo B. Legaspi National H.S	Aklan	50,000.00
18	114836	Castillo Elementary School	Aklan	50,000.00
19	114832	Cabatanga Elementary School	Aklan	50,000.00
20	114913	Albasan Elementary School	Aklan	50,000.00
21	500179	Kalibo Integrated Special Education Center	Aklan	50,000.00
22	302321	Naile National High School	Aklan	50,000.00
23	502599	Ibajay Integrated School	Aklan	50,000.00
24	114732	Buenavista Primary School	Aklan	50,000.00
25	114719	Ibajay Central School	Aklan	50,000.00
26	114731	Aparicio Elementary School	Aklan	50,000.00



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27	114716	Aquino Elementary School	Aklan	50,000.00
28	114725	Sta. Cruz Elementary School	Aklan	50,000.00
29	114713	Agbago Elementary School	Aklan	50,000.00
30	114721	Mabusao Elementary School	Aklan	50,000.00
31	114750	Kalibo Pilot Elementary School	Aklan	50,000.00
32	114970	San Antonio Elementary School	Antique	50,000.00
33	302346	Barbaza National High School	Antique	50,000.00
34	302344	Barangbang National High School	Antique	50,000.00
35	302372	Patria National High School	Antique	50,000.00
36	115202	Esteban S. Talidong Elementary School	Antique	50,000.00
37	502089	Manlacbo Integrated School	Antique	50,000.00
38	115000	Tono-An Elementary School	Antique	50,000.00
39	137245	Dugman Elementary School	Antique	50,000.00
40	115181	Magranging Elementary School	Antique	50,000.00
41	115185	Patlabawon Elementary School	Antique	50,000.00
42	115395	Bunsod Elementary School	Antique	50,000.00
43	302377	Sebaste High School	Antique	50,000.00
44	115178	Bitas Elementary School	Antique	50,000.00
45	114956	Talisayan Elementary School	Antique	50,000.00
46	302349	Buhang National High School	Antique	50,000.00
47	115171	Tingib Elementary School	Antique	50,000.00
48	115168	Sto. Rosario Elementary School	Antique	50,000.00
49	117470	Graciano Lopez Jaena Elementary School	Bacolod City	50,000.00
50	117578	Sombito Elementary School	Cadiz City	50,000.00
51	117542	Villacin Elementary School	Cadiz City	50,000.00
52	117059	Libertad Elementary School	Escalante City	50,000.00
53	325603	Pinapugasan National High School	Escalante City	50,000.00
54	325604	Magsaysay National High School	Escalante City	50,000.00
55	302627	Tamlang National High School	Escalante City	50,000.00
56	117041	Danao Port Elementary School	Escalante City	50,000.00
57	117057	Japitan Elementary School	Escalante City	50,000.00
58	117042	Don Esteban Dela Rama Elementary School	Escalante City	50,000.00
59	501334	Malasibog Integrated School	Escalante City	50,000.00
60	117039	Alimango Elementary School	Escalante City	50,000.00
61	117054	Buenavista Elementary School	Escalante City	50,000.00
62	117050	Tamlang Elementary School	Escalante City	50,000.00
63	302493	Carlos Lopez National High School	Iloilo	50,000.00
64	302459	Barroc National High School	Iloilo	50,000.00
65	116394	Janiuay Pilot Elementary School	Iloilo	50,000.00
66	116392	Caraudan Elementary School	Iloilo	50,000.00
67	116825	Buyu-An Elementary School	Iloilo	50,000.00
68	501244	Barasalon Integrated School	Iloilo	50,000.00
69	117755	Rizal Elementary School	Negros Occidental	50,000.00
70	117170	Mambusao Elementary School	Negros Occidental	50,000.00
71	116922	Harbort Elementary School	Negros Occidental	50,000.00
72	302609	Cansilayan Farm Schol	Negros Occidental	50,000.00
73	117337	Spur 16 Elementary School	Negros Occidental	50,000.00
74	117394	Concepcion Elementary School	Negros Occidental	50,000.00
75	117164	Filomena G. Gequillana Es	Negros Occidental	50,000.00



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76	502591	San Isidro Integrated School	Negros Occidental	50,000.00
77	117312	Carmen Elementary School	Negros Occidental	50,000.00
78	117011	Si-Alay Elementary School	Negros Occidental	50,000.00
79	180511	Hipolito P. Mahilum Elementary School	Negros Occidental	50,000.00
80	117193	Mansablay Elementary School	Negros Occidental	50,000.00
81	117279	Cansilayan Elementary School	Negros Occidental	50,000.00
82	117340	Don Espiredion Presbitero E.S	Negros Occidental	50,000.00
83	117266	Magallon Cadre Elementary School	Negros Occidental	50,000.00
84	117422	Alijis Elementary School	Negros Occidental	50,000.00
85	117117	Pahilanga Elementary School	Negros Occidental	50,000.00
86	117316	Pontevedra North Elem. School	Negros Occidental	50,000.00
87	117151	Don M. Vasquez Estate E.S	Negros Occidental	50,000.00
88	117341	Don Vicente Lopez E.S	Negros Occidental	50,000.00
89	501792	Magsaysay Integrated School	Negros Occidental	50,000.00
90	116939	Winaswasan Elementary School	Negros Occidental	50,000.00
91	117003	Inayauan Central Elementary School	Negros Occidental	50,000.00
92	117133	Nararuis- Paticui E.S	Negros Occidental	50,000.00
93	117224	Old Fabrica Elementary School	Negros Occidental	50,000.00
94	117391	Balogo Elementary School	Negros Occidental	50,000.00
95	302691	Tigbao National High School - Lipat-On Extension	Negros Occidental	50,000.00
96	116971	Macapula Elementary School	Negros Occidental	50,000.00
97	116894	Jose L. Yulo Elementary School	Negros Occidental	50,000.00
98	117346	San Enrique Elementary School	Negros Occidental	50,000.00
99	117034	Rita Lovino Elementary School	Negros Occidental	50,000.00
100	117280	Don Ar Montelibano E.S	Negros Occidental	50,000.00
101	117273	Salapid Elementary School	Negros Occidental	50,000.00
102	117031	Nanca Elementary School	Negros Occidental	50,000.00
103	117344	Nasario D. Tupas Elem. School	Negros Occidental	50,000.00
104	117309	Buenavista Rizal Elementary School	Negros Occidental	50,000.00
105	117209	San Agustin Elementary School	Negros Occidental	50,000.00
106	302661	Juan Gequillana National High School	Negros Occidental	50,000.00
107	117407	Labilabi Elementary School	Negros Occidental	50,000.00
108	180503	Cavan Elementary School	Negros Occidental	50,000.00
109	117402	Bug-Ang Elementary School	Negros Occidental	50,000.00
110	117310	Burgos Elementary School	Negros Occidental	50,000.00
111	302602	Cabacungan National High School	Negros Occidental	50,000.00
112	302589	Andulauan National High School	Negros Occidental	50,000.00
113	117142	Talaptap Elementary School	Negros Occidental	50,000.00
114	302673	Pahilanga National High School	Negros Occidental	50,000.00
115	117024	Don H. Maravilla Memorial School	Negros Occidental	50,000.00
116	117147	Culipapa Elementary School	Negros Occidental	50,000.00
117	117138	Arcadio L. Vergara Es	Negros Occidental	50,000.00
118	117418	Toboso Central School	Negros Occidental	50,000.00
119	117033	Pasil Elementary School	Negros Occidental	50,000.00
120	117025	E.B. Magalona Elementary School	Negros Occidental	50,000.00
121	117140	Bacuyangan Elememntary School	Negros Occidental	50,000.00
122	117343	Guinterilan Elem. School	Negros Occidental	50,000.00
123	117277	Benjamin H. Jalandoni Sr. Buenavista ES	Negros Occidental	50,000.00



