



Republic of the Philippines
Department of Education
Region XII
Schools Division Office of Tacurong City

21 May 2026

DIVISION MEMORANDUM

SGOD – 2026 075

REGISTRATION OF SCHOOL SPORTS CLUBS IN DEPED-SOCCSKSARGEN REGION

To: Assistant Schools Division Superintendent
Chief Education Supervisors (CID & SGOD)
Education Program Supervisors
Section Heads
Cluster Heads
Elementary & Secondary School Heads
This Division

1. For the information, guidance, and compliance of all concerned, enclosed is Regional Memorandum **ESSD-2026-103 dated April 29, 2026**, titled **“Registration of School Sports Clubs in DepEd-SOCCSKSARGEN Region.”**
2. In line with the Department of Education’s commitment to strengthen school-based sports development, the Schools Division Office of Tacurong City enjoined all public schools with existing School Sports Clubs to register in accordance with the guidelines provided in the attached memorandum.
3. The registration aims to identify schools with active School Sports Clubs that may serve as potential recipients of the School Sports Supplies, Materials, and Equipment Enhancement Distribution Program (SSEEDP). Schools may register through this link: <https://bit.ly/48siS3P>
4. All schools with existing School Sports Clubs are required to accomplish and submit the following forms to SGOD Office – SDO Tacurong:
 - a. **SSC Form 1** – School Sports Club Profile
 - b. **SSC Form 2** – School Sports Club Membership
5. Blank copies of the forms may be downloaded through the following links:
 - a. **SSC Form 1 (FORM-SSC1)**: <https://bit.ly/4tLyLuW>
 - b. **SSC Form 2 (FORM-SSC2)**: <https://bit.ly/4ebU3gf>
6. The registration process shall be as follows:



Address: Alunan Highway, Poblacion, Tacurong City 9800
Telephone Numbers: (064)-562-4880; 0919-065-6425
Email: tacurong.city@deped.gov.ph
Website: depedtacurong.org



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- a. Download a blank copy of FORM-SSC1 and FORM-SSC2 from the links provided above;
 - b. Completely accomplish both forms;
 - c. Ensure that the forms are duly signed by the proper signatories;
 - d. Convert the completed forms into PDF format;
 - e. Schools are encouraged to secure the files with a password, if possible; and
 - f. Submit the forms through the online submission form using the school's official DepEd Microsoft account.
7. The online submission form accepts only PDF files, and each attachment must be 10 MB or smaller.
8. Schools must ensure that the correct School ID is indicated in the forms, as this information will be used for validation and reference in the implementation of the SSEEDP.
9. For clarification and assistance, concerned schools may coordinate with the School Governance and Operations Division (SGOD) through the Division Sports Officer.
10. For dissemination, information and compliance of all concerned.


CELDO G. MOSQUEDA, CEO VI
Schools Division Superintendent



RNT/MBS/SGOD/DM/ REGISTRATION OF SCHOOL SPORTS CLUBS IN DEPED-SOCCSKSARGEN REGION/MAY 21, 2026



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Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

29 Apr 2026

REGIONAL MEMORANDUM
ESSD-2026-103

**REGISTRATION OF SCHOOL SPORTS CLUBS IN
DEPED-SOCCSKSARGEN REGION**

To: Schools Division Superintendents

1. In line with the Department of Education's commitment to strengthen school-based sports development, this region, through the Education Support Services Division (ESSD), announces the registration of all public schools in DepEd-SOCCSKSARGEN Region with existing School Sports Clubs.
2. The registration aims to identify schools with active School Sports Clubs that may serve as potential recipients of the School Sports Supplies, Materials, and Equipment Enhancement Distribution Program (SSEEDP). Schools may register through link: <https://bit.ly/48siS3P>
3. All schools with existing School Sports Clubs are required to accomplish and submit the following forms:
 - SSC Form 1 – School Sports Club Profile (Enclosure 1)
 - SSC Form 2 – School Sports Club Membership (Enclosure 2)

Blank copies of the forms may be downloaded through the links:

- SSC Form 1 (FORM-SSC1): <https://bit.ly/4tLwLuW>
- SSC Form 2 (FORM-SSC2): <https://bit.ly/4ebU3gf>

4. The registration process is as follows:
 - Download a blank copy of FORM-SSC1 and FORM-SSC2 from the “Blank Forms Download” section above.
 - Complete both forms.
 - The forms are considered complete when they are fully accomplished and signed by the proper signatories.
 - Convert the completed forms into PDF format. Schools are encouraged to secure the files with a password if possible.
 - Submit the forms through the online submission form using the school's DepEd Microsoft account through the link below:
5. The online submission form accepts only PDF files, and each attachment must be 10 MB or smaller.
6. Schools must ensure that the correct School ID is indicated in the forms, as this information will be used for validation and reference for the SSEEDP implementation.



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7. Immediate dissemination of and compliance with this memorandum is directed.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

Enclosure: As stated

Reference: None

Allotment: Program Support Fund (PSF)

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

SCHOOL
SPORTS

KJR/ESSD/RM-REGISTRATION OF SCHOOL SPORTS CLUBS IN DEPED-SOCCSKSARGEN REGION
0115/April 29, 2026



Prime Regional Government Center, Brgy. Carpenter Hill, City of Koronadal
Telephone Nos.: (083) 2288825/ (083) 2281893
Email Address: region12@deped.gov.ph
Website: depedroxii.org





Republic of the Philippines
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Sports Offered

Preferred/Offered Sports:

Schedule of Activities

Time	Activities	Mon	Tues	Wed	Thurs	Fri

SSC Activities

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



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Available Learning Facilities and Sports Equipment

Learning Facilities:

- Track and Field
- Gymnasium
- Badminton
- Volleyball
- Basketball
- Table Tennis
- Football
- Tennis
- Other (Specify):

Sports Equipment *(Attach Inventory)*

Sports Equipment	Qty.	Sports Equipment	Qty.

Declaration:

I hereby declare the information provided in this document is true, correct and there have been no misreading statements, omission of fact, falsification nor any misrepresentation or fraud.

Prepared by:

School Sports Club Coordinator	
Signature:	
Date:	

Certified by:

School Head	
Signature:	
Date:	

Verified by:

SGOD Chief/ Authorized Representative:	
Signature:	
Date:	



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FORM SSC-2: School Sports Club Attachment Form

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

I. SPORTS CLUB INFORMATION

Provide a copy of this page if four members sports club are being entered. Add more attachments 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			
2			
3			
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6			
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8			
9			
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Sports Club's Name:			
Established Date:			
Sports Club Facilitator/s:			
	<i>Members' Name</i>	<i>Sex</i>	<i>Grade Level</i>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Declaration:

I hereby declare the information provided in this application is true, valid, correct and there has been no falsifying 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	

Approved by:

Division Sports Officer	
Signature	
Date	