



Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OF SIARGAO



Office of the Schools Division Superintendent

July 7, 2025

DIVISION MEMORANDUM

No. _____ s, 2025

07-198

MONITORING OF SCHOOL SPORTS CLUB

To: Assistant Schools Division Superintendent
SGOD Chief
CID Chief
Public Schools District Supervisors
Elementary and Secondary School Heads
Sports Coordinators and School Sports Club Facilitators
This Division

1. Pursuant to Article XIV sec. 19 of the Philippine Constitution "Promote Physical Education and DepEd Order No. 21 s. 2019 Annex 1 pp 30#42 or Policy Guidelines on Basic Education Program Elementary "Co-curricular activities which are the extension of formal learning experiences, are provided to tap into and enrich the varied intelligences and skills of the learners. This come is the form of clubs; and Annex 2 pp 92 #IV Co-curricular Activities in Secondary Education Paragraph 90-91 "Palarong Pambansa serves as a laboratory of learned acquired knowledge, skills and attitudes in Physical Education and School Sports Program;
2. Relative to this effect, the SDO Siargao through the Schools Governance Operations Division has already conducted the Division Seminar Workshop for School Sports Club Facilitators on the Teaching of Sports Specific Skills per Division Memorandum No. 06-170 s. 2025, where the participants are tasked to teach sports specific skills, organize school sports club in their respective schools, register their school sports club in the Central Office School Sports Division SCC registration link and conduct district cascading of the same seminar.
3. To ensure the implementation and organization of school sports club in all Elementary and Secondary Schools, an on site monitoring of school sports clubs and their respective training programs will be conducted with the following schedules pls see enclosures :
4. Regular monitoring and evaluation will be undertaken monthly to ensure program effectiveness.
5. Enclosures: 1.Schedule of Monitoring 2. Monitoring Tool 3. SSC Registration Form
4. Duties and responsibilities of School Head and Sports Club Coordinator
6. Wide and immediate dissemination of this memorandum is desired.

MANUEL O. CABERTE

Assistant Schools Division Superintendent
Officer In Charge

Office of the Schools Division Superintendent

Reference: Palarong Pambansa Act 2013 (RA10588)

To be indicated in the Perpetual Index

Under the following subjects: SPORTS TEACHING PERSONNEL

SGOD/JTT 5/9/25



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DepEd Siargao



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Enclosure no. 1 of Division Memorandum no. _____ s. 2025

SCHEDULE OF MONITORING

DATE	DISTRICT	SCHOOL
July 9, 2025	Dapa West	Catabaan ES Dapa CES Dapa NHS Siargao NSHS
July 10-11, 2025	Dapa East	Don Enrique NMS Don Paulino ES Osmena ES Union ES Union NHS
July 14-18, 2025	General Luna	Cabitoonan ES Catangnan ES Consuelo ES Corazon ES General Luna CES Libertad ES Magsaysay ES Malinao ES Sta.Cruz ES Sta.Fe ES Tawin-Tawin ES Gen. Luna NHS Consuelo NHS
July 23-August 31, 2025	Pilar	Caridad ES Consolacion ES Datu ES Jaboy ES Katipunan ES Maasin ES Mabini ES Mabuhay ES Pilar CES Salvacion ES San Roque ES Pilar NHS Caridad NHS
August 4-8, 2025	Numancia East	Bitoon ES Cabugao ES Antipolo ES Lobogon ES Esperanza ES



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		Mahayahay ES Quezon PS Sayak ES Tuboran ES Oguing Navarro MNHS Mariano Matugas MNHS
August 12-15, 2025	Numancia West	Bagacay PS Cancohay ES Dumoyog PS Jamoyaon ES Katipunan ES Lasala ES Mabuhay PS Numancia ES Del Carmen NHS
August 18-22, 2025	San Benito	Bongdo ES Maribojoc ES Nuevo Campo ES Pitogo ES San Benito CES San Juan ES San Benito NHS
August 26-29, 2025	Sapao	Abad Santos ES Alegria ES Bailan ES Garcia ES Libertad ES Mabini ES Magsaysay ES Rizal ES Sapao CES Tangbo CES Alegria NHS Libertad NHS Sapao NHS
September 1-3, 2025	Burgos	Baybay ES Bitaug ES Burgos CES Matin-ao ES San Mateo ES Burgos NHS
September 8-12, 2025	San Isidro	Buhing Calipay ES Del Pilar ES Macapagal PS



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		Pacifico PS Pelaez PS Roxas ES San Isidro CES San Miguel PS Sta.Paz ES Sto.Nino ES Tambacan ES Tigasao ES Roxas NHS San Isidro NHS
September 15-24, 2025	Socorro East	Atoyay ES Bay-ang ES Don Albino Taruc MES Lanit-ag PS N. Sering ES Socorro CES Atoyay NHS Socorro NHS
September 15-24, 2025	Socorro West	Del Pilar Comm. PS Nueva Estrella CES Pamosaingan ES Songkoy ES Nueva Estrella NHS Pamosaingan NHS



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BUREAU OF LEARNER SUPPORT SERVICES