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124	117898	Bagacay Elementary School	Passi City	50,000.00
125	501073	Lawa-An Integrated School	Roxas City	50,000.00
126	117669	Don Manuel Arnaldo Memorial School	Roxas City	50,000.00
127	117731	Hamticon Elementary School	Sagay City	50,000.00
128	117704	Raymundo Tupas Elementary School	Sagay City	50,000.00
129	117705	Suyac Elementary School	Sagay City	50,000.00
130	117725	Baviera Elementary School	Sagay City	50,000.00
131	117732	Laon Elementary School	Sagay City	50,000.00
132	302770	Sewahon National High School	Sagay City	50,000.00
133	501794	Sherman Hill Integrated School	Sagay City	50,000.00
134	117784	San Carlos Milling Company Incorporated Elementary School	San Carlos City	50,000.00
135	117446	Victorias Milling Co. E.S	Victorias City	50,000.00
136	117431	Estado Elementary School	Victorias City	50,000.00
137	117433	La Consolacion Elementary School	Victorias City	50,000.00
138	302696	Victorias City Farm School Formerly Vnhs Alfonso Sta. Ana Extension	Victorias City	50,000.00
139	137250	John Rey Ganne Y. Dolorosa	Victorias City	50,000.00
140	117445	Santiago Franco Sr. Memorial Elementary School	Victorias City	50,000.00
TOTAL				P 7,000,000.00

- The Schools Division Office shall accomplish the reporting templates that can be accessed through the link: <https://tinyurl.com/SSEEDtemplates> and shall submit through email at jamesfresnnyl.casipe@deped.gov.ph on or before **October 1, 2025**
- For clarifications, contact **James Fresnnyl G. Casipe, Regional Focal Person, School Sports Program** at mobile number **09514076504** or through email at region6.essd@deped.gov.ph.
- Immediate dissemination of and compliance of this Memorandum are desired.


RAMIR B. UYTICO EdD, CESO III
 Regional Director

Encl.: None
 Reference: OM-OUOPS-2025-09-01832
 To be indicated in the Perpetual Index
 under the following subjects:

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JGC/ESSD/RMImplementing Guidelines on the Utilization of Program Support Fund (PSF)
 ___/April 11, 2025



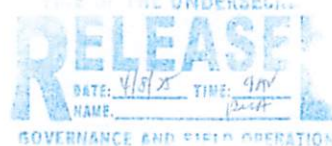
Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

APPROVED BY: *[Signature]*

MEMORANDUM

OM-OUOPS-2025-*741-01832*



TO : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
ALL OTHERS CONCERNED

MALCOLM S. GARMA
Assistant Secretary, Officer-In-Charge,
Office of the Undersecretary for Operations

FROM : *[Signature]* **MALCOLM S. GARMA**
Assistant Secretary for Operations
Officer-In-Charge, Office of the Undersecretary for Operations

SUBJECT : IMPLEMENTING GUIDELINES ON THE UTILIZATION OF
PROGRAM SUPPORT FUND (PSF) FOR THE PHYSICAL FITNESS
AND SCHOOL SPORTS PROGRAM (PFSS)

DATE : March 03, 2025

I. Rationale

The Department of Education's (DepEd) mission to cultivate and nurture learner growth toward holistic development, the Bureau of Learner Support Services-School Sports Division (BLSS-SSD) is committed to advancing this agenda through the promotion of sports and physical activities. The BLSS-SSD recognizes that active participation in physical activities is directly linked to the comprehensive and holistic development of learners.

In addition, BLSS-SSD responds to the need to expand opportunities for participation in physical activity that contributes to the promotion of the physical development of learners consistent with the 5-Point Reform Agenda of Secretary Angara particularly agenda item 2: *Learners' physical and mental well-being protected and the Basic Education and Development Program (BEDP) 2030 under Pillar 4 on Learner's Resiliency and Well-being by promoting learners' physical and socio-emotional skills development.*

In line with this commitment, the Department aims to institutionalize the establishment of the School Sports Clubs which will serve as a platform to encourage physical fitness, health, and active engagement among learners. To accomplish this objective, the Schools Sports Division (SSD) shall conduct capacity-building initiatives such as Orientation-Workshop on the Institutionalization of School Sports Club in Public School and Training of Trainers on the teaching of Sports specific skills.

