



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

Aug 19, 2025

**DIVISION MEMORANDUM**

No. **499** s. 2025

**SCHOOL REGISTRATION FOR THE 2025 AFTER-SCHOOL  
 SPORTS CLUBS PROGRAM**

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. The Bureau of Learner Support Services (BLSS)- School Sports Division (SSD) is pleased to announce the Reactivation and Updates to the SSC Registration Portal and Forms, as part of our continuous efforts to promote physical activity, sportsmanship, and healthy competition among our learners.

2. Anent to this, all schools are hereby required to complete the **SCHOOL REGISTRATION for the 2025 AFTER-SCHOOL SPORTS CLUBS (SSC) PROGRAM** through the designated registration link provided below. Registration shall be open starting **August 15, 2025, until August 30, 2025**. This is to ensure official participation in the upcoming school sports programs and activities.

a. BLSS: Registration Link: <https://tinyurl.com/sportsclubsv2>  
 Please ensure that the Google Form is fully completed before uploading your SSC Form 1 and Form 2

b. Division Office Registration Link: <https://tinyurl.com/SchoolSportsRegistration>

This link is intended for use by the Division Sports Unit to maintain a back-end copy of all registered entries. Please upload SSC Form 1, SSC Form 2, and a screenshot of the successful registration submitted through the BLSS link.

3. Please be guided by the following important updates and reminders before proceeding with the registration process:

- a. The Negros Island Region (NIR) is now recognized as a separate region and is no longer part of Regions 6 and 7.
- b. Ensure that you are aware of and accurately indicate your school's classification.
- c. Correctly identify the Program Offering of your school.
- d. If your school offers additional sports or games, ensure that these are included in the registration form.
- e. New versions of Form 1 and Form 2 are now available for use.
  - For schools that have already prepared their data using the old format, ample time will be provided to migrate data into the new templates.
- f. For Form 2, ensure complete and accurate information is provided, specifically:
  - Full names of athletes
  - Number of team members
  - Quantity of sports equipment
  - Number of sports offered
- g. Most importantly, please input verified and accurate data as this information will directly affect official SSC documentation and reporting.



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4. School Heads are requested to designate a qualified School Sports Coordinator who will be responsible for overseeing and ensuring the timely completion of the registration process.
5. For any questions or technical issues related to the registration process, please contact Mr. Judy Arnaiz, Division Sports Unit Technical Assistant, via Messenger.
6. It is understood that in the conduct of this activity there shall be no discrimination in the provision of such partnership on account of age, school, gender, civil status, disability, religion or other similar factors, personal circumstances that run counter to the principles of equal opportunity.
7. Immediate dissemination of this Memorandum is desired.

**DANNIE CLARK M. UGUIL**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent



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**REGISTRATION PROCEDURE**

- a. Download a blank copy of the forms FORM-SSC1 and FORM-SSC2 from the "Blank Forms Download".
- FORMSSC1 - [https://drive.google.com/uc?export=download&id=1AF2YC\\_jV3AHUs0vw3433RynGH\\_TSbpl2](https://drive.google.com/uc?export=download&id=1AF2YC_jV3AHUs0vw3433RynGH_TSbpl2)
  - FORMSSC2 - <https://drive.google.com/uc?export=download&id=165wu-fE1WQ7EsMOU3Ozq8UrLgw1rfHJA>
- Complete both forms.
  - The forms are "Complete" when they are: fully accomplished and signed by the proper signatories.
    - Prepared by:  
School Sports Club Coordinator
    - Certified by:  
School Head:
    - Verified by: JOSETTE P. BALANDRA  
EPS-SGOD/Division Sports Coordinator
  - Convert the completed forms into PDF format. (Secure with a password if possible)
  - Submit the form via the online portal
  - The online submission form will only accept PDF attachments which file size does not exceed 10MB.
  - Use the Filename Format: Region\_Division\_School Name SportsClubs  
*Example: NIR\_Sagay City\_Sagay National High School Sports Clubs*
  - Please make sure that you enter the correct School ID for your school, it is very important.

Note: Please refer to the attached documents in this memorandum for the detailed procedures on the registration process. Ensure that all required data and information are prepared and readily available before accessing the registration link.



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**REGISTRATION PROCEDURES: STEP-BY-STEP GUIDE**

Upon accessing the portal, the designated representative is expected to provide the following details and information as part of the registration process.