School Sports Division

SCHOOL SPORTS CLUB PILOT IMPLEMENTATION MONITORING TOOL

1	Participation Rate (Attendance)	(1) 1-25% Learners of the identified learner/s participated in the SSC Activity	(2) 26-49% Learners of the identified learners participated in the SSC Activity	(3) 50-75% Learners of the identified learners participated in the SSC Activity	(4) 76-100% Learners of the identified learners participated in the SSC Activity*
2	Number of Sessions Conducted	(1) 1-5 sessions were conducted	(2) 6-12 sessions were conducted	(3) 13-16 sessions were conducted	(4) 17-20 sessions were conducted
3	Stakeholders Involvement (Internal and external stakeholder s involved in SGC)	(1) (not yet engage with Stakeholder) involvement of internal and external stakeholders for the pilot implementation of SSC	(2) (Engage with 1-2 Stakeholder/s) involvement of internal and external stakeholders for the pilot implementation of SSC	(3) (Engage with 3-4 Stakeholders) involvement of internal and external stakeholders for the pilot implementation of SSC	(4) (Engage with 5 or more Stakeholders) involvement of internal and external stakeholders for the pilot implementation of SSC
4	Type and extent of support of Stakeholder s (in terms of financial, service, material/supply)	(1) (not yet engage with Stakeholder) Number/s of engaged stakeholders with support extended in terms of financial, service, material/supply with MOA/MOU	(2) (Engage with 1-2 Stakeholder/s) Number/s of engaged stakeholders with support extended in terms of financial, service, material/supply with MOA/MOU	(3) (Engage with 3-4 Stakeholders) Number/s of engaged stakeholders with support extended in terms of financial, service, material/supply with MOA/MOU	(4) (Engage with 5 or more Stakeholders) Number/s of engaged stakeholders with support extended in terms of financial, service, material/supply with MOA/MOU
5	Injury and Safety Records	(1) More than 7 Injuries recorded during the conduct of SSC Activity	(2) 4-6 Injuries recorded during the conduct of SSC Activity	(3) 1-3 Injuries recorded during the conduct of SSC Activity	(4) No Injury recorded during the conduct of SSC Activity
6	Venue and Facilities	(1) The venue and	Poor (2) The venue and	(3) The venue and	(4) The venue is for

		facilities are shared with 4 or more other school Activities	facilities are shared with 2-3 other school Activities	facilities are shared with 1 other school Activities	SSC activity only with no shared school Activities	
7	Supplies and Equipment	(1) Insufficient in necessary supplies and equipment.	(2) Some equipment is available, but not enough for all participants Quality of equipment needs improvement. Minor safety concerns with certain items.	(3) Adequate quantity of equipment for all participants. Equipment is of satisfactory quality and well-maintained. Generally safe and functional gear.	(4) Abundant and high-quality equipment for all participants. State-of-the-art gear that enhances the sports experience. Rigorous maintenance program in place.	
8	Organization and Management	(1) The Organization and management of SSC is not yet organized	(2) The Organization and management of SSC is organized with School Personnel involvement only	(3) The Organization and management of SSC is organized with School Governance Council involvement	(4) The Organization and management of SSC is organized according to the organizational structure proposed by the Manual of Operations	
9	SSC Learners Organizational Structure	(1) The Learners SSC Organizational Structure is not yet organized	(2) The SSC is organized with Designated Learners Leaders only	(3) The SSC is organized with Learners Officers	(4) The SSC is organized according to the organizational structure of the proposed Manual of Operations	
10	Manual of Operation	(1) The Proposed Manual of operation has nothing to do with the establishment of the SSC	(2) The Proposed Manual of operation guided the school in establishing the SSC With proposed Major revisions	(3) The Proposed Manual of operation guided the school in establishing the SSC With proposed minor revisions	(4) The Proposed Manual of operation guided the school in establishing the SSC	



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**SCHOOL SPORTS CLUB PILOT IMPLEMENTATION SURVEY QUESTIONNAIRE
FOR IMPLEMENTERS**

Instruction: Thank you for taking time to provide feedback on the implementation of the School Sports Club. Your input is valuable in assessing the effectiveness of the Club's operation and identifying areas for improvement. Please answer the following questions honestly and thoroughly.

Name (Optional) _____

Name of School _____

I. What is your role in the implementation and oversight of the School Sports Club?

- ☐ School head ☐ Sport Coordinator ☐ Sports Facilitator
- ☐ Coach

II. Club Establishment:

a. How satisfied are you with the process of establishing the School Sports Club?

- ☐ Very Satisfied ☐ Satisfied ☐ Neutral ☐ Dissatisfied ☐ Very Dissatisfied

b. Were there any challenges or obstacles encountered during the establishment phase? If yes, Please specify:

III. Planning and Organization:

- a. How would you rate the effectiveness of the planning and organization of club activities and events?

☐ Excellent ☐ Good ☐ Average ☐ Poor

- b. Do you feel that the club's goals and objective align with the overall mission of the school ☐ yes ☐ No

IV. Resource and Support :

- a. Are the necessary resources (e.g. facilities, equipment, funding) provided to support the School Sports Club's activities?

☐ Yes, consistently ☐ Yes, but not consistent ☐ No, inadequate support

- b. How satisfied are you with the level of support and collaboration from school administration and staff members?

☐ Very Satisfied ☐ Satisfied ☐ Neutral ☐ Dissatisfied ☐ Very Dissatisfied

V. Challenges and Opportunities:

- a. What are the main challenges faced in the implementation and operation of the School Sports Club?

- b. Are there any opportunities for improvement or expansion that you would like to explore?

VI. Collaboration and Communication:

- a. How would you rate the level of collaboration and communication among club coordinators, facilitators, administrators and stakeholders?

☐ Excellent ☐ Good ☐ Average ☐ Poor

VII. Suggestions and Feedback:

- a. Do you have any suggestions for enhancing the effectiveness of School Sports Club?

- b. Is there anything else you would like to share regarding the implementation of the School Sports Club?

VIII. Overall Assesment:

- a. How satisfied are you with the level of support and collaboration from school administration and staff members?

☐ Very Satisfied ☐ Satisfied ☐ Nuetral ☐ Dissatisfied
☐ Very Dissatisfied

Thank you for your participation and valuable feedback!. Your input will help us improved the School Sports Club for the benefit of our learners.



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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.
2.
3.
4.
5.
6.

7.
8.
9.
10.
11.
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



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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.

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

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	