In support to the program, SSD shall provide School Supplies, Materials, and Equipment. The SSEED program aims to provide every public school-learner



Room 101, Rizal Building, DepEd Complex, Meralco Avenue, Pasig City 1600

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access to standard sports supplies, materials, and equipment primarily for their school sports clubs' activities and other related physical activities.

This implementing guidelines shall cover the cascading of the activities related to School Sports Club and distribution of SSEED program. It aims to provide guidance on the proper utilization of Program Support Fund (PSF) to ensure the effective planning, execution, and sustainability of training sessions, workshops, and other activities designed to enhance the capabilities of individuals involved in School Sports Club.

II. Funding Requirements

The funds required for the implementation of this policy shall be sourced from the **Physical Fitness and School Sports Program (PFSS)** fund under the **Maintenance and Other Operating Expenses (MOOE)** class. A total amount of **One Hundred Forty-Two Million Nine Hundred Forty-Nine Thousand Pesos (Php 142,949,000)** is directly released to the regions in accordance with Republic Act No. 12116, the FY 2025 General Appropriations Act (GAA), and National Budget Circular No. 595, dated January 20, 2025.

These funds are allocated specifically for conducting capacity-building activities (*see Annex A for detailed guidelines*) and for the procurement of sports supplies, materials, and equipment for School Sports Clubs (*see Annex B for detailed guidelines*). For a comprehensive breakdown of the fund allocations, please refer to *Annex C*.

III. Utilization of Funds

The utilization of these funds shall comply with existing budgeting, accounting, auditing, and procurement rules and regulations.

The PFSS funds allocated herein shall be valid for obligation and disbursement until December 31, 2026.

IV. Use of Balances

Any excess, unutilized, or unexpended PFSS funds, may be utilized to other BLSS-SSD programs, projects, and activities, subject to the existing budgeting, accounting, auditing, and procurement rules and regulations.

V. Monitoring and Evaluation

The Bureau of Learner Support Services-School Sports Division (BLSS-SSD), shall monitor the conduct of the Regional Capacity building activities and SSEEDP as well as provide technical assistance as part of its mandated functions and responsibilities.

The Regional Office through Education Support Services Division (ESSD) shall submit utilization and implementation reports (*refer to Annex D for the reporting and monitoring tool*), fifteen (15) working days after the implementation of activities to the BLSS-SSD through email at blss.ssd@deped.gov.ph.



Room 101, Rizal Building, DepEd Complex, Meralco Avenue, Pasig City 1600

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Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

ANNEX B

**GUIDELINES ON THE UTILIZATION OF PROGRAM SUPPORT FUND (PSF) FOR
THE PROCUREMENT OF SPORTS SUPPLIES, MATERIALS, AND EQUIPMENT
FOR SCHOOL SPORTS CLUB UNDER SSEEDP**

I. RATIONALE

The School Sports Supplies Materials and Equipment Enhancement Distribution Program (SSEEDP) of the Bureau of Learners Support Services - School Sports Division (BLSS-SSD) for the procurement of Sports Supplies and Equipment for the implementation of School Sports Club.

Pursuant to the Philippine Development Plan 2023-2028 and DepEd Order o. 24, s. 2022 titled, *Adoption of the Basic Education Development Plan 2023*, DepEd recognizes intrinsic value in the developmental aspect of physical, socio-emotional, and mental health, and the need for these aspects of life to be strengthened and enhanced for all individuals. These can be done through intelligently designed physical activities, competitions, and talent enhancement in clubs/organizations as co- and extracurricular activities.

Since it is the school administration that is charged with the responsibility of ensuring the availability of sports supplies, materials, and equipment, the Regional Office (RO), School Division Office (SDO), and School-Recipients shall receive Program Support Fund for Fiscal Year (FY) 2025 through the issuance of Special Allotment Release Order (SARO).

The SSEED program aims to provide every public school-learners access to standard sports supplies, materials, and equipment primarily for their school sports clubs' activities and other related physical activities.

II. ROLES AND RESPONSIBILITIES:

1. The **Central Office** shall:

- formulate** guidelines on the implementation of the SSEED Program;
- provide** the list of registered schools in accordance to item III;
- comply** with the requirements necessary to process the release of funds to the respective Regional Offices for the procurement of sports supplies, materials, and equipment; and
- monitor** the procurement of sports supplies, materials, and equipment, as well as the utilization of funds by Schools Division Offices (SDOs), in coordination with the Regional Office (RO), as part of their mandated functions and responsibilities.

2. The **Regional Office** shall:



Room 101, Rizal Building, DepEd Complex, Meralco Avenue, Pasig City 1600

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- a. **validate** the list of registered schools provided by the Central Office based on the requirements stated in *Item III* with the assistance of the School Division Office (SDO) concerned.
- b. **determine** the list of schools per SDO. The following are the order of prioritization based on schools with two or more existing sports offering:
 - i. mega and large Elementary Schools;
 - ii. medium and small Elementary Schools;
 - iii. mega and large Secondary Schools; *and*
 - iv. medium and small Secondary Schools.

The number of recipient-schools shall be based on the approved regional allocation provided by the Central Office.
- c. **submit** the final list of recipient-schools to the Central Office, copy furnish the SDO concerned.
- d. **provide** technical assistance and conduct monitoring to School Division Offices and schools in the implementation of SSEED program; and
- e. **submit** the consolidated utilization and implementation reports to the Central Office through email address **blss.ssd@deped.gov.ph**, duly signed by the Regional Sports Officer and Regional Director, not more than one (1) month after receipt of the said sports supplies, materials, and equipment by the schools. **Failure to submit the said reports after the deadline set will affect the regional allocation in the succeeding years.**

3. The **School Division Office** shall:

- a. **extend** the necessary assistance to the Region in validation of the list of schools based on the criteria stated in *Item III* and the above provision in 2.b.
- b. **inform** the recipient-schools to submit the list of sports supplies, materials, and equipment, and other necessary documents.
- c. **consolidate** the list of sports supplies, materials, and equipment submitted by the recipient-schools.
- d. **prepare** Work and Financial Plan (WFP), Project Procurement Management Plan (PPMP), and other documentary requirements for the procurement of sports supplies, materials, and equipment based on the submitted list of non-implementing unit (non-IU) schools.
- e. **facilitate** the processing of funds to the implementing unit (IU) schools for the procurement of validated and approved sports supplies, materials, and equipment.
- f. **provide** technical assistance and conduct monitoring to the recipient-schools in the implementation of SSEED program; and
- g. **submit** the Division Consolidated Utilization and Implementation Reports to the Regional Office, duly signed by the School Governance and Operations Division Chief and Schools Division Superintendent, not more than twenty (20) calendar days after receipt of the said sports supplies, materials, and equipment by the schools.

