



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

DIVISION MEMORANDUM

September 17, 2025

No. 571, s. 2025

**DIVISION SCHOOL SPORTS SUPPLIES EQUIPMENT ENHANCEMENT AND
 DISTRIBUTION (SSEED) PROGRAM AUDIT, MONITORING AND
 SPORTS ORIENTATION FORUM**

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

1. In line with the Schools Division Office of Sagay City's commitment to promoting holistic learner development and participative school governance, the office will conduct the **Division School Sports Supplies and Equipment Enhancement and Distribution (SSEED) Program Audit, Monitoring, and Sports Orientation Forum** on September 19, 2025, from 8:00 AM to 12:00 NN, at the NONESCOST MPC Function Hall, Old Sagay, Sagay City, Negros Occidental.
2. This activity aims to equip participants with the essential knowledge, skills, and values needed to:
 - a. effectively plan, organize, manage, and evaluate sports meets;
 - b. conduct audit and monitoring on the School Sports Supplies Equipment Enhancement and Distribution (SSEED) program; and
 - c. ensure transparency and accountability in the management and utilization of sports resources under the SSEED funds provided to schools
3. The expected participants in this activity are all Public Schools District Supervisors (PSDSs), Public Elementary and Secondary School Heads, Public School Sports Coordinators and Sagay Private School Association representative.
4. All recipients of SSEED Batch 4 are requested to prepare a two-minute PowerPoint presentation detailing the current status of SSEED program implementation.
5. Attached to this memorandum is the Activity Matrix for reference and guidance on the conduct of the activity.
6. Meals are chargeable to program support funds for sports while transportation expenses of the participants shall be charged against school MOOE or local funds subject for the usual accounting and auditing rules and regulations.
7. 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.
8. Immediate dissemination and compliance with this Memorandum are desired.

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



Enclosure : as stated
 Reference : as stated
 Allotment : N/A
 No. of Pages : 2
 To be indicate in the **Perpetual Index** under the following subjects:
 SGOD SPORTS



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Enclosure 1 to Division Memorandum No. 571, s. 2025

Time	Activity	Description/Topics	Person Responsible / Expected Participants
8:00-8:30AM	Arrival and Registration		Secretariat
8:30-9:00AM	Opening Program	Preliminaries	PMT
9:00AM-10:00AM	SDS Hour	Division Sports Roadmap	Dannie Clark M. Uguil OIC-Schools Division Superintendent Participants: PSDS, School Head, School Sports Coordinators, PSA Rep
10:00-10:30AM	Orientation on DepEd Guideline in Conducting Sports Meets	DepEd Orders and Policies related to Sports Meet Implementation	Ma. Theresa Q. Bingcang, PhD Chief, SGOD Participants: PSDS, School Head, School Sports Coordinators, PSA Rep
10:30AM-11:00AM	SSEED Registration and Implementation	Discussion and Updates on SSEED Registration and Implementation	Judy Arnaiz Technical Assistant I School Sports Program *SSEED Recipient Schools (School Heads) Participants: PSDS, School Head, School Sports Coordinators, PSA Rep
11:00AM-12:00NN	Policy Guidelines on the Institutionalization of the School Sports Club in Public Schools	Discussion on School Sports Clubs establishment, operations, management, merits and rewards, fund sources, and monitoring	Josette P. Balandra EPS-SGOD Division Sports Officer Participants: PSDS, School Head, School Sports Coordinators, PSA Rep
	Managing Sports Events (Crafting of Action Plan and Project Proposals)	Managing Actual Event Flow, venue Management, emergency protocols, post-event report	
12:00NN-1:00PM	LUNCH BREAK		