**READ THIS FIRST**

Blank Forms Download:

**FORM-SSC1** -

**FORM-SSC2** -

How to Register:

- Download a blank copy of the forms **FORM-SSC1** and **FORM-SSC2** from the "Blank Forms Download" section above.
- Complete both forms.
- The forms are "Complete" when they are: fully accomplished and signed by the proper signatories.
- Convert the completed forms into **PDF format**. (Secure with a password if possible)
- Submit the form via the online submission form below
- The online submission form will only accept **PDF** attachments which file size does not exceed 10MB.
- Use the Filename Format: *Region\_Division\_SchoolName SportsClubs*

Example: NIR\_Sagay City\_Sagay National High School Sports Clubs

**Please make sure that you enter the correct School ID for your school, it is very important.**

**1. Choose Region**

NEGROS ISLAND REGION

**2. NIR-DIVISION**

Sagay City

**I. SCHOOL INFORMATION**

3. Full Name of the School: \_\_\_\_\_

4. School ID: (6-digits number): \_\_\_\_\_

5. School Email Address: \_\_\_\_\_

*(Valid and working email address of the school)*

6. Representative Email Address: (School Sports Coordinator) \_\_\_\_\_

*(Email address of the person submitting the registration. (Your email address)*



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7. School Classification

- Small
- Medium
- Large
- Very Large

**II. Sports Club Offered**

8. Choose all that apply

- Athletics
- Volleyball
- Basketball
- Badminton
- Chess
- Table Tennis
- Arnis
- Sepak Takraw
- Futsal
- Dance Sports
- Taekwondo
- Football
- Billiards
- Gymnastics
- Tennis
- Baseball
- Softball
- Boxing
- Para Games
- Wrestling
- Archery
- Pencak Silat
- Wushu
- Swimming

9. Other Sports Offered

10. Program Offering

- All Offering (K to 12)
- ES and JHS (K to 10)
- JHS with SHS
- Purely SHS
- Purely JHS
- Purely ES





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**III. INSTRUCTIONS:** Enter how many members there are in your CLUB for each Grade Level. If your club doesn't have any members for a particular Grade Level, just put 0 or leave it blank.

11.Kinder : Number must be between 0-100

Grade 1

Grade 2

Grade 3

Grade 4

Grade 5

Grade 6

Grade 7

Grade 8

Grade 9

Grade 10

Grade 11

Grade 12

**IV. Member Count (Sport)**

**INSTRUCTIONS:** Enter how many members there are in your Club for each Sport you offer. If your school doesn't have a club for a particular Sport, just put 0 or leave it blank.

\*Note: Indicate the Number of Members each Club have.

1. Athletics
2. Volleyball
3. Basketball
4. Badminton
5. Chess
6. Table Tennis
7. Arnis
8. Sepak Takraw
9. Futsal
10. Dance Sports
11. Taekwondo
12. Football
13. Billiards
14. Gymnastics
15. Tennis
16. Baseball
17. Softball
18. Boxing
19. Para Games
20. Wrestling
21. Archery
22. Pencak Silat
23. Wushu
24. Swimming

**V. Registrations Forms**

**Upload the accomplished Registration Forms here**

49.FORM-SSC.1(Non-anonymous question)

File number limit: 1Single file size limit: 10MBAIlowed file types: Word, Excel, PPT, PDF, Image, Video, Audio

50.FORM-SSC.2 (Non-anonymous question)

**Your name and file upload actions will be recorded in OneDrive and visible to the form owner.**

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**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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**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:**

SGOO Chief/ Authorized Representative	
Signature	
Date	





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**FORM SSC.2: School Sports Club Attachment Form**

INSTRUCTIONS: Input the necessary details. Indicate N/A if not applicable.  
**DO NOT ABBREVIATE.**

**I. SPORTS CLUB INFORMATION**

*Create a copy of this page if four or more sports clubs are being offered. Add rows and columns if necessary.*

<b>Sports Club's Name:</b>			
<b>Established Date:</b>			
<b>Sports Club Facilitator/s:</b>			
	<b>Members' Name</b>	<b>Sex</b>	<b>Grade Level</b>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			



<b>Sports Club's Name:</b>			
<b>Established Date:</b>			
<b>Sports Club Facilitator/s:</b>			
	<b>Members' Name</b>	<b>Sex</b>	<b>Grade Level</b>
1.			
2.			
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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.			
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.			
2.			
3.			
4.			
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<b>Sports Club's Name:</b>			
<b>Established Date:</b>			
<b>Sports Club Facilitator/s:</b>			
	<b>Members' Name</b>	<b>Sex</b>	<b>Grade Level</b>
1.			
2.			
3.			
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:

<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>	