4. The **School** shall:

- a. **identify, prepare and submit** to the Schools Division Office the list of sports supplies, materials, and equipment based on the needs in the implementation of their sports club.

- b. **For the implementing unit (IU) schools**, additional documentary requirements such as WFP, PPMP, and other documents that may be required by the SDO must also be submitted.
- c. **submit** the list of received or purchased sports supplies and equipment to the Schools Division Office including the utilization and implementation reports to the Schools Division Office, duly signed by the School Sports Club Coordinator, and School Head, not more than ten (10) calendar days after receipt/purchased of the said sports supplies, materials, and equipment.

III. REQUIREMENTS OF A RECIPIENT SCHOOL

The recipient schools were identified based on the following requirements:

- a. registered School Sports Club/s through the link <https://bit.ly/SSCRegistration2025>
- b. accomplished and submitted SSEEDP Form 1 and Form 2 signed by the School Head;
- c. with existing SSC Implementers as per the following qualifications;
- d. has available playing facilities such as covered court/multi-purpose hall, vacant space, open field for physical activities; and
- e. Schools that were previous beneficiaries of the SSEED Program are ineligible.

IV. REQUIREMENTS FOR A SCHOOL SPORTS CLUB (SSC) COORDINATOR AND FACILITATOR

1. For SSC Coordinator, they:

- a. Shall preferably be a DepEd personnel
- b. Shall preferably have a sports-related experience (i.e., former athlete, coach, officiating official, tournament manager, etc.) or have a minimum of 40 hours of sports-related training; and
- c. Have knowledge in managing school clubs and other organizations

2. For SSC Facilitators, they:

- a. Shall preferably be a DepEd teaching or non-teaching personnel;
- b. Shall have a sports-related experience (i.e., former athlete, coach, officiating official, tournament manager, etc.) or have a minimum of 40 hours of sports-related training;
- c. Possess at least basic knowledge of first aid administration or underwent training through reputable organizations or certified individuals

V. FUNDING REQUIREMENT

- a. An amount of Fifty Thousand pesos (**Php 50,000.00**) shall be allocated per recipient-school.
- b. An amount of Fifty Thousand pesos (**Php 50,000.00**) for Regional Office shall be allotted for monitoring and evaluation.
- c. An amount One Thousand Five hundred pesos (**1,500.00**) per recipient-school shall be allotted to the School Division Offices for monitoring and evaluation.



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VI. RECOMMENDED LIST OF SPORTS SUPPLIES, MATERIALS, AND EQUIPMENT WITH TECHNICAL SPECIFICATION

No.	Event	Item No.	Technical Specification
1	ARNIS	1	Head Protector, Red (2 size 2, 2 size 3), includes an impact-worthy face mask, I-Arn timer standard. (Branded)
		2	Head Protector, Blue - (2 size 2, 2 size 3), includes an impact-worthy face mask, I-Arn timer standard (Branded)
		3	Body Vests, Red - (2 size 2, 2 size 3), properly cushioned in accordance with I-Arn timer standard (Branded)
		4	Body Vests, Blue - (2 size 2, 2 size 3), properly cushioned in accordance with I-Arn timer standard (Branded)
		5	Hand Gloves, Red, Open palm design, (4 size 2), I-Arn timer standard (Branded)
		6	Hand Gloves, Blue, Open palm design (4 size 2), I-Arn timer standard (Branded)
		7	Upper Arm Guard, NEW GEN - Red (4 size 2), I-Arn timer standard (Branded)
		8	Upper Arm Guard, NEW GEN - Blue, (4 size 2), I-Arn timer standard (Branded)
		9	Lower Arm Guard, NEW GEN - Red (4 size 2), I-Arn timer standard (Branded)
		10	Lower Arm Guard, NEW GEN -Blue (4 size 2), I-Arn timer standard (Branded)
		11	Upper Shin Guard, NEW GEN - Red (4 size 2), I-Arn timer standard (Branded)
		12	Upper Shin Guard, NEW GEN - Blue (4 size 2), I-Arn timer standard (Branded)
		13	Lower Shin Guard, NEW GEN - Red (4 size 2), I-Arn timer standard (Branded)
		14	Lower Shin Guard, NEW GEN - Blue (4 size 2), I-Arn timer standard (Branded)
		15	Male Groin Guard (2 pc medium, 2 pc Large), I-Arn timer standard (Branded)
		16	Female Groin Guard (2 pc medium, 2 pc Large), I-Arn timer standard (Branded)
		17	Padded Stick (Canes), Red, properly foam-cushioned, maximum grip diameter of not more than 3.81cm (1 1/2") and length of 76.20cm (30" for men and women); Length of padded stick shall be 27" for boys and girls, I-Arn timer standard (Branded)
		18	Padded Stick (Canes), Blue, properly foam-cushioned, maximum grip diameter of not more than 3.81cm (1 1/2") and length of 76.20cm (30" for men and women); Length of padded stick shall be 27" for boys and girls, I-Arn timer standard (Branded)

		20	Stopwatch - digital with 100 memory, used in international competition - (Branded)
		21	Interlocking Rubber Mat, Red and Blue - 1m x 1m x 24mm, BIGTEETH rubber mat.
		22	Dolphin Pro Whistle, polycarbonate mouthpiece with a vertical reinforcing rib. Pea-less whistle with adjustable lanyard.
2	ATHLETICS	1	Baton for men - aluminum, imported, rolled edges, IAAF Standard
		2	Javelin for boys - IAAF standard, aluminum steel alloy, imported, 400 gms. for elem. (Branded)
		3	Javelin for girls - IAAF standard aluminum steel alloy, imported, 300 gms. for elem. (Branded)
		4	Javelin for girls - IAAF standard aluminum steel alloy, imported, 600 gms. for sec. (Branded)
		5	Javelin for boys - IAAF standard, aluminum steel alloy, imported, 700 gms. for sec. (Branded)
		6	Discus for boys - fiberglass with steel rim, 1.5kg, elem., IAAF Standard (Branded)
		7	Discus for boys - fiberglass with steel rim, 1.75kg for sec., IAAF Standard (Branded)
		8	Discus for girls - fiberglass with steel rim, .75kg. for elem., IAAF Standard (Branded)
		9	Discus for girls - fiberglass with steel rim, 1kg. for sec., IAAF Standard (Branded)
		10	Iron shotput for boys - IAAF standard, 5kg. for elem.
		11	Iron shotput for boys - IAAF standard, 6kg. for sec.
		12	Iron shotput for girls - IAAF standard, 3kg. for elem.
		13	Iron shotput for girls - IAAF standard, 4kg. for sec.
		16	Starting Blocks - made of high quality stainless materials, IAAF Specification and standard, Olympic Model
		17	Stopwatch - digital with 100 memory, used in international competition - (Branded)
		18	Dolphin Pro Whistle, polycarbonate mouthpiece with a vertical reinforcing rib. Pea-less whistle with adjustable lanyard.
		19	12" cone markers, orange color.
3	CHESS	1	Chess set (Eureka Style)
		2	Chess Clock
4	DANCE SPORTS	1	Portable Public Address System - 12in Portable PA system, 200AMP WITH DUAL VHF MIC USB, SD, FM and Bluetooth. (12" 2 way Bass Reflex, Low 2.5" Vcoil, Hi 1.5" Vcoil, 8 ohms, 200 watts amplifier, USB/FM/BT Function, XLR Line Input/Output, RCA Input, Mic priority button, 1 Mic Input, 2 VHF Wireless Mic, Echo/Repeat/Delay Function, 12V DC IN, Rechargeable Battery)

5	SEPAK TAKRAW	1	Sepak Takraw Balls - for secondary Boys, weight - range from 170g - 180g, ISTAF standard
		2	Sepak Takraw Balls - for Sec Girls and elementary. Weight range from 150g - 160g Junior, ISTAF standard.
		3	Sepak Takraw Net - for secondary, without cable. Made of fine ordinary cord or nylon. With 0.06m to 0.08m mesh. Height is 0.7m (top to bottom). Width - 6.10m (side to side), should be edge to both sides along the sideline edges with 0.05m tape. ISTAF standard.
		4	Sepak Takraw Net - for elementary, without cable. Made of fine ordinary cord or nylon. With 0.06m to 0.08m mesh. Height is 0.7m (top to bottom). Width - 6.10m (side to side), should be edge to both sides along the sideline edges with 0.05m tape. ISTAF standard.
		5	Stopwatch - digital with 100 memory, used in international competition - (Branded)
		6	Dolphin Pro Whistle, polycarbonate mouthpiece with a vertical reinforcing rib. Pea-less whistle with adjustable lanyard.
6	SWIMMING	1	Stopwatch - digital with 100 memory, used in international competition - (Branded)
		2	Dolphin Pro Whistle, polycarbonate mouthpiece with a vertical reinforcing rib. Pea-less whistle with adjustable lanyard.
		3	Swimming Cap - made of hardy heat resistance materials, corrosion resistance, soft and comfortable, non-toxic
		4	Swimming Goggles - Anti fog, U protection Lens, with silicon gasket and silicon double strap
		5	Swimming Pull Buoy
		5	Swimming Kickboard - made of high density material for perfect balance and buoyancy, Hydrodynamic design that reduces drag, with Ergonomic grip pads for better handling.
7	TRAINING MATERIALS FOR STRENGTH, AGILITY AND FITNESS	1	Training Hurdles -made of PVC Materials - size 45cm x 15cm+D265:D273
		2	Training Hurdles -made of PVC Materials - size 45cm x 15cm
		3	Training Hurdles -made of PVC Materials - size 45cm x 15cm
		4	Disc Cones - Made of plastic materials with carry rack and bag, (40 pcs Disc Cones)
		5	12" Cone Markes (color Orange)

		6	Resistance Tube Set - made of durable natural rubber tubing for a smooth consistent stretch, cushioned foam handles for comfortable grip. Improved balance, coordination, flexibility and endurance, it also develops Core Strength.
		7	Weighted Jump Rope
		8	Agility Ladder - Length 5meters, width : 0.46m, 8 grids with carrying bag.
		9	Hollow Foam Roller - Restore balance and increase strength, it also offers as a therapeutic massage to rejuvenate body muscles.

Other Sports

1	ARCHERY	1	Target Butts - 54 inch round or square, must be made of coiled or machine-pressed cogon grass ; covered with brown burlap sacking, FITA Specification.
		2	Competition Arrows
		3	Measuring Tape, 50m - fiberglass, imported. (Branded)
		4	Target Faces - 80cm target faces printed on string-reinforced heavy paper. FITA Specification
		5	Target Faces - 122cm target faces printed on string-reinforced heavy paper. FITA Specification
		6	Stopwatch - digital with 100 memory, used in international competition - (Branded)
		7	Dolphin Pro Whistle, polycarbonate mouthpiece with a vertical reinforcing rib. Pea-less whistle with adjustable lanyard.
2	BADMINTON	1	Badminton Racket
		2	Badminton Net - standard, size 6.1m, 760mm depth, Competition and BWF standard (Branded)
		3	Shuttlecock - (Medium grade for training and recreation)
		4	Table/Manual Scoreboard - portable, made of hard plastic, minimum size - 8" x 15". Numbered plates (2 sets) made of hard plastics; each set shall be numbered from 1 - 30.
		5	Stopwatch - digital with 100 memory, used in international competition - (Branded) -
		6	Dolphin Pro Whistle, polycarbonate mouthpiece with a vertical reinforcing rib. Pea-less whistle with adjustable lanyard.

3	BASEBALL	1	Baseball Gloves/Mitts, Deep, wide and highly functional pockets, match with basket-web designs, all leather palm construction, palm and index pads with velcro strap closure for FIELDERS GLOVES. For CATCHERS MITT - Quality full grain leather with patented hand adjustments, 1-piece closed web, quick and easy break-in conventional with Flex Loop Back. For FIRST BASE MITT - Single-post with double-bar web and coventional back. (Composition of 1 set Baseball Gloves/Mitts 10 pcs FIELDERS MITTS, 1 pc CATCHERS MITT and 1 pc FIRST BASE MITT. For Secondary (OPTIONAL)
		2	Batter's Helmet - fiberglass, 2 ear protection, IBaF/PABA standard. (elem and sec.)
		3	Baseball Balls - premium leather, IBaF/PABA standard
		4	Catcher's Mask - official, sleek design, thick wire frame, official, with throat and head (helmet) protector, easy to take on and off, (1 pc. for elem. & 1 pc. for sec.) IBaF/PABA standard (Branded)
		5	Baseball Leg Guards - fiberglass with extra padding inside the knee cap for extra protection and comfort, adjustable straps, IBaF/PABA standard, (1 pair for elem. & 1 pairs for sec.) (Branded).
		6	Baseball Bat for elem and sec, IBaF/PABA standard
4	BASKETBALL	1	Basketball Ball - size 7
		2	Basketball Ball - size 6
		3	Basketball Ball for 3 x 3, size 28.5"
		4	Basketball Ball Bag - for 4 balls capacity. Either duffel or tubular type, with handle and adjustable strap. Made of polyester, oxford material or its equivalent (Mesh is not allowed)
		5	Stopwatch - digital with 100 memory, used in international competition - (Branded) -
		6	Dolphin Pro Whistle, polycarbonate mouthpiece with a vertical reinforcing rib. Pea-less whistle with adjustable lanyard.
5	BILLIARD	1	Billiard Stick
		2	Billiard Ball Set (with cue ball)
6	BOXING	1	10 oz. Competition Gloves, Blue, per IABA specs, ABAP approved. (Branded)
		2	10 oz. Competition Gloves, Red, per IABA specs, ABAP approved. (Branded)
		3	Competition Head Gear, medium, Blue, per IABA specs, ABAP approved. (Branded)
		4	Competition Head Gear, medium, Red, per IABA specs, ABAP approved. (Branded)

		5	Foul (Abdominal) Protector, medium, Blue, per IABA specs, ABAP approved. (Branded)
		6	Foul (Abdominal) Protector, medium, Red, per IABA specs, ABAP approved. (Branded)
		7	Hand Wraps, ABAP standard
		8	Stopwatch - digital with 100 memory, used in international competition - (Branded)
7	FOOTBALL	1	Soccer Football Nets, standard, color white, FIFA standard
		2	Soccer Footballs, size 5
		3	Soccer Footballs, size 4
		4	Ball Bag, black, 4-ball capacity. Either duffel or tubular type. With handle and adjustable strap. Made of polyester, oxford material or its equivalent. (Mesh is not allowed)
		5	Stopwatch - Football - wristwatch style, used in international competition - (FOOTBALL) - (Branded)
		6	Dolphin Pro Whistle, polycarbonate mouthpiece with a vertical reinforcing rib. Pea-less whistle with adjustable lanyard.
8	FUTSAL	1	FUTSAL Ball, (standard)
		2	FUTSAL NET - Standard size 3.1 x 2.0 x 1.1 x 1.3M (goal size 3 x 2 M), thickness is 2.7mm, mesh is 10cm.
		3	Ball Bag, black, 4-ball capacity. Either duffel or tubular type. With handle and adjustable strap. Made of polyester, oxford material or its equivalent. (Mesh is not allowed)
		4	Stopwatch - Football - wristwatch style, used in international competition - (FOOTBALL) - (Branded)
		5	Dolphin Pro Whistle, polycarbonate mouthpiece with a vertical reinforcing rib. Pea-less whistle with adjustable lanyard.
9	GYMNASTICS (RG)	1	Rhythmic Ball - for elementary, 20cm in diameter, 300 grams, material is soft plastic / rubber, FIG standard
		2	Rhythmic Hoop - for elementary, 75-80 cm in diameter, 300 grams, made of flexible plastic. FIG standard.
		3	Rhythmic Ribbon with Stick - for elementary, 6m in length, 4cm in width, stick is made of fiberglass, conical in shape, with a rubber cap in the handle. FIG standard.
		4	Rhythmic Ball - for secondary, 20cm in diameter, 300 grams, material is soft plastic / rubber, FIG standard

		5	Rhythmic Hoop - for secondary, 80-90 cm in diameter, 300 grams, made of flexible plastic. FIG standard.
		6	Rhythmic Ribbon with Stick - for secondary, 6m in length, 4cm in width, 400 grams, stick is made of fiberglass, conical in shape, with a rubber cap in the handle. FIG standard.
		7	Rhythmic Clubs - 400 - 500mm, weight 150g minimum, Bottle Shape, Diameter of head is 30mm maximum.
10	GYMNASTICS (AERO)	8	Stopwatch - digital with 100 memory, used in international competition - (Branded) -
		1	Portable Public Address System - 12in Portable PA system, 200AMP WITH DUAL VHF MIC USB, SD, FM and Bluetooth. (12" 2 way Bass Reflex, Low 2.5" V-coil, Hi 1.5" V-coil, 8 ohms, 200 watts amplifier, USB/FM/BT Function, XLR Line Input/Output, RCA Input, Mic priority button, 1 Mic Input, 2 VHF Wireless Mic, Echo/Repeat/Delay Function, 12V DC IN, Rechargeable Battery)
		2	Dolphin Pro Whistle, polycarbonate mouthpiece with a vertical reinforcing rib. Pea-less whistle with adjustable lanyard.
11	SOFTBALL	3	Stopwatch - digital with 100 memory, used in international competition - (Branded) -
		1	Softball Gloves /Mitts - FIELDERS GLOVES/MITTS storm glove with funnel web Neo-Flex, conventional back with micro injection and Velcro strap for custom fit, CATCHERS GLOVES/MITTS - Adjustable Wrist Strap, Fast pitch model with conventional back and modified pro H Web (1 set SOFTBALL GLOVES = 1 pcs Fielders Gloves/Mitts and 1 Catchers Gloves/Mitts) for Elem and Sec, (OPTIONAL)
		2	Softball Balls, OPTIC YELLOW
12	TABLE TENNIS	3	Batting & Running Helmets, with earflaps, for Elem. and Sec. ISF Standard
		4	Catcher's Gear - Youth size, good for Sec and Elem girls, ISF standard
		5	Softball Bat (standard)
		1	Table Tennis Table - (ITTF standard)
		2	Table Tennis Racket - (standard)
		3	Table Tennis Post & Cotton Net, quick install and removal with the clip system. (ITTF standard)
		4	Table Tennis Balls, size - 40mm
		5	Table/Manual Scoreboard - portable, made of hard plastic, minimum size - 8" x 15". Numbered plates (2 sets) made of hard plastics; each set shall be numbered from 1 - 30.
		6	Stopwatch - digital with 100 memory, used in international competition - (Branded)

		2	Wushu Sanda Protective Gear for MALE (Head Gear, Chest Protector, Groin Protector and Gloves)- RED - 2 sets Medium, 1 set Large (Wushu Federation Approved)
		3	Wushu Sanda Protective Gear for FEMALE (Head Gear, Chest Protector, Groin Protector and Gloves)- BLACK - 2 sets Medium, 1 set Large (Wushu Federation Approved)
		4	Wushu Sanda Protective Gear for FEMALE (Head Gear, Chest Protector, Groin Protector and Gloves)- RED - 2 sets Medium, 1 set Large (Wushu Federation Approved)
		5	Gong with rack and hammer
		6	Wushu Puzzle Mat - Color two sides, two color - Red and Blue - size 1m x 1m x 2" (Wushu Federation Approved)
		7	Weighing Scale (Health scale, Beam type, with dual reading (pounds and kilograms), precise reading. Min Platform size: 10.5" x 14.5". Scale Height: 59". Heavy duty with 3 years warranty)
		8	Stopwatch - digital with 100 memory, used in international competition - (Branded)
18	WRESTLING	1	Wrestling Mat - Puzzle Mat, Color two sides, Red and Blue, Size 1m x 1m x 2" (WAP Approved)
		2	Weighing Scale (Health scale, Beam type, with dual reading (pounds and kilograms), precise reading. Min Platform size: 10.5" x 14.5". Scale Height: 59". Heavy duty with 3 years warranty)
		3	Stopwatch - digital with 100 memory, used in international competition - (Branded)
19	PENCAK SILAT	1	Interlocking Rubber Mat, Red and Blue - 1m x 1m x 24mm, BIGTEETH rubber mat.
		2	Body Armor
		3	Head Gear
		4	Groin Guard
		5	Stopwatch - digital with 100 memory, used in international competition - (Branded)
		6	Dolphin Pro Whistle, polycarbonate mouthpiece with a vertical reinforcing rib. Pea-less whistle with adjustable lanyard.
		7	Weighing Scale (Health scale, Beam type, with dual reading (pounds and kilograms), precise reading. Min Platform size: 10.5" x 14.5". Scale Height: 59". Heavy duty with 3 years warranty)
20	GOAL BALL	1	Goal Ball
21	BOCCE	1	Bocce Ball with carrying case

PHYSICAL AND FINANCIAL ALLOCATION OF PROGRAM SUPPORT FUNDS (PSF) OF BLSS-SSD FOR FY 2025
by Regional Office (RO) As of March 2025

Regional Offices		Total Number of SDOs	Procurement of Sports Supplies, Materials, and Equipment for Sports Club under SSEEDP				
			Physical Allocation	Financial Allocation			
			No. of Schools	Total Amt of SSEEDP	SDO M&E (tev)	RO M&E (tev)	Total
1	Region I - Ilocos	14	94	4,700,000	141,000	50,000	4,891,000
2	Region II - Cagayan Valley	9	60	3,000,000	90,000	50,000	3,140,000
3	Region III - Central Luzon	21	140	7,000,000	210,000	50,000	7,260,000
4	Region IVA - CALABARZON	23	154	7,700,000	231,000	50,000	7,981,000
5	MIMAROPA	7	47	2,350,000	70,500	50,000	2,470,500
6	Region V - Bicol	13	87	4,350,000	130,500	50,000	4,530,500
7	Region VI - Western Visayas	21	140	7,000,000	210,000	50,000	7,260,000
8	Region VII - Central Visayas	20	133	6,650,000	199,500	50,000	6,899,500
9	Region VIII - Eastern Visayas	13	87	4,350,000	130,500	50,000	4,530,500
10	Region IX - Zamboanga Penins	9	60	3,000,000	90,000	50,000	3,140,000
11	Region X - Northern Mindanac	14	94	4,700,000	141,000	50,000	4,891,000
12	Region XI - Davao	11	74	3,700,000	111,000	50,000	3,861,000
13	Region XII - Soccksargen	8	54	2,700,000	81,000	50,000	2,831,000
14	CARAGA	12	80	4,000,000	120,000	50,000	4,170,000
15	CAR	8	54	2,700,000	81,000	50,000	2,831,000
16	NCR	16	107	5,350,000	160,500	50,000	5,560,500
TOTAL		219	1465	73,250,000	2,197,500	800,000	76,247,500



UTILIZATION AND IMPLEMENTATION REPORTS FOR SPORTS SUPPLIES AND EQUIPMENT ENHANCEMENT AND DISTRIBUTION (SSEED) PROGRAM

a. Inventory Form

Region: _____

School: _____

Address: _____

Number of Learners: _____

Sports Offered: _____

Division: _____

School Id: _____

Type of School: _____

Number of SSC Members: _____

Instruction: Accomplish the inventory form by consolidating all purchased sports equipment from SSEED Program by the school sports coordinator. Submit the report to your Division Sports Officer.

SCHOOL INVENTORY REPORT OF PURCHASED EQUIPMENT
Sports Supplies and Equipment Enhancement and Distribution (SSEED) Program

BATCH: _____

YEAR: _____

[illegible]

Note: You may use additional sheet/s if necessary.

TOTAL

Prepared by:

School Sports Coordinator

Noted by:

School Head



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Division: _____
 School Size: _____
 Total Learners Population: _____

School Sports Club Data	
Sports Offered:	Number of SSC Members:
1.	
2.	
3.	

PART II: INVENTORY FORM

Instruction: Kindly accomplish the inventory form by consolidating all purchased/received sports supplies and equipment from the SSEED Program. Submit the report to your Division Sports Officer.

SCHOOL INVENTORY REPORT

Sports Supplies and Equipment Enhancement and Distribution (SSEED) Program

Batch: _____

Year: _____

[illegible]

Note: You may use additional sheet/s if necessary.

Prepared by:

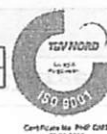
School Sports Club Coordinator

Noted by:



Room 101, Rizal Building, DepEd Complex, Meralco Avenue, Pasig City 1600
Telephone Nos.: (02) 8633-5313; (02) 8631-8492
Email Address: oure@deped.gov.ph | Website: www.deped.gov.ph

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b. Fund Utilization Report

**FUND UTILIZATION REPORT OF SPORTS SUPPLIES, MATERIALS, AND EQUIPMENT FOR
SCHOOL SPORTS CLUB PROGRAM UNDER SPORTS SUPPLIES AND EQUIPMENT
ENHANCEMENT AND DISTRIBUTION (SSEED) PROGRAM**

Region: _____

School Division Office	Downloaded PSF per Sub- Aro	Disbursed Amount (Amount of Procured Items)	List of Sports Supplies, Materials, and Equipment	Quantity	Recipient School

*Add rows if necessary

Submitted by: _____
Head Teacher



Room 101, Rizal Building, DepEd Complex, Marikina Avenue, Pasig City 1600
Telephone Nos.: (02) 8633-5313; (02) 8631-8492
Email Address: ourc@deped.gov.ph | Website: www.deped.gov.ph

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c. Monitoring Form

Region: _____
 School: _____
 Address: _____
 Number of Learners: _____

Division: _____
 School Id: _____
 Type of School: _____
 Number of SSC Members: _____

Instruction: This form shall be accomplished by the Sports Division Officer upon monitoring the recipient schools of the SSEED program from the division. For more inquiries, contact the Bureau of Learner Support Services - School Sports Division at (02) 8632-0260 or through email address blss.ssd@deped.gov.ph.

MONITORING FORM FOR THE PURCHASED EQUIPMENT
Sports Supplies and Equipment Enhancement and Distribution (SSEED) Program

No.	INDICATORS	YES	NO	REMARKS
1.	AVAILABILITY OF PROCURED EQUIPMENT <i>Is the sports equipment ...</i>			
	A. completely available to cater to the different sports offered in the school?			
	B. purchased in good quality?			
	C. made from standard materials used in sports competitions?			
	D. procured through a bidding process before purchase?			
	E. sufficient for the number of students/ members of the School Sports Club?			
2.	STORAGE STATUS <i>Is the sports equipment ...</i>			
	A. stored in the room that is in good condition?			
	B. systematically arranged and kept all in one place?			
	C. stored in a safe and hazard-free area?			
	D. subject to regular inventory checks?			
	E. vigilantly inspected and addressed any identified issues promptly?			
3.	USABILITY <i>Is the sports equipment ...</i>			
	A. used by all students and members of the School Sports Club?			
	B. utilized in various sports activities (Intramurals, sports fest, etc.)?			
	C. used in the regular training of competitive athletes?			



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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.	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



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"/>		
<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	



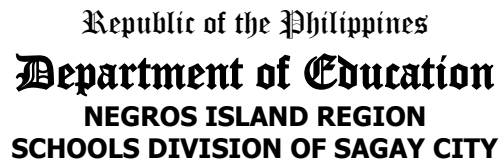
Republic of the Philippines
Department of Education
NEGROS ISLAND REGION
SCHOOLS DIVISION OF SAGAY CITY

Name of School

PROJECT PROPOSAL
Procurement of Goods

TITLE

Date

[illegible]

II. Project Requirement:



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION
SCHOOLS DIVISION OF SAGAY CITY

Name of School

Budgetary Requirements:

Monitoring and Evaluation:



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION
SCHOOLS DIVISION OF SAGAY CITY

Name of School _____

PROJECT PROPOSAL: PROCUREMENT OF GOODS
PROCUREMENT OF _____

APPROVAL SHEET

This Program Proposal was prepared on _____ by:

School Head

Reviewed by:

JOSETTE P. BALANDRA, PhD
EPS-SGOD

Date: _____

MA. THERESA Q. BINGCANG, PhD
Chief, Education Program Supervisor
School Governance and Operations Division

Date: _____

Certifying Alignment of the Proposed Activity with Budget Allocation:

MA. LEAH LINDA S. TAN
Administrative Officer V - Budget Officer

Date: _____

Certifying the Availability of Funds:

JOSIE R. REBUSQUILLO
Accountant III

Date: _____

Recommending Approval:

MARK ANTHONY J. TAN, PhD
OIC - Assistant Schools Division Superintendent

Date: _____

APPROVED:

DANNIE CLARK M. UGUIL, CESE
Assistant Schools Division Superintendent
OIC-Office of the Schools Division Superintendent

Date: _____